

## **SPOUSE PREFERENCE FOR EMPLOYMENT IN NONAPPROPRIATED FUND (NAF JOBS)**

The following information is provided on the Military Spouse Preference Program as pertains to Non-appropriated Fund Activities in providing employment preference and assistance to the Military Spouse for NAF positions.

Non-appropriated Fund Instrumentality (NAFI) Activities provide employment preference for spouses applying and referred for certain Non-appropriated Fund positions in all employment categories at grade levels NF-3 and below or equivalent hourly rate positions in the same commuting area of the sponsor's duty station.

Preference is priority in the selection process for military spouses when they are being considered along with others. "Preference" does not mean that positions are created or made available especially for spouses or a guarantee that a job will be available. Remember that you must have the required qualifications for the position for which you apply.

Spouse Preference Eligible is a wife or husband of an active duty military member of the Armed Forces, including the Coast Guard or a member of the National Guard or Reserves on active duty. To be eligible for the preference, the spouse preference eligible must have entered into marriage with the military sponsor before the military sponsor's relocation to the new duty station. The spouse must be relocating with the military member (**If spouses' name is not on Official PCS Orders, please provide copy of marriage license**).

The time period of spouse preference eligibility begins 30 days before the military sponsor's reporting to the new duty station location or your spouse has a minimum of 6 months remaining on their current orders.

**Effective 7 Oct 04**, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until they move into or are hired into a regular Full-Time or Part-Time position.

There is no limit to the number of times spousal preference may be applied to referral and selection for non-continuing positions. Spouses may be simultaneously referred for continuing and non-continuing positions.

Applicants must meet spouse preference eligibility in order to apply for spouse preference positions when positions are announced for open competition. A preference eligible spouse shall be placed on selection list when they meet the competitive qualifications.

An eligible spouse for preference shall request consideration by submission of a request form (form obtained from the Human Resource Website), a resume/application showing you possess the required knowledge, skills and abilities for the position, copy of the sponsor's orders, and a copy of marriage license (**If spouses' name is not on Official PCS Orders**).

If spouse preference is used to obtain a NAF continuing position it cannot be used a second time for an Appropriated Fund (Civil Service) continuing position or vice versa.

Individuals applying for military spouse employment preference, or those having questions, may obtain information and assistance by contacting the NABSD HRM Employee Processing Administrator.

## **SUMMARY**

**You are eligible for this program if you meet all of the following requirements:**

- You are married to an active-duty military member;
- You were married before he/she received permanent orders to this geographic location from a different geographic location, and you accompanied him/her from the prior duty station to this station;
- The position you are applying for is within commuting distance of your spouse's duty station;
- Your spouse's reporting date is within 30 days of your application or your spouse has a minimum of 6 months remaining on their current order's; and
- You have **NOT** accepted or declined any continuing Regular NAF or APF position.