



MILITARY SPOUSE PREFERENCE ACKNOWLEDGEMENT

Spouse Preference: SECNAVINST 12310.7A and DODI 1404.12 provide the Department of Defense policy on military spouse employment preference for NAF positions. Spouses of active duty military service members will be provided preferential consideration for NAF vacancies to be filled through competitive means for positions at the NF-03 level and below, or equivalent hourly rate positions (NA, NL, NS), in all employment categories.

Eligibility: You are eligible for spouse preference if you meet all of the following requirements:

- You are married to an active duty military service member;
- You married before s/he received permanent orders to this geographic location from a different geographic location, and you accompanied her or him from the prior duty station to this duty station (e.g., you relocated from Naval Station Norfolk to Naval Station Mayport);
- 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 orders; and
- You have not accepted or declined any continuing Regular Full-Time or Part-time NAF or APF/GS position in this area.

Applicant Name: _____

Spouse's Name: _____

Spouse's PRD: _____

Spouse's Current Duty Station: _____

Spouse's Arrival Date: _____

Applicant's Arrival Date: _____

Position for which you are applying to:

Announcement Number: _____

Job Title: _____

Installation: _____

If you are relocating to the job area with your spouse:

Relocating From: _____

Spouse's Reporting Date: _____

Privacy Act Statement : Section 6311 of Title 5 of the U.S. code authorizes collection of this information. The primary use of this information is eligibility determination for military spouse employment preference. Furnishing the information on this form is voluntary. However failure to provide the information required and supporting documentation of my claim to this preference will prevent consideration for military spouse preference.

MILITARY SPOUSE APPLICANT CERTIFICATION & SIGNATURE

I certify that I have neither accepted nor declined any continuing Regular Full-Time or Part-Time NAF or APF/GS position in this area and that the above information is true, complete, and correct to the best of my knowledge and belief. I understand that Spouse Preference is applicable only once per installation or until any offer of continuing regular employment, per SECNAVINST 12310.7A and DODI 1404.12.

I also understand that I must submit a copy of my spouse's orders with my name listed as an approved dependent. If my spouse's orders do not have my name listed, I shall submit the orders AND a family/ dependent entry approval with my name listed as an approved dependent OR a command sponsorship approval letter that states I am command sponsored.

Printed Name of Applicant

Signature of Applicant

Date