

MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM

Name: _____

Address: _____

Home #: _____ Other Contact #: _____

Date **you** arrived on Guam: _____

Date **sponsor** arrived on Guam: _____

Date sponsor's orders issued: _____

Date married to sponsor: _____

Copy of PCS Travel Orders attached. YES NO

For Navy: Proof of marriage YES NO

1. I understand that my eligibility for Military Spouse Preference (MSP) **ENDS** upon placement into or declination of any permanent/continuing position applied for in NAF, Civil Service, AAFES, NEX. (Excluded are all non-continuing positions such as: those with time limitations (NTE); those without a fixed work schedule/intermittent work schedules; and NAF flexible category positions.)
2. I understand that it is my responsibility to update my application with the Human Resources Office if I should find other Federal employment elsewhere. At that time, my MSP will then be re-evaluated.
3. I understand that applications are maintained by the Human Resources Office (HRO) for **90 days**. I will contact the HRO if I wish my application to remain on file for an additional 90 days.
4. I understand if I am hired for **ANY** continuing/permanent position (excluding those mentioned in paragraph 1. above) that I have used my spouse preference eligibility, and will not be able to claim spouse preference for the rest of my tour on Guam. **I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH.**

APPLICANT SIGNATURE

DATE

VERIFIED BY HRO REPRESENTATIVE

DATE

QUESTIONS AND ANSWERS ABOUT MILITARY SPOUSE PREFERENCE (MSP) FOR EMPLOYMENT

Q. WHAT IS MSP?

A. It is an employment preference given to an eligible military spouse over a non-preference or a lower preference applicant. It applies to positions in all employment categories in pay band NF-III and below, CY positions, and equivalent hourly paid crafts and trades positions.

Q. HOW CAN I BE ELIGIBLE FOR A Military Spouse Preference?

A. You must be a military spouse who entered into marriage with military member **PRIOR** to relocating because of service under statutory tour; and your military sponsor must be an active military member of the Armed Forces including U.S. Coast Guard.

Q. HOW CAN I PROVE MY ELIGIBILITY?

A. You must give HRO a copy of the following:

1. Sponsor's PCS orders to Guam where the spouse is named as the husband or wife of the military member.
2. FOR NAVY: Sponsor's PCS/relocation orders plus proof of marriage prior to relocation (i.e., marriage certificate or Page 2 of emergency data which shows your name as the spouse and date of marriage)

Q. WHEN DO I LOSE MY MSP?

A. You lose your preference eligibility by declination of an offered position, or by acceptance and placement to any continuing position in Federal employment (NAF, AAFES, NEX, or any civil service positions) in your new duty station whether you used your preference or not. (Appointment to a non-continuing position does **not** cause loss of preference eligibility).

Q. WHAT IF THE POSITION OFFERED WAS NOT WHAT I REALLY WANTED?

A. It is advisable that you only apply for continuing/permanent positions you are **willing** to accept. You will lose preference if you decline a continuing/permanent position.

Q. I USED TO WORK AT OTHER MILITARY FACILITIES HERE ON GUAM; DO I STILL HAVE MY PREFERENCE?

A. You can still exercise MSP if you worked as an intermittent/flexible/NTE/temporary employee.

Q. WHEN DOES MY MSP BEGIN AND END?

A. The time period of spouse preference eligibility begins 30 days before your sponsor's reporting date to the new duty location. Preference will terminate if you are placed into any permanent / continuing position in the new duty location, or you decline an offered position. Preference may end when you are within 6 months of a PCS move.

FOR ADDITIONAL INFORMATION YOU MAY CONTACT THE NAF HUMAN RESOURCES OFFICE (HRO) AT 366-6141 / 366-4761 OR VISIT OUR OFFICE, BUILDING 23008, AAFB, GUAM, Mon-Fri 7:30a.m.-4:00 p.m. WE'LL BE MORE THAN HAPPY TO ASSIST YOU.