



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Spouse and Family Member Preference Program

Human Capital
OPR: DCMA-HCP

DCMA-INST 630
June 16, 2014

Administratively reissued, December 5, 2016

1. PURPOSE. This Instruction:

a. Reissues DCMA Instruction (DCMA-INST) 630, “Military Spouse and Family Member Preference Program” (Reference (a)) to comply with DCMA-INST 501, “Policy Publications Program” (Reference (b)).

b. Provides guidance for the application of the Military Spouse and Family Member Preference Program to improve employment opportunities for spouses of active duty military members of the U.S. Armed Forces including the U.S. Coast Guard, full-time National Guard or Reservists assigned worldwide and family members of Federal employees assigned in foreign areas.

c. Is established in accordance with (IAW) DoD Directive (DoDD) 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (c)).

2. APPLICABILITY. This Instruction applies to *all* DCMA ~~Headquarters, Operations, Special Programs, International, Contract Management Offices, and their subordinate offices activities.~~

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (d)), this Instruction is not subject to evaluation and testing.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. LABOR CODES. Located on resource page.

6. RESOURCE PAGE. <https://360.dcm.mil/sites/policy/HC/SitePages/630r.aspx>.

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective June 16, 2014, and all applicable activities shall be fully compliant within 60 days from this date.

A handwritten signature in black ink, reading "Kathleen A. Butera", enclosed in a thin black rectangular border.

Kathleen A. Butera
Executive Director
Human Capital

TABLE OF CONTENTS

REFERENCES	4
CHAPTER 1 – POLICY	
1.1. Policy	5
CHAPTER 2 – ROLES AND RESPONSIBILITIES	
2.1. Director, DCMA	6
2.2. Human Capital (HC), Executive Director.....	6
2.3. Managers and Supervisors	6
2.4. Army Servicing Team (AST).....	6
CHAPTER 3 – PROCEDURES	
3.1. Conditions for Military Spouse Preference (MSP).....	7
3.2. Termination of Eligibility for Military Spouse Preference.....	7
3.3. Application of Military Spouse Preference.....	7
3.4. Family Member Preference (FMP) in a Foreign Area.....	9
3.5. Order of Preference in the Foreign Area.....	10
3.6. Exceptions.....	10
GLOSSARY	
Definitions.....	11
Acronyms	12

REFERENCES

- (a) DCMA-INST 630, "Military Spouse and Family Member Preference Program," May 18, 2012 (hereby cancelled)
- (b) DCMA-INST 501, "Policy Publications Program" October 1, 2013
- (c) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (d) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (e) Executive Order 13473, "To Authorize Certain Noncompetitive Appointments in the Civil Service for Spouses of Certain Members of the Armed Forces," September 25, 2008
- (f) DoD Priority Placement Program (PPP) Operations Handbook, July 2011
- (g) DoD Instruction 1400.25, Sub-chapter 315, "Employment of Spouses of Active Duty Military," March 19, 2012
- (h) DoD Instruction 1400.25, Volume 1232, "Employment of Family Members in Foreign Areas," January 5, 2012

CHAPTER 1

POLICY

1.1. POLICY.

1.1.1. Eligible spouses of active duty military members of the U.S. Armed Forces who desire priority consideration for excepted and competitive service positions with DCMA will be afforded the opportunity provided through the military spouse preference program.

1.1.2. Eligible family members of either active duty military members or Federal civilian employees who relocate to foreign areas will receive priority consideration as specified herein.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA will establish procedures and assign responsibilities to implement a military spouse and family member program that complies with statutory and DoD guidance.

2.2. HUMAN CAPITAL (HC), EXECUTIVE DIRECTOR. The HC Executive Director will:

2.2.1. Provide advice and guidance to managers and supervisors.

2.2.2. Approve/disapprove exceptions to spouse preference procedures.

2.2.3. Ensure military spouses and family members are advised on the available preference programs upon arrival in theater.

2.3. MANAGERS AND SUPERVISORS. Managers and Supervisors will:

2.3.1. Maximize, to the greatest extent possible, outside the continental United States employment opportunities available to family members stationed in foreign areas.

2.3.2. Ensure military spouse and family member preference eligible are given consideration by including them in the area of consideration on vacancy announcements.

2.3.3. Submit requests for exceptions to the HC Executive Director.

2.4. ARMY SERVICING TEAM (AST). The AST Director will:

2.4.1. Ensure that military spouse and family member preference eligible personnel are given proper consideration and preference IAW this Instruction and all governing guidance.

2.4.2. Ensure military spouse and family member preference eligible personnel are included in the area of consideration on appropriate vacancy announcements.

