

The DoD Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. If you're being separated because you declined an offer to relocate outside of your commuting area due to transfer of function (TOF), management-directed reassignment (MDR), or transfer of work (TOW), the PPP can help you continue your DoD career by matching you with vacancies 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 eligible to register in the PPP if you:

- Are serving on an appointment without time limitation;
- Have declined a TOF, MDR, or TOW offer in writing, the offered position is not in the commuting area, and you are not serving on a written mobility agreement;
- Have no performance or conduct problems and have 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 due to declining relocation, 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;
- Accept permanent employment with any Federal agency;
- Decline reassignment to a full-time permanent DoD position in your commuting area;
- Resign before receiving a specific 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 separation notice. DoD commanders and activity heads have the authority to allow registration

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

up to 1 year prior to the TOF/TOW effective date. 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 vacancies. Registrants are assigned priorities based on how they are being affected, and these priorities determine the order in which job offers are made. The priorities for displaced employees are as follows:

- Priority 1 (P1), the highest priority, is for employees who are being separated by reduction in force (RIF) without any offer of continued permanent employment. It does not apply to employees who decline TOF, MDR, or TOW.
- Priority 2 (P2) is assigned to employees who decline a TOF, MDR, or TOW at their same grade outside the commuting area.
- Priority 3 (P3) is for employees who are being demoted due to RIF or reclassification.

As you can see, if you register in the PPP your priority will be P2. In most cases, if one or more well-qualified P1 or P2 registrants are referred for a particular 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.

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. Your HRO will require a narrative resume to make these determinations, and you should submit one that completely and accurately describes 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

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

Employees who decline a TOF, MDR, or TOW outside their commuting area, will have their PPP registration limited to DoD activities within their commuting area.

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>.