



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12310.1
N22
23 NOVEMBER 1990

NTC GREAT LAKES INSTRUCTION 12310.1

From: Commander, Naval Training Center, Great Lakes

Subj: MILITARY SPOUSE EMPLOYMENT PREFERENCE

Ref: (a) DOD Instruction 1404.12
(b) DOD Manual 1400.20-1-M
(c) Public Law 99-145 (as amended)
(d) SECNAVINST 12310.7

1. Purpose. To establish guidelines regarding employment preference and assistance to spouses of active duty members of the Armed Forces.
2. Discussion. Employment of Spouses of Active Duty Military Members Stationed Worldwide was approved for implementation on 12 January 1989 by reference (a). This instruction requires that spouse preference candidates immediately appointable to Federal competitive service positions be referred to positions for which available and qualified through automated referral procedures set forth in reference (b).
3. Policy. It is Department of the Navy policy that eligible military spouses be provided the employment preference allowed and required by references (c) and (d). Reference (b) prescribes procedures for automated referral of spouse preference eligibles. Following the discretion authorized, noncompetitive selections and placements may be made at any time without application of spouse preference.
4. Definition
 - a. As used when military spouses are entitled to preference in competitive fill situations, the term "among the best qualified" is defined to include situations in which the spouse is within that group of candidates from which a selecting official may make a selection.
 - (1) When selecting from certificates prepared under competitive ranking procedures, local policy on the numbers of employees certified for selection will apply.
 - (2) When selecting from Office of Personnel Management certificates, this equates to the allowable selection range (i.e., the top three available candidates).

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(3) When using any form of direct-hire authority, this means that preference is applicable to any spouse who may be selected under the authority.

b. Immediately appointable preference candidates are current federal employees, candidates with reinstatement eligibility, and candidates appointable under E.O. 12362.

5. Responsibility. Via the Navy Chain of Command, the Naval Training Center Consolidated Civilian Personnel Office (NTC CCPO) is responsible for:

a. Advising management on spouse preference and assistance policies, procedures and responsibilities.

b. Ensuring that placement actions are in full compliance with spouse preference policies.

c. Designating a military spouse program coordinator to serve as the primary point of contact for program support. The Staffing Department, NTC CCPO has program responsibility.

d. Advising military spouses who have been denied military spouse employment preference entitlement that they may write to the Office of Civilian Personnel Management, Staffing Systems Division, 800 North Quincy Street, Arlington, Virginia 22203-1998 for final determination.

6. Action. All levels of supervision and management in activities serviced by the NTC CCPO have the responsibility for active, affirmative support of the military spouse employment preference program.


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