PRIORITY PLACEMENT PROGRAM (PPP)
PROGRAM "A" FACT SHEET[1]

General: It is DoD policy to minimize the adverse effects on employees caused by actions such as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function (TOF). Program "A" is the primary means for implementing this policy throughout DoD; however, it does not supersede the statutory or regulatory rights of employees or former employees. Chapter 3 of the PPP Operations Manual contains specific information on registration in this program

DISPLACED EMPLOYEES

Eligibility: Current employees on an appointment without time limitation in the competitive service who have career or career-conditional status or those in the excepted service with or without personal competitive status may register in the PPP if they are scheduled for displacement action as covered in PPP Operations Manual, Chapter 3, Paragraph B.1.b. The employee's performance and conduct must be fully satisfactory. Unless early registration is authorized, employees become eligible to register when they: receive a specific RIF notice of separation or demotion; decline in writing an official RIF reassignment or demotion out of the commuting area; decline in writing a TOF or a covered management-directed reassignment out of the commuting area; or receive a notice of furlough for six months or more. Employees entitled to severance pay are mandatorily registered. Employees must register while still employed.

Skills: Employees must register for their current skill and may register for a total of 5 skills, provided they are well qualified. Mandatory registrants must be registered for all skills for which well qualified, including appropriate special skill identifiers (i.e., GS-300, WG-00000, or WG-01111).

High Grade: Competitive service employees may register no higher than current permanent grade or retained grade. If registering for other pay systems, registration is restricted to the grade having the representative rate equal or below the rep rate of the registrant's current permanent or retained grade. If registering from GS to other pay systems, the individual may register for the highest grade for which well qualified; the potential gaining activity makes the determination as to whether an offer should be made based on their local pay scale. For excepted service employees refer to Chapter 3, Paragraph F.

Low Grade: Generally, employees may register down to and including 3 GS grades or equivalent below current permanent grade. Exceptions for GS-9 and GS-11 employees in 2-grade interval jobs, employees with a RIF job offer, employees covered by pay banding systems, and positions in AD, WB, and WT pay systems are contained in PPP Operations Manual, Chapter 3, Paragraph F.

Priority: "1", "2", or "3" based on the severity of the action (PPP Operations Manual, Chapter 3, Paragraph E, and Chapter 5, Paragraph B).

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[1] Fact Sheet is for information only. This Fact Sheet does not establish, revise, replace or supplement policy or procedures contained in Defense Civilian Personnel Manual Chapter 1800 or the PPP Operations Manual.

Separation Date: For employees facing separation, the effective date of separation will be entered on the registration. For those scheduled for change to lower grade (CLG), the effective date of the action will be entered.

Release Date: For employees facing separation, one year from the date of separation will be entered on the registration. For those scheduled for CLG, the effective date of the action will be entered.

Area of Referral: Employees facing separation are registered for the minimum number of activities nearest their duty station likely to provide a reasonable opportunity for placement. They may not skip over DoD activities or states to register for more distant locations. Activities in an adjoining zone that are no more distant from the employee's duty station than the furthermost activity selected in the zone may be included in the initial area of referral. (Overseas displaced employees register in accordance with Chapter 5, Paragraph B.5). Employees who are scheduled for RIF CLG or who have declined a RIF CLG and are facing separation are restricted to DoD activities within their commuting area. Expansion beyond these limits requires CARE Program Coordinator approval.

Offer Response Time: Registrants in the continental U.S. (CONUS) must accept or decline offers from CONUS activities within 2 calendar days, and registrants outside CONUS must respond within 3 calendar days.

NONDISPLACED OVERSEAS EMPLOYEES

Eligibility: An employee on a career, career-conditional, or permanent excepted service appointment who is employed in his/her own right and has successfully completed an overseas tour or the equivalent of a tour may register.

Skills: Employees must register for current skill and may register for a total of 5 skills provided they are well qualified. If no valid offer is received within 30 days of registration, the registration must be file maintained to include all skills for which well qualified, including appropriate special skill identifier.

