DEPARTMENT OF DEFENSE

PRIORITY PLACEMENT PROGRAM (PPP) HANDBOOK

Defense Civilian Personnel Advisory Service
July 2011

DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
1400 KEY BOULEVARD, ARLINGTON, VA 22209-5144

July 26, 2011

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: Department of Defense (DoD) Priority Placement Program (PPP) Handbook

This memorandum transmits the PPP Handbook, which replaces the PPP Operations Manual in its entirety. There are several reasons for reissuing these official operational procedures.

- De-clutter the document by eliminating all previous change annotations (i.e., text boxes and change arrows).
- Reflect the following organizational and functional title changes:
  - Deputy Under Secretary of Defense for Civilian Personnel Policy (DUSD (CPP)) is now Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD (CPP)).
  - Civilian Personnel Management Service (CPMS) is now Defense Civilian Personnel Advisory Service (DCPAS).
  - Director, CPMS, is now Director, Human Resources Operational Programs and Advisory Services Directorate.
  - Civilian Assistance and Re-Employment (CARE) Division and CARE Program Coordinator are now Staffing and Civilian Transition Programs Division and Civilian Transition Programs (CTP) Administrator.
  - Chief, CARE Division, and Deputy Chief CARE Division, are now Chief, Staffing and Civilian Transition Programs Division, and Chief, Civilian Transition Programs.
- Amend Chapter 12, "Defense Outplacement Referral System (DORS)," by extending registration eligibility to Wounded Warriors.
- Amend Chapter 7, Section B.4., and the ASARS Registration Format by adding a "Wounded Warrior" data element.
- Amend Chapter 8, Section C, by adding a new Referral Code for Wounded Warrior requisitions.

The Priority Placement Program Handbook will be posted to the ASARS website at (http://dayton.cpms.osd.mil/public/manindex.cfm) and on the Civilian Assistance and Re-Employment Division website at http://www.cpms.osd.mil/care/. If you have any questions concerning these revisions, please contact your assigned CTP Coordinator.

//SIGNED//

JEFF NELSON
Chief, Staffing & Civilian
Transition Programs Division

DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
1400 KEY BOULEVARD, ARLINGTON, VA 22209-5144

December 5, 2011

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Change H-FY2012-01

This memorandum forwards the following changes to the DoD Priority Placement Program (PPP) Handbook.

- Chapter 1 – Clarifies documentation for clear PPP audit trails.
- Chapter 3 – Clarifies pay plans ineligible for PPP registration.
- Chapter 3 – Clarifies that less than fully satisfactory conduct is applicable not only to registration but also to placement.
- Chapter 3 – Provides examples on what are considered conduct problems.
- Chapter 3 – Implements new policy on registration grades and pay systems.
- Chapter 3 – Clarifies that Military Spouses are exempt from being required to register for their current job.
- Chapter 4 – Provides instruction for matching multi-series positions.
- Chapter 4 – Provides clarification for planned management action exceptions.
- Chapter 4 – Provides that exception applies when commands provide official documentation regarding abolished position.
- Chapter 4 – Provides guidance on relaxing the well-qualified standard.
- Chapter 4 – Provides that an offer of a position to a less then well qualified registrant should be treated the same as an invalid offer for declination purposes.
- Chapter 4 – Provides guidance on when to initiate a security clearance.
- Chapter 5 – Provide clarification on successful completion of overseas tour.
- Chapter 5 – Clarifies that less than fully satisfactory conduct is applicable not only to registration but also to placement.
- Chapter 7 – Adds data element for registrant’s current email address.
- Chapter 7 – Adds new item in registration checklist where registrant certifies that all information provided is correct.

- Chapter 7 – Deletion of Appendix I.
- Chapter 9 – Provides clarification that ASARS resumes must immediately be reported upon being worked.
- Chapter 9 – Clarifies that use of Code 46 is only appropriate for series 301/303 requisitioned using the NOA option code.
- Chapter 10 – Redefines proper use of NOA option code.
- Chapter 10 – Clarifies use of option codes for GS-800 series and use of Commodity codes
- Chapter 11 – Clarifies registration period for Program K registrants.
- Chapter 20 – Clarifies documentation to establish eligibility for registration in Air Force's Program N.

A Summary of Changes is attached for your information. Changes are marked with an OM-FY2011-03 change flag in the upper-left corner of the respective page. Arrows in the margins indicate where the changes were made. Pages with the change flag and no arrows in the margins were repaginated due to the addition or deletion of text from previous pages. Once reviewed, replace or add the changed pages, in accordance with the following table.

Chapter	Old Pages to Remove	New/Revised Pages to Insert
1	1-10, 1-A-1	1-10, 1-A-1
3	3-i, 3-5 thru 3-21	3-i, 3-5 thru 3-22
4	4-i, 4-3, 4-5 thru 4-28	4-i, 4-3, 4-5 thru 4-28, 4-C-1
5	5-5 thru 5-16	5-5 thru 5-16
7	7-4 thru 7-7, 7-A-3 thru 7-A-6, 7-H-2, 7-H-3, 7-I-1 thru 7-I-4	7-4 thru 7-7, 7-A-3 thru 7-A-6, 7-H-02, 7-H-3
9	9-1, 9-2, 9-C-3	9-1, 9-2, 9-C-3
10	10-1 thru 10-3, 10-A-1 thru 10-A-16	10-1 thru 10-3, 10-A-1 thru 10-A-16
11	11-1 thru 11-5	11-1 thru 11-5
20	20-i, 20-1 thru 20-4, 20-A-1, 20-B-1	20-i, 20-1 thru 20-4, 20-A-1, 20-B-1

File this document in the front of your PPP Handbook. Change OM-FY2011-03 will be posted to the ASARS website at http://dayton.cpms.osd.mil/public/manindex.cfm and on the Civilian Transition Programs website at http://www.cpms.osd.mil/care/. If you have any questions concerning these revisions, please contact your assigned CTP Administrator.

//SIGNED//

JEFF NELSON
Chief, Staffing & Civilian Transition Programs Division

Attachment:
As stated

PPP OPERATIONS MANUAL
CHANGE H-FY2012-01

SUMMARY OF CHANGES*

Changed Page	Description of Change/Revision
1-10	♦ Section G.4. – After first sentence add "Documentation required for releasing and gaining audit trails is specified in Chapter 3, Section L. and Chapter 4, Section F., respectively. The audit trails must be readily available and retrievable to all personnel charged with PPP responsibility."
1-A-1	♦ Section B – Changes "Information Systems Division" to "Enterprise HR Information Systems Division" in line 2
3-i	♦ Table of Contents – Change page numbers for Sections F thru O
3-5	♦ Section C.13. – Modify sentence to read "Employees in the Senior Executive Service (SES) and other pay systems in which positions are classified above the GS-15 level."
3-6	♦ Section C.16.b. – Modify first sentence to read "….for registration and/or placement purposes." ♦ Section C.16.c. – Add new paragraph c. to add examples of what would be considered a conduct problem.
3-11 thru 3-14	♦ Section F – Entire paragraph is modified to clarify and provide examples of permitted registration grades and pay systems. ♦ Section G.1.a. – Modify first sentence to read "With the exception of military spouses registered in Program S (refer to Chapter 14, E.2.g.), employees must register for their current skill."
4-i	♦ APPENDICES – Add new Appendix C, "Exceptions for Promotions Due to Planned Management Action"
4-3	♦ Section B.7. – Delete "exit grade" and replace with "equivalent grade" in third sentence.
4-5 thru 4-7	♦ Section B – Add new Section B.15., "Multi-Series Positions…" ♦ Section B – Renumber Sections on pages 4-5 thru 4-7 B.15. thru B.19. to B.16. thru B.20.
4-9	♦ Section C.2.a.(4) – Modifies paragraph to read "The promotion of an employee through competitive procedures when an encumbered position (i.e., not a vacancy) has been upgraded as a result of planned management action and the addition of a PPP registrant would result an employee within the competitive area being adversely affected by RIF separation or change to lower grade (applies only if the upgraded position absorbs most or all of the duties and responsibilities of the former position). Refer to Appendix C for further guidance and examples of how this exception may be applied."
4-10	♦ Section C.2.f. (3) – Modifies paragraph to read "An employee who occupies a position scheduled to be abolished or moved out of the commuting area within one year. This exception only applies to cases in which the command can provide official documentation that manpower/resource management changes have been made or reorganization, realignment, transfer of work, transfer of function or abolishment of a position has been scheduled. Management not backfilling the reassigning employee's original position does not constitute abolishment;

4-16	♦ Section D.3.d. – Modifies procedures for relaxing the well-qualified standard.
4-18	♦ Section D.6.a. – Delete last sentence and add the following to end of paragraph "Gaining activities have the authority to select Priority "N" registrants provided all Priority 1 and Priority 2 referrals have been cleared. However "N" registrants do not have mandatory placement status. Refer to Chapter 5, Section C, for detailed information regarding Priority "N". Priority "S" is assigned to military spouse preference candidates referred through Program S, who are entitled to preference if they are rated best qualified under competitive merit promotion procedures and all Priority 1 and 2 referrals have been cleared. See Chapter 14 for details on how to work Priority "S" referrals."
4-21	♦ Section D.9. – Modify sentence to read "…specified in D.3.d.(3), D.9.g.,…".
4-22	♦ Section D.9. – Add new paragraph Section D.9.r., "An offer of a position made to a registrant who is not well qualified as covered in Chapter 4, Section D.3.d." ♦ Section D.9. – Renumber Section D.9.r. to D.9.s.
4-23	♦ Section D.11.a.(2) - Add new fourth sentence, "If a registrant exercises this option, the registering activity shall limit consideration to positions that do not require a clearance. If contacted by a gaining activity regarding a position that requires a clearance, the registering activity shall advise the gaining activity that the registrant has a valid offer pending and to clear the referral with Report Action Code 38."
4-24	♦ Section D.11.a.(2)(b) – Modify paragraph to read "If the formal adjudication process has been completed and the security clearance has been denied, and if the registrant has not already reported for duty to the gaining activity under an interim clearance, the job offer is automatically nullified. The registrant may immediately re-register for the remainder of the original eligibility period provided he or she still meets all eligibility requirements, with the understanding that future consideration will only be for positions that do not require a security clearance. However, care should be exercised in reviewing the basis for denial when considering eligibility for re-registration."
4-C-1	♦ Chapter 4 – Add new Appendix C, "Exception for Promotions Due to Planned Management Action."
5-5	♦ Section C.1.a.(2)(a) – Modify paragraph to read "an overseas tour (This includes employees released from the tour of duty requirement specified in the rotation and/or employment agreement for reasons beyond the employee's control that are acceptable to the DoD Component and/or the local Commander (e.g., personal hardship seriously affecting the health, welfare, and safety of the employee; serious illness/death in the immediate family; imminent breakup of the family group; etc.). If early release is due to personal cause such as questionable conduct and/or performance, or the employee is determined unsuitable for continued overseas and/or Federal employment, the individual is not considered to have "successfully" completed the overseas tour); or"
5-10	♦ Section C.7.i. – Modify first sentence to read "…fully satisfactory for registration and/or placement purposes."
7-4	♦ Section B.3. – Modify Section B.3.c. to read "Enter the employee's annual salary. For GS employees, this is base salary plus any applicable locality pay. For hourly employees, compute the annual salary by multiplying the hourly rate by 2087. For employees covered under NSPS enter the base salary plus the applicable local market supplement. For employees in other pay systems, enter the employee's annual salary as defined in the applicable pay regulation."

7-A-3	♦ Chapter 7, Appendix A – Under "NAME" add "E-MAIL ADDRESS" as new data element.
7-H-2	♦ Chapter 7, Appendix H – Delete option code TYA in description of General Clerical and Administrative support check.
7-H-3	♦ Chapter 7, Appendix H – Add new information check before registrants signature, "___ 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."
7-I-1 thru 7-I-4	♦ Chapter 7, Appendix I – Due to the new procedures for determining high and low registration grades (see changes in Chapter 3, Section F), this Appendix is deleted.
9-1	♦ Section C. 1.– Add following to end of paragraph, "Failure to <u>immediately</u> report on resumes that have been worked can alter the matching cycle, resulting in a program violation. <u>Report actions should be submitted no later than the following business day."</u>
9-C-3	♦ Chapter 9, Appendix C – For Code 46 add "…using NOA." to first sentence in remarks.
10-1	♦ Section B.2.– Modify paragraph to clarify the use of option code NOA. ♦ Section B – Add new Section B.3., "The requisition format will accommodate up to 3 option codes. If a position legitimately requires more than 3 option codes, the HRO must use the 3 that are most essential to the position. NOA must be used when there are no applicable option codes in Appendix A, and it cannot be used in combination with any other options codes." ♦ Section B – Renumber Sections B.3. thru B.11. to B.4. thru B.12.
10-2	♦ Section B.10. –Modify paragraph to clarify use of option codes for 800 series and provide explanation for use of commodity codes.
10-A-1	♦ Chapter 10, Appendix A – Add "(GS-05 and above)" to all one grade interval series that have option codes.
11-2	♦ Section B.2. – Add following to end of paragraph "Eligibility terminates 1 year from the separation/effective date or 6 months after registering, whichever results in the longest period of registration."
11-3	♦ Section C.4. – Add following to end of paragraph, "If registration eligibility continues more than 1 year after separation under the provisions of B.2. above, the HRO must determine if the registrant is still eligible for competitive service positions in accordance with reference (g). If not eligible, the registration must be file maintained to reflect eligibility for excepted service positions only."
20-i	♦ Table of Contents – Change "E. Registrant Responsibilities" to "F. Registrant Responsibilities". ♦ Appendices – In A. and B., change "Civilian Personnel Flight (CPF)" to "Civilian Personnel Section (CPS)". (also changed in the body of the chapter)
20-1	♦ Section B.1. – Delete last sentence in paragraph and replace with "This includes, but is not limited to, employees on Veterans Recruitment Appointments, and special appointments of the severely disabled." ♦ Section B.2. – Modify last sentence to read "…on the travel orders or by providing proof that the PCS relocation meets the requirements in C.1. and C.2. (i.e., the sponsor's SF-50 documenting the move or firm job offer from gaining CPS and a marriage license or certificate dated prior to the relocation date)." ♦ Section C.1. – Modify second sentence to read "…sponsor's PCS orders or SF-50/firm job offer and marriage license or certificate have been provided…"

20-2	♦ Section C.3. – Modify to read "…travel orders or SF-50/firm job offer must be…" ♦ Section D.2.a.– Modify to read "…travel orders or SF-50/firm job offer and marriage license or certificate to the new…"
20-3	♦ Section D.2.d.(3) – Modify paragraph to read "Release Date: Leave blank since dates are automatically set by ASARS to 12 months from the registration date." ♦ Section D.2.d.(7) – Modify paragraph to read "…the sponsor's new duty station will be in one of…". ♦ Section D.3.a. – Modify paragraph to read "…travel orders or SF-50/firm job offer and marriage license or certificate to the new…" ♦ Section D.3.d.(3) – Modify paragraph to read "Release Date: Leave blank since dates are automatically set by ASARS to 12 months from the registration date."
20-4	♦ Section D.3.d.(7) – Modify paragraph to read " if the sponsor's new duty station will be in one of…" ♦ Section E – Modify first sentence to read "…consideration along with other Priority…" ♦ Section F.1. – Modify first sentence to read "…travel orders or SF-50/firm job offer and marriage license or certificate, and…" ♦ Section F.2. – Modify second sentence to read "…travel orders or SF-50/firm job offer and marriage license or certificate."
20-A-1	♦ Attachment – Modify to read "PCS Travel Orders or SF-50/firm job offer and marriage license or certificate
20-B-1	♦ Attachment – Modify to read "PCS Travel Orders or SF-50/firm job offer and marriage license or certificate"

*Does not include pages that changed solely due to repagination. See transmittal memo for "Old Pages to Remove and New/Revised Pages to Insert."

DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
400 MARK CENTER DRIVE
ALEXANDRIA VA 22350-1100

August 1, 2012

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Change H-FY2012-02

This memorandum forwards the following changes to the DoD Priority Placement Program (PPP) Handbook.

- Table of Contents – DeCA Family Member Program deleted; Chapter 18 reserved for future use.
- Chapter 1 – Revises the "activity" definition.
- Chapter 3 – Adds employees who elect Minimum Retirement Age +10 to list of eligible registrants when displaced by RIF or transfer of function/work.
- Chapter 3 – Clarifies requirement to obtain the Supervisory Certification when registering military spouses.
- Chapter 3 – Clarifies procedures for documenting employee performance and conduct.
- Chapter 3 – Clarifies eligibility period for employees who decline relocation outside the commuting area.
- Chapter 3 – Deletes DeCA Family Members from Priority 3 category.
- Chapter 3 – Provides clarification for employees who register for supervisory positions without having completed a supervisory probationary period.
- Chapter 3 – Further explains "commuting area" as it applies to PPP registration.
- Chapter 3 – Limits referral to the commuting area for employees who decline relocation outside the commuting area.
- Chapter 4 – Adds guidance pertaining to ASARS pre-requisitioning.
- Chapter 4 – Adds more flexibility to the interrogation process and provides more detailed instructions.
- Chapter 4 – Updates references to the Student Career Experience and Student Temporary Employment Programs, the Federal Career Intern Program, and the Presidential Management Intern Program to reflect implementation of the Pathways Programs.
- Chapter 4 – Modifies the "planned management action" PPP exception.
- Chapter 4 – Modifies PPP exception for follow-on reassignment/CLG of employees completing centrally funded career-broadening assignment.

- Chapter 4 – Clarifies exception for changing employee's work schedule from less than full-time to full-time.
- Chapter 4 – Adds a requirement for the registering HRO to provide initial qualifications determinations to the gaining HRO within 2 business days of contact.
- Chapter 4 – Introduces the concept of "contact constitutes commitment."
- Chapter 4 – Clarifies the provision allowing gaining HROs to unilaterally disqualify PPP registrants who are not basically qualified.
- Chapter 4 – Clarifies the procedures for working Priority N referrals.
- Chapter 4 – Adds additional guidance and new requirements for withdrawal of job offers.
- Chapter 4 – Deleted Appendix C due to revisions to the "planned management action" exception.
- Chapter 5 – Provides clarification on the registration of overseas employees for Alaska and Hawaii.
- Chapter 5 – Clarifies the area of referral for nondisplaced overseas employees.
- Chapter 5 – Explains that nondisplaced overseas employees placed through the PPP in Alaska or Hawaii have no further PPP eligibility for return to CONUS.
- Chapter 5 – Clarifies PPP eligibility for employees and family members evacuated from foreign areas.
- Chapter 7 – Adds a registration data element to indicate if registrant has completed a supervisory probationary period.
- Chapter 7 – Clarifies the relationship between Alaska, Hawaii, and Puerto Rico and the Zones and Regions in which they are included.
- Chapter 7 – Modifies Registration Checklist item pertaining to performance and conduct problems.
- Chapter 7 – Adds Registration Checklist item for registrant to certify that his/her narrative resume is accurate and truthful.
- Chapter 7 – Adds Registration Checklist item for counselor to certify registrant's last rating of record.
- Chapter 8 – Clarifies use of option codes for GS-800 series and use of Commodity codes
- Chapter 8 – Adds guidance pertaining to ASARS pre-requisitioning.
- Chapter 8 – Adds further guidance for requisitioning vacancies within the commuting area but across a state line.
- Chapter 8 – Adds instructions for use of Referral Code P.
- Chapter 8 – Deletes Referral Code D due to termination of DeCA Family Member Program.
- Chapter 8 – Adds Appendix B, "ASARS Pre-requisitioning Guide."
- Chapter 9 – Clarifies use of Report Action Code 09.

- Chapter 9 – Adds instructions for using Report Action Codes 24 and 25.
- Chapter 9 – Clarifies use of Report Action Code 46.
- Chapter 10 – Deletes FLP (Foreign Language Proficiency) from 301/303, 1150/1152, and 1712 series, and from DCIPS option code table, since FLP is now a generic option.
- Chapter 11 – Corrects erroneous references between sections and clarifies registration requirements for certain technicians.
- Chapter 14 – Adds guidance for determining the eligibility of E.O. 13473 spouses.
- Chapter 14 – Clarifies requirements for spouses to submit certain documentation.
- Chapter 14 – Clarifies procedures for E.O. 13473 spouses who register within 30 days of the sponsor's reporting date to the new duty station.
- Chapter 14 – Changes references to merit promotion procedures and merit promotion announcements to competitive procedures and announcements, and clarifies the example of competitive vs. noncompetitive procedures.
- Chapter 14 – Clarifies requirements for spouses to comply with competitive requirements.
- Chapter 15 – Corrects procedures for coding the grade retention data element on the registration format.
- Chapter 11 – Clarifies registration period for Program K registrants.
- Chapter 18 – Deletes the chapter and reserves it for future use.

A Summary of Changes is attached for your information. Changes are marked in the Handbook with an H-FY2012-02 change flag in the upper-left corner of the respective pages. Arrows in the margins indicate where the changes were made. Pages with the change flag and no arrows in the margins were repaginated due to the addition or deletion of text from previous pages. Once reviewed, replace or add the changed pages, in accordance with the following table.

Chapter	Old Pages to Remove	New/Revised Pages to Insert
Table of Contents	ii	ii
1	1-2, 1-5 thru 1-7	1-2, 1-5 thru 1-7
3	3-3, 3-6 thru 3-22	3-3, 3-6 thru 3-22
4	4-i, 4-1 thru 4-26, 4-A-2, 4-C-1 thru 4-C-2	4i, 4-1 thru 4-27, 4-A-2
5	5-I, 5-2 thru 5-16	5-i, 5-2 thru 5-16
7	7-7 thru 7-8, 7-A-4, 7-H-1 thru 7-H-2	7-7 thru 7-8, 7-A-4, 7-H-1 thru 7-H-2
8	8-i, 8-1 thru 8-9	8-i, 8-1 thru 8-9, 8-B-1 thru 8-B-13
9	9-C-2	9-C-2
10	10-A-3 thru 10-A-4, 10-A-11, 10-A-13, 10-A-15	10-A-3 thru 10-A-4, 10-A-11, 10-A-13, 10-A-15

Chapter	Old Pages to Remove	New/Revised Pages to Insert
11	11-2 thru 11-3	11-2 thru 11-3
12	12-i	12-i
14	14-i, 14-3 thru 14-9	14-i, 14-3 thru 14-10, 14-A-1 thru 14-A-3
15	15-3	15-3
18	Remove entire chapter	

File this document in the front of your PPP Handbook. Change H-FY2012-02 will be posted to the ASARS website at http://hrnetapps.cpms.osd.mil and on the Civilian Transition Programs website at http://www.cpms.osd.mil/care/. If you have any questions concerning these revisions, please contact your assigned CTP Administrator.

//SIGNED//

STEVEN R. WOOLEY
Chief, Civilian Transition Programs
Staffing & Civilian Transition Programs Division

Attachment:
As stated

PPP HANDBOOK CHANGE
H-FY2012-02

SUMMARY OF CHANGES*

Changed Page	Description of Change/Revision
Table of Contents i	♦ Chapter 18 – Deleted "Defense Commissary Agency (DeCA) Family Member Placement Program (Program M)" and reserved chapter for future use.
1-2	♦ Section D.2. – Modified as follows: "2. **Activity.** All organizations within a DoD Component that are in the same commuting area, OR all Component positions in a competitive area, regardless of supporting human resources office or location. Organizations with populations spread across multiple commuting areas, such as major commands and equivalent organizations, are not covered by this definition." *(Editorial note: This eliminates the requirement for organizations within the commuting area to be serviced by the same HRO.)*
1-5	♦ Section D.38. – Deleted Program M and renumbered subsequent paragraphs, which continue to page 1-7.
3-3	♦ Section B.2.a. – Added "or Minimum Retirement Age (MRA) +10" after "discontinued service retirement (DSR)" in first sentence.
3-6	♦ Section B.16. – Revised last three sentences as follows: "The requirement to obtain the supervisory certification does not apply to Military Spouse Preference Program (Program S) registrants unless they have been employed by the Department of Defense within the last 12 months and do not have a current rating of record. Employees who do not meet this standard are ineligible to register until they receive a qualifying rating of record. The supervisor's signed statement (Appendix A, "Supervisory Certification of Performance and Conduct") and documentation of the registrant's current rating of record shall be kept in the registrant's PPP folder."
3-7	♦ Section B.16.c. – Added the following after the first sentence of the paragraph: "This includes, but is not limited to, the employee's official personnel folder, current performance rating, and PPP registration checklist. Coordination with the supporting employee relations office is crucial to proper registration decisions." ♦ Section D. – Modified introductory paragraph as follows: "Employees become eligible to register when they receive a specific RIF notice of separation or demotion; a specific notice of separation as a result of their written declination of an official RIF reassignment or demotion out of the commuting area; a specific notice of separation resulting from written declination of a TOF or a covered management-directed reassignment out of the commuting area; or a notice of furlough for 6 months or more. Employees must register while still employed."
3-10	♦ Section E.3.i. – Deleted "Defense Commissary Agency (DeCA) family members" and renumbered next paragraph.
3-12	♦ Section F.2.a. – Deleted stray references to NSPS.
3-16	♦ Section G.11. – Revised 2nd sentence as follows: "Employees not currently occupying supervisory positions MAY register for supervisory positions if qualified, but gaining activities are not required to offer them second-level or higher supervisory positions unless they previously completed a full supervisory probationary period."

Changed Page	Description of Change/Revision
3-17	♦ Section H.1. – Added the following after the 1st sentence: "A PPP registrant's commuting area is not prescribed by a specific mileage. Nevertheless, when a registrant is restricted by policy to his or her commuting area, it is imperative for the registering HRO to ensure that the area of referral excludes activities that are beyond the distance threshold used to determine eligibility for PCS reimbursement as specified by the Joint Travel Regulation, Volume 2." ♦ Section H.1. – Adds "Coordinator" after "Regional" in last sentence.
3-18	♦ Section H.3.a. – Modified paragraph as follows: "The area of referral for eligible employees who decline offers at their current grade and outside the commuting area as a result of TOF, transfer of work, RIF reassignment, or management-directed reassignment, is limited to DoD activities within the commuting area. Component Coordinators may authorize registration outside the commuting area, but only for activities of the same Component."
4-i	♦ Table of Contents – Changed page numbers for Sections C through F. ♦ Table of Contents – Deleted Appendix C.
4-1	♦ Section A. – Renumbered existing paragraph Section A.1. and added the following as Section A.2.: "2. **Pre-requisitioning**. Activities using the ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in the Appendix."
4-7	♦ Section B.20.a. – Added the following immediately preceding the comma in the 2nd sentence: "and is currently unmatched" ♦ Section B.20.a. – Modified 3rd sentence as follows: "If any matches are referred, the gaining HRO may contact the registrants directly to evaluate their qualifications and determine if they would be interested in the position." ♦ Section B.20.b. – Replaced the 1st sentence with the following: "When working an interrogation match, the qualifications determination is entirely the responsibility of the gaining activity, and the well-qualified standard is not mandatory. Job offers must be extended through the registering HRO, and the gaining HRO shall clearly advise the registering HRO that contact is being initiated as a result of ASARS interrogation and that declination of the job offer would not necessarily terminate the registrant's PPP eligibility. Since a job offer via the interrogation process is not a PPP job offer, the gaining HRO must advise the registering HRO of the pay setting procedures that will be used and whether the payment of PCS (if applicable) is authorized so that this information can be conveyed to the registrant when the job offer is extended."
4-8	♦ Section B.20.c. – Deleted "with the registering HRO" immediately preceding the comma in the 4th sentence. ♦ Section B.20.c. – Added "through the registering HRO" after "extends a job offer" in the next-to-last sentence. ♦ Section C.2.a.(1)(b) – Changed "Student Career Experience Program" to "Pathways Internship Program."
4-9	♦ Section C.2.a.(4) – Modified paragraph to read as follows: "(4) The promotion of an employee through competitive procedures when an encumbered position (i.e., not a vacancy) has been upgraded as a result of the addition of higher-graded duties. This exception only applies to promotions that neither fill nor create a vacancy, and is restricted to the work unit within which the "cancel/establish" action occurs. Unless approved by a CTP Administrator, the abolished position may not be re-established

Changed Page	Description of Change/Revision
	within 12 months of the effective date of the competitive promotion. For purposes of this exception, the "work unit" includes positions within managerial control of the first or second-level supervisor." *(Editorial note: This eliminates the requirement for the new position to include most or all of the duties of the abolished position and for the HRO to show that placement of a PPP registrant would initiate a RIF displacement.)* ♦ Section C.2.a.(7) – Inserted "(or 180 days if authorized by the demonstration project)" after "120 days" in next-to-last sentence.
4-10	♦ Section C.2.d. – Deleted "pre-identified in the employee's formal training or individual development plan" at the end of the 2nd sentence.
4-11	♦ Section C.2.i.(3)(c) – Inserted "mid-term reassignments for training or developmental purposes," between "closure," and "etc." ♦ Section C.2.i.(4) – Changed "Student Career Experience Program" to "Pathways Internship Program" in 1st sentence.
4-12	♦ Section C.2.i.(12) – Deleted paragraph due to incorporation of former STEP into the Pathways Internship Program, which is covered by Section. C.2.i.(4). Changed numbering of Sections C.2.i.(13) through (16) to C.2.i.(12) through (15). ♦ Section C.2.i.(13) – Changed "Presidential Management Intern Program and Federal Career Intern Program" to "Presidential Management Fellows Program and Pathways Recent Graduates Program" in 1st sentence. ♦ Section C.2.i.(13) – Changed "5 CFR 315.708 and 5 CFR 315.712, respectively" to "Part 315 of reference (b)."
4-14	♦ Section C.2.l. – Added the following as the last sentence: "The 1-year restriction does not apply when processing the change of a teacher's work schedule or the work schedule of a student hired under the Pathways Internship Program."
4-15	♦ Section D.1.a. – Adds the following as the 3rd sentence: "Within an additional 2 business days, the gaining HRO must respond to the registering HRO's determination."
4-15	♦ Section D.1.d. – Added new Section D.1.d. as follows: "d. **Contact Constitutes Commitment.** When a PPP registrant is referred to a particular gaining activity and the gaining HRO then contacts the registering HRO, the matched position is considered committed to that registrant unless the joint qualifications process results in a not-well- qualified determination."
4-16	♦ Section D.3.a.(1) – Added "requisitioned with the NOA option code" after "the 301 or 303 series" in the 1st sentence.
4-17	♦ Section D.3.c. – Changed 1st sentence to read "Gaining and registering HROs may request assistance from the CTP Administrator when one party or the other does not conduct a qualifications determination within a reasonable time."
4-18	♦ Section D.5. – Deleted the last three sentences.
4-19	♦ Section D.6.b.– Added the following between the 1st and 2nd sentences: "However, new Priority 1 or 2 referrals take precedence over Priority N resumes that have not yet been worked." ♦ Section D.6.b. – Added the following at the end of the paragraph: "Additionally, regardless of new Priority 1 or 2 referrals, if contact has already been established with a registering HRO regarding one of the Priority N resumes, the gaining activity must continue to work the match to conclusion."

