# MILITARY SPOUSE EMPLOYMENT REQUEST

Department of Defense Instruction No. 1404.12 established policy, assigned responsibilities, and prescribed procedures for employment preference for spouses of active duty military members of the U.S. Armed Forces stationed worldwide, Section 6 Administrative Instruction 1401.1 provided guidance and implementation procedures for military spouse preference as it relates to schools operated by the Department of Defense, Domestic Dependent Elementary and Secondary Schools (DDESS).  You may be eligible for spouse preference under this program if you meet **_all_** of the following requirements:

a.  The wife or husband of an active duty military member of the Armed Forces, including a member of the U.S. Coast Guard, relocating because of permanent change of orders.  Marriage to the service member must have taken place prior to the sponsor and the spouse relocating to the new duty station area.

b.  Eligibility begins 30 days prior to sponsor's reporting due date at new duty station and applies without time restriction except that spouse's seeking preference with less than 6 months remaining in the area may be non-selected for permanent continuing positions.

c.  Position applied for is in the same commuting area as that of the new duty station of the military sponsor.  The commuting area for spouse preference includes the military sponsor's duty station and the surrounding localities to which the spouse has determined he or she is willing to travel back and forth daily for employment, as demonstrated through acceptance of, or application for employment, with or without a request for preference.

If you meet all of the above requirements an desire to request consideration as a spouse preference, please complete the rest of this form and attach it to your application for employment.

**Applicant's Name:** _____ **SSN#:** _____

**Sponsor's Name:** _____ **RANK:** _____

**Date of Marriage:** _____ **Place of Marriage:** _____

**Sponsor's New Duty Station:** _____

**Sponsor's Reporting Date:** _____ **Announcement No:** _____

**Position Applied For:** _____

**(Attach a copy of this request and a copy of spouse's PCS for each position.)**

Preference program permits military spouses to accept an unlimited number of temporary, intermittent, or flexible schedule positions without loss of their military spouse preference. The goal of the program is to increase meaningful employment opportunities for military spouses in United States and overseas.

Spouse preference eligibility is terminated on placement into, a "continuing position" which policy defines as positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., part-time or full-time in either the appropriated or non-appropriated work forces, and whether or not applicant requested spouse preference.

Spouse preference may be exercised no more than one time per permanent relocation of the military sponsor.

*(See Reverse Side)*

I certify that I am a military spouse and that I have read and understand the above procedures as they apply to the spouse preference program and that I am requesting consideration for employment as a military spouse preference. I further certify that the above information is correct and that I have attached a copy of my military sponsor's permanent change of station orders for each position that I am requesting preference for.

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Signature of applicant                                                                Date

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**FOR USE BY HUMAN RESOURCES OFFICE ONLY:**

Spouse preference has been verified and granted: _____ Yes _____ No

Reason spouse preference was not granted: _____

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_____          _____

Signature and Title                                                             Date