



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 12310.1  
C 017/d  
5 Mar 91

MARINE CORPS BASE ORDER 12310.1

From: Commanding General  
To: Distribution List

Subj: **MILITARY SPOUSE EMPLOYMENT PREFERENCE**

Ref: (a) **SECNAVINST 12310.7A (NOTAL)**  
(b) **DoD 1400.20-1-M (NOTAL)**  
(c) **E.O. 12362 (NOTAL)**  
(d) **CPI 335 of 26 Nov 86 (NOTAL)**

1. Purpose. To implement requirements of Public Law 99-145, as amended by Public Law 99-661, by providing employment preference and employment assistance to military spouses as prescribed in reference (a).

2. Cancellation. MCCDCO 12310.1.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Discussion. During the past 20 years, two-career families in our society have grown from 25 percent to nearly 50 percent of all families. This growth is expected to reach 70 percent by the end of this decade. The issue of spouse employment is making retention of our career military members increasingly more difficult. Active support in the form of employment assistance to spouses relocating with their sponsors will greatly reduce the negative impact of relocating and can enhance military retention.

5. Policy. Military spouses who are required to relocate due to new duty stations of their sponsors will be provided preference in employment as described in this Order. In addition, spouses of military personnel under PCS orders who are not eligible for preference will be provided assistance in locating employment in the commuting area of their sponsors' new duty stations.

6. Applicability. Effective immediately, the employment preference provisions of reference (a) apply to appropriated fund positions in the excepted and competitive service which are announced and recruited under competitive procedures by the Civilian Personnel Branch (CPB).

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7. Spouse Employment Preference Provisions

a. Preference candidates immediately appointable to Federal competitive service positions will be referred to positions for which available and qualified through the automated referral procedures of the DoD Priority Placement Program per reference (b). Included are current Federal employees, candidates with reinstatement eligibility, and candidates appointable under reference (c), as amended.

b. Military spouses must be selected ahead of other applicants for vacancies at GS-1 through GS/GM-15 and equivalent wage system positions when the following conditions are met:

(1) Written application for employment preference was made and evidence of eligibility is provided (i.e., SF 171, most recent Federal service performance rating, and a copy of the sponsor's PCS orders).

(2) Written application for employment preference may be submitted 30 days prior to the sponsor's arrival at the new duty station.

(3) The vacancy is within the commuting area of the sponsor's new duty station.

(4) The spouse is certified on a selection certificate among the best qualified applicants under a competitive evaluation process, including an Office of Personnel Management (OPM) certificate of eligibles.

(5) The grade level of the vacancy is no higher than a grade that the spouse formerly held on a permanent basis in the competitive service; not above the grade of a Federal position previously held for a period extending beyond one year on a temporary basis in the competitive or excepted service; or not above the highest grade for which the spouse is eligible as certified on an OPM certificate.

c. Spouse preference eligibility is terminated on placement into, or declination of, a continuing position at any grade level for which the eligible spouse has registered or applied for employment, whichever occurs first. Preference is also terminated on placement into any continuing position in the new duty location; (i.e., one expected to continue for at least one year in either the appropriated or nonappropriated fund work forces, whether or not preference was applied). Spouse preference may be exercised no more than one time per permanent relocation of the military sponsor.

d. Noncompetitive placements do not require application of military spouse employment preference (i.e., reassignments, transfers, placements under Veterans Readjustment Appointment Authority, etc.), unless candidates for the vacancy were solicited through an open recruitment process. Placements to satisfy statutory or regulatory entitlement stemming from reemployment rights, grade retention, and rights conferred by court decisions are not subject to the provisions

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of this Order. Also, Priority Placement Program referrals at priority levels 1 and 2 will be placed ahead of military spouse preference eligibles.

e. Applications of appointable spouses for vacancies announced competitively under the provisions of reference (d) must be accepted and considered, regardless of the area of consideration published in the announcement. Applicants for preference in such cases must be evaluated under competitive procedures regardless of their eligibility for noncompetitive referral.

8. Spouse Employment Assistance. Upon request, CPB will provide employment counseling to military spouses relocating to the Quantico area, as well as those spouses relocating to other areas with their sponsors.

a. Spouses relocating to this area will be counseled with regard to current and future employment opportunities at Marine Corps Combat Development Command as well as opportunities within other DoD activities. Spouses who are not currently employed will be advised as to how to apply for an appropriate OPM register. Spouses will also be advised that the Family Service Center is available for employment assistance and counseling for government and nongovernment employment.

b. Spouses relocating to other areas will be provided the opportunity to be registered in the Priority Placement Program, the names and addresses of personnel offices at their new duty station and, whenever possible, a point of contact in that office. Spouses who are currently employed will be advised of their entitlement to leave without pay to accompany their sponsor and seek employment at their new duty station.

9. Action

a. Activity Heads. Ensure the widest dissemination of the contents of this Order.

b. Director, Civilian Personnel Branch

(1) Accept and process applications from eligible military spouses in strict accordance with reference (a) and this Order.

(2) Ensure that selection certificates are annotated properly to inform selecting officials of their obligation to grant preference, when eligible military spouses are certified among the best candidates on those certificates.

(3) Ensure that employment preference is granted when the conditions in paragraph 7 and reference (a) have been met, by making a firm offer of employment after notifying the selecting officials of the mandatory selection.

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(4) Maintain the spouse employment preference records and prepare the reports which are required in reference (a).

c. Selecting Officials

(1) Select a spouse preference eligible when the Director, CPB certifies one or more preference eligibles on a selection certificate.

(2) Sign the selection certificate, authorizing the CPB to make a prompt, firm offer to the selected spouse preference eligible.

(3) Conduct no interviews prior to the CPB's firm offer of employment to the selectee and determination of availability and acceptance.

  
C. N. PASTINO  
By direction

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