

**MILITARY SPOUSE PREFERENCE  
STATEMENT OF UNDERSTANDING**

Military spouses may be eligible to apply for employment preference for Department of Defense (DoD) Nonappropriated Fund (NAF) positions in conjunction with their military sponsor's transfer to a new duty station. A military spouse preference eligible is a military spouse who entered into marriage with the military member prior to relocating because of service under a statutory tour.

Verification of military spouse preference eligibility is the responsibility of the Human Resources Office. The document depicting proof of military spouse preference eligibility are the sponsor's PCS orders where the spouse is named as the husband or wife of the military member. The military sponsor must be an active duty military member of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard or Reserves. Military spouse preference does not apply when the military sponsor's move is a permanent change of station in conjunction with retirement or separation. Military spouses seeking preference with less than 6 months time remaining in the area may be nonselected for permanent continuing positions.

Military spouses will be referred using MSP until such time as they accept a Regular continuing position. MSP will not be lost if the military spouse declines an offer of employment in a non-continuing position, which includes all Flexible positions. There is no limit to the number of times MSP may be applied to referral and selection for non-continuing positions. Spouses may be simultaneously referred for continuing and non-continuing positions, until such time as eligibility is lost due to acceptance or declination of an offer of continuing position.

Military spouses may apply for any position in all employment categories in pay band NF-III and below. CY positions, and equivalent hourly paid Crafts and Trades positions. However, preference applies only when the grade/pay band for which the spouse has applied is no higher than that previously held in the federal service. On initial appointment in the federal service, military spouse preference applies to all positions in pay bands NF-I through NF-III, CY positions, and equivalent hourly paid Crafts and Trades positions for which qualified.

All applicants who wish to exercise their eligibility for military spouse preference and who have been employed with any agency at Aviano AB, Italy since their PCS arrival, or employed with any DoD agency worldwide, must submit with their application package a copy of their most recent personnel action reflecting position title, salary, and type/length of appointment, employment agency. If an applicant submits an application for NAF employment consideration and then declines or accepts a position with any other Aviano employment organization, that applicant must immediately advise the Human Resources Office. Failure to advise the Human Resources Office of an employment status change with another Aviano AB employment agency prior to acceptance of a position for which military spouse preference was applied, may result in withdrawal of an employment offer or removal from NAF Federal service.

I certify, by my signature below that I fully and completely understand the military spouse preference eligibility and governing directives as described in this document. I have no further questions regarding this issue. I fully accept responsibility for immediately notifying the Human Resources Office of any employment status change during the period what my application is on file for employment consideration. I certify that I (HAVE \_\_\_\_\_) (HAVE NOT \_\_\_\_\_) used my military spouse preference through acceptance or declination of any position offer with Appropriated funds (U.S. Civil Service) or Nonappropriated Funds (AAFES or Force Support Squadron) since my PCS arrival at Aviano AB, Italy.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Sponsor's DEROS** \_\_\_\_\_