



DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Priority Placement program (PPP)

PPP Handbook Change H-FY2012-02

Introduction

- This is an overview of the revisions issued with PPP Handbook Change H-FY2012-02
- Only the more substantive changes will be covered
- PPP users should carefully review the change package and ensure they are familiar with all revisions

Introduction

- The most important changes include:
 - Modified definition of “activity”
 - Termination of DeCA Family Member Program
 - Clarification of “commuting area”
 - Reduced area of referral for employees who decline relocation
 - Inclusion of “pre-requisitioning” guidance
 - Change to “planned management action” exception

Introduction

- The most important changes include:
 - Incorporation of Pathways Programs in PPP exceptions
 - Additional guidance on withdrawal of offers
 - Addition of “Supervisory Probation” data element to registration format
 - New items on Registration Counseling Checklist

“Activity” Definition

OLD

All organizations within a DoD Component that are in the same commuting area and are serviced by the same human resources office or on-site customer support unit, regardless of RIF competitive area, OR all positions in a competitive area.

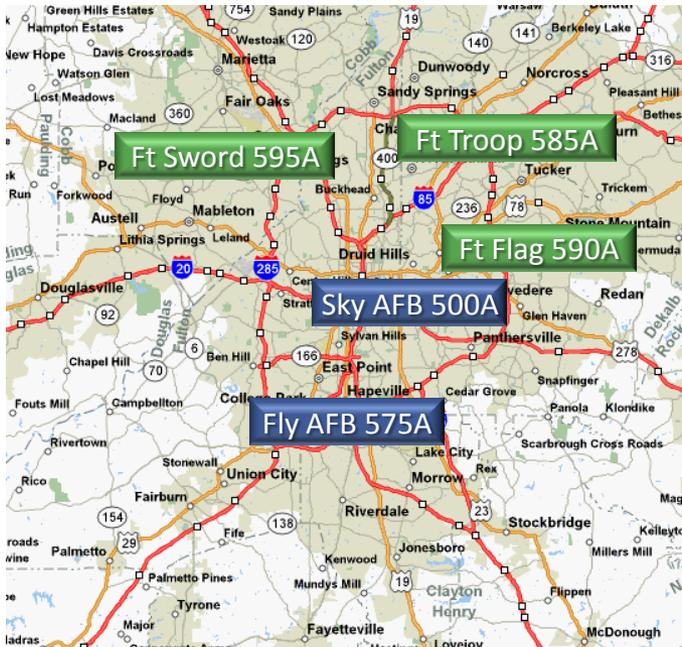
NEW

All organizations within a DoD Component that are in the same commuting area ~~and are serviced by the same human resources office or on-site customer support unit~~, regardless of RIF competitive area, OR all positions in a competitive area.

Chapter 1.D.2.

“Activity” Example

OLD



- 2 Components
- 5 Activities

NEW



- 2 Components
- 2 Activities

DeCA Family Member Program

- DeCA Family Member Program (Program M) terminated
 - No return on investment – only 36 registrations and 5 placements in last 12 years
 - Spouses still eligible to register as Program A civilian spouses when DeCA sponsor is displaced and relocates

Chapter 18

“Commuting Area” Clarification

- Additional guidance for determining registrant’s commuting area (*e.g., for change-to-lower-grade registrants*)
 - Not prescribed by a specific radius in miles
 - Exclude activities that exceed JTR distance threshold for PCS entitlements

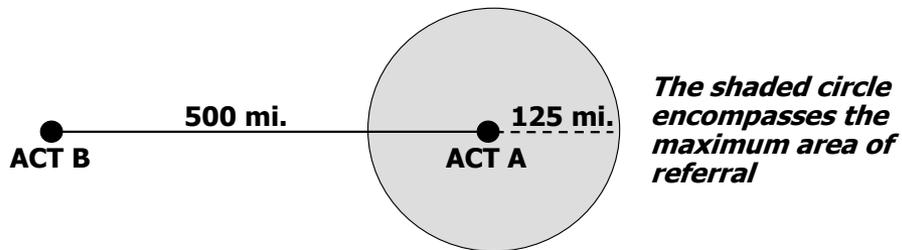
Chapter 3.H.1.

Area of Referral

OLD

Area of referral limited to 25% of the straight-line distance from current duty station to duty station of the offered position when employee declines relocation due to:

- *Transfer of function*
- *Transfer of work*
- *Directed reassignment*
- *RIF reassignment*



In this example, an employee at Activity A declined transfer of function to Activity B

NEW

Area of referral limited to employee's commuting area

- *Component Coordinator can approve expansion only for activities of the same Component*

Chapter 3.H.3.e.

“Planned Management Action” Exception

OLD

Allowed competitive promotion when a position is upgraded due to the addition of higher-graded duties provided:

- *Action is “establish/cancel”*
- *New position includes most or all duties of abolished position*
- *HRO can show that placement of a PPP registrant would cause a RIF Displacement*

NEW

Allows competitive promotion when a position is upgraded due to the addition of higher-graded duties provided:

- *Action is “establish/cancel”*
- *Abolished position is not re-established within 12 months*
- *Action is Limited to same “work unit” (positions within control of 1st or 2nd-level supervisor)*

Chapter 4.C.2.a.4.

Pre-requisitioning Guidance

- Under pre-requisitioning, PPP requisitions are not required unless the HRO is notified of a potential match via the ASARS Daily Report
- Detailed instructions for pre-requisitioning have been added to Chapter 8
- Two Components (Army and Air Force) are fully deployed as of this release

Chapter 4.A.2.

Chapter 8.A.2.

Chapter 8, Appendix B

Pathways Programs

- Chapter 4 exceptions have been updated as follows:

OLD	NEW (Pathways)
Student Career Experience Program	Internship Program ^{1 & 2}
Student Temporary Employment Program	Internship Program ²
Federal Career Intern Program	Recent Graduates Program ³
Presidential Management Intern Program	Presidential Management Fellows Program ⁴

Chapter 4.C.2.a.(1)(b)¹
Chapter 4.C.2.i.(4)²

Chapter 4.C.2.i.(12)³
Chapter 4.C.2.i.(14)⁴

Withdrawal of Job Offers

- Added requirement to obtain CTP approval before:
 - Altering an offer that has already been extended; or
 - Initially placing a registrant in a position other than the one accepted
- Changed routing of withdrawal requests
 - Submit to CTP Administrator with copy to Component Coordinator
 - Component Coordinator has 5 business days to endorse or withdraw request

Chapter 4.D.7.e.

“Supervisory Probation” Data Element

- Data element added to Registration Format to indicate if registrant has completed supervisory probationary period
 - Will not be used for ASARS matching purposes
 - When filling 2nd-level supervisory positions and above, gaining activity will know if registrant has completed probation

Chapter 7.B.4.j.

Chapter 7, Appendix A

Registration Counseling Checklist

- Added two new items on signature page:

___ I certify that all information I have provided, including the information in my narrative resume, is accurate and truthful to the best of my knowledge.

Registrant's Signature

Date

___ I certify that this employee's last official rating of record is at least fully satisfactory/successful (or Level 3 on a 5-point scale) in accordance with the requirements in Chapter 3, Section C.16., of the PPP Handbook.

Counselor's Signature

Date

Chapter 7, Appendix H



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