SPOUSE PREFERENCE FOR EMPLOYMENT IN NONAPPROPRIATED FUND (NAF JOBS)

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

Marine Corps Nonappropriated Fund Instrumentality (NAFI) Activities provide employment preference for spouses applying and referred for certain Nonappropriated 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. It applies only when the spouse is among the best-qualified candidates. "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 and continues during the entire tour at the duty station, unless placement into or declination of any offer of a continuing position at any grade level whether or not the eligible spouse has registered for spouse employment preference whichever takes place first.

Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or 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. Eligibility terminates due to acceptance or declination of an offer of a continuing position. 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 a selection list only if he or she is among the best-qualified candidates after a competitive screening process is completed.

A spouse eligible for preference shall request consideration by submission of a request form (obtained from the Human Resources Office), 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, per move. Individuals applying for military spouse employment preference, or those having questions, may obtain information and assistance by contacting the NAF Human Resources Office.

Telephone: (808) 254-7632 **Fax:** (808) 254-4888; **Mail:** MCB Hawaii - ATTN MCCS HRO; Box 63073; Kaneohe Bay, HI 96863.

REQUEST FOR MILITARY SPOUSE PREFERENCE

POSITION: _____ _____ _____
Job Title Grade JVA#

I wish to be considered as a Military Spouse Preference eligible for this position. During the authorized eligibility period, I have not declined an offer of a position under this employment preference program in Nonappropriated Fund Activities or Appropriated Funds (Civil Service).

I understand that if hired in a flexible position I will not lose my Spousal Preference eligibility until movement or hired into a regular Full-Time or Part-Time position. I understand that Spouse Preference eligibility terminates upon placement into, or declination of, any offer of a continuous position at any grade level whether or not I have registered for spouse employment; whichever takes place first.

_____ _____ _____
DATE PRINT NAME SIGNATURE

Documents must be attached to request Spouse Preference*******:
(1) Copy of Sponsor's PCS Orders
(2) Copy of Marriage License **(If spouses' name is not on Official PCS Orders)**
(3) Completed Request for Military Spouse Preference Form

*****Application, Resume and/or Cover Letter required for consideration. Please see Job Vacancy Announcement for specific application requirements.**