

## **MILITARY SPOUSE PREFERENCE PROGRAM**

**PLEASE DO NOT SIGN THIS DOCUMENT IF YOU DO NOT UNDERSTAND HOW THE SPOUSE PREFERENCE PROGRAM IS IMPLEMENTED. IF YOU DO NOT UNDERSTAND THIS DOCUMENT, PLEASE MAKE AN APPOINTMENT FOR CLARIFICATION.**

The following information provides important facts you should know about Military Spouse Preference eligibility.

Only the spouse of an active duty military member of the Armed Forces, including members of the US Coast Guard relocating because of service under a statutory tour is eligible for Spouse Preference. The marriage to the sponsor must have taken place **BEFORE** the relocation to the Iwakuni area. Spouse Preference applies only to activities located in the commuting area of the sponsor's duty station.

Eligibility for Military Spouse Preference begins 30 days before the sponsor's reporting date and may be used at any time during the tour. However, a spouse with less than six months left on their tour may be passed over for permanent continuing positions. In order to receive Military Spouse Preference, you must submit copies of your sponsor's PCS orders indicating you are command sponsor along with your application. **SPOUSE PREFERENCE MAY BE EXERCISED ONLY ONCE PER DUTY LOCATION.** Spouse Preference is applied to all positions for which you apply and are referred. Spouse Preference is automatically applied and terminated when **ONE** of the following conditions is met:

- **You accept a continuing position either full-time, or part-time as an Appropriated Fund or Non-Appropriated Fund employee.**
- **You are offered a continuing position either full-time, or part-time as an Appropriated Fund or Non-Appropriated Fund employee and decline the offer.**

If you lose your Spouse Preference because you decline or accept a job offer as described above, you will be categorized as a Family Member without preference. Other candidates are in a lower referral group.

**I UNDERSTAND THAT BY ACCEPTING OR DECLINING A CONTINUING POSITION (FULL TIME OR PART TIME) FOR APPROPRIATED FUND OR NON-APPROPRIATED FUND, I WILL USE MY SPOUSE PREFERENCE.**

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**SIGNATURE**

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**DATE**