

DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Priority Placement Program (PPP) Briefing

Nondisplaced Overseas Employee and Management Briefing

Program Overview

PPP is the most effective
outplacement program in the
Federal government



Program Overview

Releasing
Activity



Registrations



Referrals



Gaining
Activity



Requisitions

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



Registration Eligibility

- 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)



Registration Eligibility

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



Registration Eligibility

- The following may not register:
 - Employees whose conduct or performance is in question
 - Employees who become temporarily unavailable for work



Registration Period

➤ 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 "



Registration Period

- 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 work days after notification:

- Employee will be directed to exercise return rights
- Employees without return rights are subject to separation



DEADLINE

Registration Period

- 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)



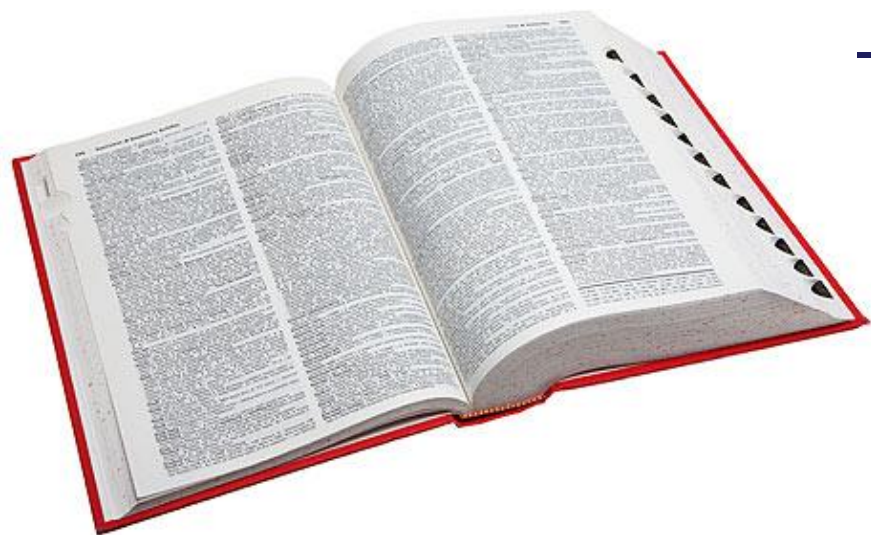
Registration Period

- 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)

2

- Declination of offer outside commuting area
 - RIF
 - TOF
 - Management-directed

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

2

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

3

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

3

- 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

Referral Priorities



➤ Priority 1 & 2 referrals restrict:

- Promotions
- Employee-initiated reassignments
- Appointments
- Transfers
- Demotions to positions with greater promotion potential

