



Job Exchanges

References: DoD Priority Placement Program (PPP) Operations Manual, Chapter 4;
[DoDI 1400.25, DoD Civilian Personnel Management System, Volume 1705, "Operational Continuity During Closure"](#)

If you're not eligible or ready to retire at the time your base is closing or realigning outside of the commuting area, you may have the opportunity to continue your DoD career by exchanging jobs with another employee. Employees who are eligible, or will soon be eligible for retirement, may be interested in a job exchange since it offers them a chance to leave the Federal Service sooner than would otherwise be feasible, and would qualify them for certain separation benefits.

If you're interested in a job exchange, your supporting human resources office (HRO) will register your position online in a system administered through the DoD Priority Placement Program (PPP). Installations not affected by base closure or realignment outside of the commuting area are required to publicize job exchange opportunities along with other vacancy announcements. If a DoD employee expresses interest in your position, his or her HRO will review your qualifications to determine whether you're qualified to perform the duties of the position currently held by the job exchange candidate. Both the affected and non-affected installations must agree to the exchange before formal offers can be made. The installation that is closing or realigning outside of the commuting area is responsible for any reimbursable relocation expenses for both employees.

Job exchanges are allowed only when the two employees occupy positions at the same grade, pay band or equivalent, and only if the employee being reassigned to the affected installation will be eligible for optional retirement or discontinued service retirement (DSR) on or before the closure date. The [Job Exchange Service Waiver](#) memo, dated March 14, 2008, waives the 12-month service requirement specified in sections 4.2 and 4.3 of DoDI 1400.25, Volume 1705. Additionally, employees must acknowledge in writing that they will remain in their new positions until released by the closing or realigning installation, and they will not be eligible for registration in the PPP in conjunction with the installation's closure or realignment.