

## DIRECT HIRE PROGRAM

Under the National Defense Authorization Act 2022, the Military Spouse Direct Hire Authority pilot program is available until Dec. 31, 2026, to hire military spouses at foreign locations.

ELIGIBILITY	MSP DHA BENEFITS	APPOINTMENT TYPE AND TERMINATION	MSP DHA LIMITATIONS
Military Spouse on PCS orders to Misawa Air Base	May be used to fill any position at GS-15 and below	All appointments are 'Term Positions' not to exceed 2yrs and may be extended up to 6yrs	Current permanent military spouse must agree to a three-day break in service
Spouse must reside with military sponsor in local commuting area	May appoint qualified military spouses (not currently permanent federal employees	Positions will terminate at sponsor's DEROS, relocation, retirement, death or divorce	Appointments are not permanent and are time-limited
	Does not prohibit a military spouse from using other available/hiring authority		Leave-without-pay is not authorized for these positions
	Recruitment through USAJobs not required		DHA appointments may not convert to permanent status

Insert Area for **FSS Employment**: [Employment | Misawa](#)

Insert Section for **USAJOBS**: [USAJOBS - Search](#)

### **DHA Vacancy Guidance** Area:

We now have a process for connecting military spouses with hiring managers to try to make the use of this authority **easy** for you.

If you are a requirement owner seeking to get the word out to prospective employees eligible for military spouse DHA, we will advertise your position at Newcomer's Orientation.

**All you have to do** is email [35FSS.FSCA.CivilianPersonnel@us.af.mil](mailto:35FSS.FSCA.CivilianPersonnel@us.af.mil) (attn: Newcomer's Orientation) with the following information:

- Position (Title, Series, Grade)
- Brief Description of Duties
- Selecting Official Name and Contact Information (DSN & Email)

**It's that easy!** We'll take this info and brief it every week. We'll also keep this list on hand at CPO so that we can advertise to spouses as they come to visit the facility or call asking about job opportunities on base. Then just tell us when it's filled so we can take it down.

The Civilian Personnel Office has also developed the attached **quick-reference guide** to give you the basic facts about military spouse DHA authority. If you need more info, visit our SharePoint site [35 FW SUPERVISOR'S TOOLKIT - Supervisor Toolkit Chat - All Documents](#).