2.4.3. At the time of appointment, advise all military spouse and family members in writing of the terms of their employment as family members, their eligibility for various employment assistance programs, and the procedures for continuing their employment upon their return, as applicable.

2.4.4. Provide job information, application process, and employment counseling to persons eligible for preference upon their request.

2.4.5. Register and refer military spouses/family members eligible for preference.

CHAPTER 3

PROCEDURES

3.1. CONDITIONS FOR MILITARY SPOUSE PREFERENCE.

3.1.1. A military spouse who relocates on the active duty military member's orders to the new permanent duty station is entitled to military spouse preference (MSP) for positions in the commuting area of the new duty station.

3.1.2. Military spouse preference applies if the active duty military member and spouse are married before the active duty military member's reporting date at the new duty station.

3.1.3. A spouse is eligible for MSP beginning 30 days prior to the active duty military member's reporting date to the new duty station.

3.1.4. A spouse can be considered for MSP once he or she arrives in the foreign area location.

3.1.5. A spouse with less than 6 months remaining in the area may be non-selected for a permanent continuing position.

3.1.6. Military spouse preference does not apply to relocation due to the active duty military member's career separation or retirement.

3.2. TERMINATION OF ELIGIBILITY FOR MSP. A spouse shall retain MSP after relocation to a new duty station until:

3.2.1. Accepting or declining a continuing position from any Federal agency in the commuting area.

3.2.2. Failing to maintain eligibility.

3.2.3. Refusal to participate in established competitive recruitment procedures (e.g., interview, responding to Knowledge, Skills and Abilities (KSA)).

3.2.4. Is no longer interested in being referred.

3.3. APPLICATION OF MSP.

3.3.1. Spouses do not have preference over veteran's preference eligibles.

3.3.2. Noncompetitive sources may be used to fill a position without regard to MSP; for example, persons eligible for Expedited Hiring Authority (EHA), Veterans' Recruitment Appointment (VRA), 30 percent or more disabled veteran, reinstatement eligible, transfer eligible, change-to-lower-grade, or Executive Order (E.O.) 13473, "To Authorize Certain

Noncompetitive Appointments in the Civil Service for Spouses of Certain Members of the Armed Forces” (Reference (e)).

3.3.3. A spouse must be determined best qualified (BQ) for the position.

3.3.4. When more than one BQ military spouse is referred, selection from the group of military spouses may be made in any order.

3.3.5. A spouse may accept or decline an unlimited number of non-continuing positions without loss of their MSP. However, when a spouse accepts a time-limited appointment, the spouse is not eligible for MSP for other non-continuing positions until 60 days prior to the expiration of the appointment.

3.3.6. DoD Military Spouse Preference Program (Program S) of the DoD Priority Placement Program (PPP) Operations Handbook (Reference (f)) applies to competitive service positions in the continental United States.

3.3.6.1. In geographic areas where there is no registering DoD Human Resource (HR) office in the commuting area, the AST will counsel and register eligible military spouses when requested by the military spouse before departing from or arriving at the active member’s duty station. In cases where there is a registering DoD HR office in the commuting area, AST will provide the spouse with documentation (i.e., documentation of E.O. eligibility, completed SF-75, Request for Preliminary Employment Data) as applicable and coordinate with the HR office for a courtesy appointment as necessary.

3.3.6.2. When filling a position competitively, a Military Spouse registrant is entitled to spouse preference if he or she ranks as BQ under the activity’s crediting plan (also called skills requisition/skills list).

3.3.6.3. If all Priority 1 and 2 resumes have been cleared, offers to BQ military spouses are mandatory under competitive procedures.

3.3.7. Military Spouse Preference in a Foreign Area.

3.3.7.1. A spouse with competitive status will be given a competitive appointment if the position is restricted to U.S. nationals.

3.3.7.2. A spouse selected for a temporary position will be appointed using the Schedule A, section 213.3106(b)(6) of Title 5, Code of Federal Regulations (CFR) (Reference (g)) family-member appointment authority.

3.3.7.3. IAW DoD Instruction 1400.25 (Reference (g)), regardless of personal competitive status, a U.S. citizen military spouse selected for a vacant local national (LN) position will be appointed under Schedule A, section 213.3106(b)(6) of Title 5, CFR family-member appointment authority. Establishment of a General Schedule or Federal Wage System

position with duties corresponding to the vacant LN position will be necessary for the appointment. Veteran preference does not apply to positions designated for LN occupancy.

