



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

**INSTRUCTION**

**Stability of Civilian Employment –  
DoD Priority Placement Program**

**Human Capital Directorate**  
**OPR: DCMA-HCP**

**DCMA-INST 602**  
**October 23, 2013**

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**1. PURPOSE.** This Instruction:

- a. Replaces DCMA Instruction (DCMA-INST) -INST 602, “Stability of Civilian Employment-DoD Priority Placement Program” (Reference (a)).
- b. Establishes and implements policy on administering the DoD Program for Stability of Civilian Employment, referred to as the DoD Priority Placement Program (PPP) Handbook (References (b) and (c)).
- c. Is established in accordance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (d)) and all references listed here.

**2. APPLICABILITY.** This Instruction applies to DCMA Headquarters, DCMA Centers, Operations, Special Programs, International, Contract Management Offices, and their subordinate offices.

**3. MANAGERS’ INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 701, “Managers’ Internal Control Program” (Reference (e)), this Instruction is subject to evaluation and testing. The process flow is located at Appendix A.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release and is located on the DCMA Internet Web site.

**5. PLAS CODE.** 223B – Personnel Management.

**6. POLICY RESOURCE PAGE.** <https://home.dcma.mil/policy/602r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective October 23, 2013, and all applicable activities shall be fully compliant within 60 days from this date.

A handwritten signature in black ink that reads "Kathleen A. Butera". The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail on the 'a'.

Kathleen A. Butera  
Executive Director  
Human Capital

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## REFERENCES

- (a) DCMA-INST 602, “Stability of Civilian Employment-DoD Priority Placement Program,” September 1, 2004 (hereby canceled)
- (b) DoD Instruction 1400.25, Volume 1800, “DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP),” April 6, 2009
- (c) DoD Priority Placement Program (PPP) Handbook, July 2011
- (d) DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- (e) DCMA-INST 710, “Managers’ Internal Control Program,” September 30, 2011
- (f) Collective Bargaining Agreement Between Defense Contract Management Agency and the American Federation of Government Employees (AFGE) Council 170, Article 25, Section 3
- (g) DoD Instruction 1400.20, “DoD Program for Stability of Civilian Employment,” September 26, 2006

## CHAPTER 1

### POLICY

#### **1. OVERVIEW.** It is DCMA policy:

1.1. To support the mandatory placement of DoD employees affected by such actions as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting-out actions, position classification decisions, rotations from overseas assignments, and transfers of functions (TOF) by adhering to the DoD Priority Placement Program (PPP) Handbook (Reference (c)) that offers affected employees priority placement opportunities within the DoD.

1.2. That all positions in the competitive and excepted service (including permanent, temporary, part-time, intermittent, and seasonal) at grades GS-1 through GS-15, all Federal Wage System (FWS) positions and all special pay system positions are subject to the DoD PPP Handbook unless specifically exempted by the DoD PPP Handbook.

1.3. That the DoD PPP Handbook, Civilian Transition Programs (CTP) Branch guidance, and all governing laws and regulations will be followed in administering the PPP, including: counseling employees on program provisions; providing timely and proper registration of eligible employees; ensuring proper clearance of all actions subject to the program; ensuring proper reporting and documentation of placement actions; and informing commanders and key managers of program requirements.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. ARMY SERVICING TEAM (AST).** The AST serves as the Agency's point of contact for the administration of the PPP.

**2.2. DCMA SELECTING OFFICIALS.** DCMA selecting officials:

2.2.1. Must accept Priority 1 and 2 candidates when they are determined to be well-qualified for the vacancy. A Priority 1 or 2 well-qualified candidate stops the hiring process.

2.2.2. Must accept Priority 3 candidates when they are determined to be well-qualified and the vacancy is being filled outside of the Defense Agency's component (PPP Handbook, Chapter 4, paragraph B.1.b (Reference c))). A Priority 3 well-qualified candidate stops external component hires.

2.2.3. May request to review Priority 3 matches prior to receiving the certificate of eligibles (also known as the referral list).

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. REGISTRATION OF ELIGIBLE EMPLOYEES.**

3.1.1. Employees who become eligible for registration in the program will be counseled by the AST. The AST will register and provide full information concerning employee rights and obligations under the program.

3.1.2. A displaced employee who is scheduled for involuntary separation or demotion by RIF, involuntary furlough for 6 months or more, or separation due to declination of functional transfer, or covered management-directed reassignment outside the commuting area (if the employee is not on a mobility agreement), is authorized to register as stipulated in the DoD PPP Handbook (Reference (c)).

