

The DoD Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. If you've been identified for demotion due to reduction in force (RIF), the PPP can help you avoid downgrade by matching you with job vacancies at your current grade level within your commuting area.

PPP ELIGIBILITY

The PPP does not apply to non-appropriated fund (NAF) employees¹; 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. Unless you are in one of these categories, you are normally eligible to register in the PPP if you have been scheduled for RIF demotion and:

- Are serving on an appointment without time limitation;
- Have no performance or conduct problems and a current performance rating of record of fully satisfactory/successful or better; and
- Are still on your agency's employment rolls.

Additionally, 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.

TERMINATION OF ELIGIBILITY

For employees being demoted by RIF, PPP eligibility normally expires on the effective date of the RIF or upon receipt of a valid job offer, whichever is sooner. Eligibility terminates immediately if you:

- Apply for optional or disability retirement;
- Accept permanent employment with any Federal agency;
- Decline reassignment to a full-time permanent DoD position in your commuting area²; or
- Become temporarily incapacitated and unable to work, in which case eligibility is suspended until you have recovered.

If you maintain eligibility but have not been placed by the RIF effective date, your PPP eligibility does not necessarily terminate altogether. If you are entitled to grade retention as a result of the RIF demotion, your human resources office (HRO) is required to register you in a subprogram of the PPP called the Retained Grade Placement Program, which is described in a separate fact sheet.

REGISTRATION PERIOD

Employees who meet all PPP eligibility requirements must be allowed to register when they receive specific RIF notices. DoD commanders and activity heads have the authority to allow registration up to

¹ NAF organizations manage their own assistance programs for displaced employees. For more information refer to DoD Instruction 1400.25, Volume 1417.

² If you are serving on a written mobility agreement, this includes offers outside your commuting area.

1 year prior to the RIF effective date. In special cases, such as base closures, Civilian Transition Programs (CTP) Administrators may authorize an additional year of early registration if requested by the activity. However, early registration may not be feasible due to mission requirements, funding, and other business factors.

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 these priorities determine the order in which job offers are made. In a RIF, affected employees are registered as Priority 1 (P1), Priority 2 (P2), or Priority 3 (P3).

- P1, the highest priority, is reserved for employees who are being separated without any offer of continued permanent employment.
- P2, which rarely applies in a RIF, is assigned to employees who decline offers outside the commuting area.
- P3 is assigned to employees who receive offers of continued permanent employment in the same commuting area but with a reduction in grade or pay band.

In most cases, if one or more well-qualified P1 or P2 registrants have been referred for a particular job vacancy, an offer to one of the registrants is mandatory. However, offers must always be made in priority order, with P1 registrants receiving first consideration. As a P3 registrant, you will have the lowest priority and will 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.

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.

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.

You will have the option to register for lower grades, and this will increase your chances of receiving a job offer. However, you cannot register at or below the grade of your RIF offer.

With that limitation in mind, General Schedule (GS) employees may register no more than three grades below their current permanent or retained grade, and Federal Wage System employees may register no more than five grades below their current permanent or retained grade.

If you are in a pay-banded system, you will be registered with an equivalent GS grade as determined by your HRO. This grade will be used to establish your high and low grade range.

AREA OF REFERRAL

For employees who are being demoted by RIF, PPP consideration is restricted to DoD activities within the commuting area. Your commuting area is based on the location of your permanent residence and the distance that you currently commute to and from work daily. Contact your HRO for more information.

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.

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>.