

TITLE: PRIORITY PLACEMENT PROGRAM FACT SHEET

PURPOSE: This guide is to inform Federal Employees of the Priority Placement Program(PPP).

APPLICATION: The Priority Placement Program (PPP) is an automated mandatory placement program used to match eligible well-qualified employees, most of whom are subject to displacement, with vacant Department of Defense (DoD) positions. It enables the Department to maintain a relatively stable work force during base realignment and closure, reduction in force (RIF), and other displacement actions, and minimizes the adverse effect of these actions on employees. The PPP has long been the most effective placement program of its kind in the Federal government.

Employees adversely affected by RIF, transfer of function (TOF), base realignment and closure, and other displacement actions, are registered in an automated system that matches them with vacancies at DoD activities within a specified geographic area. This area of consideration is determined in accordance with program rules. Employees may register for their current skill and others for which they are determined to be well-qualified.

Registration is mandatory only if you have received a specific separation notice and are entitled to severance pay. Prior to the issuance of separation notices, registration is voluntary for all eligible employees.

The PPP applies only to appropriated fund employees serving on permanent appointments. Eligibility categories include: employees being separated or demoted by RIF; employees being separated as a result of declining positions outside the commuting area under transfer of function (TOF) or management-directed reassignment; employees serving under grade retention; military spouses and various types of family members; and certain separating military reserve and National Guard technicians.

Registration above your current permanent or retained grade is not allowed, so you cannot be promoted through the PPP. However, you will have the option to register for lower grades, which could significantly increase your placement opportunities.

If you're placed before you're separated and you meet eligibility requirements, you will be entitled to grade and/or pay retention benefits. If you're placed after separation, or if you don't otherwise meet the requirements for grade or pay retention, your last earned rate of pay (e.g., the rate you were earning at the time of your separation) will be preserved to the maximum extent permitted by applicable Federal pay regulations.

At a minimum, you'll be required to register for your current occupational series. You may also register for up to four other types of jobs, but only if your supporting HRO confirms that you're well-qualified. For PPP purposes, "well-qualified" means that you have performed the work

before and you could successfully meet all job requirements upon placement in that type of position.

REFERENCE: PPP Operations Manual, Title 5, Code of Federal Regulations (CFR) 550.704, DoD Instruction 1400.20, “DoD Program for Stability of Civilian Employment,” September 26, 2006, DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996, DoD Instruction 1400.25, “DoD Civilian Personnel Management System,” as amended, authorized by DoD Directive 1400.25, November 25, 1996, Title 5, United States Code, Title 5, Code of Federal Regulations, Title 10, United States Code

EXCEPTION: Not all vacancies are subject to PPP clearance requirements. Exceptions may be found in Chapter 4, Section C, of the PPP Operations Manual.

TIMELINE: Employees whose eligibility is based on RIF separation or demotion may register upon receipt of a specific RIF notice. Employees whose eligibility is based on separation as a result of a written declination outside the commuting area under transfer of function (TOF), transfer of work (TOW), or management-directed reassignment (MDR) may register upon receipt of a specific notice of removal based on their declination to relocate outside the commuting area. Employees affected by RIF or written declination to relocate outside their commuting area may be allowed to register in advance of receiving specific notices if the commander or activity head approves early registration. The local approving authority may authorize registration up to 1 year prior to effective date of the RIF, TOF, TOW, or MDR, and may submit a request for up to 1 additional year of early registration to the DoD Civilian Assistance and Re-Employment (CARE) Office.

There are two categories for self-sponsored eligible. Self-sponsored employees who do not have return rights are MANDATORY registered within four months from their DEROS at Incirlik and Ankara. Self-sponsored employees with return rights are eligible to register in PPP within four months from their DEROS.

If the eligible person is at Izmir, MANDATORY registration for self-sponsored employees who do not have return rights is two months from the DEROS. Izmir self-sponsored employees with return rights are eligible to register in PPP within two months of the DEROS.

Military Spouses can register after they reach the sponsor’s next duty station.



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MORE INFORMATION: The information contained herein is not all-inclusive; refer to the for specific information and guidance. Additional information on the PPP is also available on the Civilian Assistance and Re-Employment (CARE) Division website, http://www.cpms.osd.mil/care/care_ppp.aspx.