Changed Page	Description of Change/Revision
4-20 thru 4-21	♦ Section D.7.e.– Revised the section as follows: "e. **<u>Withdrawal of Offer</u>.** Activities cannot withdraw an offer under any circumstances. Offers must be honored unless a CTP Administrator approves withdrawal. Likewise, activities shall not alter an offer or initially place a registrant in an alternate position without CTP Administrator approval. When the gaining HRO contacts the registering HRO for the purpose of determining the registrant's qualifications, the position is effectively committed to that registrant, and the registrant must be placed in the position if all qualifications and appointment criteria are met and the registrant is otherwise eligible, unless he or she declines the job offer. In rare and unusual circumstances an activity may request withdrawal of an offer. **(**1) Requests to withdraw offers shall be submitted to the CTP Administrator with jurisdiction over the HRO that is seeking withdrawal of the offer, and they must be signed at the HRO Director level or higher. Requests must be transmitted via e-mail or fax within 5 business days of the job offer being made or, if applicable, having been accepted by the registrant. A copy of the request must be simultaneously submitted to the Component Coordinator, who shall then be allowed 5 business days to contact the CTP Administrator and either endorse or withdraw the request. If the Component has established procedures for submitting requests through internal channels, the HRO must comply. However, the requirement to initially transmit the request to the CTP Administrator and the 5-day deadline for Component Coordinator action still apply. (2) All requests must clearly state the rationale for withdrawing the offer and include the requesting activity's explanation as to how the circumstances meet the "rare and unusual" standard required for approval. If appropriate, the request must also include and provide information regarding possible alternate placement opportunities for the registrant. Also required is a copy of a notice from the requesting activity to the affected releasing or gaining activity that a withdrawal of offer is being pursued. The responsible CTP Administrator shall approve or disapprove such actions within 10 business days of receipt of a request that includes all necessary supporting documentation. "
5-i	♦ Table of Contents – Changed page number for Section E.
5-2	♦ Section B.4.a.– Added "(including Alaska and Hawaii)" after "U.S." ♦ Section B.4.b. – Added "(including Alaska)" after "U.S." in the 2nd sentence. ♦ Section B.4.c. – Added "(including Hawaii)" after "U.S." in the 2nd sentence. ♦ Section B.5.a. – Replaced the 2nd and 3rd sentences with the following; "If registered for the U.S. (including Alaska and Hawaii), the employee's area of referral shall be based on a specific location within the zone from which the employee was recruited or where the employee last resided, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. The specific location within the zone shall be designated by the employee, and shall provide the basis for applying the standard policies prescribed in Chapter 3, Section H (e.g., the "no skipping over" rule). Registration outside the commuting area of the designated location is voluntary." ♦ Section B.5.a. – Added the following as the next-to-last sentence of the paragraph: "PPP placement in either Alaska or Hawaii constitutes placement in the U.S. and eliminates any future PPP eligibility based solely on service in an overseas theater."

Changed Page	Description of Change/Revision
5-3	♦ Section B.5.a.(3) – Added "(including Alaska and Hawaii)" after "U.S." in 1st sentence. ♦ Section B.5.a.(4) – Added "(to include Hawaii or Alaska)" after "U.S." in 1st sentence. ♦ Section B.5.a.(4) – Added "to foreign areas" at the end of the 2nd sentence. ♦ Section B.5.a.(5) – Changed "If placed in the overseas area" to "If placed in a foreign area" at the beginning of the 2nd sentence. ♦ Section B.5.a.(6) – Changed "other activities within the current theater" to "other activities in foreign areas" in the 2nd sentence.
5-4	♦ Section B.5.a.(7) – Changed "activities in the Pacific Theater" to "activities in foreign areas in the Pacific Theater" in the 1st sentence. ♦ Section B.5.b.(3) – Changed "activities within the theater" to "activities in foreign areas within the theater" in the 2nd sentence. ♦ Section B.5.b.(3) – Inserted the following immediately preceding the last sentence: "In either case, employees who are not placed before the effective date of the TOF or management-directed reassignment, and are returned to the U.S. after separation, will have overseas activities deleted from their area of referral with continued registration as Priority 2 registrants. Registration may continue for up to 12 months after the date of separation, but is limited to DoD activities in the employee's local commuting area. If the employee is eligible for severance pay, this continued registration will be under mandatory procedures in accordance with the provisions of Chapter 3, Section I."
5-5	♦ Section B.6.c. – Added "(including Alaska and Hawaii)" after "U.S." in 1st sentence. ♦ Section B.6.e. – Added "(including Alaska and Hawaii)" after "U.S." in 1st sentence.
5-8	♦ Section C.6.a. – Amended the 1st sentence as follows: "Except as provided in C.6.h. below, nondisplaced overseas employees are authorized to register within the zone from which recruited, or within the zone in which the employee last resided preceding overseas service, whichever is applicable." ♦ Section C.6.a. – Inserted the following as the 2nd sentence: "As an option, the employee may select or a zone closer to the overseas activity."
5-9	♦ Section C.6.e. – Added the following at the end of the paragraph: "Employees previously placed through the PPP at activities in Hawaii or Alaska to serve their current overseas tour are considered to have been placed in the U.S. and have no further PPP eligibility for return to CONUS. In this situation, return to CONUS becomes the responsibility of the Component."
5-15	♦ Section H. – Changed "evacuated" to "permanently evacuated" in 1st sentence.
5-16	♦ Section I.3. – Added "(excluding Alaska)" after "Pacific Theater" in 1st sentence.
7-7	♦ Section B.4.j. – Added the following as news Section B.4.j. and changed B.4.j. through B.4.o. to B.4.k. through B.4.p.: "j. **SUPERVISORY PROBATION**. Enter "Y" if the registrant has completed a supervisory probationary period. Otherwise, enter "N."
7-11	♦ Section B.7.a.(2) – Replaced 2nd sentence with the following: "Registration for Zone 4 or the San Francisco Region DOES NOT provide referral to activities in Hawaii. Registration for Zone 2 or the Atlanta Region DOES NOT provide referral to activities in Puerto Rico."
7-A-4	♦ Registration Format – Added "SUPERVISORY PROBATION" data element with "Yes" and "No" radio buttons between "SUPERVSIORY" and "DEFENSE ACQUISITION" data elements.

Changed Page	Description of Change/Revision
7-H-2	♦ Registration Counseling Checklist – Added "Overseas registrants must accept or decline within 3 business days." To 4th item under "GENERAL POLICY/PROCEDURES." ♦ Registration Counseling Checklist – In 5th item under "OTHER INFORMATION" changed "I am/am not having performance or conduct problems." to "I have not had performance or conduct problems within the last 12 months."
7-H-3	♦ Registration Counseling Checklist – Added "___ 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." Above registrant's signature line. ♦ Registration Counseling Checklist – Added "____ 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." Above counselor's signature line.
8-i	♦ Table of Contents – Added Appendix B, "ASARS Pre-requisitioning Guide"
8-1	♦ Section A – Renumbered introductory paragraph Section A.1. ♦ Section A.2. – Added the following as Section A.2. "2. **Pre-requisitioning**. Activities using the ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in Appendix B." ♦ Section B.1.c. – Changed "notice of expiration is sent" to "system-generated notice of expiration is posted on the ASARS Daily Report" in the 2nd sentence. ♦ Section B.1.c. – Changed "expiration notice sent" to "system-generated notice of expiration posted" in next-to-last sentence.
8-2	♦ Section B.1.c.(6)(c) – Added a 2nd sentence as follows: "Refer to Chapter 3, Section F.5., for more information about these pay systems."
8-3	♦ Section B.1.c.(8)(a) – Replaced 2nd sentence with the following: "However, if the vacancy is located within the commuting area of the requisitioning activity but in another state, two requisitions should be submitted. One requisition should be submitted using the requisitioning activity and no remote activity or state code. The second requisition should be submitted using a remote activity in the state where the vacancy is located or the remote state where the vacancy is located as appropriate. Referrals must be worked in priority order."
8-4	♦ Section B.1.c.(10)(a)3 – Added a 2nd sentence as follows: "Also use this code when continually clearing positions encumbered by reemployed annuitants as required in Chapter 4, Section B.6." ♦ Section B.1.c.(10)(a)7 – Deleted Referral Code D due to termination of DeCA Family Member Program, and changed Sections B.1.c.(10)(a)8 and B.1.c.(10)(a)9 to B.1.c.(10)(a)7 and B.1.c.(10)(a)8
8-B-1 thru 8-B-13	♦ Added new Appendix B, "ASARS Pre-requisitioning Guide."
9-A-2	♦ Appendix A, Releasing Report Action Code 09 – Added "(i.e., when the nature of action is "removal")" immediately after "removed from his or her position for cause."

Changed Page	Description of Change/Revision
9-C-2	♦ Appendix C, Gaining Report Action 24 – Added "The requisition control number must be entered in the narrative explanation field" in Remarks column. ♦ Appendix C, Gaining Report Action Code 25 – Added "The requisition control number must be entered in the narrative explanation field" in Remarks column.
9-C-3	♦ Appendix C, gaining Report Action Code 46 – Added "using NOA" after "301 and 303 positions" in 1st sentence.
10-A-3	♦ 301 & 303 Option Codes – Deleted FLP (Foreign Language Proficiency), which is now one of the generic codes on page 10-A-1.
10-A-4	♦ 301 & 303 Option Codes – Deleted duplicative FSP entry.
10-A-11	♦ 1150 & 1152 Option Codes – Changed "Construct" to "Construction" for COH
10-A-13	♦ 1712 Option Codes – Deleted FLP (Foreign Language Proficiency), which is now one of the generic codes on page 10-A-1.
10-A-15	♦ DCIPS Option Codes – Deleted FLP (Foreign Language Proficiency), which is now one of the generic codes on page 10-A-1.
11-2	♦ Section C.1. – Changed "B.2." to "B.1." in 1st sentence. ♦ Section C.1. – Deleted "an application or resume and" in 2nd sentence. ♦ Section C.3.a. – Changed "B.2.b.(1)" to "B.1.b(1)" in 1st sentence.
11-3	♦ Section C.3.b. – Changed "B.2.b.(1)" to "B.1.b(1)" in 1st sentence and changed "B.2.b.(2)" to "B.2." in 2nd sentence. ♦ Section C.4. – Changed "B.2.c." to "B.1.c." in 1st sentence.
12-i	♦ Table of Contents – Changed page numbers for Sections E and F.
14-i	♦ Table of Contents – Changed page numbers for Sections D through G. ♦ Table of Contents – Added Appendix A, "Military Spouse Preference Program (Program S) Registration/Counseling Checklist."
14-3	♦ Section C.2.a. – Replaced with the following: "For spouses whose only eligibility is under the E.O. 13473 appointing authority, the marriage to the sponsor must have occurred on, or prior to, the date of the military sponsor's orders authorizing the PCS or amended orders authorizing the spouse to travel as a dependent. For spouses whose eligibility is based on another valid noncompetitive appointing authority or interchange agreement, the marriage to the sponsor must have occurred prior to the sponsor's reporting date to the new duty station."
14-4	♦ Section C.2.c.(1) – Revised to read, "PCS orders identifying the date of issuance and the sponsor's reporting date:" ♦ Section C.2.c.(6) – Added new paragraph as follows: "(6) Documentation of Leave Without Pay (LWOP), if applicable." ♦ Section C.4.a. – Added "and regardless of whether the job offer would be considered valid for PPP purposes" to the end of the sentence.
14-5	♦ Section D.1. – Changed "30 days" to "30 calendar days" in 1st sentence. ♦ Section D.1. – Added the following as the 2nd sentence: "Spouses who register with E.O. 13473 eligibility may use the 30-day option, but they cannot be appointed until they have relocated with the military sponsor to the new duty station." ♦ Section D.1. - Changed "30 days" to "30 calendar days" in 3rd sentence.
14-7	♦ Section F.1. – Changed "competitive merit promotion procedures" to "competitive procedures" in the 1st sentence.

Changed Page	Description of Change/Revision
14-8 ➡	♦ Section F.1. – Changed "competitive merit promotion procedures" to "competitive procedures" in the last sentence. ♦ Section F.2.a. – Changed "merit promotion announcement" to "competitive announcement" in 1st sentence. ♦ Section F.2.b. – Changed to read as follows: "b. An activity issues a competitive announcement that includes noncompetitive reassignment eligibles in the area of consideration, but only the competitive candidates are evaluated using the rating and ranking criteria. A military spouse is referred through Program S and is ranked in the BQ category. The selecting official wants to offer the position to a noncompetitive reassignment candidate. Since the HRO did not rate and rank the non-competitive applicants with the competitive applicants, the selecting official can select the reassignment candidate without regard to the BQ spouse."
14-10	♦ Section F.7.c. – Added the following as new Section F.7.c.: "c. Military spouses are required to complete any assessment questionnaires that are required of other applicants in order for HROs to determine if they are BQ for the position."
14-A-1 thru 14-A-3	♦ Added new Appendix A, , "Military Spouse Preference Program (Program S) Registration/Counseling Checklist."
15-3	♦ Section D.1.g. – Changed "Leave blank" to "Enter 'N'".

*Does not include pages that changed solely due to repagination. See transmittal memo for "Old Pages to Remove and New/Revised Pages to Insert."

DEPARTMENT OF DEFENSE
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January 31, 2014

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Change H-FY2014-01

This memorandum forwards the following changes to the DoD Priority Placement Program (PPP) Handbook. All changes are effective immediately.

- Chapter 3 – Clarifies registration eligibility for employees who apply for discontinued service retirement.
- Chapter 3 – Explains that Social Security Numbers should not be included on narrative resumes uploaded to ASARS.
- Chapter 3 – Updated to reflect that students in the Pathways Internship Program are ineligible to register.
- Chapter 3 – Adds educators at DoD elementary and secondary schools to list of ineligible employees.
- Chapter 3 – Adds instructions for registering employees in the Law Enforcement Officer pay plan.
- Chapter 3 – Adds instructions for registering non-educator employees of DoD elementary and secondary schools.
- Chapter 3 – Adds paragraph to mirror Chapter 4 procedures regarding a required break in service for employees placed on time-limited appointments.
- Chapter 3 – Clarifies instructions for individuals who register for part-time, seasonal or intermittent work schedules.
- Chapter 3 – Adds paragraph referencing Chapter 10 instructions for employees registering for the GS-301 and GS-303 series.
- Chapter 4 – Updates page numbers in table of contents.
- Chapter 4 – Clarifies instructions for requisitioning within 2 business days of receipt of the RPA in staffing.
- Chapter 4 – Clarifies instructions for clearing positions that will be filled under the Veterans Recruitment Appointment authority.
- Chapter 4 – Adds appointments and conversions of individuals in the Pathways Recent Graduates and Presidential Management Fellows Programs to the PPP exception for the Pathways Internship Program.

- Chapter 4 – Deletes exception for converting Presidential Management Fellows and Pathways Interns, both of which are now covered in a comprehensive exception for the Pathways Programs.
- Chapter 4 – Clarifies the exception for “same desk” conversions of NAF employees to appropriated fund positions.
- Chapter 4 – Updates the exception for academic faculty positions at post-secondary institutions to include educator positions at DoD elementary and secondary schools.
- Chapter 4 – Deletes separate exception for hiring Presidential Management Fellow, which is now covered in a comprehensive exception for the Pathways Programs.
- Chapter 4 – Adds a new exception for reassignments and CLGs across activity lines to incentivized vacancies.
- Chapter 5 – Updates page numbers in table of contents.
- Chapter 5 – Clarifies approval procedures for the registration of nondisplaced overseas employees who have return rights to the same or higher grade.
- Chapter 5 – Clarifies procedures for approving special areas of referral for nondisplaced overseas employees.
- Chapter 5 – Adds provision allowing Components to establish procedures for special consideration of Priority N referrals.
- Chapter 5 – Clarifies procedures for approving the continued registration of nondisplaced overseas employees who depart the overseas country with no intent to return.
- Chapter 5 – Clarifies procedures for clearing positions in Guam.
- Chapter 6 – Deletes guidance for reimbursement of TQSE for overseas registrants placed in the U.S., which is now mandatory for eligible employees in accordance with a JTR revision.
- Chapter 7 – Revises procedures for coding the “Return Rights AK-HI-RQ-GQ” data element.
- Chapter 7 – Corrects instructions for coding data elements with “Yes” and “No” radio buttons.
- Chapter 7, Appendix D – Adds the Virgin Islands (VQ) code to the list of state and country codes in Zone 2, along with instructions for registering individuals for referral to the Virgin Islands.
- Chapter 7, Appendix H – Revised the registration/counseling checklist to advise registrants to inform the registering HRO of changes in their employment status.
- Chapter 8 – Adds instructions for coding the pay group and grade when requisitioning for non-educator positions in the AD pay plan at DoD elementary and secondary schools.
- Chapter 8 – Adds a new Referral Code (N) for referral of Priority 1, Priority 2 and Priority N registrants for activities that choose to consider Priority N registrants when filling positions noncompetitively within the same Component.
- Chapter 8 – Explains that the ASARS Daily report now contains data processed during the previous 10 cycle days instead of 5 cycle days.

- Chapter 8, Appendix B – Updates the table of data elements that are included on the daily DCPDS/ASARS interface file for pre-requisitioning.
- Chapter 8, Appendix B – Revised to reflect a process change whereby RPAs no longer need to be routed in order to update the DCPDS/ASARS interface file.
- Chapter 8, Appendix B – Clarifies requirement for submitting requisitions when RPAs on the pre-requisitioning interface file have erroneous or missing data.
- Chapter 8, Appendix B – Adds recruiting below full-performance level for developmental positions that are not under formal training programs as a pre-requisitioning default scenario in which requisitions must be submitted.
- Chapter 8, Appendix B – Updates table of RPA closure codes to reflect the expanded PPP exception for the appointment and conversion of Pathways Programs employees.
- Chapter 9 – Adds guidance for the use of Report Action Code 43.
- Chapter 9, Appendix C – Expands Report Action 16 to include change to lower grade.
- Chapter 9, Appendix C – Adds new Report Action 48 for Priority N registrants who are considered but not selected.
- Chapter 10 – Clarifies matching procedures for requisitions with option codes.
- Chapter 10 – Clarifies guidance for the use of OAA and STC option codes.
- Chapter 11 – Adds guidance for Reserve Component Military Technicians whose separation is considered voluntary.
- Chapter 14 – Updates page numbers in table of contents.
- Chapter 14 – Defines positions with seasonal work schedules as “non-continuing” positions for the purpose of Program S eligibility.
- Chapter 14 – Clarifies that military spouses whose only eligibility is under E.O. 13473 are not eligible to register for their sponsor’s sequential U.S. duty station while the sponsor is on an unaccompanied tour.
- Chapter 14 – Clarifies that accepting a continuing DoD position outside the sponsor’s commuting area after relocating to that area with the sponsor terminates eligibility.
- Chapter 14 – Adds guidance for employed spouses who relocate with their sponsors but continue to work in their positions under telework agreements.
- Chapter 14 – Clarifies procedures for extending job offers when a spouse registers in advance of the sponsor’s relocation and the registration has not yet transferred to an HRO in the sponsor’s new duty station area.
- Chapter 14 – Explains the extremely limited circumstances in which Program S registrants may be interviewed.
- Chapter 14 – Specifies that Program S registrants may be required to submit applications or answer assessment questionnaires in accordance with the gaining activity’s competitive process.
- Chapter 14, Appendix A – Amends counseling checklist by informing spouse to keep the registering HRO informed of changes in employment status.

- Chapter 14, Appendix A – Amends counseling checklist by informing spouse of the requirement to inform the registering HRO upon acceptance or declination of a continuing Federal position in the sponsor's commuting area.
- Chapter 14, Appendix A – Adds item to counseling checklist whereby the spouse must acknowledge that accepting a continuing DoD position outside the sponsor's duty station area terminates eligibility.

A Summary of Changes is attached for your information. Changes are marked in the Handbook with "H-FY2014-01" in a text box in the upper-left corner of the respective pages. Arrows in the margins indicate where the changes were made. Pages with the "H-FY2014-01" change box and no arrows in the margins were repaginated due to the addition or deletion of text from previous pages. Once reviewed, replace or add the changed pages in accordance with the following table.

Chapter	New/Revised Pages to Insert
3	3-1; 3-4 thru 3-22
4	4-i; 4-3 thru 4-28
5	5-i; 5-2; 5-7; 5-9 thru 5-17
6	6-2
7	7-5; 7-7; 7-D-1 thru 7-D-2; 7-H-2
8	8-2 thru 8-9; 8-B-1; 8-B-3 thru 8-B-4; 8-B-8; 8-B-10 thru 8-B-14
9	9-2; 9-C-1; 9-C-3
10	10-2; 10-A-5
11	11-2 thru 11-5
14	14-i; 14-2 thru 14-10; 14-A-2 thru 14-A-3

File this document in the front of your PPP Handbook. Change H-FY2014-01 will be posted to the ASARS website at https://hrnetapps.cpms.osd.mil and on the Staffing and Civilian Transition Programs website at https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition-Programs/Priority-Placement-Program/Pages/Home1.aspx. If you have any questions concerning these revisions, please contact your assigned CTP Administrator.

STEVEN R. WOOLEY
Chief, Civilian Transition Programs

Attachment:
Summary of Changes

PPP HANDBOOK CHANGE
H-FY2014-01

SUMMARY OF CHANGES*

Changed Page	Description of Change/Revision
3-1	♦ Section B.1.a.(2) – Changes "Student Career Experience Program" to "Pathways Internship Program."
3-4	♦ Section B.3.b. – Adds ", in addition to their Social Security Number," between "from their resumes" and "and the registering HRO" in the last sentence.
3-5	♦ Section C.2. – Revised to read as follows: "2. Employees who apply for optional retirement at any time or DSR prior to receipt of: a. A specific RIF separation notice; or b. A specific notice of separation due to declining relocation outside the commuting area incident to TOF, transfer of work, or management-directed reassignment."
3-6	♦ Section C.14. – Modified as follows: "Employees in the ~~Student Career Experience~~ Pathways Internship Program."
3-7	♦ Section C.18. – Revised to read as follows: "18. Employees in the following types of educator positions all of which are exempt from PPP requisitioning requirements: a. Academic faculty positions under Administratively Determined (AD) pay schedules at DoD post-secondary academic institutions; and b. Educator positions under the Teacher Pay (TP) pay schedule at DoD Dependents Schools and those under Administratively Determined (AD) pay schedules at DoD Domestic Dependent Elementary and Secondary Schools."
3-13	♦ Section F.5. – Revised to read as follows: "5. **Excluded Pay Plans.** a. The pay plans for Department of the Army floating plant (other than hopper dredge) positions (i.e., XF, XG and XH) and those for lock and dam positions (i.e., WY, WO, and WA) will not be used in the PPP. Also excluded are the pay plans for aircraft, electronic, and optical instrument overhaul and repair positions in Puerto Rico (i.e., WU, WR and WQ). When registering or requisitioning for these positions, use WG for positions covered by the XF, WY, and WU pay plans; WL for XG, WO, and WR; and WS for XH, WA, and WQ. b. The GL pay plan for Law Enforcement Officer positions will not be used. When registering GL employees or requisitioning for GL positions, use the GS pay plan."
3-14	♦ Section F.6. – Adds the following: "When registering DoD Domestic Elementary and Secondary Schools non-educator employees serving in AD positions, their AD pay group must be changed to GS in the 'Skills' section of the Registration Format. The series and grade remains the same (e.g., AD-201-11 would be converted to GS-201-11). In the 'Position Data' section of the Format, the employee's actual AD pay plan shall be entered to identify the registrant's current position."
3-17	♦ Section G.12.c. – Adds the following new paragraph: "c. Unless otherwise allowed under Chapter 4, Section B.10.c., registrants cannot be placed through the PPP on time-limited appointments unless they have had a break in service of more than 3 days. Please note that a break in service of 1 day or more terminates any entitlement to grade or pay retention." ♦ Section G.13. – Adds the following between the first and last sentences: "If the registrant chooses "Yes" for part-time, intermittent or seasonal work schedules, declination of such an offer will not terminate PPP eligibility unless the registrant's

Changed Page	Description of Change/Revision
	work schedule at the time of registration was essentially the same as that of the position being offered." ♦ Section G.15. – Adds new paragraph as follows to mirror instructions in Chapter 10: "15. **Registration for the GS-301 and GS-303 Series**. Special procedures apply for registering employees in the GS-301 and GS-303 series. Refer to Chapter 10, Section B.11., for more information."
3-18	♦ Section H.5. – Adds the following at the beginning of the paragraph: "With the exception of their current activity,"
3-18	♦ Section H.3.a. – Modified paragraph as follows: "The area of referral for eligible employees who decline offers at their current grade and outside the commuting area as a result of TOF, transfer of work, RIF reassignment, or management-directed reassignment, is limited to DoD activities within the commuting area. Component Coordinators may authorize registration outside the commuting area, but only for activities of the same Component."
4-3	♦ Section B.5. – Splits the section into B.5.a. and B.5.b. between the sentence ending in "firm reporting date" and the sentence beginning with "The requisitions will remain active…" In B.5.a., the following is added: "The requirement to submit a PPP requisition within 2 business days of receipt of the RPA also applies when priority consideration of non-PPP candidates is ongoing and may or may not result in a placement that is an exception to the PPP in accordance with Section C.2. below." In B.5.b., "Section B.1.c.(23)" is corrected to read "B.1.c.(22)."
4-4	♦ Section B.10.a. – "B.1.c.(23)" is corrected to "B.1.c.(22)."
4-6	♦ Section B.16. – Adds the following as a second sentence: "While such appointments are initially made using an excepted appointing authority, the positions are in the competitive service and should be matched with competitive service registrants."
4-12	♦ Section C.2.i.(4). – Revised to read as follows: "(4) Individuals in the Pathways Internship, Recent Graduates, and Presidential Management Fellows Programs at the time they enter into these positions and, if applicable, upon extension of a time-limited appointment or upon noncompetitive conversion to term, career, or career-conditional appointments under Part 315 of reference (b). If the employee is first converted to a time-limited appointment, subsequent noncompetitive conversion to a permanent career or career-conditional appointment is also exempt from the PPP;"
4-12	♦ Section C.2.i.(13) – This paragraph is deleted due to incorporation of Pathways Intern and Presidential Management Fellows conversions into C.2.i.(4). Subsequent paragraphs are renumbered.
4-13	♦ Section C.2.i.(14). – Changes "under i.(15) above" to "under i.(13) above."
4-14	♦ Section C.2.m. – Adds the following to the end of the sentence: "and/or upon conversion to career employment in the same job following a status quo appointment as a result of a NAF to appropriated fund conversion." ♦ Section C.2.q. – Revised to read as follows: "q. **Educator Positions.** The appointment of individuals to: (1) Academic faculty positions under Administratively Determined (AD) pay schedules at DoD post-secondary academic institutions; or (2) Educator positions under the Teacher Pay (TP) pay schedule at DoD Dependents Schools and under Administratively Determined (AD) pay schedules at DoD Domestic Dependent Elementary and Secondary Schools."
4-14	♦ Section C.2.s. – Section deleted because exception for hiring Presidential

