

The DoD Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. If you're a family member employee returning from overseas with a DoD sponsor, you may be eligible to register in the PPP.

CONDITIONS OF REGISTRATIONS

To be eligible for PPP registration, you must be an overseas family member employee who is returning to the U.S. with a DoD civilian or military sponsor.¹ For PPP purposes, family members are: spouses and domestic partners; unmarried children (including stepchildren, adopted children, and those under the legal guardianship of the employee or spouse) who have not reached their 23rd birthday; and, parents, stepparents or legally adoptive parents of the employee who are at least 51% dependent on the employee for support.

Eligible overseas family member employees, as defined above, may register for placement in the U.S. or its territories or possessions if they are in one of the following categories:

- Current career, career-conditional, or excepted service (includes VRA and special appointing authorities for the disabled) employees serving in Alaska, Hawaii, or outside the U.S;
- Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return to the U.S; or
- Family members having no personal competitive status who are employed in appropriated fund positions under local hire appointments, or persons who were so employed during the sponsor's current overseas tour within 90 days before their return to the U.S., provided they are eligible under Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments."

OTHER REQUIREMENTS

In order to be eligible for PPP registration, you must have a current performance rating of record that is at least fully satisfactory/successful (or Level 3 on a 5-point scale), and your supervisor must certify that you have no known conduct or performance problems. You must also submit a complete, accurate, and up-to-date resume reflecting your work experience, education and training.

REGISTRATION PERIOD

Registration eligibility begins when you are residing in the U.S.; however, you cannot register more than 30 days before your sponsor's official reporting date. You may remain in the PPP until you accept or decline a valid offer, or for 1 year from the date of registration, whichever occurs first.

PRIORITIES

As indicated by the program title, PPP registrants have priority status when referred for vacancies. Registrants are assigned priorities based on how they are being affected, and those priorities determine the order in which job offers are made.

¹You may also be eligible if you're returning from overseas without your sponsor. If your sponsor is not returning with you, ask your HRO for more information.

Nondisplaced overseas family member employees are registered as Priority 3 (P3). P3 registrants have the lowest priority, and do not have mandatory placement status unless the recruiting activity would otherwise select an applicant from outside its own DoD Component, for example, if an Army activity wants to select a non-Army candidate.

AREA OF REFERRAL

You will be eligible for referral to DoD activities in the commuting area of your sponsor's new duty station, the sponsor's retirement or other authorized destination, or the U.S. location where you reside while your sponsor is serving on an unaccompanied tour.

GRADES

You cannot register above your current permanent grade, no matter how qualified you may be for higher grades. The only exception is for employees on grade retention, whose retained grade is considered to be their permanent grade for PPP purposes.

General Schedule (GS) employees may register as many as three grades below their current permanent or retained grade. Federal Wage System (FWS) employees may register down to five grades below their current permanent or retained grade. If you're in a pay-banded system, you will be registered with an equivalent GS grade as determined by your human resources office (HRO). This grade will be used to establish your high and low grade range.

JOB CONSIDERATION

If you register in the PPP, you must be available for your current skill, i.e., your current type of job. You may also register for up to four other skills provided the registering HRO finds you well qualified to perform other types of jobs. The HRO will require a narrative resume to make these determinations, so you should completely and accurately describe all of your experience, education, and training.

To meet the well-qualified standard for any type of job, you must possess the knowledge, skills, and abilities to successfully perform the duties of the position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. You must have experience actually performing that type of work and it must be documented in your resume.

JOB OFFERS

PPP registrants are eligible for one and only one valid job offer, and receipt of a valid offer terminates registration. In order for an offer to be considered valid, the offered position must:

- Be a permanent DoD position with a full-time work schedule (Note: If your current work schedule is less than full time, an offer is valid if there would be no reduction in actual work hours);
- Match your registration parameters (i.e., it must be an occupational series, grade, and duty location for which you are registered); and
- Have essentially the same conditions of employment as your current job. If you receive an offer and believe there are unreasonable differences, consult with your HRO.

WHERE AND HOW TO REGISTER

Your overseas HRO is responsible for initiating your PPP registration, providing counseling on the PPP and your responsibilities as a PPP registrant, and helping you to select an appropriate HRO in the U.S. to serve as your registering activity. This will normally be the activity in the U.S. where your sponsor has been assigned. If your sponsor is on an unaccompanied tour or is relocating for retirement or separation, the HRO of the largest DoD activity nearest your U.S. residence will be your registering activity.

You will need a completed Standard Form 75, “Request for Preliminary Employment Data,” or equivalent, which you should request from the overseas HRO and bring with you to the U.S. If you’re eligible under Executive Order 12721, “Eligibility of Overseas Employees for Noncompetitive Appointments,” your overseas HRO should also provide you with verification of this eligibility. The overseas HRO should also partially complete your PPP registration form, which you will then bring to the U.S. HRO for completion. Finally, all PPP registrants are required to provide an accurate and up-to-date narrative resume. These documents should not be put in your unaccompanied baggage or household goods as they will be needed to complete your registration with the U.S. HRO.

INFORMATION RESOURCES

The PPP is too complex to adequately explain in such an abbreviated format. 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>.