

Priority Placement Program (PPP)

Frequently Asked Questions

1. What is the PPP?

The Priority Placement Program (PPP) is an automated mandatory placement program used to match eligible well-qualified employees, most of whom are subject to displacement, with vacant Department of Defense (DoD) positions. It enables the Department to maintain a relatively stable work force during base realignment and closure, reduction in force (RIF), and other displacement actions, and minimizes the adverse effect of these actions on employees. The PPP has long been the most effective placement program of its kind in the Federal government. [Back to top](#)

2. How does the PPP work?

Employees adversely affected by RIF, transfer of function (TOF), base realignment and closure, and other displacement actions, are registered in an automated system that matches them with vacancies at DoD activities within a specified geographic area. This area of consideration is determined in accordance with program rules. Employees may register for their current skill and others for which they are determined to be well-qualified. [Back to top](#)

3. Is registration in the PPP voluntary?

Registration is mandatory only if you have received a specific separation notice and are entitled to severance pay. If you do not know whether you are entitled to severance pay, check with your supporting human resources office (HRO) or refer to title 5, Code of Federal Regulations (CFR) 550.704. Prior to the issuance of separation notices, registration is voluntary for all eligible employees. [Back to top](#)

4. Who is eligible to register in the PPP?

The PPP applies only to appropriated fund employees serving on permanent appointments. Eligibility categories include: employees being separated or demoted by RIF; employees being separated as a result of declining positions outside the commuting area under transfer of function (TOF) or management-directed reassignment; employees serving under grade retention; military spouses and various types of family members; and certain separating military reserve and National Guard technicians. For more information regarding PPP eligibility, check with your supporting HRO or refer to the [PPP Operations Manual](#). [Back to top](#)

5. If I am eligible, when can I register?

Employees whose eligibility is based on RIF separation or demotion may register upon receipt of a specific RIF notice. Employees whose eligibility is based on separation as a result of a written declination outside the commuting area under transfer of function (TOF), transfer of work (TOW), or management-directed reassignment (MDR) may register upon receipt of a

specific notice of removal based on their declination to relocate outside the commuting area. Employees affected by RIF or written declination to relocate outside their commuting area may be allowed to register in advance of receiving specific notices if the commander or activity head approves early registration. The local approving authority may authorize registration up to 1 year prior to effective date of the RIF, TOF, TOW, or MDR, and may submit a request for up to 1 additional year of early registration to the DoD Civilian Assistance and Re-Employment (CARE) Office. [Back to top](#)

6. If I register in the PPP, are there any restrictions on my geographic area of consideration?

If you are scheduled for separation without having received an offer of continued employment within your commuting area, you will have the opportunity to register for other areas. However, if your separation is based on declining an offer outside of your commuting area, you can only register for areas less distant than the position you declined. Employees who receive RIF offers of change to lower grade and all of the various family member registrants are limited by policy to registration within the commuting area. [Back to top](#)

7. Can I register for grades other than my current grade?

Registration above your current permanent or retained grade is not allowed, so you cannot be promoted through the PPP. However, you will have the option to register for lower grades, which could significantly increase your placement opportunities. [Back to top](#)

8. If I accept a lower-graded position through the PPP, what happens to my pay?

If you're placed before you're separated and you meet eligibility requirements, you will be entitled to grade and/or pay retention benefits. If you're placed after separation, or if you don't otherwise meet the requirements for grade or pay retention, your last earned rate of pay (e.g., the rate you were earning at the time of your separation) will be preserved to the maximum extent permitted by applicable Federal pay regulations. Your supporting HRO can explain more about these pay protection benefits. [Back to top](#)

9. I've heard that PPP job offers are made in "priority order." What does that mean?

All PPP registrants are assigned numerical priorities based on the type of displacement action that is affecting them. When more than one registrant is referred for the same job, the registrant with the highest priority gets first consideration. [Back to top](#)

10. What are the priorities and how are they determined?

Employees scheduled for RIF separation without offers of continued employment are Priority 1, the highest priority. Priority 2 includes employees

who are being separated after declining offers outside of the commuting area, as well as employees being demoted by RIF action of two or more GS grades (or the equivalent). Employees scheduled for RIF demotion of less than two GS grades (or the equivalent) are registered as Priority 3. [Back to top](#)

11. What kinds of jobs will I be allowed to register for in the PPP?

At a minimum, you'll be required to register for your current occupational series. You may also register for up to four other types of jobs, but only if your supporting HRO confirms that you're well-qualified. For PPP purposes, "well-qualified" means that you have performed the work before and you could successfully meet all job requirements upon placement in that type of position. [Back to top](#)

12. If I'm referred to another DoD activity for a job that matches my qualifications, am I entitled to an offer?

Not necessarily. Even if you're well-qualified, you might not be the highest priority registrant referred. If you are, you may be one of several with that same priority and one of the other registrants might receive the offer. [Back to top](#)

13. Can a manager fill a job from some other source even though well-qualified PPP registrants are available?

Not all vacancies are subject to PPP clearance requirements. You can find a list of exceptions in Chapter 4, Section C, of the [PPP Operations Manual](#) . If the vacancy is subject to the PPP and well-qualified Priority 1 or 2 registrants are referred, an offer is normally required. However, Priority 3 referrals do not prohibit the manager from selecting a current employee of the same DoD Component (i.e., Army, Navy, etc.) for promotion or reassignment to the position. [Back to top](#)

14. How many offers will I have to choose from?

PPP registrants are eligible for one valid job offer only. If you accept or decline a valid offer, your registration eligibility will end. An offer of permanent employment is generally considered valid if it's made by a DoD activity within your selected geographic area of consideration and the offered position matches one of the occupational series and grades on your registration. Under certain circumstances, you may be allowed to decline an offer as invalid. Your supporting HRO will explain your options if you receive a PPP offer. [Back to top](#)

15. If I accept an offer in another geographic area, will my moving costs be paid?

If you accept a PPP offer from a DoD activity in another geographic area, your moving expenses will be reimbursed by your current activity up to the limits prescribed by the Volume 2 of the DoD Joint Travel Regulations. If

you're offered a job outside of your commuting area, consult with your supporting HRO for more detailed guidance. [Back to top](#)

16. What can I do to increase my chances of success in the PPP?

The single most important factor is mobility. Registrants who are willing to relocate are placed more often than those who register only for their current commuting area. Except for those in hard-to-find jobs, most employees who register on a broad geographic basis eventually receive offers. Registering for lower grades also increases the probability of an offer. [Back to top](#)

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