



# Department of Defense INSTRUCTION

NUMBER 1400.20

September 26, 2006

*Certified Current Through September 26, 2013*

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USD(P&R)

SUBJECT: DoD Program for Stability of Civilian Employment

- References:
- (a) DoD Directive 1400.20, "DoD Program for Stability of Civilian Employment," June 16, 1981 (hereby canceled)
  - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review –Phase II," July 13, 2005
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," ~~February 11, 2006~~ *June 23, 2008*
  - (d) DoD 1400.20-1-M, "DoD Program for Stability of Civilian Employment Policies, Procedures, and Programs Manual," September, 1990 (hereby canceled)
  - (e) through (h), see Enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction, in accordance with guidance in Reference (b) and pursuant to the authority in Reference (c), and updates policy guidance and responsibilities for administering the DoD Program for Stability of Civilian Employment.

1.2. Cancels References (d), DoD 1400.20-2-M, and DoD 1400.20-3-M (References (e) and (f)).

1.3. Continues to authorize ~~DoD 1400.25-M~~ *DoD Instruction 1400.25* (Reference (g)) and additional implementing guidance for administering the DoD Program for Stability of Civilian Employment.

## 2. APPLICABILITY

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments, the *Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff*, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

2.2 Does not apply to the National Security Agency, the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, or the National Reconnaissance Office.

### 3. POLICY

It is DoD policy to:

3.1. Promote stability of employment for civilian employees affected by changing workforce requirements.

3.2. Provide maximum opportunity for placement of civilian employees in other DoD positions.

3.3. Maintain a strong placement and transition assistance program to minimize the adverse effects on employees caused by actions required for the effective management of the Department of Defense, such as base closures, realignments, reductions in force, transfers of function, competitive sourcing actions, classification decisions, and rotational assignments from overseas.

3.4. Ensure that the DoD Program for Stability of Civilian Employment shall include such specific actions as advanced planning and notice to employees; priority referral and mandatory placement of employees in other DoD positions; retraining of employees, when feasible; payment of transportation and relocation expenses to other DoD positions; grade and pay retention; severance pay; and voluntary separation incentive pay. These actions shall be reflected in plans for the utilization of civilian human resources, strategic planning documents, and shall receive priority consideration at the installation level.

3.5. Use established DoD-wide automated referral and placement programs for the mutual benefit of the DoD Components.

### 4. RESPONSIBILITIES

4.1. The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall:

4.1.1. Oversee operation of the Program for Stability of Civilian Employment through the Deputy *Under Assistant* Secretary of Defense for Civilian Personnel Policy (~~DUSD~~ *DASD*(CPP)).

4.1.2. Direct the Director, ~~Civilian Personnel Management Service~~ ~~Human Resources Operational Programs and Advisory Services (HROPAS)~~ to:

4.1.2.1. Receive policy guidance for program operations from the PDUSD(P&R) through the ~~DUSD~~ ~~DASD~~(CPP).

4.1.2.2. Serve as the operating agent for all programs established to support the DoD Program for Stability of Civilian Employment including the DoD automated referral and placement programs.

4.1.2.3. Develop, issue, and maintain Program procedures.

4.1.2.4. Provide management direction and control to the ~~Civilian Personnel Management Service (CPMS)~~ ~~Civilian Assistance and Re-Employment (CARE)~~ ~~HROPAS Staffing and Civilian Transition Programs(SCTP)~~ Division, which shall provide technical guidance to Component Coordinators, Regional Coordinators, Overseas Liaison Coordinators, and Human Resources Offices throughout the Department of Defense.

4.1.3. Establish guidance to ease the adverse effect of workforce reductions on employees and to maximize the use of DoD-wide automated referral and placement programs.

4.1.4. Prescribe the guidance in ~~Subchapter~~ ~~Volume~~ 1800 of Reference (g).

4.1.5. Ensure the DoD Components designate Priority Placement Program (PPP) Component Coordinators.

4.2. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, ~~Department of Defense~~, shall provide implementing instructions to the DoD Components to ensure specific funds are made available by the Components to installation levels for severance pay and for travel and relocation expenses of DoD employees relocating under the provisions of this Instruction.

4.3. The Director of Administration and Management, the Director, Defense Logistics Agency (under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics), and the Secretaries of the Military Departments shall each designate one DoD PPP Component Coordinator, who shall ensure efficient operation of the DoD Program for Stability of Civilian Employment and the supporting automated placement programs within the DoD Component. The designated Component Coordinator shall exercise the authorities and responsibilities assigned in ~~Subchapter~~ ~~Volume~~ 1800 of Reference (g) and the DoD PPP ~~Operations Manual Handbook~~ (Reference (h)). This includes providing operational assistance and advice to Regional Coordinators, Overseas Liaison Coordinators, and Human Resources Offices within the Component to ensure timely internal DoD Component participation in and compliance with the DoD program.

4.4. The Heads of the DoD Components shall:

4.4.1. Issue internal procedures, as appropriate, consistent with this Instruction, ~~Subchapter~~ *Volume* 1800 of Reference (g) and Reference (h).

4.4.2. Conduct periodic inspections or surveys to ensure program compliance.

4.4.3. Ensure employees are treated equitably and uniformly in the application of the DoD program.

4.4.4. Ensure necessary funds are set aside and available for the payment of travel and relocation expenses for any placements resulting from this program and to provide for severance pay and voluntary separation incentive pay, as necessary.

4.4.5. Designate PPP Component Coordinators who shall:

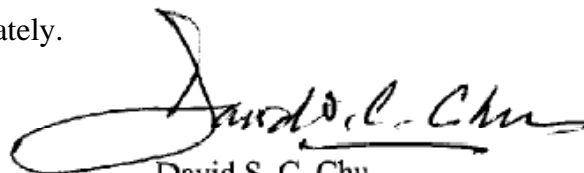
4.4.5.1. Act for the ~~DUSDDASD~~(CPP) within their respective areas of responsibility, provide leadership and direction, obtain the affirmative cooperation required to meet the basic objectives of the DoD Program, exercise specific authorities as outlined in ~~Subchapter~~ *Volume* 1800 of Reference (g), and serve as the ~~principle~~ *principal* point of contact with the ~~CPMS CARE HROPAS SCTP~~ Division.

4.4.5.2. Designate Regional Coordinators and Overseas Liaison Coordinators for ensuring efficient and effective operation of the DoD PPP.

4.1.5.3. Coordinate placement activity in the United States and overseas.

5. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 1400.20-2-M, "Counseling Manual for DoD Program for Stability of Civilian Employment," February 1990 (hereby canceled)
- (f) DoD 1400.20-3-M, "DoD Program for Stability of Civilian Employment Program Evaluation Guidelines," April, 1980 (hereby canceled)
- (g) ~~DoD 1400.25-M, "Department of Defense Civilian Personnel Manual (CPM),"~~  
~~December 1996 DoD Instruction 1400.25, "DoD Civilian Personnel Management,"~~  
*current edition*
- (h) Department of Defense Priority Placement Programs (PPP) ~~Operations Manual, July 1998~~  
*Handbook, July 2011*<sup>1</sup>

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<sup>1</sup> Copies may be obtained at <http://dayton.cpms.osd.mil/public/manindex.cfm>  
<http://www.cpms.osd.mil/ASSETS/357224D683944A31956F747947ED1A82/PPP%20Handbook%20August%2>