Priority Placement Program (PPP) Briefing

Nondisplaced Overseas Employee and Management Briefing
PPP is the most effective outplacement program in the Federal government
Program Overview

- Releasing Activity
- Gaining Activity
- Registrations
- Requisitions
- Referrals

Automated Stopper & Referral System (ASARS)
Registrant Categories

- **Displaced** – subject to involuntary separation or demotion through no fault of their own

- **Nondisplaced** – all other registrants
  - Overseas employees completing tours
  - Military spouses and other family member employees
Employee must be:

- On career, career-conditional, or permanent excepted service appointment
- Employed in own right
- Successfully completing tour of duty (or equivalent)
Registration Eligibility

The following may not register:

- NAF employees
- SES employees
- Reemployed annuitants
- Employees approved for Voluntary Separation Incentive Pay (VSIP)
The following may not register:

- Employees who apply for optional or disability retirement
- Employees on temporary, term, or overseas limited appointments
The following may not register:

- Employees whose conduct or performance is in question
- Employees who become temporarily unavailable for work
Registration may begin no earlier than:

- 2 months before 1-year tour expires
- 3 months before 18 month tour expires
- 4 months " 2-yr "
- 6 months " 3-yr "
Must register in the PPP within 7 workdays after notification of non-extension or after declining a tour extension

If not available to register within 7 workdays after notification:

- Employee will be directed to exercise return rights
- Employees without return rights are subject to separation
Eligible employees remain registered until:

- Placed
- Declination of valid offer
- Renewal of tour
- 30 days prior to exercising return rights; or,
- Directed return
  (whichever occurs first)
Eligibility terminates if:

- Employment ends
- Employee departs overseas area with no intent to return
  - Component may grant exceptions for compassionate reasons
Referral Priorities

**re-fer-ral pri-or‘i-ty** *n.* Numeric or alpha indicator denoting the order in which PPP registrants are matched to vacancies.

- Numeric priorities determined by the severity of the action that serves as the basis for registration
- Alpha code S applies to Program S registrants
1

RIF separation
(no offer)
Declination of offer outside commuting area

- RIF
- TOF
- Management-directed
Referral Priorities

2

- Nondisplaced overseas employees
  - P2 within Component only

- Nondisplaced overseas employees – return rights position abolished
  - P2 to all Components if return would cause RIF separation or demotion
Referral Priorities

- Reserve Component Military Technicians with combat-related disabilities (Program G)
- Military Reserve & National Guard Technicians
  - Considered after all other P2 referrals
Referral Priorities

3

- Nondisplaced overseas employees
  - Referral outside Component
- RIF/reclassification demotion
Referral Priorities

- Family members
  - Civilian spouses/domestic partners
  - Army & AF family members

- Military Reserve & National Guard Disability Program
  - Non-combat related disabilities
  - Considered after all other P3 referrals
Priority 1 & 2 referrals restrict:

- Promotions
- Employee-initiated reassignments
- Appointments
- Transfers
- Demotions to positions with greater promotion potential
Priority 3 referrals:

- Permits selection within Component
- Restricts appointments & transfers
Total Registrations - 9,129
(as of August 31, 2015)
Registration Skills

- **Must** register for current skill
  - Exceptions require CTP approval

- May initially register for other skills if well qualified
  - As determined by registering HRO
well qual-i-fied adj. Possesses knowledge, skills, and abilities to successfully perform with no greater loss in productivity than normally expected during orientation of an employee new to the organization.

- Exceeds minimum qualifications requirements but will not necessarily meet “highly qualified” or “best qualified”
- Selective placement factors cannot be overly restrictive
Registration Skills

- Minimum qualification standards are not sufficient for PPP.
- Registrants must have experience actually applying the skill.
- Experience must be documented.

Well Qualified

Basic Eligibility
High Grade

- **Current Pay System**: current permanent or retained grade
- **Other pay systems**: grades with representative rates equal to or below current permanent or retained grade

No Promotions
Registration Grades

- Low Grade – GS employees registering for GS series
  - No more than 3 GS grades below current permanent or retained grade

- Low Grade – FWS employees registering within the same FWS pay system
  - No more than 5 grades below your current grade
Registration Grades

- Lowest registration grade in other pay systems
  - Down to and including the grade with the representative rate that is NEAREST TO BUT NOT LESS THAN the representative rate of the lowest grade for which registered in your own pay system
Nondisplaced overseas employees with return rights to lower grades **must** register for all intervening grades after 90 days without offer.