3.1.3. A non-displaced overseas employee who is satisfactorily completing a tour of duty (or, in some cases, the equivalent of a tour) in a foreign area, a U.S. territory or possession, or in the states of Alaska and Hawaii, who is not affected by RIF or TOF is authorized to register as stipulated in the DoD PPP Handbook (Reference (c)).

3.1.4. Eligible overseas employees must register in the PPP within 7 workdays after being notified that the tour is not being extended or after declining a tour extension. If an employee is notified of the extension decision prior to the PPP registration eligibility window, the 7 workday period begins at the start of the eligibility window.

3.1.4.1. The eligibility window depends on the length of the overseas tour:

- Two months before completing a 1-year tour.
- Four months before completing a 2-year tour
- Six months before completing a 3-year tour

3.1.4.2. An employee who fails to comply with the above procedures shall forfeit PPP registration eligibility and may be separated through adverse action procedures or forced to exercise return rights.

3.1.5. Area of Referral.

3.1.5.1. The area of referral will be established per the DoD PPP Handbook (Reference (c)). Employees are registered for the minimum area likely to provide a reasonable placement opportunity and may not skip over DoD activities to register for more distant locations.

3.1.5.2. When PPP registration is limited to an employee's commuting area, the registering Human Resource Office (HRO) will determine the commuting area based on the

employee's residence, the availability and cost of public transportation, convenience and adequacy of highways, as well as the travel time required to commute back and forth to work.

3.1.5.3. Non-displaced overseas employees are registered for the zone they were recruited from, the zone in which they last resided, or the zone closest to the overseas area. A zone is defined as one of four broad geographic areas within the Continental United States (CONUS) used for PPP registration per the DoD PPP Handbook (Reference (c)).

3.1.5.3.1. Employees with no return rights or return rights to a lower graded position who do not receive a match within 90 days of registration will be expanded to the entire zone and one adjacent zone. A subsequent expansion will be accomplished at the end of the 180<sup>th</sup> day from the date of registration to all CONUS with the exception of Alaska, Hawaii, Puerto Rico, and Guam, if not the employee's home of record or last residence. Registration shall continue in accordance with the DoD PPP Handbook (Reference (c)).

3.1.5.3.2. Employees serving on a 1-year tour with no return rights or return rights to a lower graded position will register in the entire eligible zone. Employees who do not receive a match within 90 days of registration will be expanded to one adjacent zone. A subsequent expansion will be accomplished at the end of the 180<sup>th</sup> day of the initial registration to all CONUS with exception to Alaska, Hawaii, Puerto Rico, and Guam, if not the employee's home of record or last residence. Registration shall continue in accordance with the DoD PPP Handbook (Reference (c)).

## **3.2. REQUIREMENTS FOR CLEARING PPP.**

3.2.1. The AST will requisition PPP as appropriate and in a timely manner upon receipt of a Request for Personnel Action (RPA) to fill a vacant position or when recruitment begins on the basis of an anticipated request for existing vacancies as required by the DoD PPP Handbook (Reference (c)).

3.2.2. PPP registrations and referrals for placement are made according to the three priority indicators. These indicators denote the severity of the action utilized as the basis for registration eligibility. These priority indicators are Priority 1, Priority 2, and Priority 3.

3.2.3. When recruiting through competitive merit promotion procedures, managers and supervisors must fill a position with a DoD Military Spouse Preference Program (Program S) Priority S3 (military spouse) best qualified (BQ) candidate when referred. If two separate referral lists are being used, management may select from either referral list. However, if only one referral list is provided and a military spouse was determined BQ and is on the list, the military spouse has priority.



### **3.3. QUALIFICATIONS DETERMINATION.**

3.3.1. Well-qualified PPP matches, with the exception of the Program S (military spouse), are jointly determined by the AST and the registering HRO as defined in the DoD PPP Handbook, Chapter 4D.1.a (Reference (c)).

3.3.2. Program S (military spouse) registrants must meet established minimum qualification standards. Program S registrants are not subject to the standard PPP well-qualified criterion described in paragraph 3.3.1.; however, they are covered under the DoD PPP Handbook, Chapter 14 (Reference (c)).

3.3.3. A well-qualified candidate is one who possesses the knowledge, skills, and abilities to successfully perform the duties of the position. The candidate should require only orientation to the new organization and the knowledge, skills, and abilities must have been obtained in the performance of a past position. It should not be met through education and training alone.

3.3.4. When the AST receives more than one well-qualified resume with the same priority for a position vacancy, the human resources (HR) specialist will contact the respective manager or supervisor to determine the order by priority in which the resumes will be worked.

3.3.5. When a registrant is determined to be well-qualified, the AST HR specialist will contact the respective manager or supervisor to coordinate subject matter expert (SME) review, prior to contacting the registering activity.