Referral Priorities

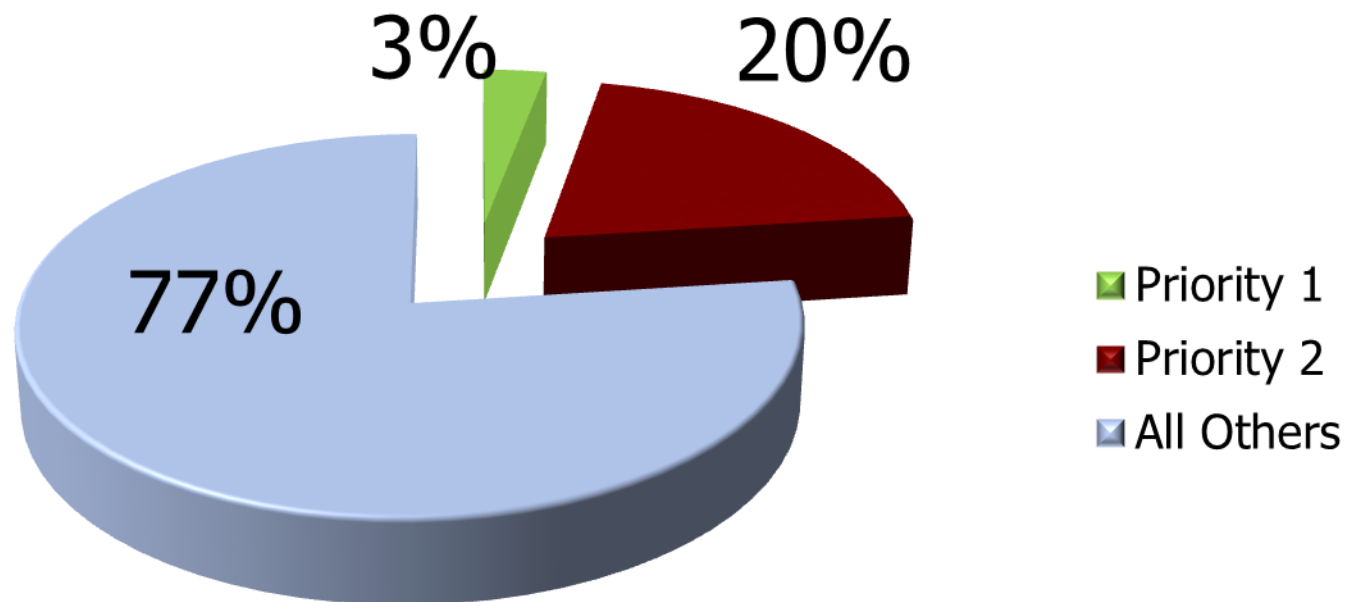


➤ Priority 3 referrals:

- Permits selection within Component
- Restricts appointments & transfers

Referral Priorities

Total Registrations - 9,129
(as of August 31, 2015)



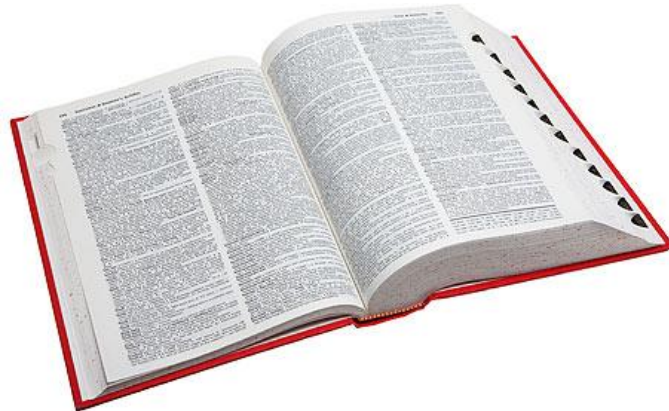
Registration Skills

- Must register for current skill
 - Exceptions require CTP approval
- May initially register for other skills if well qualified
 - As determined by registering HRO



