

CHAPTER 12

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

A. PURPOSE

The purpose of this Chapter is to specify guidelines for the voluntary registration of Department of Defense (DoD) appropriated fund employees and their spouses in the Defense Outplacement Referral System (DORS). DORS provides referral to DoD activities, non-DoD Federal agencies, state and local governments, non-profit organizations, and private sector employers in the United States and overseas. Non-appropriated fund (NAF) employees and their spouses are registered and referred in accordance with the DORS NAF Users Guide. All Program A procedures apply, except as modified in this Chapter.

B. PROGRAM REQUIREMENTS

1. **Eligibility.** Current civilian DoD employees may register. The spouse of a DoD employee may also register as long as the DoD employee is registered in the PPP (including DORS). Registration is limited to U.S. citizens, except that non-U.S. citizen eligibles occupying DoD excepted service positions may register for appropriate consideration.

2. Registration

a. Employee registration may be accomplished through either Program A or Z. Spouses may register only in Program Z.

(1) Employees may simultaneously be registered in Program Z and any other program except Program A. Submission of a Program A registration automatically deletes a Program Z registration from the system.

(2) An employee registered in Program A may be considered through DORS by completing the "Non-DoD, Overseas, or Both" and "Private Sector" Data Elements of the registration format. In this case, the area of referral for non-DoD Federal agencies must comply with Program A procedures (i.e., the area of referral for DoD activities will also apply to non-DoD Federal agencies). However, an individual may retain an expanded geographic area for private industry and may register for overseas locations as well by placing appropriate country code information from Chapter 7, Appendix C, in the "Countries" Data Element.

b. The following registration procedures apply to Program Z only:

(1) **Series.** Determine qualifications based on education and experience in accordance with the Office of Personnel Management (OPM) Qualifications Standards Handbook. Only the first three different series for which registered will be used for referrals to the private sector. Special Skill Identifiers, e.g., GS-300, will only be used for referrals within DoD.

(2) **Highest Grade.** The highest grade for which eligible employees may register is determined as follows:

(a) **For current employees on permanent appointments.** No higher than the current permanent grade.

(b) **For employees on temporary appointments with prior Federal service or spouses with prior Federal service.** The last permanent grade held.

(c) **For registrants without status or with no prior Federal service.** The highest grade for which eligible based on the OPM Qualification Standards Handbook.

(3) **Lowest Grade.** The lowest grade may not be lower than 3 grades below the high grade for which registered. If registering for different pay plans, each pay plan is treated separately, e.g., a WG-8 may register as low as WG-5, a GS-11 may register as low as GS-8.

(4) **Geographic Area.** The employee may register for any location in the United States and/or overseas, but the spouse's area of referral must be the same as the sponsor's. Under Program Z, individual activity selections are not permitted.

3. **Registration Duration.** Program A registrants remain in DORS as long as their registration continues to show availability for DORS (see B.2.a.(2) above). Program Z registrants remain in DORS until:

- a. They are removed at their request;
- b. They are no longer on the rolls of the registering activity (if placed within DoD, the employee may re-register at the gaining activity);
- c. Their performance/conduct becomes less than satisfactory;
- d. They are registered in Program A;
- e. A year has passed since registration or since a file maintenance has been processed; or
- f. The sponsoring employee is no longer registered in the PPP (including DORS). If the DoD sponsor employee relocates as a result of placement through the PPP,

the spouse may remain in Program Z for one year following the move, even if the sponsor employee is not registered in the PPP. In this case, the area of referral for the spouse must be limited to the commuting area of the new location.