3.3.6. If the SME on behalf of the manager or supervisor disagree on the registrant's qualifications and the AST agrees with the SME, the AST will send the determination of not well-qualified to the registering activity. If the registering activity disagrees, the dispute becomes formal and the process in paragraph 3.3.7. will be used.

3.3.7. When a manager, supervisor, or SME believes a PPP referral is not well-qualified for a position, the manager or supervisor will prepare the rationale based on a comparison of the duties, responsibilities, skills, knowledge, and abilities required for the job and the referral resume or the Official Personnel Folder, as appropriate. The manager or supervisor will send the rationale to the AST within 3 work days of receipt of the sanitized resume.

3.3.8. The AST will furnish the rationale to the PPP CTP Administrator if the qualifications dispute becomes formal.

### **3.4. ACTIVE REQUISITIONS.**

3.4.1. Requisitions remain active until the position is filled with a PPP referral or when the AST issues a referral list.

3.4.2. Positions filled with a permanent reemployed annuitant will remain open during the reemployed annuitant's appointment. If a match occurs, the reemployed annuitant is terminated and the PPP match is placed into the position.

### **3.5. CONDITIONS OF EMPLOYMENT.**

3.5.1. The conditions of employment (i.e., security, physical, required degree, or licensing) are not waived by the PPP.

3.5.2. Tentative job offers to the PPP registrant must not be delayed or denied because the registrant does not have a security clearance or the required personnel security investigation has not been completed.

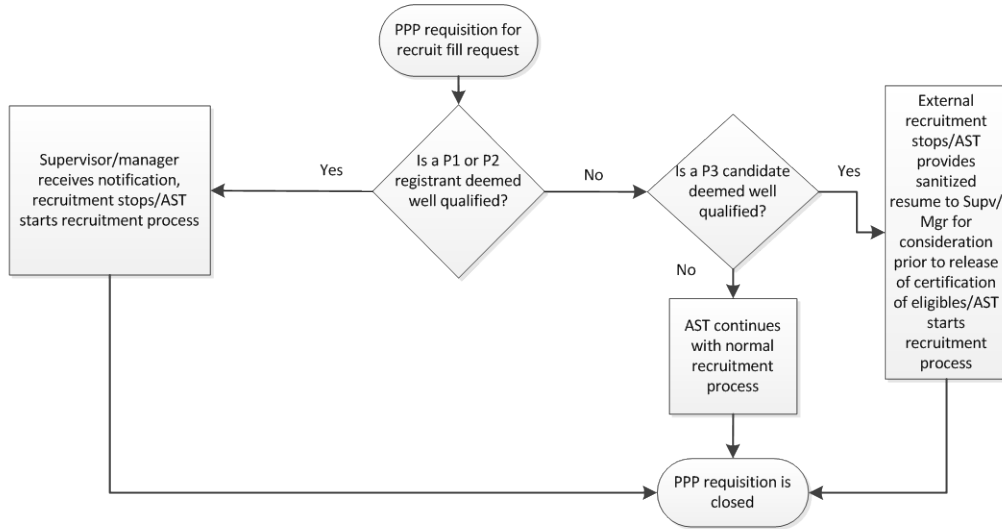
### **3.6. UNAUTHORIZED CONTACT.**

3.6.1. When used as a competitive selection tool and except as provided for Program S (military spouse) registrants, no one representing the gaining activity may contact a registrant without CTP Administrator approval.