Changed Page	Description of Change/Revision
	Management Fellows is now covered by the comprehensive Pathways Programs Exception.
4-15	♦ Section C.2.v. – Adds new exception as follows: "v. **<u>Reassignment or CLG to incentivized vacancies</u>** across activity lines within the same Component, when such actions avert the involuntary separation of surplus employees at the losing activity. The criteria for identifying surplus employees are prescribed in Section C.2.f.(3) above. This exception applies to the placement of a surplus employee from the losing activity directly into a gaining activity vacancy that was created through the payment of Voluntary Separation Incentive Pay (VSIP) and the following conditions apply: (1) Each reassignment or CLG must save an employee who otherwise would be separated by the losing activity. (2) Funding responsibility for VSIP costs and, if applicable, relocation expenses shall be determined by the gaining and losing activities in accordance with controlling regulations. (3) This exception does not apply if similarly situated surplus employees in the gaining competitive area could be placed in the incentivized vacancies."
4-19	♦ Section D.6.a. – Inserted "nondisplaced overseas" immediately before "Priority 'N' registrants" in fourth sentence.
5-7	♦ Section C.1.d. – Revises the last sentence and adds a new sentence at the end of the paragraph as follows: "If approved, referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components."
5-9	♦ Section C.6.a. – In the first line of the page, deletes "for Component activities only" after "approved by the Component Coordinator." Adds the following two sentences before the last sentence of the paragraph: "If approved, referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components."
5-10	♦ Section C.6.G.(3). – Adds new paragraph as follows: "(3) To the extent they are consistent with this Handbook, Components may establish supplemental policies governing the consideration of 'N' registrants. These policies may be as minimal as requiring consideration of 'N' registrants after all Priority 1 and 2 referrals have been cleared and before consideration of Priority 3 referrals, or as rigorous as requiring the selection of well-qualified 'N' registrants under the same circumstances." ♦ Section C.7.a. – Adds the following at the end of the last sentence: ", but referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components."
5-16	Section I.2. – Revises paragraph as follows: "2. In Guam, standard P1, P2, and P3 restrictions apply only when filling vacancies from outside Guam. Vacancies will be filled by locally-available, qualified U.S. citizens without regard to PPP referrals, unless the following are also available: a. Displaced PPP registrants of activities in Guam; b. Displaced PPP registrants in any theater whose home of record is Guam; c. Nondisplaced overseas family members; d. Any nondisplaced overseas returnees whose home of record is Guam; or e. Military spouses registered in Program S."
6-2	♦ Section C.3. – Deletes the last three sentences, which are no longer necessary due to revision of the JTR.
7-5	♦ Section B.3.i.– Revises the paragraph as follows: "i. **<u>RETURN RIGHTS AK-HI-</u>**

Changed Page	Description of Change/Revision
	<u>RQ-GQ</u>. Enter 'AK' (Alaska), 'HI' (Hawaii), 'RQ' (Puerto Rico), or 'GQ' (Guam), as appropriate, if the registrant: last resided (prior to overseas assignment) there; has return rights to that location; is presently or was last employed and still resides there; or is registered as a family member or military spouse whose sponsor is relocating to a duty station there."
7-7	♦ Section B.4.g. through B.4.j. –Revises instructions for coding data elements with radio buttons by changing from "enter Y" and "enter N" to "click Yes" and "click No."
7-D-2	♦ Zones, Regions and State Codes – Added "VQ" for the Virgin Islands to the list of state and country codes in Zone 2.
7-D-3	♦ Zones, Regions and State Codes – Added the following to the footnote: "For PPP referral to the U.S. Virgin Islands, use Activity Code 399A."
7-H-2	♦ Appendix H, PPP Registration/Counseling Checklist – Revise the 6th item in the "General Policies/Procedures" section as follows: "___ I understand that I must keep the HR Office informed of my whereabouts and/or changes in my employment status so they can contact me regarding job offers or advise me of required changes to my registration or eligibility status. Failure to keep the HR Office informed may lead to removal from the PPP."
8-2	♦ Section B.1.c.(6)(a) – Adds the following sentence: "DoD Domestic Elementary and Secondary Schools non-educator positions shall be requisitioned by changing the AD pay group to GS." ♦ Section B.1.c.(6)(c) – Adds the following sentence: "For DoD Domestic Elementary and Secondary Schools non-educator positions, change the AD pay group to GS.."
8-4	♦ Section B.1.c.(10)(a)<u>9</u> – Adds the following new paragraph: "<u>9</u> **<u>Referral Code N.</u>** Refers Priority 1, 2 and N registrants only. This code is used for the same intra-Component non-competitive scenarios as Referral Code P, but it also allows the gaining activity to consider nondisplaced overseas employees from the same Component when all P1 and P2 referrals have been cleared as provided in Chapter 5, Section C.6.g.(2)."
8-8	♦ Section B.4. – In the first sentence, changes "5 cycle days" to "10 cycle days."
8-B-1	♦ Section B.1. – Revises the table of data elements in Figure 1 as follows: **ASARS/DCPDS Interface Data Elements** Request Num — Gaining PPP Activity Code Pay Plan — Servicing Office ID Series — Personnel Office ID Grade — PAS Code Duty Station Code — Unit ID Code Region — Current Inbox ART ID — Update HR Event Code
8-B-3	♦ Section B.2.e. – Changes paragraph as follows: "e. **<u>Saving/~~Routing~~ Your Work.</u>** When updating RPAs with start-matching or stop-matching event codes (see B.2.a. and B.2.c. above), it is absolutely critical to immediately save ~~and route~~ your work. If you enter an event code but do not save ~~and route~~ the RPA, the change will not be reflected in the daily DCPDS interface file. Failure to save the RPA after entering a start-matching event code will exclude the RPA from the pre-requisitioning cycle. If you do not save ~~and route~~ the RPA after entering a stop-matching code, the RPA will continue to match after a referral list has been issued." ♦ Section C.1. – Revised the first sentence as follows: "To view complete results of the daily pre-requisitioning matching cycle, on the ASARS Daily Report Selection screen (see Figure 4) select the appropriate activity code from the dropdown menu, and then click the 'Submit' button."

Changed Page	Description of Change/Revision
8-B-4	♦ Section C.2.b.(2) – Adds the following at the end of the sentence: "unless the errors can be corrected immediately, allowing pre-requisitioning to occur in a timely manner."
8-B-8	♦ Section C.3.b. – Adds the following at the end of the second sentence: "unless the erroneous or missing data can be corrected immediately to allow pre-requisitioning to occur in a timely manner."
8-B-10	♦ Section C.5.d. – Adds the following at the end of the line: "for positions in formal training programs;" ♦ Section C.5.e. – Adds new default scenario as follows: "Recruiting below the full performance level for developmental positions which are not part of a formal training program;" Subsequent paragraphs are renumbered.
8-B-11	♦ Section C.7. – In Figure 1, changes the specific action for code P2 as follows: "Career ladder promotion after non-comp. conversion of Pathways Intern; 4.C.2.a.(1)(b)"
8-B-12	♦ Section C.7. – In Figure 1, changes the specific action for code A1 from "Appt. or conversion of SCEP" to "Appt. or conversion of Pathways Interns, Recent Graduates and PMFs." ♦ Section C.7. – Changes the specific action for codes A5 and A6 to "Reserved for future use."C.7. – Corrects chapter reference for code A7 from 4.C.2.i.(15) to 4.C.2.i.(13) ♦ Section C.7. – Changes the exception reference for code A9 from "4.C.2.i.(16)" to "4.C.2.i.(14)" ♦ Section C.7. - Changes the specific action for code A15 to "Reserved for future use."
9-2	♦ Section C.3. – Adds new paragraph as follows: "3. Report Action Code 43 is used to simultaneously clear all outstanding referral resumes that have not been worked. Resumes that have been worked MUST be cleared with appropriate individual report action codes. A narrative explanation may be included if further explanation is necessary. If Report Action Code 14 is not included among the report actions submitted prior to use of Report Action Code 43, a narrative explanation MUST be included. If Report Action Code 43 is used in error to clear resumes that have been worked, the HRO is required to overwrite each Code 43 with the Report Action Code that corresponds to the actual disposition of the resume."
9-C-1	♦ Appendix C, Gaining Report Action 16 – Adds the following in the "Report Action" column: "or change to lower grade"
9-C-3	♦ Appendix C, Gaining Report Action Code 48 – Adds new Report Action as follows: ➡ 48 | Priority N registrant considered but not selected | To be used only when the selecting official considers the referred Priority N registrant for selection
10-2	♦ Section B.5. – Adds a new first sentence as follows: "When a requisition is submitted with option codes, the registrant must be registered with ALL of the option codes in order to be referred." ♦ Section B.8. – Deletes paragraph and renumbers the subsequent paragraph.
10-A-5	♦ 346 Option Codes – Deleted "(GS-12 and above only)" in the second column.
11-2	♦ Section B.3. – Adds new section as follows: "3. This Chapter does not apply to: a. RCMTs who request and are permitted to be retained beyond their mandatory

Changed Page	Description of Change/Revision
	separation date for the purpose of obtaining military retirement eligibility. b. RCMTs whose separations are considered voluntary in nature in accordance with Component regulations."
14-2	♦ Section B.3.a.(2) Adds "or seasonal" between "intermittent" and "work schedules."
14-3	♦ Section C.1.f. – Adds the following at the end of the paragraph: "This provision does not apply to spouses whose eligibility is based on E.O. 13473 because Section 315.612 of reference (c) does not afford appointability based on unaccompanied tours."
14-4	♦ Section C.4.c. – Deletes "or" after the semicolon. ♦ Section C.4.d. – Adds new paragraph d. as follows and renumbers subsequent paragraph: "d. Acceptance of a continuing DoD position outside the commuting area of the sponsor's permanent duty station (PDS) after initially relocating with the sponsor to the PDS; or"
14-5	♦ Section D.2. – Adds the following at the end of the paragraph: "A spouse who is serving in a continuing Federal position under a telework agreement may not register in Program S prior to being placed on LWOP or resigning. In other words, if the spouse's supervisor allows the spouse to continue to telework after relocation with the sponsor and the spouse accepts continuing telework, registration is not allowed." ♦ Section D.3. – Adds the following at the end of the paragraph: "If the spouse matches a position and is found best qualified before an HRO in the new commuting area assumes responsibility for the registration, the initial registering HRO in the losing commuting area is responsible for extending the offer."
14-9	♦ Section F.7. – Section revised as follows: "7. **<u>Interviews and Selections</u>**. a. Military spouses are subject to the same rating, ranking, and evaluation criteria used to assess other competitive candidates. Therefore, if personal interviews are being used as an integral part of the rating and ranking process, BQ spouses may be interviewed as an exception to Chapter 4, Section D.1.c., which prohibits anyone representing the gaining activity from contacting a PPP registrant directly. That is, the only time interviews are allowed is when the results of interviews are factored into the rating and ranking. As explained in Section C.4.b. above, spouses who refuse to be interviewed under these circumstances lose their preference and are no longer eligible for Program S. For example, if candidates are scored on the interviews by the supervisor or interview panel, and those scores are part of the point total for final rating/ranking, interviews are permitted. Conversely, if the BQ determination has already been made prior to issuance of the referral list, interviews are not permitted regardless of how many Program S registrants are on the list. b. The HRO must advise the selecting official that a BQ military spouse eligible who is within reach for selection may not be passed over to select a non-spouse candidate, unless; (1) Spouse preference is not applicable as stipulated in Section F.3. above; (2) Selection is not mandatory as stipulated in Section F.4. above; or (3) A selection is made using noncompetitive procedures as stipulated in Section F.2. above."
14-10	♦ Section F.8. – Renumbers Section F.7.c. as F.8. and revises as follows:

Changed Page	Description of Change/Revision
	8. **Application Requirement**. Military spouses may be required to complete any assessment questionnaires or application forms that are required of other applicants in order for HROs to determine if they are BQ for the position."
14-A-2	♦ Appendix A, Item 22 – Revised to read as follows: "22._____ I understand that I must keep the HR Office informed of my whereabouts and/or changes in my employment status so they can contact me regarding job offers or advise me of required changes to my registration or eligibility status. Failure to keep the HR Office informed may lead to removal from the PPP."
14-A-2	♦ Appendix A, Item 23 – Adds the following at the end of the paragraph: "I also understand that if I accept or decline such a position I must immediately notify my registering HRO."
14-A-3	♦ Appendix A, Item 28 – Adds new item 28 as follows: "28._____ I understand that accepting a continuing DoD position outside the commuting area of my sponsor's permanent duty station terminates my Program S eligibility. I also understand that I am not eligible to register if I continue to work for my current organization under a telework agreement after relocating with my sponsor." ♦ Appendix A, Item 31 – Adds "on-the-job" before "conduct problems."

*Does not include pages that changed solely due to repagination. See transmittal memo for "New/Revised Pages to Insert."

DEPARTMENT OF DEFENSE
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March 17, 2014

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Interim Change H-FY2014-01a

This memorandum forwards an interim change to Chapter 5, Section C.6.a., of the DoD Priority Placement Program (PPP) Handbook. The attached change, which should have been included in Change H-FY2014-01, is effective immediately.

File this document in the front of your PPP Handbook. If you have any questions concerning this revision, please contact your assigned CTP Administrator.

STEVEN R. WOOLEY
Chief, Civilian Transition Programs

Attachment:
Interim Change H-FY2014-01a

DoD PPP Handbook
Interim Change H-FY2014-01a

Chapter 5, Section C.6.a., of the PPP Handbook currently reads as follows:

"a. Except as provided in C.6.h. below, nondisplaced overseas employees are authorized to register within the zone from which recruited, or within the zone in which the employee last resided preceding overseas service, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. Employees may not skip over DoD activities or states and register for more distant locations. Within these areas, employees should be registered for referral to the minimum number of activities likely to provide a job offer, but not farther than the U.S. location from which recruited or last resided unless approved by the Component Coordinator. The Component Coordinator may delegate this approval authority to the cognizant Regional Coordinator. If approved, referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components. Upon initial registration, employees are not required to register for activities within the Zone that are closer to the overseas location, unless such activities are in the same commuting area as those for which already registered."

When Handbook Change H-FY2014-01 was issued on January 31, 2014, an important revision to this paragraph was erroneously omitted. The last phrase in the fourth sentence should have been deleted, as should the entire fifth and sixth sentences. The paragraph should read as follows:

"a. Except as provided in C.6.h. below, nondisplaced overseas employees are authorized to register within the zone from which recruited, or within the zone in which the employee last resided preceding overseas service, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. Employees may not skip over DoD activities or states and register for more distant locations. Within these areas, employees should be registered for referral to the minimum number of activities likely to provide a job offer. Upon initial registration, employees are not required to register for activities within the Zone that are closer to the overseas location, unless such activities are in the same commuting area as those for which already registered."

Deletion of the phrase "but not farther than the U.S. location from which recruited or last resided unless approved by the Component Coordinator" was prompted by the publication of DoD Instruction 1400.25, Volume 1230, "DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights." In accordance with Volume 1230 and a subsequent change to the Joint Travel Regulations, the losing overseas activity is responsible for reimbursable travel and transportation expenses to the actual destination of a nondisplaced overseas PPP registrant's new U.S. duty station. Prior to the issuance of Volume 1230 and the JTR change, gaining U.S. activities could be required to pay additional travel and transportation costs when the new duty station was farther from the losing overseas activity than the employee's last U.S. residence. Under existing rules, the "not farther than" restriction is no longer necessary, nor is Component Coordinator or CTP Administrator approval for such registrations.

Although this revision will not be published in the PPP Handbook until the next regular change, it is effective immediately.

DEPARTMENT OF DEFENSE
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May 19, 2014

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Change H-FY2014-02

This memorandum forwards Priority Placement Program (PPP) Handbook Change H-FY2014-02. The purpose of the change is to implement the use of Electronic Data Interchange Personal Identifiers (EDIPIs) in lieu of Social Security Numbers (SSNs) for the identification of PPP registrants. The following changes are effective immediately.

- Chapter 1 – Deletes outdated reference to the DeCA Family Member Program.
- Chapter 1 – Adds definition of DoD ID Number, which is the same as a registrant's EDIPI.
- Chapter 1 – Adds definition of EDIPI.
- Chapter 1 – Adds definition of Registrant Serial Number, which is assigned automatically by ASARS to every PPP registrant.
- Chapter 3 – Revises procedures for missed consideration reconstruction requests by substituting the Registrant Serial Number for the registrant's SSN.
- Chapter 5 – Revises overseas area of referral for employees who decline transfer of function.
- Chapter 5 – Revises procedures for determining initial area of referral for nondisplaced overseas employees.
- Chapter 5 – Changes reference to Chapter 1 definition of nondisplaced overseas family member due to renumbering of the definitions.
- Chapter 7 – Revises registration instructions, ASARS Registration Format, and PPP Registration/Counseling Checklist to reflect transition from SSNs to EDIPIs.
- Chapter 9 – Revises Releasing Report Action format by replacing SSN with Registrant Serial Number.
- Chapter 12 – Revises DORS counseling checklists to reflect transition from SSNs to DoD ID Numbers/EDIPIs.
- Chapter 13 – Changes reference to Chapter 1 definition of domestic partner due to renumbering of the definitions.
- Chapter 14 – Revises Program S counseling checklist to reflect transition from SSNs to DoD ID Numbers/EDIPIs.
- Chapter 20 – Changes reference to Chapter 1 definition of domestic partner due to renumbering of the definitions.

A Summary of Changes is attached for your information. Changes are marked in the Handbook with "H-FY2014-02" in a text box in the upper-left corner of the respective pages. Arrows in the margins indicate where the changes were made. Pages with the "H-FY2014-02" change box and no arrows in the margins were repaginated due to the addition or deletion of text from previous pages. Once reviewed, replace or add the changed pages in accordance with the following table.

Chapter	New/Revised Pages to Insert
1	1-2 thru 1-10
3	3-22
5	5-i; 5-4; 5-8 thru 5-17
7	7-1; 7-12; 7-A-3; 7-H-2; 7-H-3
9	9-B-1
12	12-A-2; 12-B-2
13	13-2
14	14-A-3
20	20-1

File this document in the front of your PPP Handbook. Change H-FY2014-02 will be posted to the ASARS website at https://hrnetapps.cpms.osd.mil and on the Staffing and Civilian Transition Programs website at https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition-Programs/Priority-Placement-Program/Pages/Home1.aspx. If you have any questions concerning these revisions, please contact your assigned CTP Administrator.

STEVEN R. WOOLEY
Chief, Civilian Transition Programs

Attachment:
Summary of Changes

PPP HANDBOOK CHANGE
H-FY2014-02

SUMMARY OF CHANGES*

Changed Page	Description of Change/Revision
1-2	♦ Section C.2.g. – Deletes DeCA Family Member Program from list of PPP programs.
1-3	♦ Section D.17. – Adds the following definition and renumbers subsequent paragraphs: "17. **DoD ID Number.** A number assigned to a record in the Defense Enrollment and Eligibility Reporting System (DEERS) database. A unique DoD ID Number is assigned to every civilian employee, active duty military member, reservist, and military dependent, and is used in lieu of the individual's Social Security Account Number for identification purposes."
1-4	♦ Section D.19. – Adds the following definition: "19. **EDIPI.** Electronic Data Interchange Personal Identifier. An individual's EDIPI is the same as his or her DoD ID Number."
1-6	♦ Section D.51. – Adds the following definition: "51. **RSN (Registrant Serial Number).** An identification number automatically assigned by ASARS to each individual PPP registrant. The RSN is used to access the registrant's electronic records. Since ASARS associates the RSN with the registrant's EDIPI, the RSN will be the same each time an individual registers in the PPP."
3-22	Section O.2. – Changes "SSN" to "Registrant Serial Number (RSN)."
5-i	♦ Updates page number for Section G.
5-4	♦ Section B.5.b.(3) – Revises second sentence as follows: "Registration is limited to activities in ~~foreign areas within the theater that are located nearer to the overseas duty location than the activity to which the employee declined assignment~~ *the employee's overseas commuting area*, and is permitted only if the employee can complete the equivalent of a renewal tour within the 5-year limitation." (Note: This should have been changed when the underlying policy on area of referral for employees who decline transfer of function was revised in 2012.)
5-8	♦ Section C.6.a. – Changes the middle section of the paragraph as follows: "Within these areas, employees should be registered for referral to the minimum number of activities likely to provide a job offer~~, but not farther than the U.S. location from which recruited or last resided unless approved by the Component Coordinator. The Component Coordinator may delegate this approval authority to the cognizant Regional Coordinator. If approved, referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components~~." (Note: the "not farther than" restriction should have been deleted when the Joint Travel Regulation was changed and no longer required splitting of travel and transportation costs when overseas employees return to a U.S. location that is more distant than the location from which the employee was recruited or where the employee last resided.)
5-13	♦ Section F.1.a. – In second line, changes "Section D.25." to "Section D."
7-1	♦ Section B.1.a. – Changes paragraph as follows: "a. **DoD ID Number/EDIPI.** Enter the registrant's DoD ID Number, which is also known as the Electronic Data Interchange Personal Identifier (EDIPI)."
7-12	♦ Section C.2. – In first lines, changes "Social Security Number" to "Registrant Serial Number."

Changed Page	Description of Change/Revision
7-A-3	♦ ASARS Registration Format – Replaces "SSN……" with "RSN……. To Be Assigned." ♦ ASARS Registration Format – Adds "DoD ID/EDIPI" data field between "LOC ACT" and "NAME" fields.
7-H-2	♦ PPP Registration/Counseling Checklist – In the "Other Information" section, changes "Social Security Number" to "DoD ID Number."
7-H-3	♦ PPP Registration/Counseling Checklist – Replaces paragraph concerning collection of Social Security Numbers with the following: "Your DoD ID Number will only be used to ensure accurate program registration. Furnishing your number is voluntary, but failure to do so will result in not obtaining placement consideration."
9-B-1	♦ Releasing Report Action Format – Changes "SSN" to "RSN."
12-A-2	♦ DORS Counseling Checklist – Changes Privacy Act Statement as follows: "Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings."
12-A-3	♦ DORS Counseling Checklist – Changes Privacy Act Statement as follows: "Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings."
13-2	♦ Section B.2. – In second line, changes "Section D.17." to "Section D."
14-A-3	♦ Program S Registration/Counseling Checklist – In Item 29, changes "Social Security Number" to "DoD ID Number." ♦ Program S Registration/Counseling Checklist – Changes Privacy Act Statement as follows: "**PRIVACY ACT STATEMENT**: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for placement or reemployment under the respective placement assistance program. Your DoD ID Number will only be used to ensure accurate registration. Furnishing your number is voluntary, but failure to do so will result in not obtaining placement consideration."
20-1	♦ Section B. – In second line, changes "Section D.51." to "Section D."

*Does not include pages that changed solely due to repagination. See transmittal memo for "New/Revised Pages to Insert."

DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
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August 24, 2015

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Handbook – Change H-FY2015-01

This memorandum transmits Priority Placement Program (PPP) Handbook Change H-FY2015-01. The primary purpose of H-FY2015-01 is to implement changes to the referral priorities for nondisplaced overseas employees, but several housekeeping changes are also included. The following changes are effective immediately.

- Various Chapters – Revises all references to the Joint Travel Regulations to reflect consolidation of the Joint Federal Travel Regulations, Vol. 1, and the Joint Travel Regulations, Vol. 2.
- Chapter 3 – Changes the registration priority for nondisplaced overseas employees from Priority 3 to Priority 2, and explains that registrants are referred as Priority 2 within the same Component and Priority 3 to other Components.
- Chapter 3 – Eliminates Priority N for nondisplaced overseas employees.
- Chapter 4 – Deletes all references to Priority N.
- Chapter 5 – Revised to reflect the priority changes in Chapter 3.
- Chapter 5 – Deletes the procedure whereby the Automated Stopper & Referral System automatically limits the referral of nondisplaced overseas employees to their own Component after 1 year and changes the registrant's priority to N after 2 years.
- Chapter 7 – Deletes references to Priority N.
- Chapter 8 – Deletes references to Priority N.
- Chapter 9 – Deletes Gaining Report Action Code 48, "Priority N registrant considered but not selected."

A Summary of Changes is attached for your information. Changes are marked in the Handbook with "H-FY2015-01" in a text box in the upper-left corner of the respective pages. All changes are enclosed by arrows in the left and right margins. Pages with the "H-FY2015-01" change box and no arrows in the margins were repaginated due to the addition or deletion of text from previous pages. Once reviewed, replace or add the changed pages in accordance with the following table.

Chapter	New/Revised Pages to Insert
1	1-4
3	3-i; 3-8 thru 3-22

Chapter	New/Revised Pages to Insert
4	4-2 thru 4-3; 4-19 thru 4-28
5	5-i; 5-1; 5-5 thru 5-6; 5-8 thru 5-16
6	6-1
8	8-4 thru 8-9
7	7-2; 7-A-6
9	9-C-3

File this document in the front of your PPP Handbook. Change H-FY2015-01 will be posted to the ASARS website at https://hrnetapps.cpms.osd.mil and on the Staffing and Civilian Transition Programs website at https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition-Programs/Priority-Placement-Program/Pages/Home1.aspx. If you have any questions concerning these revisions, please contact your assigned CTP Administrator.

STEVEN R. WOOLEY
Chief, Civilian Transition Programs

Attachment:
Summary of Changes

PPP HANDBOOK CHANGE
H-FY2015-01

SUMMARY OF CHANGES*

Changed Page	Description of Change/Revision
1-4	♦ Section D.18. – Deletes "Volume 2" after "Joint Travel Regulations" in second line.
1-4	♦ Section D.23. – Deletes "Volume II" after "Joint Travel Regulations" in first line.
3-i	♦ Updates page numbers for Sections I through L.
3-9	Section E – Revises as follows: "**E. <u>REFERRAL PRIORITIES</u>** Eligible employees are registered and referred for placement using one of the priorities described below. The ~~three numerical~~ priorities are determined by the severity of the action that serves as the basis for registration eligibility~~, while the two alpha codes apply to special circumstances~~."
3-10	♦ Section E.2. – Adds E.2.e. and E.2.f.as follows: "e. Nondisplaced overseas employees successfully completing a standard tour or tour extension, provided they do not have return rights to the same grade or a higher grade. Employees in this category are referred as Priority 2 within their own Component. f. Nondisplaced overseas employees successfully completing a standard tour or tour extension with return rights to a position that has been abolished, provided the employee's return would initiate a RIF at the U.S. activity and result in an involuntary separation and/or demotion."
	♦ Section E.3.c. – Revises as follows: c. Nondisplaced overseas employees completing one or more overseas tours *<u>provided they do not have return rights to the same grade or a higher grade. Employees in this category are Priority 3 when referred outside their own Component</u>*. ~~Priority 3 applies upon initial registration and for 2 years thereafter.~~
3-11	♦ Section E.4. – Deletes Section E.4. and renumbers Section E.5.
3-18	♦ Section H.1. – Deletes "Volume 2" after "Joint Travel Regulations" in next-to-last line.
4-2	♦ Section B.1.d. – Deletes entire section.
4-3	♦ Section B.6.a. – Changes "E.2.d." to "E.2.f." in next-to-last line.
4-19	♦ Section D.6. – Deletes references to Priority N as follows: 6. **<u>Order of Offers.</u>** Offers are made until positions are filled, referred resumes are exhausted, or offers are not required because of the registrant's priority. a. Within the three numerical priorities, offers are always made in priority order. In most cases, activities may select any individual registrant within the priority. Exceptions include: DAWIA positions (see D.3.e. above); positions for

Changed Page	Description of Change/Revision
	which Reemployment Priority List (RPL) (see Chapter 2) candidates are available; the selection of certain Reserve Component Military Technicians (see Chapter 11, Section E, and Chapter 16, Section D); and selection of Air Force Civilian Spouses or Domestic Partners (see Chapter 20, Section E). ~~Gaining activities have the authority to select nondisplaced overseas Priority "N" registrants provided all Priority 1 and Priority 2 referrals have been cleared. However "N" registrants do not have mandatory placement status. Refer to Chapter 5, Section C, for detailed information regarding Priority "N".~~ Priority "S" is assigned to military spouse preference candidates referred through Program S, who are entitled to preference if they are rated best qualified under competitive merit promotion procedures and all Priority 1 and 2 referrals have been cleared. See Chapter~~s 5 and~~ 14 for details on how to work ~~Priority "N" and~~ Priority "S" referrals~~, respectively~~. b. Activities may continue to work through resumes on hand before working new referrals regardless of the priority of the new referrals. ~~However, new Priority 1 or 2 referrals take precedence over Priority N resumes that have not yet been worked.~~ Conversely, activities may elect to work the new resumes provided they observe priority order and have not already initiated contact with a registering HRO regarding one of the resumes on hand. ~~Additionally, regardless of new Priority 1 or 2 referrals, if contact has already been established with a registering HRO regarding one of the Priority N resumes, the gaining activity must continue to work the match to conclusion.~~
5-i	♦ Updates page numbers for Sections E and I.
5-1	♦ Reference (a) – Deletes "Volume 2" after "Joint Travel Regulations (JTR)."
5-5	♦ Section B.6.c. – Deletes "Volume 2" after "Joint Travel Regulations (JTR)" in last line.
5-6	♦ Section C.1.a.(2) – Capitalizes first word in subsections (a) and (b) and deletes duplicate close-parentheses in fifth line of subsection (a).
5-8	♦ Section C.3. – Revises as follows: 3. **Priority.** All nondisplaced overseas employees are registered as Priority ~~3~~ 2. *ASARS refers these registrants as Priority 2 within their own Component and as Priority 3 to other Components*.
	♦ Section C.6.a. – Changes "C.6.h." to "C.6.g." in first line.
5-9	♦ Section C.6.g. – Deletes entire section and re-numbers Section C.6.h. to C.6.g.
5-10	♦ Section C.7.d.1. – Revises as follows: (1) Register in the PPP *as Priority 2 across Component lines at the current grade or the grade to which return rights exist, whichever is higher*, and remain in the program until placement or termination of eligibility; or"
5-11	♦ Section C.8.c. – Changes "Priority 3" to "Priority 2."
5-16	♦ Section J – Deletes "Volume 2" after "JTR" in second line.
	♦ Section J.1. – Deletes entire section and renumbers Sections J.2. and J.3. as J.1. and J.2.

