

## Civilian Personnel Office Services

- ◆ Answer general eligibility questions
- ◆ Provide guidance on Leave Without Pay
- ◆ Provide updates on job postings
- ◆ Assist with inquiries to Air Force Personnel Center regarding:
  - ◆ Eligibility
  - ◆ Qualifications
  - ◆ Pay Setting
  - ◆ Career Tenure
  - ◆ Non-Referral
  - ◆ Notice of Results

## Did you know that **USAJOBS.gov** has a YouTube channel?

Check out the following videos!

How to Apply for Federal Jobs—

<https://youtube/Gih8-cwTCQU>

Resume Writing -

<https://youtube/8YX7o1POoFk>

Make your Volunteer Experience Count -

<https://youtube/BCCZSLkpYfc>

5 Tips for Communicating Your Qualifications -

<https://youtube/bqYkibnuiJU>

## What is Military Spouse Preference?

Military Spouse Preference (MSP) provides priority in the employment selection process for military spouses who are relocating as a result of their military spouse's Permanent Change of Station (PCS). Preference does not mean that positions will be created or made available for military spouses, and preference does not guarantee employment.

## Military Spouse Preference



### Useful Links:

USA Jobs:  
[www.usajobs.gov](http://www.usajobs.gov)

Civilian Personnel Phone:  
Comm: 01638 544935 or DSN: 238-4935

Civilian Personnel email:  
[Mildenhall.staffing@us.af.mil](mailto:Mildenhall.staffing@us.af.mil)

CIVILIAN PERSONNEL  
OFFICE

RAF Mildenhall  
Building 435

## How to use your spouse preference in the overseas area

Generally, you can use your MSP only once at each new duty station.

You may apply for positions up to 30 days prior to the "report no later than" date on your sponsors PCS orders however you will not receive preference until arrival at the overseas location.

The jobs which you apply for can be with any branch of the military, Department of Defense, and must be within the commuting area of your sponsors permanent duty station.

As an MSP candidate, you will be referred as a priority applicant for those positions that you are found qualified.

## How to apply



To apply you must first complete an application on the USA Jobs website and include in your package:

- ◆ Current Resume
- ◆ PCS Orders
- ◆ DD-214 (if applicable)
- ◆ LWOP SF-50 or last SF-50 (if you have prior federal service)
- ◆ Transcripts (if applicable)
- ◆ SF-75 Request for Preliminary Employment Data (if applicable)
- ◆ Current appraisal (if applicable)

## How to lose your preference

You will lose your MSP:

- ◆ If you accept a permanent position whether or not preference was applied.
- ◆ If you decline an offer of a permanent (part or full time) position for which you applied.
- ◆ If you refuse to participate in established recruitment procedures (e.g., interview)
- ◆ If you have less than 6 months left until your DEROs (you will still be referred if eligible, but preference will not be applied).
- ◆ Loss of eligibility due to divorce, death of sponsor, sponsor's retirement or separation

It is important to note that MSP is granted separately between the two main types of federal employment within the DoD: APF (Appropriated Funds) and NAF (Non-Appropriated Funds). Since they are considered separate hiring authorities if you have used your preference to get a NAF flex position, you may still use your MSP to apply for appropriated fund positions.

Moreover you will not lose your Military Spouse Preference by applying for and declining any number of temporary positions (to include term positions).

If you lose your MSP through any means above, you will still maintain the eligibility to apply for vacancies. You will be blocked by those individuals who still maintain their preference for employment.

## Restrictions when using MSP

If you have previously held a federal position in the past 52 weeks, you cannot use MSP for a promotion (I.e. if you were a GS-05, you cannot use MSP when applying for a GS-06 position)



In addition, all positions (not just those filled using MSP) have a time-in-grade requirement which states that you must have worked at a grade for 52 weeks in order to be eligible for the next higher grade. It is important that you understand the highest grade that you may qualify for when applying for federal positions.

## Who is eligible for MSP?

To be eligible for Military Spouse Preference in USAFE you must be:

- ◆ The spouse (must be U.S. Citizen) of an active duty military member of the U.S. Armed Forces (including National Guard, Reserve, or Coast Guard)
- ◆ Relocating on PCS orders to accompany your active duty spouse
- ◆ Included on the sponsor's orders at the time of PCS
- ◆ Must provide copy of marriage license or certificate (if applicable)
- ◆ Applying for a position within the commuting area of your sponsors new duty station