



## Picatinny Arsenal, NJ Civilian Personnel Advisory Center (CPAC) Bulletin

Picatinny CPAC  
Bldg 93, 1<sup>st</sup> floor

Hours of Operation: 7:00 am to 4:30 pm

July 2016

### MILITARY SPOUSE HIRING AUTHORITIES

#### FAMILY MEMBER APPOINTING AUTHORITIES

*Family Member Appointing Authorities are not an entitlement. Knowing about these authorities and identifying your eligibility will enhance your job search. Check vacancy announcements, which should clearly state "Who May Apply."*

[WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV)

**Military Spouse Appointing Authority** (Executive Order 13473) allows agencies to appoint a military spouse without competition. Agencies can choose to use this authority when filling competitive service positions on a temporary (not to exceed 1 year), term (more than 1 year but not more than 4 years), or permanent basis. The authority does not entitle spouses to an appointment over any other applicant.

As a military spouse you are eligible under this authority if your active duty military spouse: 1) receives a Permanent Change of Station (PCS) move; 2) has a 100% disability rating; or 3) died while on active duty. Each of these categories has different eligibility criteria that must be met.

**Active Duty Spouse PCS:** As a military spouse you must:

1. Be authorized to relocate on the PCS orders;
2. Actually relocate to the new duty station.

Military spouses can only be appointed within the reasonable daily commuting distance of the new duty station and the appointment must be made within 2 years of the PCS. You will be asked to provide a copy of the PCS orders.

**Based on 100% Disability:** You are eligible if your active duty spouse:

1. Retired under Chapter 61 of title 10, United States Code with a 100% disability rating from the military department;
2. Retired or was released from active duty and has a disability rating of 100% from the Department of Veterans' Affairs or the military department.

There is no geographic limitation under this category. You will be required to provide documentation of your spouse's disability.

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**Based on Service Member's Death:** If your spouse was killed while on active duty and you are not remarried, you are eligible. There is no geographic limitation in this category. You will be required to provide documentation of the death and your marital status at the time of death.

**Military Spouse Preference** is a Department of Defense program applicable to positions being filled both in the continental United States and at overseas locations.

Requires registration in the DoD Priority Placement Program which is done through the Civilian Personnel Advisory Center (CPAC). **Highly recommended that spouses register in the DoD Priority Placement Program prior to departing their current duty station.**

Applies only with sponsor's permanent duty station commuting area.

Spouse preference eligibility begins 30 days prior to the sponsor's reporting date to the new duty station and continues until the spouse accepts or declines a continuing appropriated or non-appropriated fund position from any Federal agency in the commuting area or eligibility expires due to time restrictions for individual categories. Spouse preference eligibles must indicate whether they are interested in temporary positions.

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)

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Questions regarding Military Spouse Hiring Authorities may be addressed to the Civilian Personnel Advisory Center (CPAC) – [usarmy.pica.chra-ne.mbx.picatinny-cpac@mail.mil](mailto:usarmy.pica.chra-ne.mbx.picatinny-cpac@mail.mil)