

# MILITARY SPOUSE PREFERENCE CERTIFICATION

1. To be considered for Military Spouse Preference (MSP), a hiring priority for NAF jobs, please complete this form and attach a copy of your sponsor's PCS orders. If you are not specifically listed by name on the orders, please attach a Command Sponsorship letter to the PCS orders.
2. Have you previously accepted or declined any Appropriated Fund (APF), Army and Air Force Exchange Services (AAFES), or Nonappropriated Fund (NAF) position within this commuting area?

**YES** \_\_\_\_\_                      **No** \_\_\_\_\_

If yes, when and where? \_\_\_\_\_  
What type of position (Regular, Flexible, Full Time, Part Time, Intermittent, Temporary, etc.)?

3. If you held a federal service position (APF or NAF) prior to your PCS to this location, are you on leave without pay?

**YES** \_\_\_\_\_                      **No** \_\_\_\_\_

4. Does your spouse have more than 6 months remaining for this PCS assignment?

**YES** \_\_\_\_\_                      **No** \_\_\_\_\_

- MSP eligibility is terminated upon placement into or declined of any continuing (permanent with a fixed work schedule) position in the commuting area for which application is made, whether or not preference was applied.
- Appointments to temporary and flexible positions do not cause loss of preference eligibility; rather eligibility is suspended while employed in these positions until 60 days prior to the expiration of an NTE position or resignation is tendered from a permanent flexible position.
- MSP applies only to positions where the grade or pay band is no higher than you have previously held in federal service.
- MSP eligibility begins 30 days before the military sponsor's reporting date to the new duty station.
- Military spouses seeking preference with less than six months remaining in the area may be non selected for permanent positions.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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## FOR HRO USE ONLY

ELIGIBLE?    YES \_\_\_\_\_                      NO \_\_\_\_\_ (state reason) \_\_\_\_\_

INITIALS \_\_\_\_\_                      DATE \_\_\_\_\_