DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-HRC

AUG 23 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 9, Processing Exceptions to Military Spouse Preference (MSP) on a Civilian Referral List

1. References.

a. Department of Defense Priority Placement Program Operations Manual July 1998, Civilian Personnel Management Service.

b. USAREUR, Supplement 1, 15 Jun 99, to AR 690-300-301, Oversea Employment, 10 Aug 79.

2. Applicability. This memorandum establishes United States Army Garrison (USAG) Mannheim policy for processing exception to bypass (not select) applicant(s) possessing Military Spouse Preference (MSP) on a civilian referral lists issued to USAG Mannheim.

3. MSP applicants are spouses of active-duty military members of the U.S. Armed Forces who are relocating because of a permanent change of station. Spouses receive employment preference for appropriated fund positions in the excepted and competitive service at the GS-1 through GS-15 grade levels and equivalent wage-system positions. The preference applies in DoD and within the commuting area of the permanent duty station of the spouse for initial employment in a permanent position. MSP eligibility applies only if the sponsor and spouse were married before relocating to the new duty station.

4. The intent of DoD and Army policy is to help a spouse obtain initial employment in the commuting area of the sponsor's new duty station. There may be rare instances when it is appropriate to bypass a person eligible for MSP. Reasons that would support non-selection of a MSP eligible include, but are not limited to:

a. Filling the position with the MSP eligible would cause adverse impact on mission accomplishment.

b. Special or unique situations identified by the MSP eligible that would result in personal hardship for the eligible or prevent them from performing the duties of the position.

c. The MSP eligible has less than six months remaining in the geographical area of the position to be filled.

5. Policy. Approval to bypass a MSP eligible can only be made by the Commander, USAG Mannheim IAW references although the request may be disapproved at any level in the chain of command of the selecting official.

a. All requests for exception to MSP must be in writing and based on hardship to the organization or to the individual.

b. The selecting official must document objection to the qualifications or suitability of a preference eligible candidate to show hardship to the command.

c. The request will be endorsed by the USAG Commander and forwarded to the Heidelberg CPAC, Unit 29351, Box 180, APO AE 09014-0180.

6. The proponent for this policy is the USAG Mannheim Directorate of Human Resources at DSN 385-2478/CIV 0621-730-2478.

JEFFREY FLETCHER
LTC, AG
Commanding

DISTRIBUTION:
A