



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

04 SEP 2012

IMGF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #33; Military Spouse Preference

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope.** This policy applies to all supervisors, managers, and staff officials assigned to Bavaria Military Community serviced by Grafenwoehr Civilian Personnel Advisory Center (CPAC).
3. **References.**
 - a. Department of Defense Priority Placement Operations Manual, Civilian Personnel Management Service, July 1998.
 - b. USAREUR Supplement 1 to AR 690-300.301.
 - c. DODI 1400.23, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas, paragraph 6.4, 12 May 1989.
 - d. DODI 1400.25, DOD Civilian Personnel Management, Volume 315, 19 Mar 2012.
4. **Responsibility.** All supervisory personnel, military, and civilian, will ensure that this policy is adhered to when recruiting for vacancies within their organizations.
5. **Definition.** Military Spouse Preference: Spouses of active-duty military members of the U.S. Armed Forces who are relocating because of a permanent change of station. These spouses receive employment preference for appropriated fund positions in the excepted and competitive service at the GS-01 through GS-15 grade levels and equivalent wage-grade system positions. The preference applies within DOD, and within commuting area of the permanent duty station of the spouse, for initial employment in a permanent position. Military Spouse Preference eligibility applies only if the sponsor and spouse were married prior to relocating to the new duty station.
6. **Policy.** The primary purpose of Military Spouse Preference is to help a spouse obtain initial employment in the commuting area of the sponsor's new duty station.
7. In accordance with paragraph H-2a of reference, general officers, senior executive service personnel, commanders of USAREUR major subordinate and specialized commands (AE Reg

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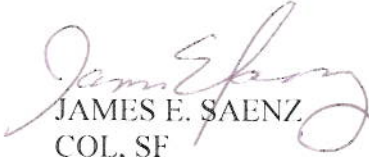
10-5, app A), HQ USAREUR/7A staff principals and their equivalents, and assistant staff principals may approve an exception to preference, based on locally developed criteria.

8. There may be rare instances (hardship cases) when it is appropriate to bypass (not select) a person eligible for Military Spouse Preference. The following reasons to bypass a candidate are not valid:

- a. Inability of management to reach a certain candidate on a referral list.
- b. Inability of an applicant to be selected because preference has been used.
- c. Lack of knowledge about Military Spouse Preference.

9. Exceptions to the order of preference on a referral list must show a hardship to the command or to the individual. Objections to the qualifications or suitability of a preference eligible candidate must be documented to show hardship to the command. Requests for exceptions must be staffed through your CPAC Human Resources Specialist prior to local concurrence and final approval by Commander for review.

10. **Point of Contact.** Questions regarding this policy should be directed to your servicing Human Resources Advisor.


JAMES E. SAENZ
COL, SF
Commanding

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