

The DoD Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. If you are a DoD civilian employee overseas and it's time for you to return to the U.S., you may be eligible to register in the PPP if you:

- Are successfully completing an overseas tour, or the equivalent of a tour if you were locally recruited in the foreign area, or if you're under no obligation to return to the U.S. and return transportation is authorized;
- Are serving on a career, career-conditional, or a permanent excepted service appointment; and
- Have return rights to a lower grade.¹

EXEMPT AGENCIES & EMPLOYEES

The PPP does not apply to non-appropriated fund (NAF) employees; members of the Senior Executive Service; student interns in the Pathways Programs; academic faculty members and educators at DoD schools; reemployed annuitants; or employees of the National Security Agency, the Defense Intelligence Agency, or the National Geospatial-Intelligence Agency.

CONDITIONS OF REGISTRATION

In order to be eligible for PPP registration as a non-displaced overseas employee, 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

Eligibility for initial registration is as follows:

Tour Length	Eligibility Begins
1 year	2 months prior to end of tour
18 months	3 months prior to end of tour
2 years	4 months prior to end of tour
3 years	6 months prior to end of tour

Eligibility for registration following completion of a renewal tour is as follows:

Renewal Tour Length	Eligibility Begins
1 year after an initial 1 year tour	4 months prior to end of renewal tour
1 year after an initial 18 month tour	5 months prior to end of renewal tour
1 year after an initial 2 year tour	6 months prior to end of renewal tour
2 years after an initial 3 year tour	6 months prior to end of renewal tour

¹ If you have return rights to the same grade or a higher grade but your return rights position has been abolished, contact your HRO to determine if you're eligible for PPP registration.

Once your eligibility period has begun, you must register in the PPP within 7 workdays of being notified that your tour is not being extended or after you have declined a tour extension. If the notification or declination occurs prior to your eligibility period as indicated above, you must register within 7 workdays after your eligibility period begins.

TERMINATION OF REGISTRATION

If you have return rights to a lower grade, you will remain registered until you:

- Accept or decline a valid PPP offer;
- Renew your agreement;
- Are within 30 days of expiration of your tour, at which time you will be required to exercise your return rights; or
- Are directed to return to the United States, whichever occurs first.

PRIORITIES

As indicated by the program title, PPP registrants have priority status when referred for job vacancies. Registrants are assigned priorities based on how they are being affected, and those priorities determine the order in which job offers are made. Nondisplaced overseas employees are registered as Priority 2 (P2) and are referred as P2 for vacancies within their own Component and Priority 3 (P3) to other Components. However, if the position to which the nondisplaced overseas employee has return rights is abolished and their return would initiate a reduction in force separation or demotion, the employee may register and be referred as P2 to all Components. P2 registrants are eligible for offers when no well-qualified Priority 1 (P1) registrants are available. P3 registrants are eligible for offers when no well-qualified P1 or P2 registrants are available and 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

The U.S. is divided into four Zones for PPP purposes. You will be registered for the Zone from which you were recruited, the Zone in which you last resided preceding overseas service, or a Zone closer to your overseas location. Former military members whose last U.S. duty station was an active duty station have the option to register for the Zone that includes their home of record, or a Zone closer to the overseas activity. You may not skip over DoD activities or states to register for more distant locations.

During your initial registration, you will be registered for the minimum number of DoD activities likely to provide a job offer, as determined by your HRO. After regular intervals without a valid job offer, your area will be expanded in accordance with your Component's overseas policy.

There are special registration rules for employees in Alaska or Hawaii. Please consult with your servicing human resources office (HRO) if you are in this category.

GRADES

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

Nondisplaced overseas employees may register down to, but not including, the grade of the position to which they have return rights. Within this limitation, General Schedule (GS) employees may register as many as three grades below their current permanent or retained grade, and Federal Wage System employees may register as many as five grades below their current permanent or retained grade. Employees in pay-banded systems will be registered with an equivalent GS grade as determined by their HRO. This grade, along with the grade of the employees' return rights positions, will be used to establish the high and low grade range.

If you don't receive a valid offer within 90 days of registration, your registration will be amended to include all grades down to but not including your return rights grade, for a maximum of three grades or the equivalent.

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 your HRO finds you well qualified to perform other types of jobs. Your 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.

If you don't receive a valid job offer within 30 days of registration, your registration will be amended to include all skills (i.e., pay group and series) for which you are considered well qualified.

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;
- 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.

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>.