Changed Page	Description of Change/Revision
	♦ Section J.4. – Deletes entire section.
6-1	♦ References – Deletes "Volume 2" from Reference (c).
7-2	♦ Section B.1.l. – Revises as follows: l. **PRIORITY**. Indicates the registrant's referral priority. Leave blank for Program Z. For all other programs, enter Priority "1", "2", "3" or "S" as required~~. (Note: The remaining priority, Priority "N" is system generated for non-displaced overseas employees who have been registered in the PPP for more than 2 years without a valid offer.)~~
7-A-6	♦ Blank page – Adds "(This page is intentionally blank)" in middle of page.
8-4	♦ Section B.1.c.(10)(a) – Deletes references to Priority N as follows: 1 **Referral Code A.** Refers Priority 1, 2, 3, *and* S~~, and N~~ registrants and is appropriate if planning to fill a position from outside the DoD Component owning the position. 2 **Referral Code H.** Refers Priority 1, 2, *and* 3 ~~and N~~ registrants and is only appropriate when filling positions from OPM or delegated examining certificates or under direct-hire authority. 3 **Referral Code P.** Refers Priority 1 and 2 registrants only and is appropriate if planning to fill a position from within the DoD Component owning the position using non-competitive procedures. Also use this code when continually clearing positions encumbered by reemployed annuitants as required in Chapter 4, Section B.6. 4 **Referral Code M.** Refers all Priority 1, 2, 3, *and* S~~, and N~~ registrants available for Reserve Component Military Technician positions. 5 **Referral Code S.** Refers Priority 1, 2, and S registrants and is appropriate if filling a position from within the DoD Component owning the position through competitive procedures. 6 **Referral Code U.** Refers Priority 1, 2, 3, S, ~~N,~~ and DORS registrants and is only appropriate for hard-to-fill positions located in the U.S. 7 **Referral Code V.** Refers registrants eligible for the Voluntary Separation Incentive Pay (VSIP) Phase II Program who are currently employed at the grade for which the requisition is submitted. 8 **Referral Code X.** Refers all eligible VSIP Phase II Program registrants who are registered for the grade for which the requisition is submitted. ~~9 **Referral Code N.** Refers Priority 1, and 2 and N registrants only. This code is used for the same intra-Component non-competitive scenarios as Referral Code P, but it also allows the gaining activity to consider nondisplaced overseas employees from the same Component when all P1 and P2 referrals have been cleared as provided in Chapter 5, Section C.6.g.(2).~~
8-7	♦ Section B.2.c. – Changes as follows: c. **Only P3, *and/or* S, ~~and/or N~~ Resumes Referred.** Daily matching continues until P1 or P2 resumes are referred (in which case, see P1/P2 above) or, if no P1/P2s are referred, until the requisition is closed.

Changed Page	Description of Change/Revision
	♦ Section B.2.f. – Changes last two sentences as follows: However, regardless of the number of referrals, no new P3, *or* S~~, or N~~ registrants are referred until the beginning of a new 21-day cycle. If the total number of ALL outstanding resumes reaches or exceeds 25, no new P3, *or* S~~, or N~~ resumes are referred.
9-C-3	♦ Appendix C – Deletes Report Action Code 48 (Priority N registrant considered but not selected).

*Does not include pages that changed solely due to repagination. See transmittal memo for "New/Revised Pages to Insert."

FOREWORD

This handbook implements Department of Defense (DoD) policy and procedures for the operation and administration of the DoD Priority Placement Program. It replaces the PPP Operations Manual, which was last issued in July 1998.

The provisions of this handbook are effective immediately. Unless excluded by a specific policy exception, they apply to all Defense organizations except those listed in Chapter 1, Section B.

Recommended revisions, corrections or changes to this handbook should be submitted through DoD Component channels to the Chief, Staffing and Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service. A copy of this handbook is available on the Automated Stopper and Referral System (ASARS) website.

DEPARTMENT OF DEFENSE

PRIORITY PLACEMENT PROGRAM (PPP) HANDBOOK

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

References: (a) DoD Instruction 1400.20, "DoD Program for Stability of Civilian Employment," September 26, 2006

(b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996

(c) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

(d) Title 5, United States Code

(e) Title 5, Code of Federal Regulations

(f) Title 10, United States Code

(g) DoD Joint Travel Regulations

A. PURPOSE

This Handbook provides standard operational procedures for the DoD Priority Placement Program (PPP) as required under references (a) and (b) and Volume 1800 of reference (c). It also delegates authority and assigns overall responsibility for administration of the PPP. The procedures in this Handbook shall be used by all DoD organizations to which the PPP applies.

B. APPLICABILITY

This Handbook applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Defense Agencies, and all Defense organizations employing civilian appropriated fund personnel (hereafter referred to as "DoD Components") except the Defense Intelligence Agency, the National Security Agency, the National Geospatial-Intelligence Agency, and the National Reconnaissance Office.

C. PROGRAM OVERVIEW

1. It is DoD policy under references (a) through (c) 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). The Priority Placement Program is the primary means for implementing this policy throughout DoD. The DoD Components are not authorized to establish duplicative programs.

2. The PPP consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own. These subprograms are referred to collectively in this Handbook as "the PPP." The principal

program within the PPP is Program A, which applies primarily to displaced employees and returning overseas employees. The operational procedures for Program A also apply to all of the following programs unless specifically modified in the respective Chapters of this Handbook:

a. Reserve Component Military Technician Placement Programs (Chapter 11);

b. Defense Outplacement Referral System (DORS) (Chapter 12);

c. Department of the Army Family Member Placement Program (Chapter 13);

d. DoD Military Spouse Preference Program (Chapter 14);

e. DoD Retained Grade Placement Program (Chapter 15);

f. Reserve Component Military Technician Disability Program (Chapter 16);

g. Air Force Civilian Spouse & Domestic Partner Placement Program (Chapter 20).

D. DEFINITIONS

1. **A-Coded Activity.** An activity with a human resources office (HRO) that has PPP registration and requisitioning authority. This may also include an activity whose registration and requisitioning authority has been transferred to a regional or consolidated service center.

2. **Activity.** All organizations within a DoD Component that are in the same commuting area, OR all Component positions in a competitive area, regardless of supporting human resources office or location. Organizations with populations spread across multiple commuting areas, such as major commands and equivalent organizations, are not covered by this definition.

3. **Activity Code.** A four-character code (three digits and one alpha, e.g., 123A, 123B, etc.) used to identify DoD activities in the PPP for requisitioning and registration purposes.

4. **Area of Referral.** The geographic area that includes the activities for which an individual registers. It can be defined by activities, states, regions, or zones.

5. **Automated Stopper and Referral System (ASARS).** The centralized automated system through which programs covered under this Handbook are operated.

6. **ASARS Website.** World Wide Web site used by DoD HROs to send and retrieve data required for the registration and referral of registrants and to disseminate operational guidance.

7. **Care Taker Work Force.** Cadre of temporary, term, or, if approved by the Component Coordinators, permanent employees that remain at a closed installation to

perform security, maintenance, environmental, or other closure-related functions.

8. **Civilian Transition Programs.** Programs and initiatives to assist managers, supervisors, and DoD civilian employees during workforce restructuring, including but not limited to, voluntary separation incentive pay (VSIP), unlimited leave accrual, outplacement subsidies, DORS, and the PPP.

9. **Civilian Transition Programs (CTP) Administrators.** Program officials who manage the day-to-day operation of the PPP and associated programs under the direction of the Chief, CTP, Staffing and CTP Division, Defense Civilian Personnel Advisory Service (DCPAS). CTP Administrators provide guidance, evaluate program administration, conduct formal training, provide instruction on operation of the program, approve exceptions, resolve disputes, investigate and direct corrective action, freeze specific vacancies, and apply area job freezes.

10. **Closure Bases.** Defense activities identified and approved for closure.

11. **Commuting Area.** Generally, the area within which registrants can be reasonably expected to commute daily between their permanent residence and duty station, as determined by the registering activity.

12. **Component Coordinator.** Official responsible for ensuring the proper operation of the PPP and associated programs within a DoD Component. There are five Component Coordinators: Army, Navy, Air Force, Defense Logistics Agency (DLA) and Washington Headquarters Services. Washington Headquarters Services represents all fourth-estate Defense agencies except DLA.

13. **Defense Civilian Intelligence Personnel System (DCIPS).** Personnel system that covers positions in the intelligence communities of the Military Departments and Defense agencies.

14. **Defense Outplacement Referral System (DORS).** An automated referral program for DoD employees, their spouses, and Wounded Warriors who are interested in employment at other DoD activities in the U.S. and/or overseas.

15. **Department of the Army (DA) Family Member Placement Program.** A program for the systematic referral of current DoD employees who are family members of DA civilian or military personnel involved in a Permanent Change of Station (PCS) from one DA activity to another DA activity within the United States.

16. **Displaced Employee.** A DoD employee who is scheduled for involuntary separation or demotion by RIF, involuntary furlough for 6 months or more, or separation due to declination of functional transfer or covered management-directed reassignment outside the commuting area (if the employee is not on a mobility agreement).

17. **DoD ID Number.** A number assigned to a record in the Defense Enrollment and Eligibility Reporting System (DEERS) database. A unique DoD ID Number is assigned to every civilian employee, active duty military member, reservist, and military dependent, and is used in lieu of the individual's Social Security Account Number for identification

purposes.

18. **Domestic Partner.** For purposes of family member registration, this term is defined in accordance with the DoD Joint Travel Regulations, Appendix A (Reference (g)). Additionally, the relationship between partner and sponsor must conform to the definition of a "domestic partnership" in the same appendix.

19. **EDIPI.** Electronic Data Interchange Personal Identifier. An individual's EDIPI is the same as his or her DoD ID Number.

20. **Formal Training Program.** A command, Component, or agency-wide program of job-related classroom, web-based, and on-the-job instruction designed to prepare employees for the full-performance level of a career path. Such programs include structured training plans that stipulate the minimum requirements for progressing to each successive level of the career path. Although an individual training or development plan (ITP or IDP) is a fundamental element of formal training programs, an ITP or IDP, in and of itself, does not constitute a "program" for PPP purposes. A program is a systematic series of standardized procedures and requirements that overarches individual plans.

21. **Human Resources Office (HRO).** An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.

22. **Job Exchange.** Process through which an employee at a closing activity exchanges jobs with an employee at an activity not affected by RIF or closure.

23. **Joint Travel Regulations (JTR).** DoD regulation implementing Chapter 57 of reference (d), which defines travel and transportation entitlements for civilian employees.

24. **Mandatory Registration.** The required Program A registration of an employee eligible for severance pay who is in receipt of a RIF separation notice or is scheduled to be separated for declining an assignment outside the commuting area. Employees receiving retained grade benefits and Reserve Component Military Technicians who have applied for or are receiving a disability annuity are also mandatorily registered in their respective programs.

25. **Military Spouse Preference Program.** Placement program that provides employment consideration within the U.S. and its possessions and territories for spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and members on full-time National Guard duty, other than for training only.

26. **Nondisplaced Overseas Employee.** An employee satisfactorily completing a tour of duty (or, in some cases, the equivalent of a tour) in a foreign area, a U.S. territory or possession, or in the states of Alaska and Hawaii, who is not affected by RIF or TOF.

27. **Nondisplaced Overseas Family Member.** Family members of DoD civilian appropriated and nonappropriated fund employees and military personnel in Alaska, Hawaii, and duty stations outside the continental United States who are relocating to activities in the

United States. For PPP purposes, family members are: spouses; unmarried children (including step-children, adopted children, and those under the legal guardianship of the employee or spouse) who have not reached their 23rd birthday; parents, step-parents, or legally adoptive parents of the employee who are at least 51 percent dependent on the employee for support; and domestic partners as defined in D.18. above.

28. **Option Code.** Three-character alpha codes listed in Chapter 10, Appendix A. These codes are used to clarify qualifications of registrants and identify specific job requirements for vacancies being matched through ASARS.

29. **Overseas Intra-Theater Family Member Employee.** Overseas family member employee serving in an appropriated fund position who acquires PPP eligibility when his or her military or DoD civilian sponsor will be relocating within the overseas theater due to base closure or severe personnel reduction.

30. **Overseas Liaison Officers.** Program officials who work under the general supervision of DoD Component Coordinators and are responsible for assisting activities in the United States with resolving problems and expediting the placement of overseas registrants.

31. **Overseas Theater.** One of two broad overseas areas used for PPP registration and program administration purposes. Overseas Theaters include the EUROPEAN (Europe, Western Asia, Africa, Azores, Iceland, and Bermuda) and PACIFIC (activities west of Hawaii, including Australia, Guam, Japan, Korea, Okinawa, and the Philippines).

32. **Priority.** Numeric or alpha indicator denoting the order in which PPP registrants are matched to vacancies.

33. **Priority Placement Support Branch (PPSB).** Operates the ASARS website and continually monitors the effectiveness, efficiency, and productivity of worldwide PPP activity. Provides services for registrations, referrals, and placements through the PPP to ensure conformance with procedures delineated in the PPP Handbook.

34. **Program A.** The portion of the PPP that applies to employees affected by RIF, declination of a TOF, declination of a covered management reassignment out of the commuting area and return from overseas. Program A is the foundational program within the PPP and its policies and procedures provide the framework for all other programs covered in this Handbook.

35. **Program C.** The Air Force Reserve Military Technician Program.

36. **Program D.** The Army Reserve Military Technician Program.

37. **Program F.** The DA Family Member Placement Program.

38. **Program G.** The Reserve Component Military Technician Disability Placement Program.

39. **Program K.** The National Guard Technician Program.

40. **Program N**. The Department of the Air Force Civilian Spouse & Domestic Partner Placement Program.

41. **Program R.** The DoD Retained Grade Placement Program.

42. **Program S.** The DoD Military Spouse Preference Program.

43. **Program Z.** The Defense Outplacement Referral System (DORS).

44. **Region.** One of ten broad geographic areas within the United States used for PPP registration and program administration purposes (see Chapter 7, Appendices B and D). Each Region consists of two or more states.

45. **Regional Coordinators.** Designated Component officials who assist the CTP Administrators and Component Coordinators in the proper operation of the PPP within specific geographical regions.

46. **Registering HRO.** A human resources office that is authorized to register employees in the PPP.

47. **Remote Activity Code.** A location code used to identify positions that are not co-located with the requisitioning activity. Codes ending in "B", "C", "D", etc., are remote from a parent organization.

48. **Reserve Component Military Technicians.** Reserve Component Military Technicians as defined in reference (f) include Military Reserve and National Guard members who are also Federal civilian employees and are required to maintain active military reserve or National Guard membership as a condition of employment. They provide administrative, training, and maintenance support on a full-time basis.

49. **Resume.** Individual registrant information that is sent to activities when a PPP match occurs.

50. **Rotating Shifts.** A work schedule that requires employees to continuously rotate from one shift to another at predetermined intervals (e.g., weekly, monthly, quarterly, etc.)

51. **RSN (Registrant Serial Number).** An identification number automatically assigned by ASARS to each individual PPP registrant. The RSN is used to access the registrant's electronic records. Since ASARS associates the RSN with the registrant's EDIPI, the RSN will be the same each time an individual registers in the PPP.

52. **Temporary Employment Offer.** An offer of employment under a time-limited (including temporary and term) appointment.

53. **Valid Offer.** An offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. Additionally, there must be no significant changes in working conditions or conditions of employment. For employees whose work schedule is less than full-time, the work schedule of the offered position must equal or exceed the working hours of the individual's current

position or the position last held prior to separation.

54. **Well Qualified.** A well-qualified registrant possesses the knowledge, skills, and abilities to successfully perform the duties of the position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. This criterion cannot be met through education and training alone. The registrant must have actually applied the knowledge, skills, and abilities in the performance of current or past job assignments. A well-qualified registrant clearly exceeds the minimum qualification requirements for the position, but will not necessarily meet the applicable definition of "highly qualified" or "best qualified." If selective or quality ranking factors are used, they cannot be so restrictive that they run counter to the goal of placing PPP registrants. For example, it would normally be inappropriate to require experience gained in a single Component or using a specific automated data system to screen out registrants who are otherwise well qualified.

55. **Zone.** One of four broad geographic areas within the United States used for PPP registration and program administration purposes (see Chapter 7, Appendices B and D). Each Zone consists of two or more Regions as defined in D.44. above.

E. RESPONSIBILITIES

1. The Under Secretary of Defense (Comptroller) shall provide implementing instructions to the DoD Components to ensure that specific financing is made available by the Components to installation levels for severance pay, separation pay, and for travel and transportation expenses of DoD employees incident to relocation under the provisions of this Handbook.

2. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)) shall establish policy and issue procedural guidance, as necessary, to reduce the potential adverse impact on employees due to downsizing and to maximize the use of the PPP.

3. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD (CPP)) shall: provide policy direction; designate officials for program implementation to provide overall program management, leadership and direction; obtain the cooperation required to meet the basic objectives of the program; and exercise specific authorities as outlined in Volume 1800 of reference (c).

4. The Secretaries of the Military Departments; the Director, Defense Logistics Agency; and the Director, Administration and Management, shall personally support the program within their Component and designate Component Coordinators who shall be responsible for assuring the efficient operation of the PPP.

5. The heads of DoD Components shall:

a. Conduct periodic installation/activity evaluations or surveys to ensure program compliance;

b. Ensure that necessary funds are set aside and available for severance pay,

separation pay, and for payment of travel and transportation; and,

c. In coordination with the Chief, Staffing & CTP Division, DCPAS, designate Regional Coordinators with responsibility for each of the DoD designated regions and, if required, Overseas Liaison Officers, to ensure the proper operation of the PPP within and between assigned activities.

6. The Director, Human Resources Operational Programs and Advisory Services, DCPAS, shall provide overall operational direction for the PPP in accordance with the policies in references (a) through (c).

7. The Chief, Staffing & CTP Division, DCPAS, shall provide overall management, administration and automated support for the efficient operation and implementation of the program, and serve as the principal point of contact for the PPP.

8. The Chief, CTP, Staffing & CTP Division, DCPAS, shall manage day-to-day operations of the PPP under the direction of the Chief, Staffing & CTP Division. The following responsibilities shall be executed through the CTP Administrators:

a. Reviewing and approving operational exceptions;

b. Conducting periodic reviews, staff assistance visits, surveys and training to ensure program compliance;

c. Investigating non-compliance with PPP policies and procedures and directing appropriate corrective action, including placement and restoration of pay, allowances and differentials under provisions of Part 550.801-804 of reference (e);

d. Developing procedural guidance and resolving related program operational problems, such as qualifications disputes and area of referral determinations; and

e. Placing individual vacancies on hold and applying specific or area-wide job freezes to ensure proper consideration of PPP registrants.

9. DoD Component Coordinators are responsible for ensuring the proper operation of the PPP and related automated placement programs within their DoD Component and providing assistance and advice to DoD Regional Coordinators and DoD Component activities. They shall:

a. Authorize expanded areas of referral and extended periods of registration for overseas registrants;

b. Initiate corrective actions, including back pay; and,

c. Settle qualification disputes, as authorized in Chapter 4, Section D.4., and assist in resolving employee complaints.

10. DoD Regional Coordinators, under the direction of the Component and CTP Administrators, are responsible for ensuring proper operation of the PPP in their respective

Regions or Theaters and providing operational assistance and advice to activities. Specific responsibilities include:

a. Providing leadership, assistance, and technical direction regarding the PPP;

b. Participating in or conducting program evaluations or inquiries;

c. Budgeting for necessary travel expenses, including program conference participation;

d. Providing assistance in response to employee complaints; and

e. Resolving disputes and other operational problems as specified in this Handbook. Disputes involving the Regional Coordinator's own activity will be automatically elevated.

11. DoD Overseas Liaison Officers assist in resolving problems between U.S. and overseas activities and expediting placement of overseas registrants.

12. Human resources officers are responsible for: administering the PPP at their activities; counseling employees on program provisions; providing timely and proper registration of eligible employees; ensuring proper clearance of all actions subject to the program; proper reporting of placement actions; and informing commanders and key managers on program requirements. They are also responsible for ensuring that involved members of the HRO staff are thoroughly trained in the policies and procedures of the PPP. The DoD PPP Training Course shall be the primary training medium, and this may be supplemented by in-house training.

13. Commanders or heads of activities organizationally responsible for the HRO function at each installation will issue to all subordinate supervisors, managers, and staff officials upon arrival and not later than every 3 years thereafter a written statement of support for the DoD PPP and ensure all recipients comply with the spirit, letter and intent of this program. Human resources officers may obtain additional statements of support from the heads of other serviced organizations.

F. PROGRAM ADMINISTRATION

As specified in E.8. above, the Chief, CTP, Staffing & CTP Division, DCPAS, manages the operation of the PPP through CTP Administrators. The geographic and/or organizational jurisdiction of the CTP Administrators shall be determined as necessary by the Chief.

G. BASIC REQUIREMENTS

1. The PPP operates through the Automated Stopper and Referral System (ASARS). DoD activities must enter all covered actions into ASARS as soon as a Request for Personnel Action (RPA) is received in the recruitment/staffing office, or once recruitment has begun in anticipation of the receipt of an RPA, whichever occurs first. The requirement to submit a PPP requisition in conjunction with advance recruitment (i.e., prior to receipt of

the RPA) applies only to existing vacancies and positions that will be vacated by a specific date. A PPP requisition is not required unless the activity is in a position to extend a job offer and negotiate a firm reporting date. Using the procedures in Chapter 4 of this Handbook, covered actions must be entered into ASARS for matching against individual PPP registrants. When matches occur, resumes are referred to activities and must be processed in accordance with this Handbook. Only individuals defined as eligible under this Handbook may be registered in the PPP. Activities are not authorized to offer PPP registration when negotiating the settlement of employee complaints, grievances, or appeals.

2. DoD activities may not grant any exceptions to the PPP other than those specifically authorized in this Handbook or approved by an appropriate official as stated in this Handbook.

3. Components and/or activities or their representatives may not enter into any agreements which conflict with or alter this Handbook.

4. Each personnel service center will maintain sufficient documentation to provide a clear audit trail of program actions showing that all appropriate requirements were met in accordance with this Handbook. Documentation required for releasing and gaining audit trails is specified in Chapter 3, Section L. and Chapter 4, Section F., respectively. The audit trails must be readily available and retrievable to all personnel charged with PPP responsibility. This documentation must be maintained for 2 years after completion of the action.

5. Activities should have a written standing operating procedure (SOP) that assigns program responsibilities and specifies how the PPP will be administered. As a minimum, the SOP should address releasing activity procedures, gaining activity procedures, and self-audit procedures.

CHAPTER 1

APPENDIX A

PPP HANDBOOK REVISION

A. REVISION PROCEDURES. Revision of the PPP Handbook will be accomplished in accordance with the following instructions:

1. A Change Memorandum signed by the Chief, Staffing & Civilian Transition Programs (CTP) Division, Defense Civilian Personnel Advisory Service (DCPAS), will be used to distribute corrections, policy updates and procedural revisions. The change memoranda will be consecutively numbered within the Fiscal Year in which issued, e.g., the first Handbook change in Fiscal Year 2011 shall be FY11-01, the second FY11-02, and so on.

2. New and revised pages will be attached to the Change Memorandum. (Pen and ink changes will not be made.) The date of the new or reissued page and the specific Change Memorandum will be documented in the upper left-hand corner of each new and revised page. Revisions will be annotated by the use of arrows at the beginning and end of revised text.

3. A Table of Changes and List of Revised Pages will be maintained for each Fiscal Year. Updated versions (for the relevant year) will be posted on the ASARS website subsequent to each Change Memorandum.

4. All revision packages will be transmitted through the ASARS website. (A "new message" and program revision list will preempt system log-on. The linked list will provide access to the specific program documents. Installation coordinators are accountable for reviewing and using the policy and operational guidance contained in these documents and for providing this information to the appropriate human resource managers.) The PPP Handbook file on the ASARS website will be revised as of the date of any transmittal.

B. STAFFING & CTP DIVISION RESPONSIBILITIES. The Priority Placement Support Branch, in coordination with the Systems Support Branch, Enterprise HR Information Systems Division, DCPAS, will revise ASARS website files as necessary. The Staffing & CTP Division Operations Coordinator will revise DCPAS external homepage files.

CHAPTER 2

RELATIONSHIP BETWEEN THE PRIORITY PLACEMENT PROGRAM (PPP) AND OTHER PROGRAMS

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CHAPTER 2

RELATIONSHIP BETWEEN THE PRIORITY PLACEMENT PROGRAM (PPP) AND OTHER PROGRAMS

Reference: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

A. PURPOSE

The purpose of this Chapter is to explain the relationship between the DoD Priority Placement Program (PPP) and other Federal placement programs.

B. GENERAL INFORMATION

The PPP is an administrative program governed by DoD policy and procedures. Although it is the primary vehicle for placing employees who have been adversely affected through no fault of their own, it does not supersede the statutory or regulatory rights of employees or former employees. Activity human resources offices (HROs) should contact the Civilian Transition Programs (CTP) Administrator for guidance when questions concerning the order of offers to PPP, Reemployment Priority List (RPL), or Interagency Career Transition Assistance Plan (ICTAP) registrants cannot be resolved.

C. REEMPLOYMENT PRIORITY LIST (RPL)

1. The RPL is a statutory program administered under the provisions of Part 330, Subpart B of reference (a) and Volume 330 of reference (b). Although it places restrictions on the filling of competitive service vacancies, it does not preclude the filling of vacancies by promotion, reassignment or other position change of current, permanent DoD employees. There are several exceptions to the RPL and its procedures differ significantly from the PPP. Activities must use references (a) and (b) to make the appropriate determinations. Notwithstanding RPL requirements, PPP referrals take precedence when the individuals referred are still employed by DoD. If such registrants are available and well qualified, activities may not select RPL candidates who are not registered in PPP, nor may they select RPL candidates who are registered in the PPP with a lower priority.

2. Although employees who are scheduled for RIF separation may be eligible to register in both the PPP and the RPL, they should be advised that these are separate programs requiring separate registrations. Unlike the RPL, which is required by law and subject to government-wide regulations, the PPP is an independent outplacement program operated solely within the administrative authority of the Secretary of Defense.

Since its policies and procedures were not designed to conform to RPL requirements, the PPP cannot and shall not be used as a substitute for the RPL.

D. CAREER TRANSITION ASSISTANCE PLAN (CTAP)

Under the provisions of Part 330, Subpart F of reference (a), the CTAP requires Federal agencies to establish placement programs for their own surplus and displaced employees. Except for reporting requirements, the CTAP does not apply to DoD. DoD is authorized to use the PPP to place its surplus and displaced employees.

E. INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP)

The ICTAP is a government-wide placement program operated under the provisions of Part 330, Subpart G, of reference (a). Although it does not take precedence over the PPP or the RPL, the ICTAP does apply to DoD and activities must give placement consideration to displaced employees from other Federal agencies in accordance with Part 330, Subpart G, of reference (a). Under the ICTAP, eligible DoD employees can receive placement consideration for positions in other Federal agencies. However, they receive consideration for placement within DoD through the PPP and the RPL, not the ICTAP.

CHAPTER 3

REGISTRATION IN PROGRAM A

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CHAPTER 3

REGISTRATION IN PROGRAM A

References: (a) Public Law 104-106, "National Defense Authorization Act for Fiscal Year 1996," February 10, 1996

(b) Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990

(c) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

(d) Title 5, Code of Federal Regulations

(e) Defense Acquisition Workforce Improvement Act of 1990

(f) Title 10, United States Code

A. PURPOSE

The purpose of this Chapter is to provide specific guidelines on registration in Program A, which is the primary subprogram of the DoD Priority Placement Program (PPP). THESE GUIDELINES ALSO APPLY TO ALL OTHER PROGRAMS IN THIS HANDBOOK EXCEPT AS MODIFIED BY THE RESPECTIVE CHAPTERS. Instructions for coding the Automated Stopper and Referral System (ASARS) Registration Format are in Chapter 7.

B. REGISTRATION ELIGIBILITY

1. **Basic Eligibility.** Current employees who meet the following criteria may register in Program A:

a. **Type of Appointment.** Employees must be in one of the following categories:

(1) Serving on an appointment without time limitation in the competitive service and have career or career-conditional status;

(2) Serving on an appointment without time limitation in the excepted service with or without personal competitive status. This includes, but is not limited to, employees on Veterans Recruitment Appointments and special appointments for the disabled, Defense Civilian Intelligence Personnel System (DCIPS) employees, and National Guard technicians. It does not include employees in the Pathways Internship Program.

(3) Serving on a time-limited appointment following conversion from an appointment without time limitation in lieu of involuntary separation through no fault of their own. This does not include employees placed in time-limited positions without a

change in tenure.

b. **Displacement Action**. Employees must be scheduled for:

(1) Involuntary separation or demotion by RIF (this does not apply to employees scheduled for involuntary separation under the provisions of Section 1034 of reference (a) as a result of volunteering for RIF);

(2) Separation due to declination of a transfer of function (TOF) or transfer of work outside the commuting area, when mobility is not a condition of employment;

(3) Separation due to declination of a part-time position at the same or lower grade that was offered in lieu of RIF separation, or after declination of a TOF out of the commuting area as prescribed in B.1.b.(2) above (applies to full-time employees only);

(4) A reduction in work hours due to an offer of a part-time position at the same or lower grade that was offered in lieu of RIF separation, or after declination of a TOF outside the commuting area as prescribed in B.1.b.(2) above (applies to full-time employees only);

(5) A reduction in work hours for a part-time employee as a result of a RIF offer of a position with fewer hours than the employee's current position;

(6) Separation due to declination of a reassignment under RIF, including management-directed reassignment to a vacant position, provided the position is outside the commuting area but within the same competitive area, and mobility is not a condition of employment;

(7) Separation due to declination of a management-directed reassignment outside the commuting area when all of the following conditions are met:

(a) The reassignment is directly related to reorganization, realignment, consolidation, downsizing, or base closure;

(b) The action is due to a transfer of work and, in the absence of the management-directed reassignment, the activity would conduct a RIF;

(c) The position occupied by the employee at the time of the proposed reassignment is abolished or scheduled for imminent abolishment or relocation out of the commuting area; and

(d) The employee is not on a mobility agreement, does not occupy a position where the position description requires mobility, and mobility is not a condition of employment; or

(8) An involuntary furlough of 6 months or more.

Eligibility for the programs identified in Chapter 1, Section C.2., is explained in their

respective Chapters.

c. **Commuting Area.** For the purpose of Sections B.1.b.(2), (3), (4), (6), and (7) above, the term "commuting area" is synonymous with "local commuting area" as defined in Part 351.203 of reference (d). When employees decline offers at sites that are geographically separated from their current duty stations, the registering activity, agency, or Component is responsible for applying this definition to determine whether the employees are eligible to register. The general definition of "commuting area" provided in Chapter 1, Section D.11., of this Handbook is not sufficient for determining eligibility in these situations.

2. **Other Eligibility.** If otherwise eligible, the following employees may also register:

a. Employees who file for discontinued service retirement (DSR) or Minimum Retirement Age (MRA) +10 AFTER receipt of a specific RIF separation notice, written declination of a TOF out of the commuting area, or written declination of a management-directed reassignment under B.1.b.(7) above, provided that registration precedes the date of retirement. This includes employees eligible for optional retirement who elect to file for DSR.

b. Employees who resign after receipt of a specific RIF separation or change-to-lower-grade notice provided they register before the effective date of the resignation.

c. Employees who resign after receipt of a separation notice for declining a transfer of function or management-directed reassignment out of the commuting area (not for cause).

d. Spouses and domestic partners of Priority 1 or 2 displaced PPP registrants who relocate to accept a PPP offer by permanent change of station (PCS) and spouses and domestic partners of DoD employees who accept a TOF, management-directed reassignment under B.1.b.(7) above, or an offer to relocate with their work outside of their commuting area. This does not include spouses or domestic partners of employees who relocate at their own request or to satisfy the terms of a mobility agreement. Eligible spouses and domestic partners may be registered by their own servicing activity as Priority 3 for DoD activities in the commuting area of their sponsor's new duty station, provided the spouse or domestic partner:

(1) Is a DoD civilian employee in an appropriated fund position on a non-temporary appointment in the competitive or excepted service on the date of the sponsor's PCS to the new duty location;

(2) Resided in the same commuting area as the sponsor prior to the sponsor's move;

(3) Is covered under the sponsor's PCS orders; and

(4) Furnishes the sponsor's PCS orders or written certification showing the sponsor's reporting date to the new duty location. Registration may not begin earlier than 30 days prior to the sponsor's reporting date and the total registration period may not exceed 1

year. Spouses and domestic partners who do not initially relocate with their sponsors cannot register until they are actually residing in the commuting area of the sponsor's new duty station. Such registration does not entitle the spouse or domestic partner to retained grade, retained pay, or to relocation expenses under the Joint Travel Regulations.

e. As an alternative to the provisions in Chapter 14, Section C.1.f., military spouses with sponsors on unaccompanied tours may relocate to their home of record or other alternative destination in the United States or its territories or possessions and register for activities within the commuting area. Since military spouse preference applies only within the geographic area of their sponsors' permanent duty stations, spouses who elect this option are not entitled to preference and shall be registered in Program A with standard Priority 3 status and in accordance with standard Program A procedures. The policies and procedures in Chapter 14 are not applicable to these registrants except as follows:

(1) Spouses must provide the registering HRO a copy of their sponsors' unaccompanied tour orders; and

(2) Military spouses with less than 6 months remaining in the area may be nonselected for permanent positions.

3. **Resume Requirement**

a. Prospective registrants must submit a complete, current, and accurate resume for the registering HRO to upload with their PPP registrations. Unless the Component imposes standardized procedures, the required format of the resume shall be determined by the HRO. The resume must include sufficient information to fully describe the registrant's qualifications for all skills included on the registration. Failure or refusal to submit a proper resume renders the individual ineligible for voluntary registration. Additional requirements for nondisplaced overseas employees are addressed in Chapter 5, Section C.1.c. Refer to Section I.3. below for further guidance concerning resumes for mandatory registrants.

b. Narrative resumes must not contain any information that is not relevant to the employee's experience, education, and training. This includes, but is not limited to, age or date of birth, marital status, race or ethnic group, service computation date, veteran's preference, medical or health-related information, etc. Registrants should be instructed to omit such information from their resumes in addition to their Social Security Numbers, and the registering HRO must ensure compliance prior to uploading the resumes.

c. The registering HRO must format and upload narrative resumes in accordance with procedures prescribed by the Priority Placement Support Branch (PPSB) in CARE Message FY-06-27 and any subsequent instructions.

C. REGISTRATION INELIGIBILITY

Employees in the following categories are ineligible to register, and if previously registered, their registrations must be deleted.

1. Employees separated or scheduled for separation as a result of volunteering for RIF

under the provisions of Section 1034 of reference (a).

2. Employees who apply for optional retirement at any time or DSR prior to receipt of:

a. A specific RIF separation notice; or

b. A specific notice of separation due to declining relocation outside the commuting area incident to TOF, transfer of work, management-directed reassignment.

3. Employees who apply for disability retirement, unless the retirement is disapproved.

4. Reemployed annuitants.

5. Nonappropriated fund employees.

6. Unless otherwise eligible under the provisions of this Handbook, employees on temporary or term appointments (except for those registered on the basis of E.O. 12721 (reference (b)) eligibility as discussed in Chapters 5 and 14) and overseas limited appointments.

7. Employees who accept part-time or temporary Federal employment outside their commuting area and have their household goods moved at government expense.

8. Employees in Law Clerk, GS-904, Attorney, GS-905, and Patent Attorney, GS-1222, positions who wish to register solely for these series, all of which are exempt from the PPP.

9. Employees who decline management-directed reassignments that do not meet all of the conditions in paragraph B.1.b.(7) above.

10. Employees who decline a TOF at their current grade to a location in the commuting area.

11. Employees who are temporarily unavailable for work. Registration is not permitted during periods when the individual could not report for duty within the standard reporting time prescribed in Chapter 4, Section D.7.g. This does not apply to employees otherwise eligible for registration whose employment benefits are protected by Part 353 of reference (d). If non-availability is due to physical incapacitation, the registrant is ineligible until released for duty by the appropriate medical authority. Employees with permanent disabilities that have been, or can be, reasonably accommodated, may register if otherwise eligible and available for work.

12. Employees whose application for Voluntary Separation Incentive Pay (VSIP) has been approved.

13. Employees in the Senior Executive Service (SES) and other pay systems in which positions are classified above the GS-15 level.

14. Employees in the Pathways Internship Program.

15. Employees who accept pre-identified key and critical positions at closing bases and sign a mobility agreement that guarantees follow-on placement.

16. Employees whose performance or conduct is less than fully satisfactory. In accordance with Volume 1800 of reference (c), PPP registration will be denied to such employees when the registering activity has knowledge of performance or conduct that directly and negatively affects the employee's qualifications, eligibility, or suitability for placement. Prior to the employee's registration in PPP, the current supervisor must certify in writing that there are no known performance or conduct problems, and that if any performance or conduct problems occur during the registration period, the supervisor will immediately notify the HRO. In addition to the supervisory certification, the registrant's most recent rating of record must have been fully satisfactory/successful or above. On any 5-point scale, the last rating of record must have been Level 3 or above. The requirement to obtain the supervisory certification does not apply to Military Spouse Preference Program (Program S) registrants unless they have been employed by the Department of Defense within the last 12 months and do not have a current rating of record. Employees who do not meet this standard are ineligible to register until they receive a qualifying rating of record. The supervisor's signed statement (Appendix A, "Supervisory Certification of Performance and Conduct") and documentation of the registrant's current rating of record shall be kept in the registrant's PPP folder.

a. In the case of substantiated performance or conduct problems, regardless of whether the registering activity initiates formal performance-based or other disciplinary action, eligibility will be withheld for a representative period of time to insure that the necessary corrective measures have had their intended effect. This period will vary based on the nature of the performance or conduct deficiency, the nexus between the deficiency and the types of positions for which the employee would be registered, and the employee's past performance and conduct. Registration will be permitted after this period if the employee has demonstrated fully satisfactory performance and conduct and is otherwise still eligible, and if the registering activity is reasonably assured that the problem has been resolved.

b. An employee whose performance or conduct is in question is considered to be less than fully satisfactory for registration and/or placement purposes. If the question is resolved in the employee's favor, registration will be permitted provided the employee is otherwise still eligible. If performance or conduct problems are substantiated, the procedures in C.16.a. above apply.

c. For purposes of determining PPP eligibility in accordance with this section, the following are considered to be conduct problems:

(1) Attendance deficiencies such as recurring tardiness or unexcused absence, or abuse of sick leave;

(2) Conduct on or off the job that could render the employee unsuitable for Federal employment under the criteria in 5 CFR 731.202; and

(3) Any other conduct or behavior that adversely affects the productivity and

efficiency of the organization and could potentially require disciplinary action.

Activities must ensure that an employee's performance and conduct are acceptable prior to registration and throughout the registration period using all available sources of official information. This includes, but is not limited to, the employee's official personnel folder, current performance rating, and PPP registration checklist. Coordination with the supporting employee relations office is crucial to proper registration decisions. Uninformed or improper decisions in this area by the registering activity may necessitate corrective action that may include, but is not limited to, liability for all PCS costs to return the registrant to the former duty station. Regional, Component, and CTP Administrators should be consulted in difficult cases.

17. Employees in pay-banded systems with RIF offers to a lower pay band, when the equivalent grade of the offer in the new pay band is the same as the "exit grade" from the current pay band. This may occur when different pay bands overlap, i.e., cover one or more of the same grades.

18. Employees in the following types of educator positions all of which are exempt from PPP requisitioning requirements:

a. Academic faculty positions under Administratively Determined (AD) pay schedules at DoD post-secondary academic institutions; and

b. Educator positions under the Teacher Pay (TP) pay schedule at DoD Dependents Schools and those under Administratively Determined (AD) pay schedules at DoD Domestic Dependent Elementary and Secondary Schools.

19. Voluntary registrants who fail or refuse to submit resumes as required in Section B.3. above.

20. Registrants who overstate or misrepresent experience, education, or training on their resumes in order to enhance their placement opportunities.

21. Registrants who understate or misrepresent experience, education or training on their resumes or include any other information for the purpose of minimizing the likelihood of receiving job offers as a result of mandatory registration or registration as a nondisplaced overseas employee. Additional guidance for mandatory registrants and nondisplaced overseas registrants is provided in Chapter 3, Section I.3., and Chapter 5, Section C.1.c., respectively.

D. REGISTRATION PERIOD

Employees become eligible to register when they receive a specific RIF notice of separation or demotion; a specific notice of separation as a result of their written declination of an official RIF reassignment or demotion out of the commuting area; a specific notice of separation resulting from written declination of a TOF or a covered management-directed reassignment out of the commuting area; or a notice of furlough for 6 months or more. Employees must register while still employed.

1. **Early registration.** Local commanders and heads of activities may approve early registration (i.e., registration in advance of a formal separation or change-to-lower-grade notice period) for employees expected to be adversely affected up to 1 year prior to the effective date of closure, realignment, RIF, or TOF. The Chief, Civilian Transition Programs (CTP), Staffing & CTP Division, DCPAS, may grant up to 1 additional year at the request of the activity. All of the following conditions must be met before early registration may be authorized:

a. Employees may not register unless they are scheduled to be adversely affected by RIF, or by declination of reassignment or TOF outside the commuting area. If registration is based on the declination of an offer, the employee must have signed a statement declining the assignment.

b. The referral priority of each individual registrant must be determined.

c. The timing may not conflict with any registration dates set by a higher headquarters within the Component, e.g., those contained in the approved reduction or realignment plan.

d. Registration must be offered to all similarly affected employees.

2. **Termination of Registration**

a. The following eligible employees remain registered until they are placed, decline a valid offer, are otherwise deleted, or until 12 months after the effective date of separation from the permanent position, whichever occurs first:

(1) Employees scheduled for separation.

(2) Employees who file for DSR.

(3) Employees who resign after receiving a specific RIF notice.

(4) Employees who accept a time-limited appointment not requiring a PCS move.

b. Employees entitled to severance pay, who decline a valid offer during the notice period, remain registered in Program A unless the offer meets the definition of a reasonable offer under Part 550 of reference (d) for the purpose of terminating their entitlement to severance pay. However, after the declination their registration is limited to all DoD activities in their commuting area. During mandatory registration, they must be registered for their current grade and down two grades or pay levels.

c. In addition, the following registrants must be deleted immediately:

(1) Employees who are registered under early registration procedures and resign prior to receipt of a specific RIF notice.

(2) Registrants who decline a valid offer during the early registration period. When specific separation notices are issued, these employees will be re-registered ONLY IF ENTITLED TO SEVERANCE PAY. When mandatorily re-registered, they will be limited to positions at their current grade and down two grades or pay levels for all DoD activities in the commuting area (see I.1. below). They may not expand their area of referral.

(3) Registrants who accept permanent positions in any Federal agency, service, or government corporation (e.g., US Postal Service, FDIC, TVA, etc.).

(4) Registrants who accept temporary or term positions in any Federal agency when PCS costs are reimbursed.

(5) Employees scheduled for furlough of 6 months or more who are placed, decline a valid offer, are otherwise deleted, or whose furlough terminates.

(6) Employees who accept a RIF CLG offer, as of the effective date of the position change. However, those employees who are in receipt of retained grade benefits, must be immediately registered in Program R (see Chapter 15).

d. **Report Actions.** Using the procedures in Chapter 9, registering activities must immediately notify the Priority Placement Support Branch (PPSB) via the ASARS website of all placements, declinations, or other actions that serve to remove a registrant from the program.

E. REFERRAL PRIORITIES

Eligible employees are registered and referred for placement using one of the priorities described below. The priorities are determined by the severity of the action that serves as the basis for registration eligibility. Employees who resign during the RIF notice period remain eligible based on the projected RIF action priority, unless they meet one of the conditions for termination of eligibility identified in D.2. above. Employees who are affected by simultaneous TOF and RIF actions are assigned the highest priority to which entitled. However, otherwise eligible registrants who decline a TOF but are separated through RIF under Part 351.302(e) of reference (d) remain Priority 2 under the PPP.

1. **Priority 1**

a. Employees scheduled for RIF separation provided they have not:

(1) Received an offer of continued DoD employment, regardless of grade or location; or

(2) Had any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or transfer of work. In this scenario, RIF separation could be averted by volunteering for relocation, and employees who have such opportunities cannot be afforded the same priority as employees who are being separated with no options for continued employment.

b. Employees involuntarily furloughed for 6 months or more.

2. **Priority 2**

a. Employees who are scheduled for separation due to:

(1) Written declination of TOF or transfer of work outside their commuting area; or

(2) Declining any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or transfer of work, even when such employees are separated by RIF (see E.1.a.(2) above).

b. Employees scheduled for separation based on declination of a management directed reassignment outside the commuting area under the conditions in Section B.1.b.(7) above.

c. Reserve Component Military Technicians registering in Programs C, D, and K (see Chapter 11). These registrants are considered after other Priority 1 and 2 referrals.

d. Reserve Component Military Technicians registering in Program G on the basis of combat-related disabilities (see Chapter 16).

e. Nondisplaced overseas employees successfully completing a standard tour or tour extension, provided they do not have return rights to the same grade or a higher grade. Employees in this category are referred as Priority 2 within their own Component.

f. Nondisplaced overseas employees successfully completing a standard tour or tour extension with return rights to a position that has been abolished, provided the employee's return would initiate a RIF at the U.S. activity and result in an involuntary separation and/or demotion.

3. **Priority 3**

a. Employees scheduled for RIF demotion within the same commuting area, or employees facing separation based on declination of such an offer.

b. Employees scheduled for a reduction in work hours based on an offer of a part-time position (same or lower grade) made under or in lieu of RIF separation or after declination of a TOF.

c. Nondisplaced overseas employees completing one or more overseas tours provided they do not have return rights to the same grade or a higher grade. Employees in this category are Priority 3 when referred outside their own Component.

d. Nondisplaced overseas family member employees.

e. Army family members.

f. Employees registering in Program R (see Chapter 15).

g. DoD civilian spouses and domestic partners eligible under B.2.d. above.

h. Reserve Component Military Technicians registering in Program G on the basis of service-connected disabilities that are not combat-related (see Chapter 16). These registrants are considered after all other Priority 1, 2, and 3 referrals.

i. Air Force civilian spouses and domestic partners eligible under Chapter 20.

4. **Priority S.** Military spouses registered in Program S are referred with priority code "S." As explained in Chapter 14, they are eligible for consideration as military spouse preference candidates for positions being filled under competitive procedures.

F. REGISTRATION GRADES AND PAY SYSTEMS

1. **Highest registration grades.**

a. Within their current pay system, employees may register for the highest grade that does not exceed their current permanent grade or, if applicable, their retained grade. They may not register for grades to which temporarily promoted. When registering for positions outside of their current pay systems, the highest registration grade is the grade with the representative rate that is NEAREST TO BUT NOT EXCEEDING the representative rate of the employee's current permanent or retained grade.

(1) **Example 1.** Based on prior experience as an electronics mechanic foreman, a GS-856-11 employee requests registration for WS-2604 positions. The representative rate for GS-11, the highest grade for which he is registered in his own pay system is $30.81. The FWS rate schedule for his wage area shows that the two nearest WS representative rates are WS-7, with a rate of $30.37, and WS-8, with a rate of $31.51. Since the WS-8 rate is higher than the GS-11 representative rate, the employee cannot register higher than WS-7.

(2) **Example 2.** A WG-4749-10 employee wants to also register for WL-4749 positions. In her wage area, the representative rate for WG-10 is $20.84. The two WL grades with representative rates nearest the WG-10 representative rate are WL-8 with a rate of $20.21, and WL-9, with a rate of $21.60. Since the WL-9 rate is higher than the WG-10 representative rate, the employee cannot register higher than WL-8.

b. **Excepted Service Employees with Competitive Status.** Excepted service employees, including DCIPS employees, who have personal competitive status may choose to register either:

(1) For excepted service positions at grades no higher than their current permanent excepted grade; or,

(2) For competitive AND excepted service positions at grades no higher than the highest grade for which they may be reinstated in the competitive service, not to exceed their current permanent excepted grade.

c. **Excepted Service Employees without Competitive Status.** Excepted service employees, including DCIPS employees, without personal competitive status may register no higher than their current permanent grade for other excepted service positions only.

d. **National Guard Technicians.** Technicians with personal competitive status and those with competitive service appointment eligibility as specified in Chapter 11, Section B.1.c., may register for competitive and excepted service positions no higher than their current permanent grade. Other National Guard Technicians may register only for excepted service positions.

e. **Pay-Banded Systems.** The highest registration grade for an employee in a pay-banded system is the employee's "exit grade" from the current pay band. This grade shall be determined according to the procedures that normally apply to employees who exit the pay-banded system.

2. **Lowest Registration Grades Within the Same Pay System.**

a. **GS Employees and Employees Registering with Equivalent GS Grades.** When registering for GS occupational series, GS employees and employees in pay-banded systems registering with equivalent GS grades may register down to and including 3 grades below their current permanent or retained grade. For employees in pay-banded systems registering in accordance with Section F.1.e. above, the "exit grade" is considered to be the current permanent grade. Exceptions to the 3-grade limit are as follows:

(1) GS-9 and GS-11 employees in 2-grade interval jobs may register for any 2-grade interval position for which well qualified up to 4 grades below their current grade (e.g., a GS-11 may register down to a GS-7). When these employees register for 1-grade interval positions or series in other pay systems, the 3-grade limitation still applies.

(2) Employees may not register for any grade at or below the grade of a position offered under RIF (even if they decline the position and are facing separation) or to which they have reemployment rights. However, full-time employees who decline offers of part-time position in lieu of RIF may register 3 grades below their current permanent grade, regardless of the grade of the part-time position.

(3) Employees facing demotion as a result of RIF or acceptance of a functional transfer offer may register for the equivalent of 3 GS grades below their current grade, down to, but not including, the grade of the position they are being offered.

b. **FWS Employees.** When registering for series within the same FWS pay system, employees may register down to and including 5 grades below their current grade.

(1) Employees may not register for any grade at or below the grade of a position offered under RIF (even if they decline the position and are facing separation) or to which they have reemployment rights. However, full-time employees who decline offers of part-time position in lieu of RIF may register 5 grades below their current permanent grade, regardless of the grade of the part-time position.

(2) Employees facing demotion as a result of RIF or acceptance of a functional transfer offer may register 5 grades below their current grade, down to, but not including, the grade of the position they are being offered.

3. **Lowest registration Grades in other Pay Systems.** When employees register for positions in other pay systems, they may register 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 they are registered in their own pay system.

a. **Example 1.** A GS-856-11 employee elects to register for GS-856 positions down to and including GS-9. Based on prior experience as an electronics mechanic foreman, the employee also requests registration for WS-2604 positions. The representative rate for GS-9, the lowest grade for which he is registered in his own pay system is $25.46. The FWS rate schedule for his wage area shows that the two nearest WS representative rates are WS-3, with a rate of $25.31, and WS-4, with a rate of $26.60. Since the WS-3 rate is less than the GS-9 representative rate, the employee cannot register lower than WS-4.

b. **Example 2.** A WG-4749-10 employee registers down to WG-4749-8, and she wants to also register for WL-4749 positions. In her wage area, the representative rate for WG-8 is $18.38. The two WL grades with representative rates nearest the WG-8 representative rate are WL-6, with a rate of $17.51, and WL-7, with a rate of $18.85. Since the WL-6 rate is lower than the WG-8 representative rate, the employee cannot register lower than WL-7.

4. **Registration Grades for Employees under Grade Retention.**

a. For the duration of their grade retention period, employees who become eligible for Program A registration may register for the highest grade to which they have retained grade entitlement. Registration at such grade(s) may continue for up to 1 year after separation, but not past the date on which the grade retention entitlement would have expired if the employee had not been separated.

b. Employees may register 3 GS grades (4 GS grades under F.2.a. above) or 5 FWS grades below the retained grade or down to the grade of the employee's current position, whichever is lower. For example, an employee on retained grade of GS-12 currently assigned to a GS-5 position who receives a RIF offer of CLG to GS-4 may register, as a result of the subsequent RIF action, down to and including grade GS-5 even though it is more than 3 GS grades below GS-12.

c. Mandatory registrants entitled to severance pay who are also on retained grade and who restrict their geographic availability to the commuting area, must register for their retained grade, 2 grades below the grade of their current position, and all intervening grades.

5. **Excluded Pay Plans.**

a. The pay plans for Department of the Army floating plant (other than hopper dredge) positions (i.e., XF, XG and XH) and those for lock and dam positions (i.e., WY,

WO, and WA) will not be used in the PPP. Also excluded are the pay plans for aircraft, electronic, and optical instrument overhaul and repair positions in Puerto Rico (i.e., WU, WR and WQ). When registering or requisitioning for these positions, use WG for positions covered by the XF, WY, and WU pay plans, WL for XG, WO, and WR and WS for XH, WA, and WQ.

b. The GL pay plan for Law Enforcement Officer positions will not be used. When registering GL employees or requisitioning for GL positions, use the GS pay plan.

6. **Positions in AD, WB, and WT Pay Systems.** The AD (Administratively Determined), WB (Wage Board), and WT (Worker Trainee) pay systems are composed of pay levels rather than grades. When registering employees for positions in these systems, enter "00" as both the high grade and low grade on the ASARS Registration Format. When registering DoD Domestic Elementary and Secondary Schools non-educator employees serving in AD positions, their AD pay group must be changed to GS in the "Skills" section of the Registration Format. The series and grade remains the same (e.g., AD-201-11 would be converted to GS-201-11). In the "Position Data" section of the Format, the employee's actual AD pay plan shall be entered to identify the registrant's current position.

7. Whenever there is an adjustment in basic rates of pay, the registering activity must make appropriate changes to the registration grades of affected employees.

G. REGISTRATION SKILLS AND QUALIFICATIONS

1. **Skills Selection.**

a. With the exception of military spouses registered in Program S (refer to Chapter 14, Section E.2.g.), employees must register for their current skill. Exceptions require CTP Administrator approval. Employees may register for a total of up to five skills provided they are well qualified for typical positions in each selected skill. As explained in Chapter 1, Section D.51., a well-qualified registrant possesses the knowledge, skills, and abilities to successfully perform the duties of a position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. This criterion cannot be met through education and training alone. The registrant must have actually applied the knowledge, skills and abilities in the performance of current or past job assignments. Depending on the type of position, recency of experience can be an important factor in the selection of skills and determination of qualifications. As a rule of thumb, employees should not be registered for work they have not performed within the last 10 years. Experience beyond the 10-year limit can be used to justify registration for a particular skill, but only if the HRO has determined that the employee is indeed well qualified in accordance with the definition of that term in Chapter 1. MINIMUM QUALIFICATION STANDARDS MAY NOT BE USED FOR QUALIFICATION DETERMINATIONS IN THE PPP, AND QUALIFICATIONS MAY NEVER BE WAIVED IN THE REGISTRATION PROCESS.

b. Narrative resumes submitted for the purpose of PPP registration must meet the requirements in Section B.3. above. Employees must not be registered for any skills that are not fully described in their narrative resumes.

