



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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DEC 1 9 2019

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis SUBJECT: Documenting Use of Military Spouse Preference on the Standard Form (SF) 50,  
Notification of Personnel Action

AUDIENCE: Appropriated Fund

ACTION: Remind Human Resources Practitioners and Priority Placement Program (PPP)  
Coordinators of the requirement to use ZSK as the legal authority code (LAC) to  
document Military Spouse Preference (MSP) placements on the SF-50.REFERENCE: Department of Defense Instruction 1400.25, Volume 315, "Employment of  
Spouses of Active Duty Military," March 19, 2012, Incorporating Change 1, Effective March 1,  
2019 (attached)<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025v315.pdf>

BACKGROUND/INTENT: The April 2019 implementation of the Phase I PPP Streamlining initiative transitioned military spouses from the Automated Stopper and Referral System (ASARS) to an applicant-based process. As such, DoD is no longer able to utilize ASARS as the tracking tool for MSP placements. However, the need to track MSP placements and distinguish them from those appointments made solely on the basis of the military spouse noncompetitive appointing authority has not diminished.

In accordance with the aforementioned reference, appointments of military spouses made on the basis of MSP must be documented on the SF-50. MSP placements will be tracked using the applicable nature of action codes/LACs cited in the Office of Personnel Management's Guide to Processing Personnel Actions, and must include "ZSK" (P.L. 99-145, AS AMENDED), as the second LAC to document use of MSP. In instances where "ZSK" cannot be used (e.g., interagency transfers), please use "ZLM" as the LAC, along with the appropriate citation: P.L. 99-145, AS AMENDED.

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As stated