Registration Skills

- **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



Registration Grades

➤ 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



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



Registration Grades

- 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

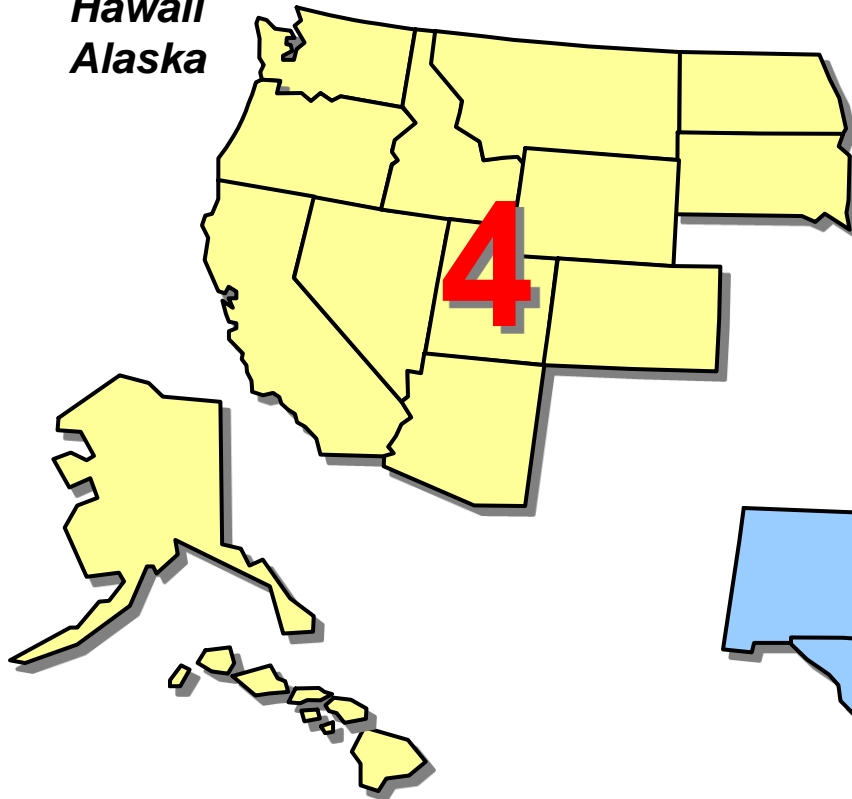
DENVER Region

SAN FRANCISCO Region

SEATTLE Region

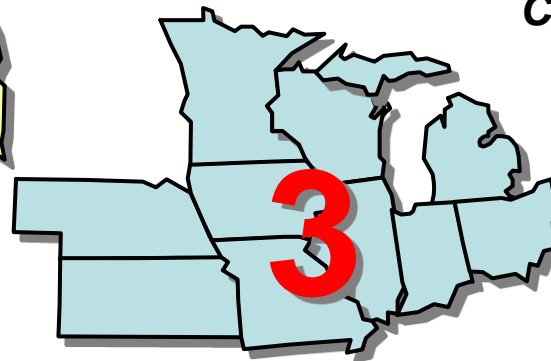
Hawaii

Alaska



CHICAGO Region

ST. LOUIS Region

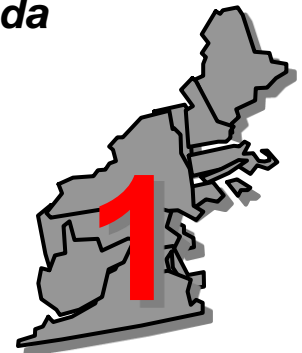


BOSTON Region

NEW YORK Region

PHILADELPHIA Region

Canada



ATLANTA Region

DALLAS Region

Puerto Rico

Cuba



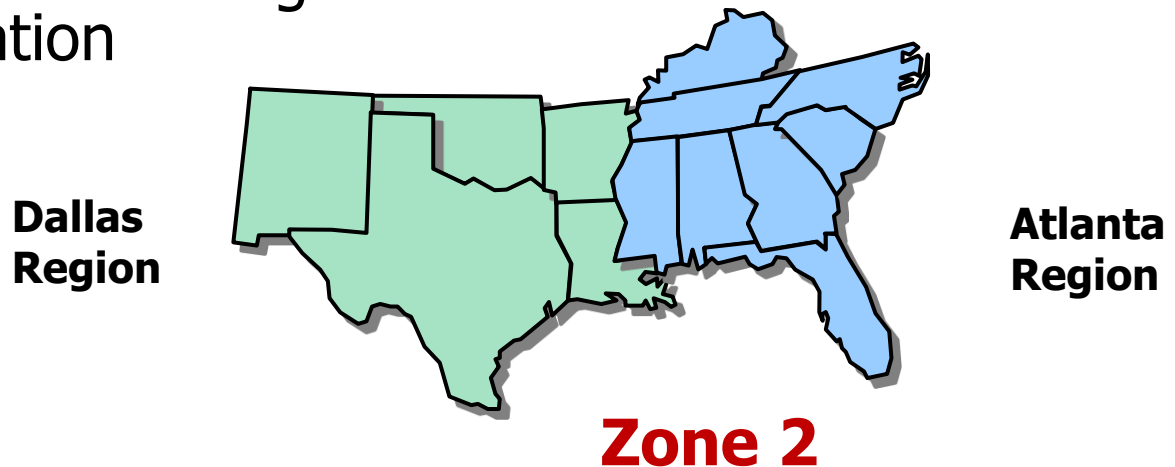
Area of Referral

- 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



Temporary Policy - Area of Referral

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

Days since initial registration	Minimum Area of Referral
60	Two U.S. Zones, including the Zone for which initially registered and an adjacent Zone
120	All four U.S. Zones

- Employees may not limit referral to activities in their own Component

Temporary Policy - Area of Referral

- 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*

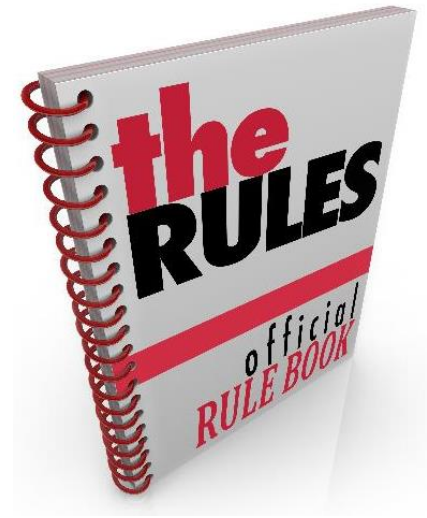


Relocation Costs

- 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



Special Policies

- 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

USAJOBS[®]
"WORKING FOR AMERICA"

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



Registration Period

- 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)



- 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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