



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

11 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Baden-Wuerttemberg Command Policy Memorandum #39, Processing Exceptions to Military Spouse Preference (MSP) Eligible on a Civilian Referral List

1. References:

- a. AR 690-300, Chapter 301.7., 12 Aug 94
- b. USAREUR Supplement 1 to AR 690-300.301., 17 Mar 06

2. This memorandum establishes USAG Baden-Wuerttemberg's policy for processing exceptions to bypass (not select) applicant(s) possessing MSP on a civilian referral list. The enclosure provides the Standard Operating Procedures (SOP) for submission.

3. MSP eligibles 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 applicable General Service (GS) pay schedule and equivalent Wage Grade (WG) 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. Approval to bypass a MSP eligible is restricted by the references to the Commander, USAG Baden-Wuerttemberg. Requests may be disapproved at any level of the chain of command. Contact your Human Resources Officer/Advisor at the Heidelberg Civilian Personnel Advisory Center for more information.

Encl  
as

  
BRYAN D. DECOSTER  
COL, MI  
Commanding

DISTRIBUTION:

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**USAG BADEN-WUERTTEMBERG  
STANDARD OPERATING PROCEDURE**

**PROCESSING EXCEPTIONS TO MILITARY SPOUSE PREFERENCE (MSP) ELIGIBLE  
ON A CIVILIAN REFERRAL LIST**

1. All requests for exceptions to MSP eligible must be in writing and must be based on hardship to the organization or to the individual. The selecting official must document objections to the qualifications or suitability of a preference eligible candidate to show hardship to the command.
2. The following examples are the type of reasons which would support a non-selection of an applicant with MSP:
  - a. Filling of the position with the MSP eligible will cause adverse impact on mission accomplishment;
  - b. Special or unique situations identified by the MSP candidate which would result in a personal hardship or would prevent them from performing the duties of the position;
  - c. The spouse has less than six months remaining in the geographical area of the position to be filled.
3. All written requests for exceptions to MSP are to be forwarded through the Heidelberg CPAC, Unit 29351, Box 180, APO AE 09014-0180. The Heidelberg CPAC will endorse the request based on regulatory guidance and forward it to the Commander, USAG Baden-Wuerttemberg.