



DEPARTMENT OF DEFENSE

CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

January 13, 2000

MEMORANDUM FOR COMMANDERS AND ACTIVITY HEADS

SUBJECT: Department of Defense Priority Placement Program (PPP) – Manager's Guide

The greatest management challenge within DoD continues to be streamlining and downsizing the Department. Plans call for the reduction of at least another 68,000 civilian positions by the year 2003. These plans are periodically revised to balance the Department's mission with added staff reductions caused by the ever-changing world. One of the most important tools used by our managers to minimize the organizational and employee disruption that is inevitable in the downsizing process is the DoD Priority Placement Program (PPP).

The attached Manager's Guide is an easy-to-use reference that will give you a better understanding of the PPP. Where applicable, it is cross-referenced with the DoD Priority Placement Program Operations Manual and other policy or instructional documents. While useful in explaining the basic concepts and intent of the PPP, this Guide does not alter or replace current policy or procedural guidance.

Additionally, CARE Program Coordinators are available to respond to any questions or inquiries you may have and to provide program briefings to managers on a scheduled basis. A copy of the referenced Manual, additional useful information on the program, a listing of the CARE Coordinators, and information concerning other transition assistance tools, e.g., buyouts, early retirements and other CARE programs, may be accessed through our website at <http://www.cpms.osd.mil/care/care.htm>.

If the CARE Division can be of further assistance to you or your staff, please contact us at (703) 696-1799 (DSN 426).

//signed//

G. Jorge Araiza
Acting Chief, Civilian Assistance and
Re-Employment Division

Attachment:
As stated

**DEPARTMENT OF DEFENSE
PRIORITY PLACEMENT PROGRAM (PPP)
MANAGER'S GUIDE**

Managers Can Expect¹

- A vacancy will only be matched with PPP registrants who are well qualified. Qualifications may include valid selective placement factors. (Chapter 3, Section G.1. and Chapter 4, Section D.3.a. and b.)
- Any registrant matched against a vacancy will have satisfactory performance and conduct. (Chapter 3, Section C.16.)
- Among PPP registrants matched against a vacancy, selection may be made from any of those referred (selection is normally made from the highest priority group referred). (Chapter 3, Section E. and Chapter 5, Section B.4.)
- When considering qualifications of employees for placement at the GS-12 level and above (including GM), the manager may review the employment application or resume of the registrant. (Chapter 4, Section D.2.)
- When considering qualifications of employees for placement at the GS-14 and GS-15 level, the manager may review the Official Personnel Folder (OPF) of the registrant. (Chapter 4, Section D.2.)
- Employees placed through the PPP will arrive at the new duty site in a timely manner, thirty days for relocation within CONUS and forty-five days for relocation from or within OCONUS. (Chapter 4, Section D.7.e.)
- When relocation is required, the releasing activity will pay reimbursable expenses unless placement involves return from overseas or movement between overseas locations. (Joint Travel Regulations, Volume II and PPP Operations Manual, Chapter 6, Section C.1. and C.2.)
- When the registration priority can be determined, the commander or activity head may allow early registration of eligible employees in the PPP up to one year before their reduction in force separation date, as long as the action does not conflict with command or Component headquarters guidance. (Chapter 3, Section D.1.)
- Employees may exchange positions at the same grade level between two different DoD activities. (Chapter 4, Section C.2.c.)
- In the unlikely event of a malplacement, a manager may seek corrective action through the CARE Coordinator structure. (Chapter 1, Section E.8., 9., and 10.)

¹ All references are provisions of the DoD PPP Operations Manual, unless otherwise indicated.

- Program exceptions which exclude certain personnel actions from PPP consideration may be used, when appropriate, e.g., career promotions (Chapter 4, Section C.2.a.); reassignment of activity surplus employees (Chapter 4, Section C.2.g.); reassignment of activity employees when resulting vacancy at same grade is matched against program registrants or abolished. (Chapter 4, Section C.2.f(1)); temporary promotions for up to one year for downsizing purposes. (Chapter 4, Section C.2.j.)
- Managers at non-downsizing activities may survey their workforce to identify otherwise eligible employees who are willing to take a separation incentive or early retirement. An employee who volunteers may be “bought out” in order to place a PPP registrant who is facing imminent separation from another activity. The vacated position may be re-engineered to a different skill or grade for force-shaping purposes so long as the position is used for the placement of an eligible PPP registrant. (VSIP – Phase II Implementing Instructions, available on the CARE Web site.)

Manager's Role in the PPP¹

- Commanders and heads of activities must ensure that:
 - A personal statement of support for the program is issued. (Chapter 1, Section E.13.)
 - All managers, supervisors and staff officials comply with the policies and procedures of the PPP. (Chapter 1, Section E.13.)
 - Directed corrective actions are implemented in order to resolve program violations or discrepancies. (Chapter 1, Section E.13.)
- Managers who are anticipating a workforce reduction must include a vacancy hiring limitation in their advanced planning. The hiring limitation can be used to mitigate the effects of the reduction. (Chapter 4, Section C.1.)
- Registrants placed through the PPP will be treated equitably and fairly.
- Placement assistance efforts must be adequately supported. This includes making available the necessary personnel and funds to support an effective program. (Chapter 1, Section E.5.b. and c.)
- Those installations identified with a PPP “A” activity code must ensure that they have met mandatory training requirements for the personnel staff. (Chapter 1, Section E.12.)
- Releasing activities will normally release employees within two weeks after positions are accepted. (Chapter 4, Section D.7.e.)
- Releasing activities in the United States must pay all authorized relocation expenses for eligible employees placed through the PPP. (Joint Travel Regulations, Volume II and PPP Operations Manual, Chapter 6, Section C.1.)
- Gaining installations must provide retained grade or pay to otherwise eligible employees placed through the PPP. (Chapter 6, Section B.1. and 2.)
- The PPP contains a resource pool of well qualified applicants and may be used as a referral service in filling unmatched or hard to fill positions. Managers should support and use the PPP as a recruiting tool. (Contact your local PPP point of contact for information regarding the PPP interrogation process.)

¹ All references are provisions of the DoD PPP Operations Manual, unless otherwise indicated.

Civilian Assistance and Re-Employment Division (CARE)



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Reducing and restructuring the workforce humanely and efficiently has been one of the most difficult tasks faced by the Department of Defense (DoD) in recent years. Our success in achieving the necessary reductions and restructuring initiatives with a minimum of workforce turbulence is largely a result of the Department's use of special personnel programs and incentives.

P R O D U C T S & S E R V I C E S

- ▶ [CARE Mission Statement](#)
- ▶ [Other CARE Tools](#)
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