

From: Defense Civilian Personnel Advisory Service <info@usdoddcpas.dod.govdelivery.com>
Sent: Monday, April 28, 2025 3:54 PM
To: Gianforti, Delenia E CIV DODHRA DCPAS (USA) <delenia.e.gianforti.civ@mail.mil>
Subject: DCPAS Message 2025085 - New Defense Civilian Personnel Data System Remark, ZMS - Military Spouse Employment Act

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DCPAS Message 2025085

SUBJECT: New Defense Civilian Personnel Data System Remark, ZMS - Military Spouse Employment Act

ACTION: Disseminate to Department of Defense (DoD) Human Resources Managers and Practitioners.

REFERENCES:

1. Executive Order (E.O.) 14100, “Advancing Economic Security for Military and Veteran Spouses, Military Caregivers, and Survivors,” dated June 9, 2023, <https://www.govinfo.gov/content/pkg/DCPD-202300512/pdf/DCPD-202300512.pdf>
2. U.S. Office of Personnel Management (OPM) Memorandum, “Government-wide Military-Connected Strategic Plan for Fiscal Year (FY) 2024 – 2028,” dated February 2024, <https://chcoc.gov/sites/default/files/FY24-28%20Gwide%20Military-Connected%20Strategic%20Plan%202-27-24.pdf>
3. Section 315.612 of title 5, Code of Federal Regulations, <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.612>
4. OPM Guide to Processing Personnel Actions, <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions>

BACKGROUND: Reference (1) acknowledges that military spouses play a vital role in supporting military members and their families. Despite significant progress in improving access to federal employment for military spouses in recent years, their unemployment and underemployment rates remain notably high. Current reporting only reflects military spouses hired through military spouse hiring authorities. To bridge the reporting requirement gaps noted in reference (2), a new remark was added to the Defense Civilian Personnel Data System. The remark “ZMS-Military Spouse Employment Act” must be included on all military spouse personnel actions. Use of this remark allows for better tracking of military spouse employment.

Additionally, recent reporting requirements noted that personnel actions processed under the noncompetitive hiring authority for certain military spouses at reference (3), have not been processed in accordance with reference (4), which instructs human resources specialists to use specific legal authority codes (LACs) for appointments of military spouses. Due to Congressional and OPM reporting requirements, it is imperative

that military spouse personnel actions are coded correctly to allow for proper tracking. Listed below are the required LACs for each type of appointment.

- “LAM” Chapter 9, Career and Career Conditional Appointments, Table 9-G (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa09.pdf>)
- “LCM” Chapter 10, Nonstatus Appointments in the Competitive Service, Table 10-B (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa10.pdf>)
- “LDM” Chapter 10 Nonstatus Appointments in the Competitive Service, Table 10-E (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa10.pdf>)

As a reminder, appointments of military spouses made using the military spouse preference (MSP) eligibility must be documented on the Standard Form (SF) 50. The code “ZSK” should be used as the second LAC, along with the appropriate citation, when processing an action that places a MSP in a position using their eligibility. In cases where “ZSK” cannot be used (e.g., interagency transfers), please use “ZLM” as the second LAC, along with the appropriate citation. Regardless of the LAC used, ensure the newly created remark “ZMS” is used to identify all military spouse employment.

DoD Components are encouraged to establish a business process to ensure the newly created “ZMS” remark is used on all SF-50s to identify and aid in reporting the employment of military spouses.

POINT OF CONTACT: Employment and Compensation, Workforce Shaping Office, dodhra.mc-alex.dcpas.mbx.ec-workforce-shaping@mail.mil

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