

The DoD Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. If you have been identified for separation by reduction in force (RIF), the PPP can help you continue your DoD career by matching you with job vacancies both within and outside 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 eligible to register in the PPP if you have been scheduled for separation by RIF 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
- Have not yet been separated.

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 separated by RIF, PPP eligibility normally expires 1 year after separation or upon receipt of a valid job offer, whichever is sooner. Eligibility terminates immediately if you:

- Apply for optional or disability retirement;
- Apply for Voluntary Separation Incentive Pay (VSIP) and your application is approved;
- Accept permanent employment with any Federal agency;
- Decline reassignment to a full-time permanent DoD position in your commuting area²;
- Volunteered for RIF in accordance with DoDI 1400.25, Volume 1702;
- Resign before receiving a specific RIF separation notice; or
- Become temporarily incapacitated and unable to work, in which case eligibility is suspended until you have recovered.

REGISTRATION PERIOD

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

¹ NAF organizations manage their own outplacement 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.

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. 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.

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 human resources office (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. General Schedule (GS) employees may register down to three grades below their current permanent or retained grade. Federal Wage System employees may register down to 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

If you are being separated with no offer of continued permanent employment within the commuting area, you will be eligible for referral to DoD activities both within and outside the commuting area. If you are willing to move at the government's expense, your chances of placement are significantly higher. There are specific rules and limitations that apply to your area of referral. 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>.