



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

September 29, 2022

Memorandum for Human Resources Directors

From: Robert H. Shriver, III, Associate Director, Employee Services

Subject: Agency Noncompetitive Hiring Authority of Military Spouses Annual Reporting

Executive Order (EO) 13832 titled, “Enhancing Noncompetitive Civil Service Appointments of Military Spouses,” and Section 573 of Public Law 115-232, The National Defense Authorization Act for Fiscal Year (FY) 2019, require Federal agencies to report annually on the non-competitive hiring of Military Spouses. To meet the obligations posed under EO 13832, the U.S. Office of Personnel Management (OPM) is required to provide an annual report to the President on the Federal Government use of the military spouse hiring authority, including an analysis of agency submissions to this data call and recommendations for enhancing the hiring of military spouses and the military spouse hiring authority.

Under these provisions, the following information must be submitted to the OPM no later than Friday, December 30, 2022. Federal agencies, with operating components and field installations, should ensure required and pertinent information from their operating components and field installations are integrated into one agency submission. Each agency, in coordination with its components/bureaus, must provide the following data for FY 2022:

1. The number of positions made available for application under the military spouse hiring authority during the FY 2022;
2. The number of applications submitted under the military spouse hiring authority during the FY 2022;
3. The number of military spouses appointed; under the military spouse hiring authority during FY 2022;
4. Identify **each** of the positions filled under the authority by title, series, and grade level;
5. Summarize the effectiveness of the authority for such appointments; during FY 2022;
6. The number of relocating and non-relocating spouses of current military members; appointed under the authority during FY 2022;
7. Summarize and provide details on actions taken by the agency during FY 2022 to advertise and promote the hiring of military spouses; and
8. Point of Contact for Military Spouse Hiring initiative.

Although not mandated, it is recommended that the FY 2022 Military Spouses Annual Report include, but not be limited to, the following outreach, training, and recruitment strategies utilized in the recruitment and hiring of military spouses into the Federal government:

- Participation in job fairs and/or agency-specific events that targeted military spouses
- Briefings or educational sessions for military spouses
- Internal training or workshops or any training materials that were developed for military spouses
- Outreach to military spouses using social media platforms
- Military installation Family Support/Career Centers
- Inclusion of hiring officials in outreach and recruitment activities
- Use of email distribution lists (e.g., Listservs) to contact professional organizations, alumni groups, minority/advocacy groups, etc. to share employment opportunities targeting military spouses
- Engagement of agency recruiters, Special Emphasis Program Managers/Diversity Program Managers, employee resource groups, etc. in outreach activities
- Recruitment at academic institutions, including Historically Black Colleges and Universities, Hispanic Serving Institutions, Asian American and Pacific Islander Institutions, Tribal Colleges and Universities
- Agency recommendation on how the government can enhance the hiring of military spouses and the military spouse hiring authority

The recent analysis of the Non-Competitive Hiring Authority of Military Spouses Annual Reports has revealed continual positive trends since the implementation and the sustained execution of this initiative. Agency's report submissions for FY 2022 should provide details of the strategies used in the outreach, recruitment, and employment of military spouses as well as methodologies used in monitoring, reviewing, and evaluating of the reporting requirements. Each Department in the executive branch must submit reports **electronically** to militaryspouse@opm.gov.

If you have any questions or require additional information, please contact Mr. Adrian B. Williams, Talent Acquisition, Classification & Veterans Programs, at (202) 606-3158 or adrian.williams@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Veteran Employment Program Offices

Attachments: [EO 13832](#), [NDAF FY19 sec. 573](#), [NDAF FY17 sec.1131](#)