C. REGISTERING ACTIVITY PROCEDURES

1. The registration should be completed in accordance with Program A procedures except as follows:

- a. **Program Code.** Enter "Z"
- b. **Position.** Enter pay group, series and grade of current or last permanent Federal position. If none, leave blank.
- c. **Job Title.** Enter title of current or last position occupied. For spouse registrants not employed, leave blank.
- d. **Non-DoD, Overseas, or Both.** Enter "Y" or "B"
- e. **Private Sector.** Enter "Y" and complete "Private Sector - Region" and/or "Private Sector - City/State" Data Elements.
- f. **Zone; Region; States.** Enter zone, region and/or state for referral to DoD and non-DoD Federal employers in the U.S. (Chapter 7, Appendix D).
- g. **Activities.** Leave blank since individual activity selections are not permitted.
- h. **Countries.** For overseas, enter country codes (Chapter 7, Appendix C).

2. **Extending Registration.** Eleven months after initial registration or the last file maintenance, registering human resources offices (HROs) are notified of the impending expiration of a registration by a systems generated Registration Update Notification. Before extending a registration, the registering HRO should review the data to determine if any of the Data Elements require update. Any file maintenance processed by the Priority Placement Support Branch -Dayton extends the registration for one year. Whenever no changes in registration data occur during the year, Option 2 ("EXTEND S/Z REGISTRATION") of the ASARS REGISTRATION MENU must be used to extend the registration. This option may only be used within the 30 day period immediately prior to the registrant's scheduled release from Program Z.

3. **Report Actions.** Releasing report actions should be submitted in accordance with Chapter 9, except that Report Action Code "02" does not remove a DORS registrant from Program Z.

4. **Counseling** The DORS Counseling Checklist (Appendix A) must be signed by the registrant and the counselor. A copy should be given to the registrant, and a copy kept in the registrant's file. This documents that necessary information was provided to the registrant. It also serves as the Privacy Act release notification. If the registrant and spouse are both registering, they should be counseled simultaneously whenever possible.

D. GAINING ACTIVITY PROCEDURES

Offers to DORS registrants are not mandatory, and report actions on referral resumes are not required.

E. MOVING EXPENSES

Because of the variety of placement actions which may result from Program Z consideration, relocation expenses are not guaranteed. Moving expense reimbursement cannot be authorized when the move results from the placement of a registered spouse.

F. RECORDS

DORS registration files must be retained for one year after registration terminates. The file should contain: signed copies of the completed registration format and counseling checklist; all file maintenance actions; and documentation of all job offers, including a record of the registrant's acceptance or declination.

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APPENDIX A

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)
COUNSELING CHECKLIST

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

DORS is a voluntary referral program for both the registrant and the potential employer.

Spouses of DoD employees who are currently registered in DORS through Programs A or Z may also register in DORS. This includes spouses who have never worked for the Federal government.

Unlike other programs within the DoD Priority Placement Program (PPP), DORS is not a mandatory placement program.

Performance and conduct of DORS registrants must be satisfactory or better.

Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

Registrants are referred to the Department of Defense, non-DoD Federal agencies, and the private sector.

Geographic area of referral is unrestricted; however, payment of moving expenses is not guaranteed.

Registration is permitted for up to 5 skills for which qualified. However, only the first 3 different series are referred to non-DoD employers.

Declination of offers under DORS does not result in removal from the program.

CHECKLIST (CONTINUED)

___ Acceptance of any DoD position allows continued registration in DORS. Acceptance of an offer with another Federal agency or the private sector employer terminates eligibility.

___ Registration data provided to prospective employers includes name, address, home telephone number, education level, current position, grade level, and experience. This data must be kept current by informing the HRO of any changes.

___ Registrants should have a current employment application and/or resume available for prospective employers.

___ Registrants should respond within 4 calendar days to any offer of employment.

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Data Control Center Bulletin Board System (BBS) and the Automated Stopper and Referral System (ASARS) Registration Format. We must have your Social Security Account Number (SSAN) to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities and also to Federal, state and local agencies, and the private sector. Giving us your SSAN or any other information is voluntary. However, we cannot process your registration if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings.

Registrant Signature

Date

HRO Signature

Date

MAY BE REPRODUCED LOCALLY