2. **Option Codes.** Option codes are used to more specifically describe the skills of registrants. Chapter 10 lists available option codes. Registering activities are responsible for determining the proper use of these codes.

3. **Performance Tests**. Activities must consider employees to have met any performance test requirement if, at the time of registration, the employee occupies a position that requires the same test or has occupied such a position within the past 3 years, provided the employee's performance has been satisfactory. If they do not meet this requirement, they may be registered for the position only AFTER the test requirements have been satisfactorily met.

4. **Self Certification.** Employees registering for positions that require typing, stenography, data transcription, or office automation may, in accordance with OPM's Qualifications Standards Handbook, self certify the specific skill proficiency requirements. However, self certification alone does not mean that the employee is well qualified. The registering activity must determine that the individual's background supports self certification, otherwise registration for skills requiring the proficiency will not be permitted.

5. **Reserve Component Military Technician (RCMT).** RCMTs as defined in reference (f) are required to maintain active membership in the Army or Air Force Reserves or the National Guard. Army and Air Force Reserve technicians are civilian employees in the competitive service who provide full-time support to a Reserve unit. National Guard technicians perform similar functions, but are employed in the excepted service. Before registering employees for these positions, activities must determine the interest and potential eligibility of the registrant based on the following conditions: attendance at monthly training; 2 weeks active duty annually; other active duty upon mobilization; minimum military physical and medical standards, including height and weight; and ability to complete 20 years of creditable military service prior to age 60. Those with previous military service must be 40 or under; those with no prior service must be 35 or under. They must not be military retirees, and must have successfully completed basic military training. If required to be a member of the unit in which employed as a civilian, the employee must possess the appropriate military specialization and grade.

6. **Positions Covered under the Defense Acquisition Workforce Improvement Act (DAWIA) Of 1990 (Reference (e)).** DAWIA positions have additional qualification requirements beyond those established by OPM. Covered positions are those in the GS-1102 series as well as critical acquisition positions (CAP) as defined in Section 1733 of reference (f). Some positions also require membership in the Defense Acquisition Corps. Employees may be registered for these positions even though they do not meet the DAWIA requirements and/or are not members of the Defense Acquisition Corps. Registrants who do not meet these requirements cannot be placed into the position until or unless a waiver has been granted in accordance with Chapter 4, Section D.3.d. Additionally, registrants matched against DAWIA Program Executive Officer, Program Manager, or Deputy Program Manager positions must be among the BEST QUALIFIED for the position. This determination will be made in accordance with Chapter 4, Section D.3.e.

7. **Law Clerk/Attorney Positions.** Employees shall not be registered for Law Clerk, GS-904, Attorney, GS-905, or Patent Attorney, GS-1222, positions.

8. **GS-801 Positions.** Registrants for GS-801 positions who are not currently in the series, must also register for the specific series that qualify them for GS-801.

9. **Special (Generic) Skill Identifiers.** There are three broad skill identifier codes that may be used to provide maximum referral possibilities for employees who are well qualified and available for a wide range of positions. Employees must be counseled that the special skill identifiers cover a wide range of positions. The identifiers are:

a. **GS-300 - General Clerical and Administrative Support Positions, Grades GS-1 through GS-4.** Employees who are well qualified and available for the occupational series covered by OPM's Clerical and Administrative Support Standard at grades GS-1 through GS-4 may register for the GS-300 series with or without option codes, as appropriate. GS-2091, Sales Store Clerical, GS-1702, Education and Training Aid/Technician, GS-0675, Medical Records Clerical, and GS-0679, Medical Support Clerical, positions are excluded from this group for PPP purposes. The only option codes authorized for use with this special skill identifier are OAA, DAT, and STC.

b. **WG-00000 - General Wage Grade Positions, Grades 1 through 4.** Employees who are well qualified and available for placement in any non-supervisory wage grade position may use this identifier. WG-3105 (Fabric Worker), WG-3111 (Sewing Machine Operator), and WG-5703 (Motor Vehicle Operator) are excluded from this group for PPP purposes.

c. **WG-01111 - General Trades Helper Positions, WG-5 only.** Employees who are well qualified and available for WG-5 trades/crafts helper positions may use this identifier. Chapter 7, Appendix F, lists WG occupational series that are excluded from WG-01111 coverage.

10. **Trainee Positions.** Only employees currently occupying formal trainee positions (e.g., apprentice or management intern) may register using the trainee (TRA) option code. Since these employees are not eligible for positions with a higher full performance level than their current position, the target grade of the employees' current position must be annotated in the Special Qualifications block of their registration. When registering Worker Trainee (WT) apprentices for WT skills, do not use TRA as an option code since it is inherent in the pay plan.

11. **Supervisory Positions.** Employees who are currently in supervisory positions MUST register for supervisory positions. Employees not currently occupying supervisory positions MAY register for supervisory positions if qualified, but gaining activities are not required to offer them second-level or higher supervisory positions unless they previously completed a full supervisory probationary period.

12. **Temporary and Term Employment**

a. Registration for temporary and term employment is limited to employees who are separated, scheduled for separation, or furloughed for 6 months or more, as well as to eligible family members.

b. Offers of temporary or term employment are made only to registrants who reside in the commuting area of the vacancy. Offers will not be made to registrants outside the commuting area, even if the registrant does not plan to claim a PCS move. Registrants who accept a temporary or term offer may remain registered in PPP for permanent positions only. If a registrant accepts or declines a temporary or term offer, the registration must be changed to show that the registrant is no longer available for such employment. Likewise, the registrant is not removed from PPP for declining temporary or term employment.

c. Unless otherwise allowed under Chapter 4, Section B.10.c., registrants cannot be placed through the PPP on time-limited appointments unless they have had a break in service of more than 3 days. Please note that a break in service of 1 day or more terminates any entitlement to grade or pay retention.

13. **Part-time, Intermittent, or Seasonal.** Offers of part-time, intermittent, or seasonal positions are made only to registrants who reside in the commuting area of the vacancy. If the registrant chooses "Yes" for part-time, intermittent or seasonal work schedules, declination of such an offer will not terminate PPP eligibility unless the registrant's work schedule at the time of registration was essentially the same as that of the position being offered. Employees under these work schedules may limit availability to their same type of work schedule.

14. **Excepted Service Positions.** Offers of excepted service positions are made only to registrants who are currently in the excepted service and to other registrants who register availability for excepted service positions. If a non-excepted service registrant declines an otherwise valid excepted service offer, the registration must be changed to show that the registrant is no longer available for excepted service positions.

15. **Registration for the GS-301 and GS-303 Series**. Special procedures apply for registering employees in the GS-301 and GS-303 series. Refer to Chapter 10, Section B.11., for more information.

H. AREA OF REFERRAL

Registering activities are responsible for establishing appropriate areas of referral. Employees are registered for the minimum area likely to provide a reasonable placement opportunity and may not skip over DoD activities or states to register for more distant locations. The geographic area of referral available to an employee depends on the personnel action being taken and/or limitations set within specific programs. The PPP can refer registrants to individual DoD activities or to all DoD activities within a broad area, i.e., state(s), region(s), or zone(s).

1. **Commuting Area.** When registration is limited to an employee's commuting area, the registering activity will determine the commuting area based on the employee's residence, the availability and cost of public transportation, convenience and adequacy of highways, as well as the travel time required to commute back and forth to work. A PPP registrant's commuting area is not prescribed by a specific mileage. Nevertheless, when a registrant is restricted by policy to his or her commuting area, it is imperative for the registering HRO to ensure that the area of referral excludes activities that are beyond the

distance threshold used to determine eligibility for PCS reimbursement as specified by the Joint Travel Regulations. If there are problems in determining an employee's commuting area, contact the Regional Coordinator or CTP Administrator for assistance.

2. **Change to Lower Grade (CLG) Employees.** Employees who are scheduled for RIF CLG or who have declined RIF CLG and are facing separation are restricted to DoD activities within their commuting area for referral purposes. If they wish to register in the PPP, they must register for their own activity. They may choose among the other DoD activities in their commuting area. PCS moves are not authorized.

3. **Employees Scheduled for Separation**

a. Employees facing separation may register within their zone for the minimum number of activities nearest their duty station likely to provide a reasonable opportunity for placement. The initial area of referral must include the registering activity if the employee is located in the commuting area of that activity. 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. In this case, initial registration outside of the zone does not require CTP Administrator approval.

b. Within the authorized area of referral, employees must normally register for all DoD activities that use their skills. However, registrants who are not subject to mandatory registration under Section I below may restrict their availability to activities in their own Component within their authorized area of referral. Nevertheless, employees should be advised that this option may severely limit their placement opportunities. The CTP Administrator may require registration across DoD Component lines when registration for a single DoD Component is unlikely to provide sufficient placement opportunity.

c. CTP Administrators may approve expansion of areas of referral beyond the limits specified above.

d. Registration outside the employee’s commuting area is voluntary. However, individuals who register only for activities within their commuting area may not expand their area of referral after separation without prior approval from a CTP Administrator.

e. The area of referral for eligible employees who decline offers at their current grade and outside the commuting area as a result of TOF, transfer of work, RIF reassignment, or management-directed reassignment, is limited to DoD activities within the commuting area. Component Coordinators may authorize registration outside the commuting area, but only for activities of the same Component.

4. **Employees Declining Offers In Lieu of RIF Separation.** The area of referral for employees who decline positions offered in lieu of RIF separation, i.e., when the offers do not satisfy their RIF assignment rights under Part 351 of reference (d), shall be determined in accordance with H.3., above.

5. **Closing and Realigning Activities.** With the exception of their current activity, employees are not required to register for any activity that has been announced and approved for closure (regardless of the date of closure) or for realignment out of the commuting area.

Offers of such positions are never valid if declined. Registration for temporary employment is terminated upon acceptance or declination of a temporary offer regardless of whether the gaining activity is closing or realigning.

I. MANDATORY REGISTRATION

1. **Program A**. Normally, registration in Program A is voluntary. However, for employees who are entitled to severance pay, registration is mandatory during the official RIF separation notice period and upon issuance of a specific separation notice after an employee has declined a TOF out of the commuting area or a management-directed reassignment that meets the conditions of B.1.b.(7) above. This requirement does not apply to employees who remain on an activity's rolls past the RIF effective date to meet retirement or Federal Employees Health Benefits (FEHB) Program eligibility requirements, or to employees scheduled for separation under the voluntary RIF provisions of Section 1034 of Reference (a). Mandatory Program A registration will be implemented as follows:

a. Separatees covered under I.1. above are considered mandatory registrants if they limit their area of referral to the commuting area or decline registration altogether. Upon receipt of a specific separation notice, mandatory registrants MUST be registered in Program A for all DoD activities within their commuting area, for positions at their current grade and down two grade or pay levels, and for all series for which well qualified, including appropriate special skill identifiers (GS-300, WG-00000, WG-01111) and option codes. Registrants who initially register outside the commuting area, but later decline a valid offer that does not terminate their severance pay entitlement, are also subject to this provision. The lowest registration grade for mandatory registrants is determined by subtracting two grade or pay levels from the current grade without regard to various pay systems.

b. Activities must review registrations for employees originally registered under early registration procedures who subsequently become mandatory registrants to ensure that the skills, grades, and area of referral comply with mandatory registration requirements.

2. **Other Programs**. Employees receiving retained grade benefits and Reserve Component Military Technicians who have applied for or are receiving a disability annuity are mandatorily registered in accordance with the requirements of Chapters 15 and 16 respectively.

3. **Resume Requirement**

a. Since registration under these circumstances serves the interests of the Department, mandatory registrants who fail or refuse to submit resumes as required under Section B.3. above will still be registered. An employee who submits an improper resume as described in Sections C.20. and C.21. above will also be registered unless the HRO and CTP Administrator determine on the basis of the employee's conduct that proceeding with registration could jeopardize the integrity of the PPP.

b. An employee who is registered without a narrative resume shall be considered in accordance with the standard procedures in Chapter 4, Sections D.2. and D.3. If the

registrant subsequently submits a proper narrative resume, the registering HRO should promptly upload the resume.

J. JOB SHOPPING

Within certain parameters and except as otherwise stipulated by the provisions of this Handbook, registrants actively participate in determining when they will be registered in the PPP and the skills, lowest grades, and locations for which they will be available. However, it is not within the spirit and intent of the PPP to allow job shopping. Job shopping refers to altering the timing or content of a registration so as to avoid or coincide with anticipated job opportunities at specific locations.

K. COUNSELING REGISTRANTS AND MAINTAINING REGISTRATIONS

Registering activities must:

1. Ensure proper and timely counseling of eligible employees, and prompt submission of registrations, employee resumes, and file maintenance actions;

2. Counsel employees on the PPP, and inform them of their obligations under the program;

3. Give employees information on DoD activities within the area of referral;

4. Give registrants a copy of their registration upon initial registration and after any changes in registration;

5. Provide counseling to registrants who fail to receive offers within a reasonable time period on options to improve placement opportunities;

6. Monitor changes that may affect registration (e.g., amended RIF notice, pay increases, questionable performance or conduct) and immediately submit necessary changes;

7. Counsel employees prior to separation on their responsibility to advise the human resources office (HRO) of changes in address, telephone number and employment availability, and notify employees that failure to do this may result in their removal from the program;

8. When registrants require assistance with writing resumes, refer them to available local resources (e.g., installation transition office, online resume writing tools, etc.); and

9. When extending job offers, ensure registrants are informed of the consequences of accepting or declining. Counseling should address the effect of acceptance or declination on the registrant's rate of pay, benefits such as severance pay and grade or pay retention, and continued PPP eligibility. With regard to pay, it is particularly important for GS and FWS registrants to know how their pay will be affected upon placement in a pay-banded position, especially when they would otherwise have been entitled to grade retention.

L. REGISTERING ACTIVITY RECORDS

Each HRO will maintain records for each registrant for 2 years following release from the PPP. These records shall include:

1. Signed copies of the registration and all file maintenance actions;

2. A signed and dated copy of the Registration/Counseling Checklist, which documents that the registrant was counseled and also serves as the release for Privacy Act data (see Chapter 7, Appendix H);

3. A copy of the registrant's narrative resume or, for mandatory registrants who fail or refuse to submit a resume, a note or memo signed by the registering HRO stating that the registrant did not provide a resume;

4. Dates of any specific RIF notices, TOF offers, and management-directed reassignment offers;

5. PPP offers received, accepted, or declined and originating activities;

6. Reasons for declinations of offers;

7. Changes in the registrant's underlying rate of pay for GS employees or basic rate of pay for other employees;

8. Documentation of registrant's current rating of record (if applicable);

9. Supervisory Certification of Performance and Conduct, signed and dated by registrant's current or last supervisor;

10. Releasing report actions and date of release; and,

11. Any other information determined necessary to document placement considerations provided.

M. CONTACT WITH GAINING ACTIVITIES

All communications between activities regarding PPP registrants must be kept within HRO-to-HRO channels. Registrants are not authorized to contact gaining activities regarding positions for which they are registered and should be advised that attempts to do so may be considered questionable conduct under the provisions of Section C.16.b., above. If contacted by any individual representing a gaining activity, a registrant should immediately report the contact to her or his supporting HRO. The HRO must then inform the CTP Administrator.

N. TIMELINESS OF REGISTRATIONS

1. **Voluntary Registrations.** Absent compelling circumstances beyond the control of

the registering HRO, voluntary registrations shall be considered delinquent if uploaded to ASARS more than 5 business days after the employee signs the Registration/Counseling Checklist (see Chapter 7, Appendix H) and submits all necessary documentation.

a. When using the "mass input" option (i.e., uploading a group of registrations simultaneously) during early registration, the 5 business day period begins after the last registrant has been counseled.

b. If early registration is not in effect, registrations uploaded more than 5 business days after eligible employees receive specific notices of separation or change to lower grade shall be considered delinquent regardless of whether the HRO uses the mass input option.

2. **Mandatory registrations.** Mandatory registrations shall be considered delinquent if submitted more than 5 business days after the employees become subject to the mandatory requirement. For Program A registrants who are entitled to severance pay, the mandatory period begins with receipt of a specific separation notice. For Program R registrants, it begins on the effective date of the change to lower grade.

O. MISSED CONSIDERATION RECONSTRUCTION REQUESTS.

When an activity determines or is notified by CTP that a registration or file maintenance has been submitted with erroneous or incomplete information or in an untimely manner, the HRO must immediately contact PPSB and request reconstruction of ASARS to determine if the registrant missed consideration for placement. The following information is required:

1. Registering activity code;
2. Registrant's name and Registrant Serial Number (RSN);
3. Program in which registered;
4. Date of erroneous or incomplete registration or file maintenance;
5. Name, phone and fax number, and e-mail address of HRO point of contact; and
6. Reason for reconstruction.

CHAPTER 3

APPENDIX A

SUPERVISORY CERTIFICATION OF PERFORMANCE AND CONDUCT

Employee's Name (Print or type) _____

Supervisor's Name (Print or type) _____

Reference: (a) DoD Priority Placement (PPP) Handbook, Chapter 3, Section C.16

1. I affirm that the above employee's performance and conduct are acceptable. Further, I have no knowledge of performance or conduct by this employee that directly and negatively affects the employee's qualifications, eligibility, or suitability for placement in another position within the Department of Defense. Also, the employee's job description is an accurate representation of the duties he or she has actually been performing.

2. If the employee exhibits performance or conduct problems after being registered in the PPP, I understand it is my responsibility to inform the registering human resources office.

3. I understand that my organization can be held responsible if the employee is placed through the PPP and exhibits performance or conduct problems, provided the Staffing & Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service, determines that the problems existed prior to placement but were not resolved. Corrective action in such cases may include, but is not necessarily limited to, rescinding the placement and returning the employee to his or her former organization. If the placement involved a permanent change of station (PCS), the former organization may also be required to pay the additional PCS costs for the return move.

I hereby attest to the statement in paragraph 1 above, and I understand the policies in reference (a) and paragraphs 2 and 3 above.

_____	_____	_____
Supervisor's Signature	Organization/Office	Date

I am unable to attest to the statement in paragraph 1 above because the employee does not currently meet the performance and/or conduct requirements addressed in reference (a).

_____	_____	_____
Supervisor's Signature	Organization/Office	Date

CHAPTER 4

MATCHING AND FILLING POSITIONS

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CHAPTER 4

MATCHING AND FILLING POSITIONS

References: (a) DoD Instruction 1400.20, "DoD Program for Stability of Civilian Employment," September 26, 2006

(b) Title 5, Code of Federal Regulations

(c) Defense Acquisition Workforce Improvement Act of 1990

(d) DoD Directive 1010.9, "DoD Civilian Employee Drug Abuse Testing Program," August 23, 1988

(e) DoD 1400.34-M, Civilian Intelligence Personnel Management System (CIPMS) Policies, August 1989

A. PURPOSE

1. The purpose of this Chapter is to provide standard requirements in accordance with reference (a) for determining which positions are subject to the DoD Priority Placement Program (PPP), applying program exceptions, making qualifications determinations, and extending mandatory job offers. Chapters 8 and 9 provide specific instructions on using the Automated Stopper and Referral System (ASARS) to submit requisitions and report on actions taken.

2. **Pre-requisitioning**. Activities using the ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in the Appendix.

B. REQUIREMENTS FOR MATCHING POSITIONS

All positions in the competitive and excepted service (including permanent, temporary, part-time, intermittent, and seasonal) at grades GS-1 through GS-15, all Federal Wage System (FWS) positions and all special pay system positions are subject to the PPP unless specifically exempt. Except for those covered under C.2. below, positions are entered into ASARS to be matched against PPP registrants. All positions not covered by formal training programs are matched at the full-performance level.

1. Covered Personnel Actions

a. **Priority 1 and 2 Registrants.** All promotions, demotions to positions with higher promotion potential, reassignments, appointments (including reinstatements and conversions), and transfers are prohibited when matching Priority 1 (P1) or Priority 2 (P2) registrants are available. The activity may not fill a matched position by competitive or noncompetitive action unless the personnel action is excepted under this Chapter or by a Civilian Transition Programs (CTP) Administrator. This restriction applies even when

the activity is prohibited from increasing on-board strength unless covered by the special exception for downsizing activities under C.2.j. below.

b. **Priority 3 Registrants.** When matching Priority 3 (P3) registrants are available, all appointments (including reinstatements and conversions) and transfers are prohibited. The availability of P3 registrants (except for military spouse preference eligibles as specified in Chapter 14, Section F.1.) does not preclude the filling of positions by promotion, demotion, or reassignment, if a person currently employed on a permanent appointment within the Component is selected. For this purpose there are five Components: Army, Navy, Air Force, Defense Logistics Agency (DLA), and the Defense Agencies. If consideration is given to candidates not currently employed within the DoD Component, the ASARS requisition must be submitted using a referral code that includes all P3 registrants.

c. **Priority S Registrants.** When a position is being filled through competitive merit promotion procedures and there are no well qualified P1 or P2 referrals, best qualified Priority S referrals preclude the selection of other competitive candidates as explained in Chapter 14, Section F.

2. **Changing, Canceling or Delaying a Fill Action.** The following actions constitute serious violations of DoD policy when the intent of the action is to avoid making an offer to a PPP registrant: changing the series, grade, location, or option codes of a position; canceling a position; or delaying a fill action. Changes, cancellations, or delays in requisitioning or making an offer will be subject to inquiry and corrective action by CTP Administrators, and Component and Regional Coordinators. If any ASARS referral resumes are still outstanding, an activity may not cancel the requisition or change the position without obtaining CTP Administrator approval in accordance with Chapter 9, Appendix C.

3. **Veterans Preference Positions.** Activities may fill positions restricted to veterans preference eligibles as defined in 5 CFR Part 330.401 (reference (b)) from within their normal areas of consideration for such positions if no qualified preference eligibles are referred through the PPP. However, if preference eligibles are not available within the normal area of consideration, offers must be made to well qualified non-preference eligibles referred through the PPP.

4. **Positions with Administrative or Statutory Obligations.** Positions that have administrative or statutory obligations (e.g. military restoration, overseas return rights, etc.) will be requisitioned through ASARS. If a match occurs, the PPP registrant will be advised of the obligation and the anticipated return date of the former incumbent. Offers of obligated positions may be declined by registrants without affecting their PPP registration eligibility. Once a human resources office (HRO) has been officially notified that the person to whom a position is obligated is returning, the position will not be matched and may not be filled except on a temporary basis.

5. **Permanent Positions.**

a. Unless an authorized exception applies, activities must match all vacant permanent positions through ASARS. Requisitions must be submitted upon receipt of a Request for Personnel Action (RPA) in the HRO Recruitment/Staffing Office, or when recruitment begins on the basis of an anticipated request, whichever occurs first. Requisitions submitted within 2 business days of receipt shall be considered timely unless specific recruitment action has already been initiated. For this purpose, "recruitment action" includes any activities associated with soliciting and evaluating candidates. The requirement to submit a PPP requisition in conjunction with advance recruitment (i.e., prior to receipt of the RPA) applies only to existing vacancies and positions that will be vacated by a known specific date. The requirement to submit a PPP requisition within 2 business days of receipt of the RPA also applies when priority consideration of non-PPP candidates is ongoing and may or may not result in a placement that is an exception to the PPP in accordance with Section C.2. below. A PPP requisition is not required unless the activity is in a position to extend a job offer and negotiate a firm reporting date.

b. The requisitions will remain active until the position is filled with a PPP registrant or a referral list is issued. One-time clearing requisitions, which are automatically canceled after one daily ASARS matching cycle, may be used when appropriate, as described in Chapter 8, Section B.1.c.(22). Overseas activities should refer to Chapter 5, Section I, for modified instructions on matching overseas positions.

6. **Reemployed Annuitants.**

a. Reemployed annuitants serve at the will of the appointing official and are subject to displacement from permanent positions by PPP registrants. Requisitions must be submitted and kept active for as long as positions are occupied by annuitants on appointments without time limitation. Positions occupied by reemployed annuitants on temporary or term appointments must be cleared in accordance with Section B.10. below. If a requisition is matched by well-qualified P1 registrants, or well-qualified P2 registrants whose eligibility is based on involuntary separation (see Chapter 3, Sections E.2.a. through E.2.f.), an offer must be extended in accordance with standard PPP procedures.

b. This requirement to continually clear positions encumbered by annuitants does not apply to approved closure bases or to positions encumbered by:

(1) Annuitants reemployed through the PPP after being involuntarily separated due to RIF, declination of an offer outside the commuting area, or loss of Reserve or National Guard technician eligibility;

(2) Annuitants placed from the Reemployment Priority List (RPL) or Interagency Career Transition Assistance Plan (ICTAP); or

(3) Annuitants reemployed through other means after electing discontinued service retirement in lieu of involuntary separation through no fault of their own.

7. **Pay-Banded Systems.** Because of pay banding variations, there is no standard method for comparing these systems with each other or with conventional pay schedules. As a result, comparison and conversion procedures for each pay-banded system will be used to determine requisitioning requirements. Using these procedures, positions should be cleared through the PPP at the highest "equivalent grade" in the pay band.

8. **Contracting Studies.** Following the bid solicitation date of a commercial activity study, you must carefully consider whether vacancies within the activity should be filled and requisitioned as permanent, term, or temporary. Factors to consider include the potential effect a contract or Most Efficient Organization (MEO) would have on the position, the anticipated completion date of the study, and the difficulty in filling mission-critical vacancies on a time-limited basis. As noted in Section D.9. below, registrants may decline without penalty offers of positions in functions under contract study.

9. **Permanent Part-Time, Intermittent, or Seasonal Positions.** All vacant permanent part-time, intermittent, and seasonal positions are subject to the PPP. Offers will be made only to registrants who reside in the commuting area of the position. As specified in D.8. below, offers of part-time, intermittent, or seasonal employment are valid offers for registrants with corresponding work schedules if there would be no reduction in work hours.

10. **Temporary Personnel Actions.** When an activity intends to fill a position on a temporary (including term) basis, the position should be matched through ASARS for individuals who are registered with codes other than “N” in the “Temporary” data element of the registration format. Offers should not be made unless the duration of the temporary appointment corresponds with the registrant’s availability as indicated in the “TEMPORARY” data element of the ASARS Registration Format. Details within an activity do not require PPP clearance. Information on temporary promotions at downsizing and closing activities is in C.2.j. and C.2.k. below.

a. **Requisitioning Requirements.** Positions being filled on a temporary or term basis should be matched through ASARS only when there is an official personnel action against the position, e.g., an appointment, conversion of an appointment, extension of an appointment, a promotion, or an extension of a promotion. One-time clearing requisitions may be used when appropriate as described in Chapter 8, Section B.1.c.(22). Extensions of temporary or term actions are matched through ASARS only if the total cumulative assignment period is being extended to 1 year or more.

(1) **Example 1**. The original temporary appointment was for 6 months. The manager submits an extension for 3 months. Since the total cumulative assignment period is 9 months and does not equal or exceed 1 year, the extension is not subject to PPP clearance.

(2) **Example 2**. Using the above scenario, the manager submits a second extension for an additional 3 months, making the total cumulative assignment 1 year. Therefore, this second extension is subject to PPP clearance.

(3) **Example 3**. The initial temporary appointment was not to exceed 1 year. Since the 1-year threshold has already been reached, any subsequent extension is subject to PPP clearance.

(4) **Special Procedures for Employees Placed from the PPP**. If the incumbent was placed in the position on a temporary or term basis through the PPP, the following procedures apply:

(a) Extensions of the temporary assignment should not be cleared through ASARS; and

(b) Action to convert the incumbent to a permanent appointment in the same position requires clearing for higher priority registrants only.

b. Activities have the following options when filling positions competitively using announcements that specifically state selectees may be noncompetitively converted to permanent appointments at a later date:

(1) Clear the initial temporary action with "N" in the "TEMPORARY" data element of the requisition and make a permanent offer if well-qualified registrants are referred; or

(2) Clear the initial temporary action with "Y" in the "TEMPORARY" data element, and make a temporary offer if well-qualified registrants are referred. Subsequent actions to extend the temporary assignment or convert the appointment to permanent are then subject to the standard clearance procedures in Section B.10.a. above.

c. **Job Offers.** Offers for temporary or time-limited (including term) assignments are made only to registrants who reside in the commuting area of the position. Temporary and term appointments may be effected only after the registrant has been separated with a break in service of more than 3 days, unless the registrant is currently employed by the activity having the vacancy or has been referred through the Military Spouse Preference Program. However, when obligations for payment of severance pay and lump sum annual leave can be mutually agreed upon between the registering and gaining activities, the break in service is not required.

11. **New Classification Standards.** When the Office of Personnel Management (OPM) issues new classification standards that result in positions being changed from one occupational series to another, activities must requisition for both the old and new series and appropriate option code(s) until notified that the series change has been programmed in ASARS. Offers should be made in priority order regardless of series.

