

NONAPPROPRIATED FUND CIVILIAN PERSONNEL OFFICE  
U.S. ARMY GARRISON ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MD 21005-5001

THE DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND (DA-NAF)  
OFFERS A VARIETY OF JOB OPPORTUNITIES:

**S**POUSE

**E**MPLOYMENT

**P**REFERENCE

- \*Bartender
- \*Cashier
- \*Waiter/Waitress
- \*Cook
  
- \*Secretary/Clerk/Clerk Typist
- \*Supply Clerk
- \*Desk Clerk
  
- \*Child & Youth Program Assistants
- \*Lead Child & Youth Program Assistants
  
- \*Custodial Worker/Leader
- \*Gardener/Gardener-Tractor Operator
  
- \*Recreation Aid
  
- \*PLUS MANY MORE!

*We're always looking for bright, cheerful people  
to fill these jobs!*

EXPLANATION OF PROGRAM

A spouse is defined as the wife or husband of an active duty military member of the Armed Forces, including the Coast Guard, and a member of the National Guard or Reserves on active duty. The marriage must have occurred prior to the servicemembers' relocation to the new duty station.

An eligible spouse (as verified by the sponsor's PCS orders) must request consideration at the time of application. Preference applies to all pay band positions NF-03 and below, and all Federal Wage System and Child Care positions for which the SEP eligible applies and is qualified. Eligibility time period begins 30 days before the military sponsor's reporting date at the new duty location and continues during the entire tour, or until acceptance or declination of a position offer Nonappropriated Fund (NAF) or Appropriated Fund (APF) at the

grade for which preference has been requested. Preference is also terminated on placement into any continuing position (NAF or APF), or one expected to continue for at least one year in the new duty location, whether or not preference was applied. A flexible appointment of twelve months or more is considered to be a continuing position. Eligible spouses will be given preference in the same commuting area as that of the new duty station of the sponsor, or in surrounding localities to which a spouse is willing to travel on a daily basis.

**HOW TO APPLY:** Provided you meet the eligibility requirements you must request consideration by completing the information below in addition to the forms specified in the NAF Vacancy Announcement at the time of application. Failure to provide PCS orders and the appropriate forms will result in your not being considered.

#### ELIGIBILITY REQUIREMENTS

The following eligibility requirements are listed to help you determine if you are eligible for spouse preference:

\_\_\_\_\_ You must be relocating with military sponsor on permanent change of station (PCS) orders.

\_\_\_\_\_ You must have entered into marriage with the military sponsor's prior to arrival at the permanent change of station location.

\_\_\_\_\_ The period of eligibility begins 30 days before the military sponsor's reporting date and ends as explained on the front of this form.

\_\_\_\_\_ Spouse preference may be exercised once for each permanent relocation of the military sponsor. Once an applicant declares spouse preference eligibility for a position and is selected under spouse preference, the one-time preference for current permanent duty station has been used.

\_\_\_\_\_ Refusal to participate in established procedures (i.e. interviews, Knowledge's, Skills, Abilities (KSA's) where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor.

**YOU MUST FILL IN THE BLANKS TO THE FOLLOWING QUESTIONS AND SIGN THE STATEMENT OF UNDERSTANDING IN ORDER TO REQUEST SPOUSE PREFERENCE:**

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION FOR WHICH APPLICATION IS MADE: \_\_\_\_\_  
(VACANCY ANNOUNCEMENT NUMBER)

\_\_\_\_\_  
(PAY PLAN/SERIES/GRADE)

REPORTING DATE AT NEW DUTY STATION: \_\_\_\_\_  
(COPY OF PCS ORDERS MUST BE ATTACHED)

DATE OF MARRIAGE: \_\_\_\_\_

SPOUSE'S NAME, RANK & BRANCH OF SERVICE: \_\_\_\_\_

SPOUSE'S NEW DUTY STATION: \_\_\_\_\_

HIGHEST GRADE HELD IN A PERMANENT POSITION IN NONAPPROPRIATED  
FUND EMPLOYMENT (IF APPLICABLE): \_\_\_\_\_  
(TITLE/PAY PLAN/SERIES/GRADE)

**STATEMENT OF UNDERSTANDING**

I have read and understand the conditions of eligibility and the participation procedures for spouse preference under the Military Family Act of 1985.

I further understand that it is my responsibility to notify NAF Personnel Office, APG, MD, in writing, to any change in my address, availability or marital status changes during the period I am eligible for spouse preference under the Military Family Act of 1985. Failure to do so, which results in the NAF Personnel Office being unable to contact me or in communications being returned unclaimed will result in my name being removed for consideration under spouse preference eligibility.

I understand that I can apply for spouse preference only for NAF positions at grade levels NF-03 and below, and all Federal Wage System and Child Care positions announced through open competition and that I must meet all eligibility requirements for the position(s). I understand that I have spouse preference eligibility only for positions in the same commuting area as my military sponsor.

POSITION FOR WHICH APPLICATION IS MADE

(VACANCY ANNOUNCEMENT NUMBER)

(PAY PLAN/SERIES/GRADE)

---

Signature of Spouse Preference Eligible Date

---

DATE OF MARRIAGE

---

EMPLOYEE'S NAME, RANK & BRANCH OR SERVICE

---

EMPLOYEE'S NEW DUTY STATION

---

HIGHEST GRADE HELD IN A PERMANENT POSITION IN NONAPPROPRIATED FUND EMPLOYMENT (IF APPLICABLE)

---

(TITLE/PAY PLAN/SERIES/GRADE)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, USC 301, Title 42, USC 410, and Title 10, USC sections 121 and 3013.

**PRINCIPAL PURPOSE:** To determine how well your education and work skills fit you for a job, and for personnel actions after employment, such as promotion, transfer, and pay and leave entitlements. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed.

**ROUTINE USES:** We must have your social security number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. We may also use your SSN to make requests for information about you from employers, schools, banks, and other who know you, but only where allowed by law. The information we collect by using your SSN will be used for employment purposes, and also for studies and statistics that will not identify you. We may give information from your records to appropriated federal agencies such as the Department of Labor and the Equal Employment Opportunity Commission, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information. Information we have about you may also be given to federal, state, and local agencies for checking on law violations or other lawful purposes.

**DISCLOSURE:** Your responses to the collection of this information are voluntary, but we cannot determine your qualifications, which is the first step toward getting the job, if you do not answer these questions.