



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
EAST REGION, SOUTH CENTRAL AREA, FORT POLK CPAC
2271 LOUISIANA AVENUE, FORT POLK, LOUISIANA 71459

PECH-SCR-M

MEMORANDUM FOR Family Member Application for Nonappropriated Fund (NAF) Positions

SUBJECT: Statement of Understanding - Military Spouse Preference

1. Military Spouse Preference applies to NAF positions NF-3 and below. A spouse is defined as the wife or husband of an active duty military member of the Armed Forces including the Coast Guard, and members of the National Guard or Reserves on active duty. An eligible spouse must be identified/included on the sponsor's Permanent Change of Station (PCS) orders. You must request this preference in writing by attaching the form FP 131 and a copy of your spouse's PCS travel orders to each application you submit. Additionally, you must have been married to your sponsor prior to their relocation to the new duty station. Eligibility for preference begins 30 days prior to the military sponsor's reporting date at the new duty location, remains in effect and continues through the entire tour or until acceptance or declination of any continuing position offer (NAF, AF, or AAFES - whether preference was applied or not).
2. Effective 07 October 2004, "continuing positions" are redefined as "positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., regular part-time or regular full-time." "Noncontinuing positions" are positions to which appointments are made with time limitation and/or which do not have a required fixed work schedule. Non-continuing positions include the following:
 - a. Any temporary position, regardless of work schedule.
 - b. Any term position, regardless of work schedule.
 - c. Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependent Schools.
 - d. Nonappropriated fund (NAF) positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."
3. Please answer the following questions:
 - a. Have you accepted/declined a regular-status position with AAFES (Army Air Force Exchange Service) or NAF (Nonappropriated Fund) since your arrival at Ft. Polk on or after the reporting date indicated on your spouse's orders?
 YES NO
 - b. Have you accepted/declined an APF/AP (Appropriated Fund/Civil Service) position since your arrival at Ft. Polk on or after the reporting date indicated on your spouse's orders?
 YES NO

Please sign below to acknowledge that you have read and understand the rules governing the use and termination of Military Spouse Preference. Thank you for your interest in employment with NAF Activities.

//original signed//
Deyka V. Farrar
NAF Human Resources Officer

APPLICANT'S SIGNATURE

DATE

REQUEST FOR APPLICATION OF SPOUSE PREFERENCE FOR NONAPPROPRIATED FUND

(The proponent for this form is CPAC, NAF)

NOTE: THIS FORM MUST ACCOMPANY YOUR APPLICATION FOR EMPLOYMENT FOR EACH SPECIFIC POSITION FOR WHICH YOU ARE APPLYING

NAME

POSITION FOR WHICH APPLICATION IS MADE *(Title)*

ANNOUNCEMENT NUMBER

GRADE AND SERIES

SPOUSE'S NAME, RANK AND BRANCH OF SERVICE

SPOUSE'S NEW DUTY STATION

REPORTING DATE AT NEW DUTY STATION *(copy of PCS Orders must be attached)*

DATE OF MARRIAGE

HIGHEST GRADE HELD IN A PERMANENT POSITION IN NONAPPROPRIATED FUND EMPLOYMENT *(if applicable)*

TITLE, SERIES, GRADE:

SIGNATURE

DATE