12. **Formal Training Programs.** Requisitions for positions covered by formal training programs as described in 5 CFR Part 410 (reference (b)) will be submitted at the entry grade using the trainee (TRA) option code. If recruitment is at multiple entry grades, separate requisitions must be submitted for each grade. This applies to positions for which a comprehensive training plan has been developed and authorized. The plan

should provide for non-competitive promotion eligibility upon completion of significant training and satisfaction of other promotion criteria. The most common formal training positions are apprentices, formal interns, and scientist and engineering interns. Upward Mobility Positions that have equivalent training plans are also included when the positions have been pre-identified in an Affirmative Action or similar plan.

13. **Developmental or Restructured Positions.** Requisitions for positions restructured to lower grades will be submitted at the target grade. These positions do not meet the criteria for clearing at the entry grade with the TRA option code.

14. **Interdisciplinary Positions.** Requisitions for interdisciplinary positions, must be submitted for each qualifying occupational series. Offers will be made in priority order regardless of series.

15. **Multi-Series Positions.** Positions that may be filled in one of two or more occupational series are not categorized as interdisciplinary if both professional and non-professional series are qualifying. When recruiting for these "multi-series" positions, requisitions must be submitted for each qualifying occupational series. Offers will be made in priority order regardless of series.

16. **Veterans Recruitment Appointments (VRAs).** Prior to the appointment of individuals under VRA, positions will be matched at the full performance level. While such appointments are initially made using an excepted appointing authority, the positions are in the competitive service and should be matched with competitive service registrants.

17. **Positions in Alaska, Hawaii, Puerto Rico and Guam.** Activities filling positions in Alaska, Hawaii, Puerto Rico, and Guam will apply PPP provisions as follows:

a. Priority 1, 2, 3, and S restrictions apply when filling a position from OUTSIDE the specific state/commonwealth/territory.

b. Priority 1, 2, 3, and S restrictions apply when filling a position from WITHIN the specific state/commonwealth/territory if the registrants:

(1) Last resided (prior to overseas assignment) in that state, commonwealth or territory;

(2) Have return rights to that state, commonwealth or territory;

(3) Are presently or were last employed and still reside in that state, commonwealth or territory; or

(4) Are spouses or family members whose sponsors are relocating to that state, commonwealth or territory.

18. **Positions in AD, WB, and WT Pay Systems.** The AD (Administratively Determined), WB (Wage Board), and WT (Worker Trainee) pay systems are composed

of pay levels rather than grades. When requisitioning to fill positions in any of these systems, enter "00" as the grade on the ASARS Requisition Format.

19. **Referral List Procedures.** Requisitions for positions remain active until the HRO has issued a referral list to the selecting official. Outstanding resumes must be worked and cleared, as appropriate, before the position can be committed to any of the candidates on the referral list. After the requisition has been closed and all resumes have been cleared, no further clearance is required if the position is filled from the original referral list during its authorized life as established by the local merit promotion plan, labor-management agreement or DoD Component policy. A new requisition must be submitted upon expiration of the referral list, or before additional in-service or external candidates can be referred. This requirement does not apply when amending a referral list to include one or more candidates who were erroneously or inadvertently omitted by the referring office, and whose exclusion from the list would:

a. Constitute a statutory, regulatory, or procedural violation (e.g., failure to apply veterans' preference, misapplication of rating and ranking criteria, etc.); or

b. Render the candidate(s) eligible for priority referral for future vacancies as a result of failure to receive proper consideration.

Resumes resulting from a new requisition do not preclude selecting an in-service or external candidate from the original list, in which case, the resumes received from the new requisition may be cleared with Report Action Code 26 and a narrative explanation.

20. **Interrogation Process.**

a. Activities with unmatched requisitions are encouraged to use the PPP as a recruitment source. As long as a PPP requisition remains active throughout the life of the recruitment process and is currently unmatched, the gaining HRO may "interrogate" ASARS to determine if one or more registrants might be interested in the position even though they are not currently registered for that specific series or occupational code; grade or pay band; option code(s); or duty location. In response to interrogations, the Priority Placement Support Branch (PPSB) forwards all registration data for registrants who match the interrogation criteria (see example below). If any matches are referred, the gaining HRO may contact the registrants directly to evaluate their qualifications and determine if they would be interested in the position. However, there is no requirement to initiate contact or to make job offers after contact has been made. If resumes are issued against the active PPP requisition, they always take precedence unless a job offer has already been extended through interrogation procedures.

b. When working an interrogation match, the qualifications determination is entirely the responsibility of the gaining activity, and the well-qualified standard is not mandatory. Job offers must be extended through the registering HRO, and the gaining HRO shall clearly advise the registering HRO that contact is being initiated as a result of ASARS interrogation and that declination of the job offer would not necessarily terminate the registrant's PPP eligibility. Since a job offer via the interrogation process is not a PPP job offer, the gaining HRO must advise the registering HRO of the pay setting

procedures that will be used and whether the payment of PCS (if applicable) is authorized so that this information can be conveyed to the registrant when the job offer is extended. Regardless of the outcome, the gaining HRO is not required to submit report actions on resumes. However, if an interrogation results in placement, the registering HRO shall submit Report Action Code 03 (placement at a DoD activity) just as if the placement had occurred through the normal operation of the PPP. If the position is filled via the interrogation process, the gaining HRO should close the active ASARS requisition with Cancel Code F.

c. **Interrogation Example**. Activity 001A in San Antonio, Texas, requisitions for a GS-346-11 position and receives no matches. Due to a lack of qualified candidates, the HRO contacts PPSB and requests an ASARS interrogation for anyone registered for nearby activities for either GS-346-11 or GS-301-11 with the LOA (Logistics) option code. The interrogation identifies a GS-346-11 registrant who is available for two other activities in the San Antonio area and issues a referral resume. While reviewing the registrant's qualifications, a Priority 1 referral is issued against the active PPP requisition. The gaining HRO suspends the interrogation transaction, works the match, and the P1 registrant eventually declines a valid offer. With no outstanding PPP referrals, the HRO resumes working the interrogation match, and subsequently extends a job offer through the registering HRO. The offer is accepted, the registering HRO deletes the registrant with Report Action Code 03, and the gaining HRO closes the PPP requisition with Cancel Code F.

C. EXCEPTIONS

1. **Grade Controls and Hiring Freezes.** Average and high-grade control restrictions may not be used as the basis for exceptions to the PPP. Likewise, PPP placements are normally excepted from hiring freezes. If a DoD Component imposes a total freeze on personnel actions on an activity or group of activities, the DoD Component will advise the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD(CPP)) and the appropriate CTP Administrator as to the nature, extent, and duration of the freeze prior to implementation. If a Command imposes a total freeze, approval must be obtained from DASD(CPP) for exception from the PPP. An activity imposing a hiring freeze may request a PPP exception on a case-by-case basis from the appropriate CTP Administrator.

2. **Exceptions Not Requiring Prior Approval.** Positions filled under the following circumstances are exempt from the PPP and do not require prior approval from CTP officials. In applying these exceptions the term "activity" has the meaning given in Chapter 1, Section D.

a. **Promotions** identified below are exceptions to competitive procedures under current regulations.

(1) The following career promotions:

(a) A promotion without current competition when an employee was selected earlier from a competitive register, by direct hire, by noncompetitive

appointment, noncompetitive conversion, or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan);

(b) A career ladder promotion following noncompetitive conversion of a student in the Pathways Internship Program; and

(c) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities as described in 5 CFR 335.103(c)(3)(ii) (reference (b)).

(d) Defense Civilian Intelligence Personnel System (DCIPS) noncompetitive grade band promotion in an encumbered position. The exception applies to a noncompetitive promotion to succeeding grade levels within the current grade band and within the employee's current line of work as described in DoD Manual 1400.34-M, paragraph C.3.4.2. (reference (e)).

(2) Repromotion or position change of a current activity employee up to and including the grade from which involuntarily demoted or separated without personal cause, provided that the relevant demotion or separation was incident to: RIF; reclassification; declination of an offer outside of the commuting area under transfer of function (TOF), transfer of work, or management-directed reassignment; the return of a nondisplaced overseas employee to a lower-grade position in the U.S.; or medical disqualification.

(3) Selection of a current DoD employee not given proper consideration in a competitive promotion action.

(4) The promotion of an employee through competitive procedures when an encumbered position (i.e., not a vacancy) has been upgraded as a result of the addition of higher-graded duties. This exception only applies to promotions that neither fill nor create a vacancy, and is restricted to the work unit within which the "cancel/establish" action occurs. Unless approved by a CTP Administrator, the abolished position may not be re-established within 12 months of the effective date of the competitive promotion. For purposes of this exception, the "work unit" includes positions within managerial control of the first or second-level supervisor.

(5) The noncompetitive promotion of an employee whose position is upgraded without significant change in duties and responsibilities, provided the action is the result of issuance of a new classification standard, correction of a classification error, or a classification appeal.

(6) As permitted by reduction in force (RIF) procedures, placement of an employee in a position with greater promotion potential.

(7) Any noncompetitive temporary promotion made at an activity for a period of 120 days or less, or 180 days or less if authorized by a demonstration project. The exception may be used for sequential promotions to the same position provided they do

not total more than 120 days (or 180 days, if authorized by the demonstration project). Extensions to the initial noncompetitive temporary promotion may also be processed as an exception provided they do not total more than 120 days (or 180 days, if authorized by the demonstration project). Use of this promotion exception may not exceed a total of 120 days (or 180 days, if authorized by the demonstration project) for the same position within a 1-year time period. The 1-year time period begins with the effective date of the first action.

b. **Changes to lower grades (CLGs)** involving no higher promotion potential WITHIN AN ACTIVITY (includes Senior Executive Service employees returned to the General Schedule pay system for less than successful performance).

c. **Reassignment** of two employees who swap jobs when no vacancy exists and neither employee has declined an offer under TOF, transfer of work, or management-directed reassignment.

d. **Temporary Promotions, Reassignments and CLGs** made for formal development and training purposes, as provided by 5 CFR Part 410 (reference (b)), except those involving entry-level positions as covered in B.12. above. This includes the reassignment or CLG of an employee who has completed a centrally funded and managed career broadening assignment to a follow-on position. A one-time clearing requisition must be submitted when an employee is permanently promoted to a follow-on assignment following completion of an assignment to a short-term position established solely for the purpose of providing career broadening opportunities and for which there are no continuing mission requirements.

e. **Reassignments and CLGs** WITHIN THE COMPONENT and ACROSS COMPONENT LINES when an employee's work is relocated outside of the commuting area or the competitive area, and the employee is being moved to follow the work, UNLESS the employee previously declined the position in writing under TOF or management-directed reassignment.

f. **Reassignment** WITHIN AN ACTIVITY of:

(1) An employee to a position without known promotion potential, providing that the reassignment is initiated or directed by management. This exception applies only when the official directing the reassignment has supervisory or managerial authority over both positions. Reassignments initiated by the employee, i.e., when the employee requests reassignment or applies under a formal vacancy announcement or in response to open solicitation by management, are not covered by this exception. When citing this exception on the RPA, the HRO must also include the name and organizational symbol of the management official who directed the reassignment.

(2) Part-time employees to full-time positions when the part-time position was acquired as a result of RIF displacement from a full-time position;

(3) An employee who occupies a position scheduled to be abolished or moved

out of the commuting area within 1 year. This exception only applies to cases in which the command can provide official documentation that manpower/resource management changes have been made or reorganization, realignment, transfer of work, transfer of function or abolishment of a position has been scheduled. Management not backfilling the reassigning employee's original position does not constitute abolishment;

(4) An employee whose position is to be downgraded to correct a classification error or comply with new or revised classification standards;

(5) An employee whose position has been re-described as a result of position review;

(6) An employee who has been found by an appropriate medical authority to be medically disqualified for his or her current position;

(7) VRA employees, Schedule A disabled employees, and 30% disabled veterans serving under special appointing authority who are reached in RIF; or

(8) An employee who occupies a position obligated to an individual with return rights or restoration rights.

g. **Transfer by reassignment or CLG** of surplus employees of another Component who are employed at the same installation or facility and who are serviced by the same HRO.

h. **Details and temporary reassignments** within an activity. The exception for temporary reassignments is limited to situations where the Nature of Action is "Reassignment NTE" or when the employee is being returned to his or her former position on or prior to the expiration of such reassignment.

i. **The placement** of:

(1) Employees who either fail to satisfactorily complete the supervisory probationary period or who voluntarily request to leave (not for cause) the supervisory position during the probationary period via reassignment or change to lower grade/pay band provided no salary increase is incurred;

(2) Employees to satisfy assignment rights, such as statutory or administrative reemployment rights, or reinstatement from the Reemployment Priority List (RPL);

(3) Centrally-funded interns, placed under the following circumstances within the Component or in a DoD Combatant Command:

(a) Upon graduation of the intern,

(b) When an intern has completed the centrally funded training program; or

(c) When an intern who has not completed his or her training must be

moved prior to graduation because of RIF, fiscal or manpower reductions, closure, mid-term reassignments for training or developmental purposes, etc.

➡ (4) Individuals in the Pathways Internship, Recent Graduates, and Presidential Management Fellows Programs at the time they enter into these positions and, if applicable, upon extension of a time-limited appointment or upon noncompetitive conversion to term, career, or career-conditional appointments under Part 315 of reference (b). If the employee is first converted to a time-limited appointment, subsequent noncompetitive conversion to a permanent career or career-conditional appointment is also exempt from the PPP; ⬅

(5) VRA and Schedule A disabled employees and 30% disabled veterans under special appointing authority when all required training, education and other appropriate criteria are completed, and they are non-competitively converted to a career or career-conditional appointment;

(6) Disabled veterans who are being converted to career or career-conditional appointments from temporary appointments that were effected under 5 CFR Part 316.402(b)(4) or 5 CFR Part 316.403(b)(1) (reference (b)), provided that the positions were cleared as permanent through the PPP prior to the temporary appointment;

(7) An individual through a negotiated grievance decision, administrative procedures, appellate decision, EEO decision (including proposed disposition), or written settlement agreement that has the approval of the appropriate local authority;

(8) Career program employees or those on formal mobility agreements within the Component who are placed into pre-identified key or critical positions at closing bases or activities realigning outside of the commuting area (applies only to the follow-on placement after the base closes or the activity realigns during BRAC);

(9) As an exception to P3 referrals, employees of another Component supported under a cross-servicing agreement that provides for merit promotion consideration under the host installation's merit promotion plan;

(10) Individuals who are returning to duty from the Office of Workers' Compensation Programs (OWCP) rolls to a position at a grade no higher than that held at the time of OWCP eligibility;

(11) Individuals temporarily appointed for up to 30 days in accordance with 5 CFR Part 213.3102(i)(2) (reference (b)) and those whose appointments are extended one time for no more than 30 days under the same authority;

(12) The placement of a disabled employee anywhere within DoD in a position at the same or lower grade for which he or she can be reasonably accommodated (29 CFR 1614.203); or

➡ (13) Positions established in support of scholarship programs that are filled by the noncompetitive appointment to the excepted service of individuals who have successfully completed a designated scholarship program (i.e., Science, Math, and ⬅

Research Technology (SMART) Program, National Security Education Program (NSEP), Information Assurance Scholarship Program (IASP)). Individuals in these programs require a period of Government service in exchange for educational, financial or other assistance.

(14) Positions filled through the conversion to career or career conditional appointments of individuals originally appointed under i.(13) above.

j. **Internal Actions During Downsizing or Major Reorganization.** During downsizing, activities may process time-limited promotions not in excess of 1 year as an exception to the PPP. Activities may also use this exception during major reorganizations involving a significant number of employees if there is no increase in authorized strength with the exception of transfers of function or work. During both downsizing and reorganizations, the following conditions apply:

(1) Except at activities that are within 2 years of closure, a position filled under this exception must be cleared as permanent against the PPP before the activity may extend the temporary promotion beyond 1 year; and

(2) Activities using this exception must retain written documentation regarding the downsizing or reorganization and must annotate personnel actions accordingly. There must be a clear nexus between actions taken under this exception and the downsizing or reorganization justifying its use.

k. **Exceptions for Activities Scheduled to Close**

(1) Component career program employees or those on formal mobility agreements may be promoted or reassigned from within or outside the closing activity into a position pre-identified as "key or critical to base operations" at the closing activity or activity realigning outside of the commuting area. Such employees cannot be moved into the position under this provision from outside the commuting area unless the PPP is cleared. Employees or PPP registrants who accept such offers will be placed on a permanent basis, commit to staying at the activity until closure or until the activity realigns, and sign a mobility agreement that specifies ineligibility for PPP registration as a result of base closure or realignment during BRAC.

(2) Except for positions covered by C.2.k.(1) above, an activity is not required to clear the PPP during the 6 months prior to base closure. From 7-24 months prior to closure, an activity must clear the PPP only for registrants in the commuting area who are available for temporary or term employment.

(3) Normally, permanent appointments and promotions are prohibited within 24 months of an activity's scheduled closure date. However, closure activities may permanently re-promote employees who are serving under grade or pay retention as an exception to the PPP. These promotions may be to the grade from which demoted or to an intervening grade. Career promotions for employees who entered their respective career paths prior to the formal closure announcement are also excepted.

l. **The change of an employee's work schedule** between part-time, intermittent, or seasonal and full-time in the position of record. This exception may not be used within 1 year of the effective date of the incumbent's placement into the part-time, intermittent, or seasonal position. However, if compelling circumstances exist, requests for exceptions to the 1-year restriction may be submitted to the appropriate CTP Administrator for review. The 1-year restriction does not apply when processing the change of a teacher's work schedule or the work schedule of a student hired under the Pathways Internship Program.

m. **The conversion of a Nonappropriated Fund (NAF) employee** to appropriated fund status in the same job (i.e., same desk and work unit) and/or upon conversion to career employment in the same job following a status quo appointment as a result of a NAF-to-appropriated-fund conversion.

n. **Reassignments** effected when an employee at an activity not scheduled for closure is eligible for optional or discontinued service retirement (DSR) and exchanges jobs with an employee (not eligible for retirement) at a closing activity. Under OPM rules, employees who job exchange into a closing activity are not generally considered eligible for DSR unless they are at the closing activity and occupy the affected position for 1 year prior to retirement. Employees who job exchange into closing installations are not eligible for PPP registration when their services are no longer needed.

o. **Law Clerk, GS-904, Attorney, GS-905, or Patent Attorney, GS-1222 positions.**

p. **The appointment of individuals with disabilities** under 5 CFR 213.3102(u).

q. **Educator Positions.** The appointment of individuals to:

(1) Academic faculty positions under Administratively Determined (AD) pay schedules at DoD post-secondary academic institutions; or

(2) Educator positions under the Teacher Pay (TP) pay schedule at DoD Dependents Schools and under Administratively Determined (AD) pay schedules at DoD Domestic Dependent Elementary and Secondary Schools.

r. **The appointment of an expert or consultant** under 5 CFR Part 304.

s. (Reserved for future use)

t. **The non-competitive appointment of combat-injured disabled veterans** to time-limited appointments of more than 60 days as an exception to Priority 2 and 3 referrals when the veterans meet the following requirements:

(1) Rated by the Department of Veterans Affairs (VA) within the preceding year as having a compensable service-connected disability of 30% or more; and

(2) Served during a campaign or expedition that is qualifying for Veterans

preference; and

(3) Received a Purple Heart.

Subsequent non-competitive conversions to permanent appointments are not subject to PPP clearance.

u. **Realignment** within or outside the commuting area. Actions are processed as realignments when employees are moved due to organizational changes (such as reorganization or transfer of function) but without a change in position, grade, or pay. If the Nature of Action (NOA) is Realignment, the exception does not have to be documented on the personnel action.

➡ v. **Reassignment or CLG to incentivized vacancies** across activity lines within the same Component, when such actions avert the involuntary separation of surplus employees at the losing activity. The criteria for identifying surplus employees are prescribed in Section C.2.f.(3) above. This exception applies to the placement of a surplus employee from the losing activity directly into a gaining activity vacancy that was created through the payment of Voluntary Separation Incentive Pay (VSIP) and the following conditions apply:

(1) Each reassignment or CLG must save an employee who otherwise would be separated by the losing activity.

(2) Funding responsibility for VSIP costs and, if applicable, relocation expenses shall be determined by the gaining and losing activities in accordance with controlling regulations.

(3) This exception does not apply if similarly situated surplus employees in the gaining competitive area could be placed in the incentivized vacancies. ⬅

3. **Other Exceptions.** CTP Administrators may approve other promotions, reassignments, etc., that are in keeping with the spirit and intent of the PPP.

D. QUALIFICATIONS DETERMINATIONS AND JOB OFFERS

1. Contact With Registering Activities

a. **Prompt Contact.** Upon receipt of referral resumes, the gaining HRO shall contact the registering HRO within 1 business day to initiate a joint qualifications determination. The registering HRO shall respond to the gaining HRO with an initial qualifications determination or status of the qualifications determination within 2 business days after being contacted by the gaining HRO. Within an additional 2 business days, the gaining HRO must respond to the registering HRO's determination.

b. **Working Resumes Sequentially.** Resumes must be worked and offers made in priority order as explained in Section D.6. below. Even when working within the same priority group, the gaining HRO is not authorized to request qualifications determinations

on more than one resume at a time. The HRO, with or without input from the gaining supervisor, must determine which resume will be worked first. To save time, it may be advisable for the HRO and supervisor to identify alternate selections, in case the first choice is unavailable or found not well qualified. When working multiple referrals from the same registering activity, the gaining HRO may advise the registering HRO as to the sequence to be followed in proceeding with the qualifications determinations. On a case-by-case basis, CTP Administrators will consider requests to work multiple resumes simultaneously. Approval will be limited to those cases where the position has a high declination rate or requires unique skills that individuals who are registered for the occupational series typically would not possess.

c. **Unauthorized Contact.** Except as provided for Program S registrants in Chapter 14, Section F.7., no one representing the gaining activity may contact a registrant without CTP Administrator approval. Contact with the registrant's current or former supervisor, or any other management official with knowledge of the registrant is also prohibited. If a registrant initiates contact with the gaining activity, the person contacted should refer the registrant to the restriction in Chapter 3, Section M, and then immediately report the contact to the gaining HRO. The HRO must then inform the CTP Administrator.

d. **Contact Constitutes Commitment.** When a PPP registrant is referred to a particular gaining activity and the gaining HRO then contacts the registering HRO, the matched position is considered committed to that registrant unless the joint qualifications process results in a not-well-qualified determination.

2. **Job Requirements.** The gaining activity must advise the registering activity of all duties, responsibilities, skills, knowledge and abilities required for the job. Any special job requirements must be reasonable and realistic. Normally, a very narrow scope of experience gained only in a specific command or Component will not be considered a valid selective or special qualification requirement. The gaining activity must provide any other pertinent information (e.g., position obligation, work schedule, security clearance, travel requirements, physical requirements, scheduled activity closure, status of contract studies, etc.). Normally, registrants must be evaluated using the information in their PPP and narrative resumes. However, if a mandatory registrant is referred without a narrative resume (see Chapter 3, Section I.3.), the gaining HRO may request a narrative resume or other supplemental information. The gaining activity may request copies of pertinent documents from the Official Personnel Folder (OPF) of those registrants referred at grades GS-14 and GS-15. Regardless of the grade of the position, both registering and gaining activities should consult with subject matter experts for assistance in resolving disagreements before initiating formal qualifications disputes under Section D.4. below.

3. **Qualifications Determinations.**

a. Qualifications are determined jointly by the gaining and registering activities. Both activities must actively participate in the process and documentation of their participation must be included in the audit trail. To be offered a position, the registrant must be well qualified. The registering HRO must provide a brief explanation as to why

the registrant is well qualified or not well qualified in order for the gaining HRO to have a basis to agree or disagree. If the two activities disagree on the registrant's qualifications, they must use the qualifications dispute process described in D.4., below. However, when there is a mutual decision between the registering and gaining HROs, that decision is final. Also, except as provided in D.3.a.(1) and (2) below, gaining activities are not authorized to unilaterally disqualify registrants.

(1) When working matches for positions in the 301 or 303 series requisitioned with the NOA option code, the gaining HRO has the option to screen out registrants who do not meet the basic qualification requirements for the position as prescribed in Office of Personnel Management or DoD-unique qualification standards, and these determinations do not require consultation with the registering HRO. This option does not apply to other series, and can only be used when:

(a) A narrative resume is attached to the basic PPP resume; and

(b) There is no information on the PPP or narrative resume indicating that the registrant has ever been assigned to a position in the 301 or 303 series, whichever is applicable.

(2) When applying the procedures in Section D.3.a.(1) above, resumes of registrants who do not meet basic qualifications criteria may be cleared with Report Action Code 46 (not basically qualified per gaining HRO). Whenever this code is used to clear a resume, the HRO must enter a narrative explanation as to why the registrant did not meet the basic qualification requirements of the position.

b. In addition to the information required in D.2. above, the gaining activity should provide the crediting plan to the registering activity if the qualifications determination involves complex or unusual job requirements. In such cases, the registering activity must advise the gaining activity of the basis for determining a registrant to be well qualified, including clarification as to how the registrant meets any special job requirements.

c. Gaining and registering HROs may request assistance from the CTP Administrator when one party or the other does not conduct a qualifications determination within a reasonable time. This includes cases in which the referred registrant has matched numerous positions and the registering activity has a backlog of qualifications determinations. Components may require requests to be submitted to the CTP Administrator through Component channels.

d. **Relaxing the Well-Qualified Standard.** As an exception to the requirements of Section D.3.a. above, gaining activities have the option to authorize job offers to PPP registrants who are not well qualified but, in the opinion of the gaining activity, could succeed in the job. When exercising this option, gaining activities agree to provide training, if necessary, in order to equip the registrant with all of the skills necessary to succeed in the job. When extending job offers based on relaxed qualifications, registering activities must notify PPP registrants of the following:

(1) They were found basically qualified for the position;

(2) Acceptance of the offer indicates that they are willing to complete training that may be necessary for successful performance in the position; and

(3) If such offers are declined, they will be considered invalid for all registrants except;

(a) Nondisplaced overseas employees;

(b) Mandatory Program A registrants, when the offers are reasonable for severance pay purposes as prescribed in Section 550.703 of reference (b); or

(c) Program R registrants, when the offers are reasonable for grade retention purposes as prescribed in Section 536.104 of reference (b).

e. **Positions Covered under the Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (Reference (c)) .** As explained in Chapter 3, Section G.6., employees who are otherwise well qualified for positions in the GS-1102 series or for critical acquisition positions may register for such positions even though they do not meet all DAWIA qualification and/or Defense Acquisition Corps membership requirements. The registrant's status with regard to these requirements is indicated in the "DEFENSE ACQUISITION" data element of the ASARS Registration Format. When requisitions are submitted with a "Y" in the "DEFENSE ACQUISITION" item of the ASARS Requisition Format, registrants will be referred without regard to the corresponding code on their registration. Within each of the three priorities, well qualified registrants who meet all DAWIA and, if applicable, Defense Acquisition Corps membership requirements will be offered positions first. If no registrants within a specific priority meet DAWIA and/or Corps membership requirements, the activity will seek a waiver, if needed, to place a registrant who is otherwise qualified. Waivers will be processed in accordance with established DoD and Component procedures.

f. **DAWIA Program Executive Officer, Program Manager and Deputy Program Manager Positions.** Registrants who are matched against these positions must be among the BEST QUALIFIED for the position. This determination will be made by the gaining Component's Director of Acquisition Career Management in coordination with the Component PPP Coordinator by ranking the registrant against the best qualified criteria. A registrant who is not ranked among the best qualified cannot be placed into the position.

4. **Qualifications Disputes.** When the Registering Activity and Gaining Activity cannot agree on a qualifications determination, either Activity can initiate a formal dispute by notification to the other Activity stating, "A formal dispute is in process as of (date) and you must furnish your rationale, including all supporting documentation, for the qualifications dispute to your respective Regional Coordinators within 15 calendar days of this date." If the Regional Coordinators agree, their joint decision is final. If one Regional Coordinator is responsible for both activities, the Regional Coordinator's decision is final. Regional Coordinators must, within 10 business days, either issue a

decision or refer the case to the next level. If the Regional Coordinators disagree, the decision of the Component Coordinator, when the activities are in the same Component, is final. If the Regional Coordinators are from different Components, the appropriate CTP Administrator makes the final decision. The DoD Component Coordinator or the CTP Administrator must issue a decision within 10 business days of receipt of the case from the Regional Coordinators. The Chief, CTP, Staffing & CTP Division, DCPAS, will monitor processing times, take action to insure deadlines are met, and grant extensions when in-depth inquiries are necessary or when overseas employees are involved.

5. **Skills Mismatch Involving Overseas Registrants.** When overseas registrants are referred and there is an obvious mismatch of skills, the gaining HRO may consult the appropriate CTP Administrator to determine whether further placement consideration is required.

