Defense Logistics Agency Instruction

DLAI 7210
Effective August 10, 2012
DLA Human Resources Policy (J14)

Military Spouse Preference Program

References: Refer to Enclosure 1.

1. PURPOSE: This Instruction:

   a. Reissues DLAI 7210 (Reference (a)) and implements the requirements of Department of Defense (DoD) Instruction DoDI 1400.25, volume 315 (reference b) which provides for employment opportunities for spouses of active duty military personnel.

   b. Implements the requirements of Chapter 14 of the DoD Priority Placement Program (PPP) Handbook (reference c), which identifies the procedures of the Military Spouse Preference Program (Program S).

   c. Additional employment opportunities for spouses are addressed in the new DLAI 7416, Family Member Employment (reference d).

2. APPLICABILITY: This Instruction applies to all DLA Headquarters, DLA Primary Level Field Activities (PLFAs), and other Defense activities serviced by the DLA Human Resources Services according to the terms and applicable support agreements.

3. DEFINITIONS: For purposes of this DLAI, the following definitions apply:

   a. **Active Duty:** Full-time duty with military pay and allowances in the Armed Forces (except for training or for determining physical fitness) and full-time service in the United States Coast Guard, Reserves or National Guard.

   b. **Best Qualified:** Candidates in this category possess knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position.

   c. **Military Spouse:** The wife or husband of an active duty member of the United States Armed Forces, including the United States Coast Guard and the full-time National Guard or Reserves.

   d. **Program S:** The Military Spouse Preference Program as identified in Chapter 14 of the DoD Priority Placement Program (PPP) Handbook.
e. **NAF**: Non-Appropriated Fund Instrumentalities.

4. **POLICY:**

   a. It is DLA policy to comply with and implement statutory and DoD guidance that establishes procedures and assigns responsibilities necessary to support the DoD-wide Military Spouse Preference Program.

   b. Eligible Military Spouses will be registered and referred through the procedures of the Military Spouse Preference Program (Program S), of the DoD PPP Handbook (reference b), Chapter 14.

5. **RESPONSIBILITIES:**

   a. The DLA Human Resources Policy (J14) will:

      (1) Provide broad policy guidance to the DLA Human Resource Services (DHRS), DLA Headquarters, and to the PLFAs on the military spouse preference program.

      (2) Approve or disapprove requests for exceptions to military spouse preference procedures.

   b. The DLA Human Resources Services (DHRS) will:

      (1) Advise and assist PLFAs and DLA Headquarters on military spouse preference matters.

      (2) Review requests for exceptions to military spouse preference procedures and recommend approval or disapproval to J14.

      (3) Provide job information, vacancy announcements, and employment counseling to persons eligible for preference upon their request.

      (4) Register and refer military spouses eligible for preference through Program S of the DoD PPP Handbook.

6. **PROCEDURES:** Refer to Enclosure 2.

7. **EFFECTIVE DATE:** This Instruction is effective immediately.

   Director, DLA Strategic Plans and Policy
Enclosures
   Enclosure 1 – References
   Enclosure 2 – Procedures
ENCLOSURE 1

REFERENCES

a. DLAI 7210, Spouse Preference and Family Member Preference, dated September 14, 2009 (hereby cancelled).


d. DLAI 7416, Family Member Employment.

e. Executive Order 12721, July 30, 1990.

ENCLOSURE 2

PROCEDURES

1. Spouses of active duty military members of the United States Armed Forces, including the United States Coast Guard and full-time National Guard or Reserves, apply for and are referred for positions using the procedures outlined in the Priority Placement Program Handbook (reference b), Chapter 14, DoD Military Spouse Preference Program (Program S).

2. Military spouses must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment. Military spouses who are eligible under more than one appointing authority may register using either authority.

3. When registering a military spouse as preference eligible in Program S, the DLA Human Resources Services will obtain a narrative resume, the most recent performance appraisal, and a copy of the sponsor’s orders.

4. Spouse preference eligibility ends:
   a. Upon placement into, or declination of, a continuing position in the Federal Service in the commuting area of the sponsor’s new permanent duty station, including non-appropriated fund positions, whether or not preference was applied.
   b. Refusal to participate in established competitive recruitment procedures, loss of spousal status, or failure to maintain immediate appointability status.

5. Eligible Program S registrants must be considered as military spouse preference candidates when referred through Program S, and are eligible for spouse preference if they rank among the best qualified for referral based on possession of the knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the position.

6. At the discretion of management, positions may be filled using noncompetitive procedures (e.g., reassignments, transfers, reemployment from the reemployment priority list, and appointments of eligibles under the Veterans Readjustment Authority Program, individuals with disabilities, and 30 percent or more disabled veterans) without application of spouse preference, if the noncompetitive candidate was not evaluated using a merit promotion crediting plan or other competitive screening factors.

7. The PLFA or DLA Headquarters office may request exceptions to spouse preference selections. These requests must be rare, based on compelling hardship to DLA mission, or the preference eligible, and approved by J14. Requests for exceptions to selection of military spouses must be made in writing by the Commander or Director of the PLFA or DLA Headquarters office and sent to DLA Human Resources Services for review and recommendation for approval. The request package must contain the resume of the preference eligible, a detailed description of the hardship, a copy of the position description for the vacancy in question, and a copy of the Job Opportunity Announcement. Requests recommended by the DLA Human Resources Services for approval will be forwarded to J14 for final approval.
8. The personnel action for a military spouse who exercises military spouse preference will include “ZSK” as the second authority code.