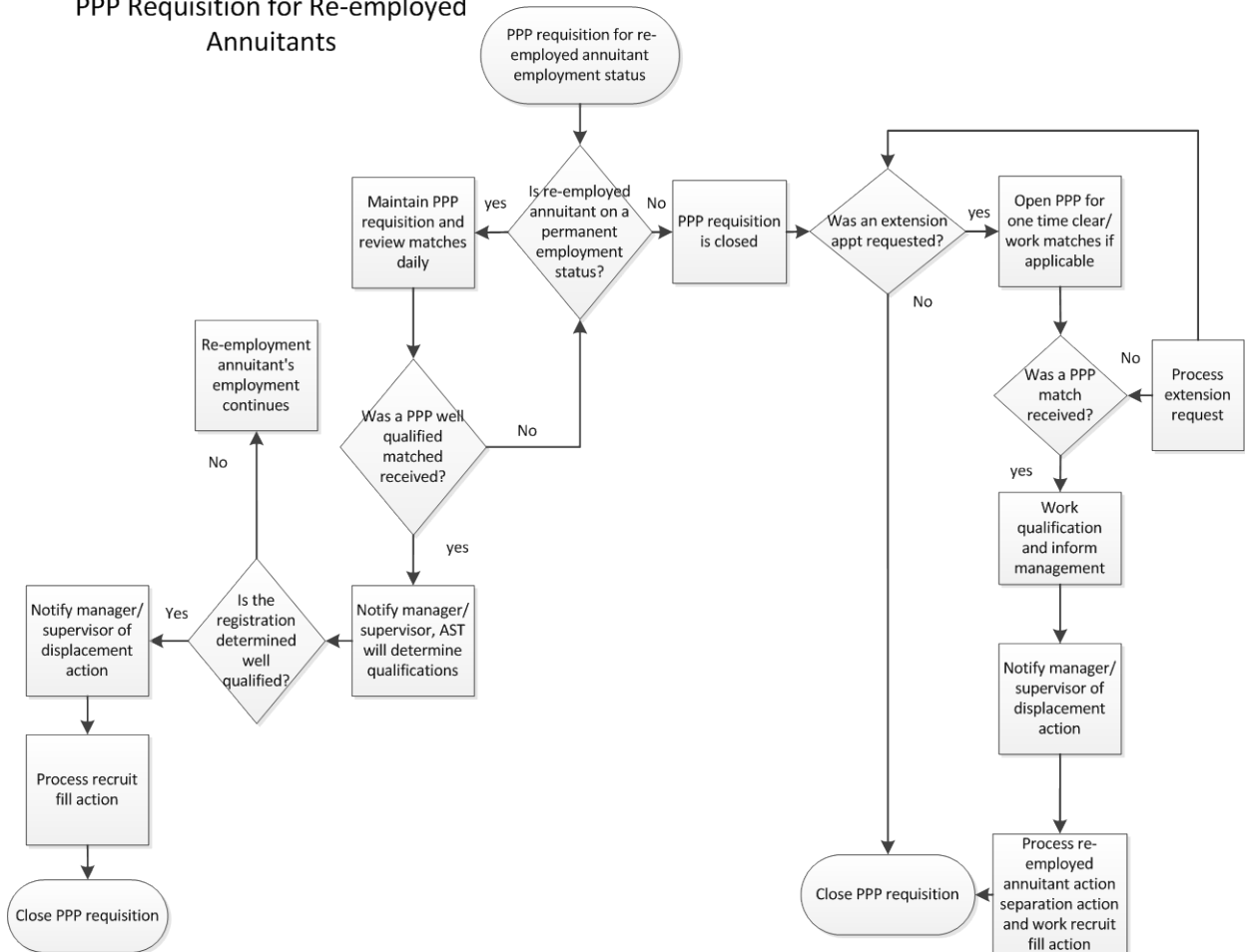
3.6.2. Contact with the registrant's current or former supervisor, or any other management official with knowledge of the registrant, is prohibited.

3.6.3. If a registrant initiates contact with the gaining activity, the person contacted should immediately report the contact to the AST. The AST must then inform the CTP Administrator.

APPENDIX A  
 PPP Requisitioning for Recruit Fills



PPP Requisition for Re-employed Annuitants



## GLOSSARY

### DEFINITIONS

**Army Servicing Team (AST).** Civilian Human Resource Agency, Human Resource Team responsible for human resource services provided to DCMA.

**Department of Defense (DoD) Priority Placement Program (PPP) Handbook.** Provides detailed information on the priority placement program from the Defense Civilian Personnel Advisory Service (DCPAS).

**Military Spouse Preference Program (Program S).** Is the only means by which eligible spouses will receive preference for positions filled through competitive procedures in the commuting area of the sponsor's permanent duty station.

**Priority Placement Program (PPP).** Consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own. Referred collectively as "the PPP".

**Priority.** Numeric or alpha indicator denoting the order in which PPP registrants are matched to vacancies.

**Priority 1.** Employees scheduled for RIF separation provided they have not: (1) received an offer of continued DoD employment, regardless of grade or location; or (2) had any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or transfer of work.

**Priority 2.** Employees who are schedule for separation due to: Written declination of TOF or transfer of work outside the commuting area; declining any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or transfer of work, even when such employees are separated by RIF.

**Priority 3.** Employees scheduled for RIF demotion within the same commuting area, or employees facing separation based on declination of such an offer.

**Request for Personnel Action (RPA).** Electronic personnel form used for processing personnel actions.

## **GLOSSARY**

### **ABBREVIATIONS AND ACRONYMS**

AST	Army Servicing Team
BQ	best qualified
CONUS	Continental United States
CTP	Civilian Transition Program
DCMA INST	DCMA Instruction
FWS	Federal Wage System
HR	human resources
HRO	Human Resource Office
OPR	office of primary responsibility
PLAS	Performance Labor Accounting System
PPP	Priority Placement Program
RIF	reduction-in-force
RPA	Request for Personnel Action
SME	subject matter expert
TOF	transfer of function