3.3.7.4. IAW DoD Instruction 1400.25 (Reference (g)), a spouse with competitive status serving in an LN designated position under Schedule A, section 213.3106(b)(6) of Title 5, CFR family-member appointment who is selected for a U.S. position will be processed as a “conversion to reinstatement.”

3.3.7.5. A spouse who is not a U.S. citizen will be given the same consideration as U.S. citizen spouses for LN vacancies. This applies to all foreign areas except where host-nation agreements or treaties provide otherwise.

3.3.7.6. Preference may not be used when one member of a dual-military couple retires or separates from the military and seeks Federal employment in the same commuting area. The spouse separating is eligible for Family Member No Preference (FMNP).

3.4. FAMILY MEMBER PREFERENCE (FMP) IN A FOREIGN AREA.

3.4.1. Family members will be given preference in employment when filling positions competitively through external placement procedures at the General Schedule (GS)-1 through GS-15 and equivalent levels.

3.4.2. Family members may apply for employment 30 days before their anticipated arrival however, preference only applies to the commuting area of the sponsor and once the family member arrives at the foreign location.

3.4.3. Family member preference applies to initial appointment to a continuing position including temporary positions of 1-year or longer, at each duty location.

3.4.4. Family members of locally hired civilian employees are not entitled to FMP.

3.4.5. Family members with competitive status will receive competitive appointments when applying for positions that are restricted to U.S. citizens.

3.4.6. IAW DoD Instruction 1400.25 (Reference (h)), family members with competitive status appointed to an LN designated position under Schedule A, section 213.3106(b)(6) of Title 5, CFR family member appointment who is subsequently selected for a U.S. position will be processed as a “conversion to reinstatement.”

3.4.7. IAW DoD Instruction 1400.25 (Reference (h)), family members selected for temporary employment will be appointed using the Schedule A, section 213.3106(b)(6) of Title 5, CFR appointment authority.

3.4.8. Family member preference ends when a “family member” obtains or declines a continuing Appropriated Fund (APF) or Non-appropriated Fund (NAF) position with any

Federal agency (including employment with Army and Air Force Exchange Service (AAFES), Navy Exchange, Stars and Stripes, and other DoD Components).

3.5. ORDER OF PREFERENCE IN THE FOREIGN AREA.

3.5.1. A spouse of an active duty military member must be determined BQ and referred on a competitive referral list. An MSP is the highest preference among family members.

3.5.2. An FMP will be given preference after MSP eligible spouses have been considered.

3.5.3. An FMNP will be considered, but will not be listed among the preference eligible.

3.6. EXCEPTIONS.

3.6.1. Exceptions to spouse preference procedures will be rare and based only on compelling hardship to DCMA or the registrant (i.e., lengthy security process).

3.6.2. HC Executive Director will review requests for exceptions and notify supervisors, in writing, when the exception has been approved/disapproved.

3.6.3. The supervisor/manager must prepare a written request for an exception to spouse preference to include the preference eligible's resume, a written explanation describing the reason for the exception request, a copy of the job description, and the job opportunity announcement.

GLOSSARY

DEFINITIONS

Best Qualified (BQ). A candidate that possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position.

Commuting Area. The commuting area includes the military member's or sponsor's duty station and the surrounding localities to which the spouse or family member has determined he or she is willing to travel back and forth daily for employment, as demonstrated through application for employment or with or without a request for preference.

Continuing Position. A position filled without time limitation.

Family Member. A family member is the spouse or unmarried dependent child, including stepchildren, adopted children, and foster children not more than 23 years of age residing with a member of the U.S. Armed Forces or a U.S. citizen employee of a U.S. government agency whose duty station is in the foreign area.

Military Spouse. The spouse of an active duty military member of the Armed Forces (including the U.S. Coast Guard and full-time Reserve or National Guard).

Non-continuing Position. A position filled by a temporary or term appointment.

Non-family Member. Parents, siblings, etc., regardless of dependency do not meet the definition of family member. They are not eligible for either family member appointment or family member preference.

Veteran's Preference Eligible. Preference provided to a person who has been discharged or released from active duty in the Armed Forces under Honorable conditions.

GLOSSARY

ACRONYMS

AST	Army Servicing Team
BQ	best qualified
CFR	Code of Federal Regulations
DCMA-INST	DCMA Instruction
DoDI	DoD Instruction
E.O.	Executive Order
FMNP	Family Member No Preference
FMP	Family Member Preference
GS	General Schedule
HC	Human Capital
HR	Human Resouce
IAW	in accordance with
LN	local national
MSP	Military Spouse Preference
PLAS	Performance Labor Accounting System