

NAVIGATING FEDERAL EMPLOYMENT: TIPS FOR MILITARY SPOUSES



Military spouses are the backbone of the families that support our nation's defense. Recognizing their sacrifices and the unique challenges they face, the U.S. Department of Agriculture (USDA) has established the Military Spouse Program (MSP). This program is dedicated to supporting career opportunities for military spouses, enabling them to contribute to the nation's agricultural development and community well-being. Through career education, networking opportunities, and outreach, the MSP offers the right support for military spouses to engage in meaningful employment. This empowers military spouses to both achieve their career goals and contribute to the success of their military families. With the USDA MSP, spouses can find positions that match their skills and aspirations while offering the flexibility needed to balance the journey of the military lifestyle.



The federal government is the nation's largest employer and offers certain hiring pathways for military spouses. These hiring authorities allow military spouses to be considered for federal employment, including positions within the USDA.



MILITARY SPOUSE PATHWAY TO A FLOURISHING USDA CAREER:

Military spouses can apply for federal positions through a non-competitive hiring process on USAJobs. The USDA acknowledges this hiring path and provides the following guidance to help you leverage it within the federal job application process.

One of the following must apply to be eligible for the Military Spouse Appointment Authority:

- You are currently married to an active-duty Service member; or
- You are a spouse of a 100% disabled separated or retired veteran; or
- You are a widow or widower of a Service member who died while on active duty and have not remarried.

ELIGIBILITY LIMITATIONS:

- o Spouses who are relocating with their sponsors are **no longer limited to one appointment** per relocation. HR practitioners may appoint spouses to a position for which they qualify at any location, which may not necessarily be in the same geographic area as their sponsor. *This is a temporary change that expires on December 31, 2028.
- o You are **permanently eligible** from the date on your spouse's documentation indicating their **disability or death**. You are no longer eligible if you remarry and can receive only one noncompetitive appointment to a permanent position (*5 CFR 315.612, Section (d), 3*).

USING THE MILITARY SPOUSE APPOINTMENT AUTHORITY:

Military spouses must provide documentation to verify their marriage, like a marriage certificate. Additionally, depending on their specific situation, spouses will also need to submit specific documentation:

- **Active Duty Spouses:** The service member's orders showing a permanent change of station
- **Veteran Spouses:** DD-214, Certificate of Release or Discharge from Active Duty or a disability letter stating 100% disability
- **Surviving Spouses:** DD-1300, Report of Casualty

USAJOBS.GOV DOCUMENTATION REQUIREMENTS

To find job opportunities, please visit USAJOBS.gov and select "Military Spouses" in the search filter or visit the USDA Military Spouse Branded search page [here](#).



Explore career opportunities at the USDA and learn why we are highly ranked as one of the Best Places to Work by visiting our website [here](#).



THE FEDERAL RESUME:

Creating a federal resume is different from a private sector resume. It's essential to highlight your job-related skills, showcase your achievements, and tailor your resume to the specific job. Federal resumes are more detailed and can be much longer than one page. They should include specific information about your work history, accomplishments, and job duration. Here are some useful tips:

- Use the USAJobs Resume Builder tool.
- Always include the number of hours worked per week for each job, including relevant volunteer work.
- If applicable, mention "Hiring Authority: Military Spouse" and make your resume searchable so recruiters can find you.
- Before you submit your federal resume, review the requirements to make sure you meet all the criteria.



Visit the USAJobs Help Center to learn more: [here](#).

