

The Department of Defense (DoD) Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. All commanders and activity heads are required to issue written statements of support for the PPP, and to enlist the cooperation of military and civilian subordinates in assuring its continued success.

As a DoD manager or supervisor, you're a key player in the overall PPP process. Whether you're supporting employees who register in the PPP or welcoming well-qualified PPP registrants into your organization, your actions directly affect the viability and integrity of this vital program.

While the PPP clearly benefits employees who enroll in the program, it has also been of great value to the Department by helping to:

- Retain skilled employees and minimize retraining costs;
- Maintain morale and productivity at installations affected by Departmental transformation;
- Reduce costs associated with involuntary separation (e.g., severance pay, unemployment compensation);
- Comply with statutory requirements to provide priority hiring consideration for displaced workers; and
- Implement force restructuring actions efficiently and humanely.

This fact sheet includes important information about your PPP roles and responsibilities as a DoD manager or supervisor. Depending on the circumstances, you may find yourself in the role of either a "releasing" or a "gaining" manager or supervisor. In a releasing scenario, one or more of your employees may be eligible to register in the PPP due to some type of qualifying event, such as reduction in force (RIF). As a gaining manager or supervisor, your vacant positions may be matched by PPP registrants, and these matches may lead to mandatory job offers.

WHAT DOES THE DEPARTMENT EXPECT OF ME?

Releasing managers and supervisors are expected to support the PPP by:

- Certifying that registrants have no conduct or performance problems at the time of registration and informing the human resources office (HRO) of any deficiencies thereafter;
- Authorizing reasonable official duty time for outplacement activities such as PPP registration, benefits counseling, resume writing and interview preparation training, etc.;
- Providing pertinent information about the employee upon request by the registering HRO; and
- In accordance with PPP timelines, agreeing to the prompt release of employees who accept job offers.

As a gaining manager or supervisor, you are expected to:

- Avoid any action designed to circumvent PPP matches (e.g., delaying recruitment, altering job requirements, etc.);
- Ensure that all recruitment actions include complete information concerning duties and responsibilities, physical requirements, work schedule, and conditions of employment. Without full disclosure, the releasing and gaining HROs cannot properly evaluate the qualifications of matching PPP registrants;

- Understand that DoD and PPP pay-setting rules take precedence over local policies and procedures when determining pay rates for employees placed through the PPP;
- Avoid contacting a PPP registrant, his or her supervisor, or anyone else at the releasing activity, and request any needed information about the registrant through your own HRO;
- Be willing to serve as a subject-matter expert if your HRO asks you to assist with reviewing the qualifications of PPP registrants;
- Be a PPP advocate and speak positively about the program in the presence of co-workers and subordinates; and
- Provide a positive “on-boarding” experience for PPP registrants placed in your organization, and cultivate a good working relationship during the orientation period. Employees placed through the PPP are entitled to the same consideration as any other new employee.

WHAT CAN I EXPECT FROM THE PPP?

When the PPP is properly managed by DoD HROs, managers and supervisors have a right to expect the following when a PPP registrant is placed in their organization.

- The registrant may not be as qualified as the best qualified candidates available from other sources, but he or she will be “well qualified” to perform the work. This means the registrant will not require training and will be able to perform all required duties successfully after a reasonable orientation period.
- The registrant will not have any unresolved conduct or performance problems.
- The registrant will be physically able to perform his or her duties with or without reasonable accommodation.
- If there are problems with a PPP placement, your HRO will work with the DoD Civilian Transition Programs (CTP) Administrator to resolve them. CTP Administrators have broad authority to formulate remedies that are in the best interests of the Department.

WHAT ELSE SHOULD I KNOW ABOUT THE PPP?

We cannot adequately explain something as complex as the PPP in a fact sheet, but several key aspects of the program are worthy of mention.

- PPP job offers require joint agreement between the releasing and gaining HROs.
- Once an offer has been made to a PPP registrant, it cannot be withdrawn without the approval of a CTP Administrator.
- You may assist your HRO in evaluating the qualifications of PPP registrants, but only if the HRO asks for your help. However, this option is not available after a job offer has been made.
- Unless approved by a CTP Administrator, recruitment actions can’t be canceled or withdrawn if PPP registrants have already been referred.
- Until an offer has been accepted and a reporting date established, all communications concerning PPP registrants are strictly limited to HRO-to-HRO channels. This applies not only to the gaining manager or supervisor, but also to the PPP registrant. Managers and supervisors who need information about PPP registrants, and PPP registrants who need information about the jobs they’ve been offered, must request it through their respective HROs.

WHERE CAN I FIND MORE INFORMATION?

This fact sheet only provides an overview of the program's basic policies and procedures. For more details, contact your supporting HRO. You can also find detailed information on the DCPAS Public website at <http://www.cpms.osd.mil/Subpage/Library/> or the CAC-enabled DODHRInfo website at <https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition-Programs/Priority-Placement-Program/Pages/Home1.aspx>.