

Civilian Personnel Advisory Center

Did you know...

There are 2 appointing authorities under which military spouses may either obtain preference and/or be selected for federal positions?

- Executive Order 13473, dated September 28, 2008, authorized the noncompetitive appointment of certain military spouses to competitive service positions. The U.S. Office of Personnel Management (OPM) codified implementing regulations at 5 CFR 315.612, effective September 11, 2009. This appointment applies to only three categories of military spouses – (1) Those who are relocating with their service-member spouse as a result of permanent change of station (PCS) orders; (2) Spouses of service members who incurred a 100% disability because of the service member's active duty service, and (3) Spouses of service members killed while on active duty. This appointment does not carry preference.

- Executive Order 12721. Military Spouse Preference (MSP) is authorized by Public Law 99-145, "DoD Authorization Act of 1986," Section 806, "Employment Opportunities for Military Spouses." This section implemented measures to increase employment opportunities for spouses of Armed Forces military members. The intent is to lessen the career interruptions of spouses who relocate with their military sponsors. MSP provides priority in the employment selection process for military spouses who are relocating to accompany their military sponsor on a Permanent Change of Station (PCS) move to an active duty assignment. Spousal preference is one of several initiatives to enhance the well-being of military families. MSP:
 - Applies to spouses of active duty military members of the US Armed Forces, including the US Coast Guard and full-time National Guard, who desire priority consideration for positions at DoD activities in the US and its territories and possessions;
 - Applies only within the sponsor's permanent duty station commuting area;
 - applies only if the spouse entered into the marriage with the military sponsor prior to the reporting date to the new duty assignment;
 - Does not apply when the sponsor is separating or retiring.

Did you know...

There are no "buzz" words to include in your resume that will ensure placement on a referral list?

Instead applicants should concentrate on preparing their resume to reflect experience that closely resembles that called for in the vacancy announcement. Attention to detail in properly outlining pertinent experience carries far more weight than attempting to determine with words to use.

Frequently Asked Questions

1. Q. Why did I not make the referral list?

A. Resumes receive no less than 5 criteria screenings before they may be placed on a referral list and forwarded to a selecting official for consideration. In order to be placed on a list an applicant must satisfy each of the screening requirements outlined below:

- Skills Criteria: Skills associated with each vacancy announcement are identified jointly by Management and CPAC staff and capture what applicants will need to successfully perform the duties of the position being recruited. Applicants scoring the highest on these skills are eligible for further consideration. Those scoring below a designated cut off score are coded as not among the best qualified group to be referred and are no longer considered.

- Area of Consideration: The AOC is the group/set of groups of applicants from whom resumes will be accepted for the vacancy announcement advertised. Examples include DA career/career condition employees; Veterans Employment Opportunities Act (VEOA) of 1998 eligibles; reinstatement eligibles; and, Executive Order 12721 candidates.
- Time-in-Grade: This stipulates that employees in grades GS-5 and above must have completed a minimum of 52 weeks in positions no more than two grades lower than (or equivalent) or not more than one grade lower (or equivalent) than the position to be filled when the position to be filled is in a line of work properly classified at a two-grade interval or one-grade interval, respectively.
- Specialized Experience: This is unique to each individual position and is defined as experience that equipped the applicant with the knowledge, skills, and abilities necessary to perform the duties of the position [to be filled]. One full year [calculated at 40 hours per week working in the associated duties] at the next lower grade level (or equivalent) of the position being filled is required. Must have proof of immunization
- Education or Licensure: If applicable, this pertains to any education and/or licensing requirements called for in the qualification standards of the position being advertised. By way of the resume, applicants must indicate they have obtained these requirements in order to be eligible for referral. If applicants fail to clearly show they possess these requirements, they will not be referred to Management for consideration. Once/if selected, applicants will be required to provide certified copies of that education and/or license.

Provided applicants meet each of the criteria above, they will be referred to Management for consideration.

2. Q. If I think I should have been on the referral, how do I challenge a rating?

A. Ratings may be challenged by writing applicanthelp@conus.army.mil. Applicants should state why they feel they are qualified for the position. Once the information is considered, the applicant will receive a written response not later than 4 days from the time the inquiry reaches the CPAC. If warranted, based on information provided by the applicant, the referral list may be amended to include the applicant and subsequently retransmitted to the selecting official for consideration.

3. Q. Under what circumstances may an employee evoke either Family Friendly Sick Leave (FFSL) or the Family and Medical Leave Act (FMLA)

A. FFSL is an extension of an employee's own sick leave used to care for a family member's medical needs. An employee may also use FFSL to make funeral or related arrangements following the death of a family member. FFSL is not a separate leave account or balance. Rather, it is simply a different use of the leave in the employee's regular sick leave account.

The FMLA entitles eligible employees up to a total of 12 workweeks of unpaid leave during an 12-month period for the birth and care of a newborn child; the placement of a child with an employee for adoption or foster care; to care for an immediate family member (spouse, child, parent) with a serious health condition; or, to take medical leave when the employee is unable to work because of a serious health condition. In order to use leave under the FMLA the employee is required to provide a 30-day advance notice of the need to take leave when the need is foreseeable and such notice is practicable.

4. Q. Can reemployed annuitants be hired against any position?

A. Reemployed annuitants may be rehired to Federal service when they meet criteria outlined by the Department of Defense (DoD). That criterion stipulates:

- The position must be hard-to-fill as evidenced by historically high turnover, a severe shortage of candidates or other significant recruiting difficulty; or to complete a specific project or initiative; or
- Those who have unique or specialized skills, or unusual qualifications not generally available may be reemployed; or,

- Reemployed annuitants may be selected for positions for not more than 2087 hours (e.g., one full time or two years part time) to mentor less experienced employees and/or to provide continuity during critical organizational transitions

Reemployed annuitants continue to receive full annuity and salary upon appointment; however, their tenure in an organization could be short-lived as Priority Placement Program (PPP) requisitions stay open indefinitely when they are placed on permanent appointments.

5. Q. How can I be referred to the selecting official and yet not be called for an interview?

A. As per the installation Merit Promotion Policy, Management has the option to interview some, all, or none of the applicants referred for consideration. An interview is not an applicant "right".

6. Q. What documents should spouses bring in order to register in the Priority Placement Program to receive military spouse preference?

A. Spouses should ensure they have the following documents with them to register for preference:

- Resume
- Copy of an SF-50 documenting current or previous appointment(s)
- Sponsor's PCS orders
- Copy of last performance appraisal if current Federal employee
- EO 12721 paperwork showing eligibility (if returning from an overseas area)
- DD 214, Member copy #4
- SF 15, if claiming 10 point preference and letter from the Veteran's Administration dated within the last year showing the percentage of disability
- Transcripts (may be necessary if education requirements apply...original transcripts are required for Health Care Provider Positions.)
- Licenses/certifications (if applicable)