

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

DIRECTIVE  
NUMBER 30-19

7 May 2001

**CIVILIAN PERSONNEL**

**MSP CHOICE**

**Trial Program Changes to Military Spouse Preference Program**

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1. **Summary.** This directive outlines parameters for “MSP CHOICE,” a two-year trial change to the Department of Defense (DoD) Military Spouse Preference (MSP) Program in the European Theater. The change substantially narrows the definition of “continuing position,” thereby giving military spouses greater latitude in accepting non-permanent and flexible schedule employment. As a result, military spouses are more likely to retain their MSP for those “continuing positions” of primary interest to them. Other program provisions remain unchanged, as does the Family Member Preference Program. **Policies and Procedures established in this Directive are effective 1 June 2001.**
  2. **Applicability.** This EUCOM Directive (ED) applies to all DoD entities operating appropriated fund (AF) and non-appropriated fund (NAF) U.S. civilian personnel programs in the European Theater.
  3. **Internal Control Systems.** This ED does not contain internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** The proponent for this ED is ECJ1-C. Recommendations for changes or corrections should be sent to HQ USEUCOM, ATTN: ECJ1-C, Unit 30400, APO AE 09131.
  5. **References.**
    - a. DoD Instruction (DoDI) 1404.12, Employment of Spouses of Active Duty Military Members Stationed Worldwide, 12 January 1989.
    - b. Assistant Secretary of Defense (Force Management Policy) (ASD (FMP)) Memorandum, Military Spouse Preference Change Proposals, 27 April 2001.
  6. **General Responsibilities.**

a. Office of the Civilian Personnel Advisor, HQ USEUCOM/ECJ1-C, is responsible for:

(1) Broad oversight of MSP CHOICE implementation and marketing. Oversight is to assure consistent interpretation of guidance, as well as thorough and positive marketing efforts.

(2) Marketing and publicity efforts most appropriately oriented to a “joint approach,” e.g., newspaper articles about overall program change.

(3) Consolidation of data submitted by hiring organizations, and submission of required program status reports to Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD (CPP)).

(4) Chairing the European Theater Working Group (ETWG) on Military Spouse Preference.

b. Hiring organizations are responsible for:

(1) MSP CHOICE implementation.

(2) Organizationally-oriented marketing efforts.

(3) Submission of data on program activities and impact, as outlined in Appendix A.

(4) Providing representation on the ETWG.

c. The European Theater Working Group on Military Spouse Preference shall:

(1) Conduct periodic assessments of the effectiveness of MSP CHOICE in achieving desired objectives.

(2) Identify shortfalls in implementation and marketing processes, and develop solutions.

(3) Recommend potential future enhancements.

## 7. **Overall MSP CHOICE Program Parameters.**

a. The trial program will run for a period of two years, commencing from the effective date of this directive.

b. The change applies to positions paid from both appropriated funds and non-appropriated funds.

c. The program will redefine “continuing position” and “non-continuing position” as described in Paragraphs 8 and 9. This change will apply to military spouses only. Family member preference will remain unchanged.

d. All DoD organizations hiring military spouses for positions in the European Theater will adhere to the trial program requirements, including submission of metrics.

e. Based on data gathered during the trial period, a determination will be made regarding permanent application of the change.

#### 8. **Continuing Positions.**

a. “Continuing positions” are defined as only those positions to which appointment may be made without time limitation, **and** which are required to have a fixed work schedule, i.e., part-time or full-time.

b. Military spouses will be referred using MSP until such time as they accept a continuing position. MSP will also be lost if the military spouse declines an offer of employment in a continuing position.

c. DoD hiring organizations will incorporate the trial program definition into their operating procedures and policies, making any internal adjustments necessary to assure compliance.

#### 9. **Non-Continuing Positions.**

a. A non-continuing position is defined as any position to which appointment is made with a time limitation, and/or which is not required to have a fixed work schedule. Non-continuing positions include the following types of positions:

(1) Any temporary position, regardless of work schedule.

(2) Any term position, regardless of work schedule.

(3) Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependent Schools – Europe.

(4) Non-appropriated fund positions with a “flexible” work schedule, or any NAF position for which the employment category is identified as “flexible.”

b. Hiring organizations will make referrals to fill vacancies in non-continuing positions using MSP provisions.

c. There is no limit to the number of times MSP may be applied to referral and selection for non-continuing positions. Spouses may be simultaneously referred for continuing and non-continuing positions, until such time as eligibility is lost due to the acceptance (or declination of an offer) of a continuing position.

10. **Reinstatement of Lost MSP.**

a. Military spouses who lost preference because they accepted (or declined an offer of) a position previously defined as “continuing,” but now considered to be “non-continuing” under MSP CHOICE provisions, will have preference reinstated. Military spouses who previously accepted (or declined an offer of) a position still defined as “continuing” will not receive additional entitlement to MSP.

b. Reinstatement of MSP does not confer any right to priority consideration for employment opportunities that may have been missed prior to the effective date of this instruction.

c. Hiring organizations will establish specific procedures for reviewing and processing requests for reinstatement of MSP.

11. **Program Metrics.**

a. In order to assure adequate assessment of the impact of the program change, periodic analysis will be required.

b. Hiring organizations will submit their data to HQ USEUCOM/ECJ1-C, which will submit a consolidated report to DASD (CPP).

c. Appendix A outlines reporting requirements and timeframes.