Nondisplaced overseas employees **without** return rights **must** register one grade interval below current grade after **90 days** without offer.
Area of Referral

- Minimum area likely to provide reasonable job opportunities within:
  - Zone in which last resided
  - Zone closer to overseas duty station
- Initial registration – no farther than last U.S. residence
- Subject to expanded area under Component rules
Temporary Policy - Area of Referral

Temporary policy in effect to reduce registrant backlog for 18 months from the date of the NDOS policy change (H-FY2015-01)

- Initial minimum area of referral must include an entire U.S. Region

- Employee may select Region of last U.S. residence or a Region closer to the overseas duty station

![Map of the United States with two regions highlighted: Dallas Region and Atlanta Region. Zone 2 is also marked.]
Temporary Policy - Area of Referral

- As a minimum, the area of referral must be expanded as indicated below

<table>
<thead>
<tr>
<th>Days since initial registration</th>
<th>Minimum Area of Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Two U.S. Zones, including the Zone for which initially registered and an adjacent Zone</td>
</tr>
<tr>
<td>120</td>
<td>All four U.S. Zones</td>
</tr>
</tbody>
</table>

- Employees may not limit referral to activities in their own Component
The area of referral procedures apply to new and current registrants.

If current registrants are not registered in accordance with the expansion table on the previous slide, file maintenance will be required:

- Review all registrations
- If employee is not already registered for all 4 Zones, note date of initial registration
- File maintain as necessary to ensure minimum area of referral criteria are met.
Temporary Policy - Area of Referral

- Employees must register for all skills for which well qualified beginning with initial registration
  - Supersedes PPP Handbook, Chapter 5.C.5., which does not impose this requirement until 30 days after registration
  - File maintain registrations as necessary
Valid Offer

- Full-time permanent DoD position
- Series, grade, & duty location for which registered
- Essentially same conditions of employment
Valid Offer

The following do not invalidate an offer:

- Drug testing requirement
- Change in shifts
- Decrease in wage or locality rates
Invalid Offer

- Non-DoD position
- Significant change in conditions of employment
- Obligated position
- Excepted service position (unless registrant is currently excepted service)
Invalid Offer

- Time-limited position
- Supervisory position (unless registered for supervisory positions)
- Position under contract study
• One **valid** offer only

• **REPLY TIME** – 3 business days

• **REPORTING DATE** – 45 calendar days
If nondisplaced overseas employee accepts a lower grade without a break in service, pay retention applies.*

- Not eligible for grade retention

* if otherwise entitled under 5 CFR 536 and DoDI 1400.25, Volume 536
If placed within DoD
  - Costs reimbursed in accordance with JTR

Outside DoD
  - Consult with HRO
Mandatory narrative resume

- Failure to comply results in forfeiture of PPP registration eligibility
- Must be submitted within 7 days after notification of non-extension
Registration eligibility is suspended for 6 months following a permanent promotion.

If employee is not obligated to return to U.S. (i.e., not subject to rotation), registration is voluntary:
- Declination of valid offer – loss of eligibility for 12 months
- 2nd declination – cannot re-register without CTP approval
If return rights position is abolished and return would result in RIF separation or demotion, employee may:

- Exercise return rights and participate in RIF;
  or

- Register in PPP and remain until placement or termination of eligibility
  - Will be referred as P2 to all Components
Employee Responsibilities

- Performance / conduct
- Communications with other DoD activities
  - All contact must be within HR channels
- Maintain PPP registration
- Submit updated resume
Supervisor Responsibilities

- Certify employee performance / conduct
  - Notify HRO of changes

- Communications with other DoD activities
  - All communications remain between the HROs
  - Report unauthorized contact to your HRO
  - Comply with spirit, letter and intent of program
  - Refer to commander’s written statement of support
Non-DoD Positions

For employees interested in non-DoD referral:

- www.usajobs.gov
- One-stop source for Federal jobs and employment information
Questions?
Overseas family members of DoD personnel may register if they:

- Are current career, career-conditional or excepted service employees;

- Have personal competitive status & were employed within 90 days of sponsor’s departure; or

- Are eligible under E.O. 12721
Registration authorized when:

- Sponsor returns to permanent U.S. duty station
- Sponsor is reassigned to another overseas duty station on an unaccompanied overseas tour
- Sponsor returns to U.S. for separation/retirement
- Sponsor is evacuated from overseas
- The family member returns to the U.S. due to death of the sponsor
Eligibility begins upon arrival in sponsor’s U.S. duty station area

Family members may remain registered until:
- Placement
- Declination of a valid offer
- 1 year after registration
  (whichever occurs first)
Area of Referral

Limited to commuting area of:

- Sponsor’s duty station
- Sponsor’s retirement or other authorized destination
- Family member’s actual U.S. residence when sponsor is on unaccompanied tour
Registration Procedures

- Overseas servicing activity will:
  - Counsel registrant
  - Complete registration form using U.S. Activity Code
    - Sponsor’s duty station, largest DoD activity, or family member’s preference
  - Provide completed SF-75 and documentation of E.O. 12721 eligibility
Questions?
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