Registration Grades: If the employee has return rights to a lower grade and is not placed within 90 days of registration, the registration must be amended to include all grades down to, but not including, the grade to which return rights exist (subject to the 3 GS grades or equivalent limitation).

Priority: Employees are referred as Priority "2" to their own component and Priority "3" to all other components. If the position to which an employee has return rights is abolished and their return would initiate a RIF resulting in a separation or demotion at the U.S. activity, the employee is referred as Priority "2" to all components

Separation Date: No date is entered on the registration.

Release Date: No date is entered on the registration. The registrant remains active in the program until removed by the registering activity.

Area of Referral: Employees are authorized to register for the zone from which recruited, the zone in which the employee last resided preceding overseas service, or a zone closer to the overseas activity. Additional information on the area of referral is contained in PPP Operations Manual, Chapter 5, Paragraph C.

Offer Response Time: Registrants must accept or decline offers within 3 calendar days.

NONDISPLACED OVERSEAS FAMILY MEMBERS

Eligibility: Nondisplaced overseas family members of DoD or Panama Canal Commission personnel may register for placement in the U.S. if they are:

- Current career, career-conditional, or excepted service employees serving in Alaska, Hawaii, or outside the U.S.;
- Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return from the U.S.; or
- Family members with personal competitive status who are employed in appropriated fund positions under local hire appointments, or persons who were so employed during the sponsor's current overseas tour within 90 days before their return to the U.S., provided they are eligible under E.O. 12721.

Registration: Registration is authorized when the sponsor:

- Has another permanent duty assignment in the U.S. or assignment to another overseas location where family members are not permitted;
- Is being involuntarily separated from the overseas post of duty through no fault of his/her own;
- Is retiring or being otherwise separated; or
- Is being evacuated from overseas.

Skills: Employees must register for current skill and may register for a total of 5 skills provided they are well qualified.

High Grade/Low Grade: Refer to "A" program displaced above, as appropriate.

Priority: "3".

Separation Date: The date of registration.

Release Date: One year from the date of registration.

Area of Referral: The area of referral is limited to: the commuting area of the sponsor's new assignment; the sponsor's retirement or other authorized destination; or the family member's place of actual residence, if the sponsor is on an unaccompanied tour. Family members whose sponsor is moving to Alaska, Hawaii, or Puerto Rico are registered as current residents of these locations.

Offer Response Time: Registrants in the continental U.S. (CONUS) must accept or decline offers from CONUS activities within 2 calendar days and registrants outside CONUS must respond within 3 calendar days.

DoD PLACEMENT PLAN FOR SELECTED U.S. CITIZEN EMPLOYEES OF THE PANAMA CANAL COMMISSION

Eligibility: U.S. citizens employed by the Panama Canal Commission who are subject to rotation but do not have reemployment rights may register 12 months before completion of the required rotation period. Employees not placed during this 12-month period will have their registration terminated. Employees whose tours are extended will be eligible for registration for one additional year. Registrants may be referred for seasonal positions.

Component Code: "P".

Program Code: "A".

Skills: May register for up to 5 skills provided they are well qualified. Convert the pay group of skills for which well qualified as follows:

- Convert NM, NX, and CR to GS.
- Convert MG, FN, MX, and RM to WG
- Convert ML and LX to WL
- Convert MS, FS, and SX to WS

High Grade: May register no higher than current grade.

Low Grade: May register no more than 3 GS grades or equivalent below current grade.

Priority: "3"

Separation Date: The date of registration.

Release Date: The effective date of the completion of the required rotation period or, if tour is extended, one year later.

Area of Referral: May register for the zone from which recruited, the zone in which the employee last resided preceding tour, or the zone closest to Panama. For further guidance refer to Chapter 5 of the PPP Operations Manual.

Offer Response Time: Registrants must accept or decline offers within 3 calendar days.