FOR THE COMMANDER-IN-CHIEF

OFFICIAL

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APPENDICES

- A - Reporting Requirements
- B - Addressees

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(See Appendix B)

APPENDIX A  
Reporting Requirements

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1. **BASIC PARAMETERS.**

a. Hiring organizations with significant geographical subdivisions, e.g., the military services, will report data by servicing organizations. In no case, however, will information outside the European Theater be included.

b. Appropriated fund and non-appropriated fund positions will be reported separately.

c. Unless specifically stated otherwise, "hard numbers" will be reported as a "snapshot" as of the end of the reporting period.

d. The ETWG may revise the data reporting requirements as it deems necessary.

2. **REPORTING CYCLE.**

a. Frequency:

(1) Reports will be done quarterly for the first two quarters. In order to bring the reporting cycle into alignment with traditional quarterly designations, the first reporting period will end 30 Sep 01.

(2) Assuming no unanticipated problems, reports will be done semi-annually thereafter.

(3) Final report, with follow-on recommendations, will be done at the end of the two-year trial period.

b. Due Dates:

(1) Hiring organizations will report information as of the last day of the quarter. Information will be provided to HQ USEUCOM not later than the 15<sup>th</sup> of the month following.

(2) USEUCOM/ECJ1-C will submit the final quarterly report to DASD (CPP) not later than the last day of the month following the end of the quarter.

3. **RECURRING REQUIRED DATA.**

a. "Hard Data"

(1) Total Number of Civilian Positions. This includes continuing and non-continuing positions that are either incumbered or currently undergoing recruitment.

APPENDIX A  
Reporting Requirements

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(2) Total Number of Military Spouses on Board. This will be reported as both a numerical figure and a percentage of the total serviced workforce.

(3) Lapse Rate Figures for Non-Continuing Positions. Lapse rate is defined as the time between the date the action is received in “Staffing” and the date the employee enters on duty.

(4) Number of Vacancies in Non-Continuing Positions. Both percentages and hard numbers will be reported.

b. “Soft Data”

(1) Hiring organizations will conduct focus groups and/or sensing sessions at regular intervals in order to ascertain level of stakeholder satisfaction. Organizational report may summarize and synthesize this information.

(2) ETWG (or designated activity personnel representatives) will participate in meetings and conferences, using those as venues to identify satisfaction levels, comments, and concerns. Findings will be summarized as appropriate.

(3) Hiring organizations will disseminate a standard questionnaire to military spouse applicants and new hires. Summary of responses will be included in the report, with individual comments included as appropriate.

(4) Formal complaints or letters of praise will be included in the organizational report.

(5) As available, the military services will provide information on military recruitment and retention impact.

4. **INITIAL REPORTING REQUIREMENTS.**

a. In order to establish a meaningful baseline, hiring organizations will submit the following information simultaneously with the first quarter report. Figures will represent a “snapshot” as of the implementation date of the program.

(1) Total Number of Positions. This includes all incumbered positions and all those under active recruitment. No position will be counted more than once.

(2) Total Number of Spouses Employed. May be a “constructed” figure.

APPENDIX A  
Reporting Requirements

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b. In an effort to determine the impact of “MSP reinstatement,” all hiring organizations will submit figures on the number of requests received.

(1) Information is to be submitted only with the first quarter report. If hiring organizations receive substantial numbers of requests after that time, additional information *may* be included in the second quarter report.

(2) Organizations will submit hard numbers on number of requests received, and, of that figure, number of requests approved.

APPENDIX B  
Addressees

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Office of the Assistant Secretary of Defense  
ATTN: Civilian Personnel Policy  
Washington, D.C. 20301

Department of the Army  
Deputy Assistant Secretary of the Army  
(Civilian Personnel Policy)  
Washington, D.C. 20310-0111

Office of the Deputy Assistant Secretary of the Navy  
(Civilian Personnel & Equal Employment Opportunity)  
321 Somers Court, Suite 40101  
Nebraska Avenue Complex  
Washington, D.C. 20393-5451

Department of the Air Force  
HQ USAF/DPF  
1040 Air Force Pentagon  
Washington, D.C. 20330

Commanding General, United States Army, Europe  
ATTN: AEAGA-C  
Unit 29351  
APO AE 09014

Commander, United States Naval Forces, Europe  
ATTN: Force Civilian Personnel Advisor (016)  
PSC 802 Box 4  
FPO AE 09499-0151

HQ USAFE/DPC  
Unit 3050 Box 25  
APO AE 09094

Commander, Army and Air Force Exchange Service – Europe Region  
ATTN: Human Resources Director  
Unit 29351  
APO AE 09014

APPENDIX B  
Addressees

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District Manager, Navy Exchange Service Center (NEXCEN) Europe  
ATTN: Human Resources Manager  
PSC 810 Box 33  
FPO AE 09619-0003

Commander, Defense Commissary Agency, European Region  
ATTN: DeCA-EU/DP  
Unit 3060  
APO AE 09094

Department of Defense Dependents Schools – Europe  
ATTN: Human Resources Director  
CMR 443 Box 7100  
APO AE 09096

DFAS – Europe Field Site  
ATTN: Commander  
Unit 23122  
APO AE 09227

Defense Logistics Agency  
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Office of Human Resources  
8725 John J. Kingman Road  
Ft. Belvoir VA 22060