



DEPARTMENT OF DEFENSE  
Defense Commissary Agency  
Fort Lee, VA 23801-1800

## DIRECTOR'S POLICY

DP 500-21  
June 29, 2018

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Human Resources  
OPR: DeCA/CCH

SUBJECT: Military Spouses Employment and Work Friendly Programs

**1. PURPOSE.** This Director's Policy (DP) sets forth the intention of the Defense Commissary Agency (DeCA) to be recognized as the "employer of choice" regarding the employment and treatment of the spouses of this Nation's military members. This DP supersedes DP 500-21, dated February 6, 2012.

### 2. POLICY.

a. While many military spouses seek employment, the frequent movement of their military sponsors makes it difficult for the spouse to maintain continuous employment, establish fulfilling careers, and at the same time raise their families. DeCA not only seeks to provide employment opportunities to these deserving military spouses, but to also assist them with career advancement, education and training, and the fulfillment of their many family responsibilities. DeCA recognizes the sacrifices and difficulties military spouses are faced with daily, and commits to establishing employment programs and working conditions that will make their lives more fulfilling and less difficult. It is my expectation that, within the governing laws, regulations, and policies, DeCA will offer military spouses the opportunity to succeed in their employment endeavors and meet their family responsibilities.

b. When filling vacant positions, DeCA will grant military spouses all employment considerations afforded to them under DoD 1400.25-M, Subchapter 315, "Employment of Spouses of Active Duty Military."

c. Military spouses will be granted 6 months of leave without pay to search for federal employment, if requested, when relocating with their military sponsor. An additional 6 months will be granted, if requested.

d. When the next duty location of the military spouse's sponsor becomes known and orders have been issued, DeCA will, to the greatest extent possible, employ the military

spouse in positions for which they meet the minimum qualifications, at any DeCA component within the commuting area of the new location.

e. DeCA is committed to working with all of its employees to schedule hours of work in such a way as to accommodate their needs and desires while ensuring the accomplishment of the mission of the Agency in the most effective manner. Inherent in this commitment is the requirement for continuing managerial awareness of each employee's particular circumstances, needs, and desires. Specifically, as a Department of Defense organization, this Agency recognizes a special obligation to its employees who are spouses of deployed military member. Subject to existing agreements with DeCA employees' DP 500-21 representative labor organizations, DeCA leaders will take into special consideration the unique circumstances of employees with families who are spouses of deployed military members. Where possible, considering the accomplishment of the Agency mission, the schedules of such military spouse employees will be adjusted in order to accommodate the unique family stress attendant to long-term military deployment. For example, upon request, managers will consider the adjustment of schedule or reduction of hours of work to accommodate the availability of necessary child care.

**3. RESPONSIBILITIES.** Managers and supervisors will adhere to the spirit and intent of this policy by seriously considering the employment needs of military spouses while considering the mission needs of the Agency. Managers and supervisors will fulfill all bargaining obligations that may arise from the application of this policy affecting the working conditions of bargaining unit employees.

**4. APPLICABILITY.** This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.

**5. RELEASIBILITY.** **Cleared for public release.** This DP is available on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**6. EFFECTIVE DATE.** This policy is effective immediately.



Robert J. Bianchi  
Director