6. **Order of Offers.** Offers are made until positions are filled, referred resumes are exhausted, or offers are not required because of the registrant's priority.

a. Within the three numerical priorities, offers are always made in priority order. In most cases, activities may select any individual registrant within the priority. Exceptions include: DAWIA positions (see D.3.e. above); positions for which Reemployment Priority List (RPL) (see Chapter 2) candidates are available; the selection of certain Reserve Component Military Technicians (see Chapter 11, Section E, and Chapter 16, Section D); and selection of Air Force Civilian Spouses or Domestic Partners (see Chapter 20, Section E). Priority "S" is assigned to military spouse preference candidates referred through Program S, who are entitled to preference if they are rated best qualified under competitive merit promotion procedures and all Priority 1 and 2 referrals have been cleared. See Chapter14 for details on how to work Priority "S" referrals.

b. Activities may continue to work through resumes on hand before working new referrals regardless of the priority of the new referrals. Conversely, activities may elect to work the new resumes provided they observe priority order and have not already initiated contact with a registering HRO regarding one of the resumes on hand.

c. If a registrant is referred to the same activity on the same business day for more than one position at different grade levels or pay bands, the match for the highest grade or pay band must be worked first. In no case shall an activity discontinue working one match (i.e., after the registering activity has been contacted) in order to begin working a match for a higher grade or pay band.

7. **Extending and Responding to Job Offers.**

a. Once a registrant is found to be well qualified by both the registering and gaining activities (i.e., there was no qualifications dispute or it has been resolved in the registrant's favor), the gaining activity should authorize the registering activity to communicate the offer to the registrant immediately. The gaining organization must ensure that the offer includes the requisition control number of the vacancy for which the

offer is being made to facilitate report action coding. When placement consideration or a qualifications dispute is underway, additional offers are held in abeyance pending resolution of the initial offer. If a qualifications dispute has been initiated, the registering activity should continue to work subsequent matches and hold only those for which the registrant is found to be well qualified and those for which agreement cannot be reached with the gaining activity. Activities may contact the CTP Administrator for specific guidance on the disposition of offers. When GS-14 or GS-15 positions are involved, the appropriate Component Coordinator should be advised so that undue delays can be avoided.

b. Beginning with the initial request from a gaining activity to evaluate the registrant's qualifications, the registering activity must work that match to conclusion. If contacted regarding additional matches before the first match has been resolved, the registering activity should proceed as follows:

(1) Continue to work the matches in sequential order. If the registrant is well qualified based on joint agreement with the gaining activity, advise the gaining HRO that the job offer will be held in abeyance until the previous match has been cleared. However, if there are factors that could render a potential offer invalid under the provisions of Section D.9. below, continue working subsequent matches in sequence.

(2) Upon identifying the first position for which the registrant is well qualified and that would clearly constitute a valid offer, no subsequent matches should be held in abeyance. Inform the remaining gaining activities that the registrant has a valid offer pending.

(3) If the original match does not result in termination of the registrant's PPP eligibility (e.g., registrant is not well qualified, declines an invalid offer, etc.), proceed to the first offer that is being held in abeyance. If more than one offer is being held due to the requirements of Sections D.7.b.(1) and (2) above, the offers must be worked in sequence.

Refer to Appendix A for examples of how the registering HRO should apply these procedures.

c. **Response Time.** Registrants in the continental United States (CONUS) must accept or decline offers from CONUS activities within 2 business days of having received the offer. Registrants outside the CONUS must accept or decline offers within 3 business days of receipt. The clock does not start until the registrant is in receipt of an offer, whether verbal, in writing, or via e-mail, and has all of the information necessary to make an informed decision (e.g., conditions of employment, pay, work schedule, etc.). In all cases, the registrant's response must be reported immediately to the gaining activity.

d. **No Response.** Failure to receive a timely response is not a valid reason to consider a registrant unavailable, and gaining activities will take no further placement action until the outstanding offer is resolved. If reasonable efforts do not produce a timely response, the gaining activity should contact the assigned CTP Administrator for resolution.

e. **Withdrawal of Offer.** Activities cannot withdraw an offer under any circumstances. Offers must be honored unless a CTP Administrator approves withdrawal. Likewise, activities shall not alter an offer or initially place a registrant in an alternate position without CTP Administrator approval. When the gaining HRO contacts the registering HRO for the purpose of determining the registrant's qualifications, the position is effectively committed to that registrant, and the registrant must be placed in the position if all qualifications and appointment criteria are met and the registrant is otherwise eligible, unless he or she declines the job offer. In rare and unusual circumstances an activity may request withdrawal of an offer.

(1) Requests to withdraw offers shall be submitted to the CTP Administrator with jurisdiction over the HRO that is seeking withdrawal of the offer, and they must be signed at the HRO Director level or higher. Requests must be transmitted via e-mail or fax within 5 business days of the job offer being made or, if applicable, having been accepted by the registrant. A copy of the request must be simultaneously submitted to the Component Coordinator, who shall then be allowed 5 business days to contact the CTP Administrator and either endorse or withdraw the request. If the Component has established procedures for submitting requests through internal channels, the HRO must comply. However, the requirement to initially transmit the request to the CTP Administrator and the 5-day deadline for Component Coordinator action still apply.

(2) All requests must clearly state the rationale for withdrawing the offer and include the requesting activity's explanation as to how the circumstances meet the "rare and unusual" standard required for approval. If appropriate, the request must also include and provide information regarding possible alternate placement opportunities for the registrant. Also required is a copy of a notice from the requesting activity to the affected releasing or gaining activity that a withdrawal of offer is being pursued. The responsible CTP Administrator shall approve or disapprove such actions within 10 business days of receipt of a request that includes all necessary supporting documentation.

f. **Requirement for Written Offers.** When declination of an offer would result in loss of severance pay entitlement or grade or pay retention benefits, the offer must be in writing and otherwise conform to the requirements of 5 CFR Parts 536 and 550 (reference (b)) respectively.

g. **Reporting Dates.** Employees must normally report for duty within 2 weeks after accepting an offer in the same commuting area. If a PCS move is required, up to 30 calendar days are allowed for CONUS registrants and up to 45 calendar days for overseas registrants. These time periods apply unless another date is agreed to by the registrant, the registering activity, and the gaining activity.

8. **Valid Offers.** A valid offer is an offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. Additionally, there must be no significant changes in working conditions or conditions of employment. For employees whose work schedule is less than full-time, the work schedule of the offered position must equal or exceed the working hours of the

individual's current position or the position last held prior to separation. An offer that meets these conditions is valid even if obtained outside the PPP. Before extending an offer, the registering activity must determine whether the offer is valid. If valid, the registering activity must advise the registrant that declination of the offer will result in removal from the PPP. Valid offers include, but are not limited to:

a. A position requisitioned with one, two, or three option codes offered to an individual registered for a position in the same series with the same option codes, even if the registration includes additional option codes not required for the position;

b. A position that does not require a proficiency in office automation (OAA), stenography (STC) or data transcription (DAT) offered to an individual registered for the same series with an OAA, STC or DAT option code;

c. A specific GS-800 position offered to an individual registered for the GS-801 series with an option code matching the specific series;

d. Any position covered by one of the special skills identifiers (e.g., GS-300) offered to an individual registered with the identifier, when the grade and option codes, if any, match;

e. A position in the excepted service offered to a registrant who holds or last held a position in the excepted service;

f. A supervisory position offered to a registrant who currently holds a supervisory position, or to a registrant who is not currently a supervisor but is qualified and available for supervisory positions;

g. Any position identified as a Testing Designated Position (TDP) (procedures are in D.17. below);

h. A part-time, intermittent, or seasonal permanent position offered to a registrant who, at the time of registration, occupied a position with essentially the same work schedule;

i. Positions with overtime pay offered to registrants whose current or last position included overtime pay, even if there is a reduction in the amount of overtime. For PPP purposes, such a reduction does not constitute a change in conditions of employment. This also applies to registrants whose established tours of duty exceed the standard 40-hour work week and who regularly receive overtime pay.

9. **Invalid Offers.** Except as specified in D.3.d.(3), D.9.g., D.11., and D.12. below, the following types of offers are invalid IF DECLINED:

a. An offer from a non-DoD Federal agency except under the Military Spouse Preference Program (Chapter 14);

b. An offer determined by the registering activity to constitute a significant

difference in working conditions or conditions of employment, e.g., travel or deployment requirements, environmental factors, physical requirements, etc. (except as covered in Section D.9.j. below and absent other compelling circumstances, this does not include shift requirements);

c. An offer at a location remote from the gaining activity, when the registrant's area of referral did not include the remote site;

d. An offer of an obligated position;

e. An offer of a position in a function that is under commercial activity or privatization study;

f. An offer of a position that requires the employee to invest a substantial amount of money to purchase tools;

g. An offer of a time-limited appointment, whether accepted or declined;

h. An offer of a position that requires the employee to sign a mobility agreement, unless already on a mobility agreement;

i. An offer of an excepted service position to a registrant who currently holds or last held a competitive service position;

j. An offer of a position with a part-time, intermittent, seasonal, or rotating shift schedule to a registrant who currently holds or last held a position with a different work schedule;

k. An offer of a NAF position;

l. An offer of a Department of the Army floating plant position (other than hopper dredge) to an employee who does not currently occupy such a position;

m. An offer of a position at an activity that has been approved by Congress for closure;

n. An offer of a position at an activity that has been approved by Congress for realignment, if the position is being realigned outside of the commuting area of the gaining activity;

o. An offer of a position without premium pay to a registrant whose current or last held position included premium pay, provided the offered position is in the same occupational series as the registrant's current or last held position;

p. An offer of a lower-graded position under an alternative personnel system or demonstration project that does not provide grade retention benefits, provided the registrant is not currently employed under the same type of system and would otherwise be entitled to grade retention, or

q. Positions with no overtime pay offered to registrants whose current or last established tours of duty exceed the standard 40-hour work week and who regularly received overtime pay, provided they did not voluntarily register for positions that typically do not include overtime pay.

r. An offer of a position made to a registrant who is not well qualified as covered in Chapter 4, Section D.3.d.

s. Other offers determined invalid by the CTP Administrator.

10. **Expired Registration.** Provided the registrant is appointable and otherwise eligible, a referred resume that is a valid match remains in effect even if the registration period for the registrant has expired.

11. **Security Clearances.**

a. Offers must not be delayed or denied because the registrant does not have a clearance or the required personnel security investigation has not been completed. In these circumstances, the registrant may decline the job offer without penalty if the reporting date would be unreasonably delayed. For purposes of this provision, a delay is considered unreasonable when an appropriate representative of the gaining activity determines the PPP registrant cannot be permitted to enter on duty within the standard reporting period specified in D.7.g. above. Such a determination necessarily involves a preliminary review by the gaining activity's security function and constitutes an official finding that the security requirements cannot be waived and an interim clearance cannot be granted. Upon being advised of an unreasonable delay, the registrant may exercise the following options:

(1) Decline the offer as invalid and remain in the PPP; or

(2) With the understanding that entrance on duty is contingent upon final adjudication of the security clearance, accept the offer as valid and be removed from the PPP. If still on the employment rolls, the registrant shall remain at the registering activity pending adjudication of the clearance, and shall be subject to any ongoing workforce reshaping actions. If 6 months pass without a final determination on the security clearance, the registrant has the option to re-register in the PPP for the remainder of the initial eligibility period. If a registrant exercises this option, the registering activity shall limit consideration to positions that do not require a clearance. If contacted by a gaining activity regarding a position that requires a clearance, the registering activity shall advise the gaining activity that the registrant has a valid offer pending and to clear the referral with Report Action Code 38. This option is not available if the eligibility period expires 6 months or less after the registrant accepted the offer as valid. Re-registration under this provision does not relieve the gaining activity of its responsibility to continue the adjudication process to conclusion, as there is no guarantee that the registrant will receive another offer. If re-registration does result in another valid offer, the registrant has the option to accept the second offer, thereby relieving the initial gaining activity of any further responsibility other than fulfilling any remaining PPP clearance requirements, or decline the second offer and wait for the decision regarding the security clearance for the first offer. Registrants who decline a second valid offer have no further PPP

eligibility if the security clearance for the first position is denied.

(a) When a registrant accepts an offer as valid pending adjudication of the clearance, the responsibilities of the parties are as follows:

1 The gaining HRO shall clear the resume with Report Action Code 14 and pursue the clearance processing expeditiously;

2 The registering HRO shall delete the registration with Report Action Code 03 and monitor the time period following acceptance of the offer to determine if and when the registrant should be given the option to re-register. The HRO must also advise the registrant that unjustified delays in submitting required security forms and documents could result in termination of PPP eligibility under the provisions of Chapter 3, Section C.16; and

3 The registrant shall complete all required security forms and return them to the registering HRO within 10 business days. Absent circumstances beyond the registrant's control, failure to meet this requirement could result in loss of PPP eligibility under the conduct provisions of Chapter 3, Section C.16.

(b) If the formal adjudication process has been completed and the security clearance has been denied, and if the registrant has not already reported for duty to the gaining activity under an interim clearance, the job offer is automatically nullified. The registrant may immediately re-register for the remainder of the original eligibility period provided he or she still meets all the eligibility requirements, with the understanding that future consideration will only be for positions that do not require a security clearance. However, care should be exercised in reviewing the basis for denial when considering eligibility for re-registration.

b. If the gaining activity agrees to waive the security requirements or grant an interim clearance, the time period used to determine if the registrant could report for duty within established PPP standards (see D.11.a. above) does not begin until the registering HRO informs the registrant of the gaining activity's decision. Since unreasonable delays should rarely occur in this situation, it is unlikely that registrants will have the option to decline the offers as invalid based on delayed reporting dates.

(1) A registrant who enters on duty at the gaining activity under an interim security clearance shall not be eligible for re-registration in the PPP solely because the final clearance is subsequently denied. The registering HRO shall advise the registrants of this provision when making such offers.

(2) If a registrant is offered a position with an interim clearance and has a valid reason to expect the final clearance will be denied (i.e., due to information that would be revealed in a full investigation but was not considered during the preliminary review by the gaining activity's security function), the registering HRO should contact the supporting CTP Administrator for guidance.

12. **Child Care Positions.** When a registrant receives an offer for a child care position that requires a criminal history background check as a condition of employment, the registrant may, if not currently in such a position:

a. Decline the offer if the delay is unreasonable and remain in PPP;

b. Accept the offer, be removed from PPP, and delay the reporting date until the background check is completed; or

c. Accept the offer on a conditional basis and remain in PPP until the completion of the background check or until accepting or declining one subsequent offer.

13. **Medical Examinations.**

a. Following the tentative selection of a PPP registrant, gaining activities may require a medical examination in accordance with 5 CFR Part 339, Medical Qualification Determinations. A medical examination is appropriate only for a position that has specific medical standards, physical requirements, or is covered by a medical evaluation program. Decisions to require medical examinations for PPP registrants should be consistent with decisions to require medical examinations for other tentatively selected applicants. Failure to meet a properly established medical standard or physical requirement means that the individual is not qualified for the position absent a waiver or reasonable accommodation. When a medical examination is required, the gaining activity may request that the releasing activity arrange and pay for any necessary examination prior to the employee being reassigned or transferred to a new position in another commuting area. If the position is in the same commuting area, any medical examinations required will be the responsibility of the gaining activity. Disputes involving physical qualifications will be referred to the appropriate CTP Administrator for resolution.

b. **Reasonable Accommodation.** If a PPP registrant requests accommodation, the job offer is considered tentative until the gaining activity conducts a complete and formal review as required by law and EEOC guidelines. If the activity is able to provide reasonable accommodation, the placement shall proceed. However, if the gaining activity is not able to provide reasonable accommodation after fulfilling all statutory and regulatory requirements, the tentative job offer is automatically vacated and the placement shall not be made. In these cases, the referral should be cleared with Report Action Code 26 and a narrative explanation.

14. **Offers of Positions that Constitute Promotions.** Except in the case of military spouses registered for higher grades under the provisions of Chapter 14, Section E.2.g., job offers shall not be extended if the placement would constitute a promotion. Promotion determinations are based on the rate of basic pay (as defined by OPM) for GS employees or the basic rate of pay for other employees. Before an employee is offered a position in the same or a different pay system, the gaining activity must determine whether the offer constitutes a promotion based on the applicable pay system for the new position. Positions with a TRA option may be offered only if the target grade of the position does not exceed the target grade of the employee's current position.

15. **Offers of Temporary (Including Term) Employment.** Temporary employment offers will not be made to registrants who live outside the commuting area

of the position.

16. **Offers of Positions at Closing Activities or Realigning Activities.** If the position is located at an activity that has been formally announced and approved for closure, referral is limited to registrants with “C” or “B” in the “Base Closure/Realignment” data element of the registration format. If the gaining activity has been formally announced and approved for realignment, and the position is being realigned outside of the commuting area of the gaining activity, referral is limited to registrants with “R” or “B” in the “Base Closure/Realignment” data element of the registration format. Even if registered with “C,” “R,” or “B,” or if offered such positions outside the PPP, registrants may decline the offers as invalid in accordance with Section D.9.m. and D.9.n. above.

17. **Testing Designated Positions (TDPs).** If the position being offered is a TDP under DoD Directive 1010.9 (reference (d)), the gaining activity may require a pre-appointment drug test, at the gaining activity's expense. If the position is outside the commuting area, the gaining activity may arrange for the test to be administered by the losing activity, or the nearest activity of the gaining Component, at the gaining activity's expense. The effect of the drug test results on continued PPP eligibility will be determined in accordance with Chapter 3, Section C.16.

18. **Overseas Offers.**

a. When communicating with overseas activities, the gaining activity should provide:

(1) The fund citation for miscellaneous expense allowances and temporary quarters subsistence expenses;

(2) The gaining activity code;

(3) A desired reporting date;

(4) The position description and other pertinent information such as position obligation, special physical requirements, and unusual conditions of employment, e.g., excessive travel and mobility agreements; and

(5) The name, telephone, FAX number and Internet e-mail address (if available) of the HRO point of contact.

b. A copy of any written communication should be sent to the cognizant Overseas Regional Coordinator. If there is no response within 7 days, the gaining activity should contact the Overseas Liaison Officer for assistance.

19. **Offers of Supervisory Positions.** Offers of second-level and higher supervisory positions are not required unless the registrant has already successfully completed the supervisory probationary period.

E. RECONSTRUCTION

1. When an activity discovers that a position was not cleared in accordance with this Chapter, the HRO must immediately request reconstruction of required PPP actions. This applies even if the position has already been filled. To initiate a reconstruction, the HRO must complete and submit the ASARS Reconstruction Format illustrated at Appendix B. Use the "Reconstructions" link on the ASARS main menu to access the Reconstruction Format.

2. PPSB will determine if any registrants missed consideration. The results will be sent to the activity and the appropriate CTP Administrator. The HRO must contact the CTP Administrator to discuss the disposition of all matching referrals and for instructions regarding corrective action. Reconstructions shall be considered unresolved until the CTP Administrator determines that no further action is required.

F. GAINING ACTIVITY RECORDS

Each HRO will maintain a clear audit trail in accordance with Chapter 1, Section G.4. These records will contain information on matching covered positions, applying program exceptions, making qualifications determinations, extending job offers, and reconstruction actions.

CHAPTER 4

APPENDIX A

MANAGING MULTIPLE QUALIFICATIONS DETERMINATIONS REQUESTS

The following examples illustrate the proper registering activity procedures for responding to multiple requests for qualifications determinations on the same PPP registrant. These procedures are found in Section D.7.b. of this Chapter.

Example 1. Registering Activity A just initiated a formal dispute with Activity B regarding registrant Jane Smith's qualifications for a WG-2604-12 position. Activities C through F, in that order, contact Activity A prior to resolution of the dispute and request qualifications determinations for Ms. Smith. In accordance with Section D.7.b., Activity A proceeds in the following sequence:

Activity C – The two HROs agree that Ms. Smith is not well qualified. Activity A proceeds to work the Activity D match.

Activity D – Although the HROs jointly agree that Ms. Smith is well qualified, the position requires frequent travel. Since Ms. Smith does not travel in her current job, she could decline the Activity D offer as invalid. Activity A advises Activity D that the offer will be held in abeyance, but proceeds to work the Activity E match.

Activity E – The two HROs agree that Ms. Smith is well qualified and there are no circumstances that could render the offer invalid if declined. Activity A advises Activity E to hold the offer in abeyance.

Activity F – Activity A advises Activity F that Ms. Smith already has a valid offer pending, and Activity F clears her resume with Report Action Code 38.

Additional Requests – Additional requests for qualifications determinations are received from Activities G, H, and I, and Activity A also advises them of the pending offer.

Order of Offers – If the qualifications dispute is resolved in Ms. Smith's favor and results in a valid offer, Activity A advises Activities D and E, and they in turn clear her resume with Report Action Code 38. If the dispute does not produce a valid offer, or if Ms. Smith declines the Activity B offer as invalid, Activity A proceeds to the Activity D offer, and the process is repeated.

Example 2. Using the same activities and sequence of matches described in Example 1 above, assume that Ms. Smith is found not well qualified for the Activity B position and declines the Activity D offer as invalid. Upon contacting Activity E to process the second and last offer that was held in abeyance, Activity A learns that the gaining organization has initiated a formal A-76 study, which would render the Activity E offer invalid if declined. Activity A extends the offer to Ms. Smith, but before she responds, Activities J, K, and L request qualifications determinations. Activity A works the requests sequentially as described above until the Activity E offer is resolved. The

previous matches cleared with Report Action Code 38 by Activities F, G, H, and I are not applicable.

CHAPTER 4

APPENDIX B

ASARS RECONSTRUCTION FORMAT

PPP RECONSTRUCTION

ACTIVITY CODE 000A
RPA # (last 6) 123456

DATE OF REQUEST .....

HRO CONTACT .....

COMMERCIAL PHONE .....

DSN PHONE .....

COMMERCIAL FAX .....

DSN FAX .....

E-MAIL .....

POC E-MAIL .....

OLD REQUISITION # .....

NEW REQUISITION # .....

COMPONENT .....

PAY GROUP .....

SERIES ..... (use 4 digits)

GRADE ..... (use 2 digits)

OPTION CODES ..... NOA

REMOTE ACTIVITY CODE .....

CITY .....

REFERRAL CODE ..... A-REF PRI 1-3 NOT Z

TEMPORARY ACTION ..... YES NO

PART TIME ..... YES NO

INTERMITTENT ..... YES NO

SEASONAL ..... YES NO

SUPERVISORY ..... ☐ YES ☐ NO

ROTATING SHIFTS ..... ☐ YES ☐ NO

EXCEPTED SERVICE ..... ☐ YES ☐ NO

BRAC .....

N - None of the above

DATE OF RECONSTRUCTION

BEGINNING ..... (required) (YYYYMMDD)

ENDING ..... (required) (YYYYMMDD)

DATE OF REF LIST ..... (YYYYMMDD)

REASON FOR RECONSTRUCTION (*Check all that apply*)

☐ FAILED TO REQUISITION TIMELY

☐ WRONG REMOTE USED

☐ INCORRECT REFERRAL CODE

☐ OPTION CODE WRONG OR OMITTED

☐ REMOTE OMITTED

☐ OTHER (PLEASE EXPLAIN)

☐ ACTIVITY CLOSED REQUISITION EARLY

☐ ACTIVITY FAILED TO EXTEND REQUISITION, SYSTEM CLOSED

☐ RECRUITMENT CHANGED (PLEASE EXPLAIN)

EXPLANATION: (*do not exceed 10 typed lines*)

Submit This Reconstruction

Delete This Reconstruction

Page reissued 8/24/2015
Change memo H-FY2015-01

CHAPTER 5

PRIORITY PLACEMENT PROGRAM (PPP) PROCEDURES FOR OVERSEAS ACTIVITIES

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CHAPTER 5

PRIORITY PLACEMENT PROGRAM (PPP) PROCEDURES FOR OVERSEAS ACTIVITIES

References: (a) Joint Travel Regulations (JTR), October 1, 2014

(b) Title 5, United States Code

(c) Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990

(d) Title 10, United States Code

A. PURPOSE

The purpose of this Chapter is to specify the DoD Priority Placement Program (PPP) procedures that apply to eligible DoD employees and family members in foreign areas, territories and possessions of the United States (U.S.), and those in Alaska and Hawaii. The term "overseas employees" will be used throughout this Chapter when referring to this group of employees. As used in this Chapter, the term "family member" includes domestic partners as defined in Chapter 1. Eligible overseas employees and family members are registered in Program A, and all standard Program A procedures apply except as modified by this Chapter. The "Supervisory Certification of Performance and Conduct" (See Chapter 3, Section C.16) applies to all overseas PPP registrants, including those who were already registered when the requirement was implemented on July 7, 2008.

B. DISPLACED OVERSEAS EMPLOYEE PROCEDURES

1. **Registration Eligibility.** See Chapter 3, Section B.

2. **Registration Ineligibility.** See Chapter 3, Section C.

3. **Registration Period.**

a. Registrants scheduled for separation remain in Program A until they are placed, decline a valid offer, are scheduled to exercise return rights within 30 days, are otherwise deleted, or until 12 months after the date of separation, whichever occurs first.

b. Registrants scheduled for RIF demotion remain in Program A until they are placed, decline a valid offer, are scheduled to exercise return rights within 30 days, are otherwise deleted or until the effective date of the position change, whichever occurs first. Employees scheduled for separation after declining RIF change to lower grade (CLG) offers may continue registration for 12 months after separation, unless otherwise deleted.

4. **Priorities.** Assign priorities in accordance with Chapter 3, Section E, except as modified below.

a. When registering for the U.S. (including Alaska and Hawaii), overseas RIF separatees with return rights to a lower grade will be registered as Priority 3.

b. Priorities for RIF separatees in Hawaii who have return rights to a lower grade will be based on the RIF action for registration within Hawaii and the Pacific Theater. The referral priority for the rest of the U.S. (including Alaska) will be Priority 3.

c. Priorities for RIF separatees in Alaska and Puerto Rico who have return rights to a lower grade will be based on the RIF action for registration within the state or commonwealth. The referral priority for the rest of the U.S. (including Hawaii) will be Priority 3.

d. For registrants covered by B.4.a., b., or c. above who are registered for both the current overseas theater and the U.S., the "Priority" data element on the Automated Stopper and Referral System (ASARS) Registration Format should reflect Priority 3. Enter "1" in the "Return Rights" data element.

5. **Area of Referral**

a. **Employees Scheduled for Involuntary Separation - No Offer.** All eligible displaced overseas employees (including those in Guam) who are scheduled for involuntary separation without an offer should be registered for referral to the minimum number of activities (in the U.S. and/or intra-theater, as appropriate) likely to provide a job offer. If registered for the U.S. (including Alaska and Hawaii), the employee's area of referral shall be based on a specific location within the zone from which the employee was recruited or where the employee last resided, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. The specific location within the zone shall be designated by the employee, and shall provide the basis for applying the standard policies prescribed in Chapter 3, Section H (e.g., the "no skipping over" rule). Registration outside the commuting area of the designated location is voluntary. In order to register within the current theater, employees must meet all other conditions of eligibility for registration and meet the tour requirements for each overseas activity, while still meeting the conditions of their agreement to return from an overseas area within 5 years. The intra-theater area of referral must reflect individual activity codes, not broad country selections. The Component Coordinators may authorize expanded areas in the U.S. and Puerto Rico for displaced overseas employees, including those whose home of record is Guam. If approved, referral is limited to Component activities only. CTP approval is required for referral to all Components. PPP placement in either Alaska or Hawaii constitutes placement in the U.S. and eliminates any future PPP eligibility based solely on service in an overseas theater. Depending on the employee's individual status, the following conditions also apply.

(1) **Employees on Rotation Agreements Without Return Rights.** Except as

specified in B.5.a.(2) below, these employees are not required to register in the PPP. However, when registering voluntarily, they MUST be available for referral to activities in the U.S. Employees who can complete the equivalent of a renewal tour prior to the 5-year foreign limitation may concurrently register for intra-theater referral.

(2) **Employees on Rotation Agreements Without Return Rights Who Are Eligible for Severance Pay**. In addition to the requirements in B.5.a.(1) above, these employees are subject to the mandatory registration provisions of Chapter 3, Section I. Mandatory registration applies in the U.S. commuting area from which recruited AND, for employees who can complete the equivalent of a renewal tour prior to the 5-year foreign limitation, in the overseas commuting area. An offer within two grades of the current grade in the commuting area of either the overseas or U.S. location will constitute a reasonable offer for severance pay purposes. The mandatory provisions do not apply to employees who voluntarily register on a reasonably broad basis outside of the overseas and/or U.S. commuting area.

(3) **Employees With Return Rights to a Lower Grade.** Employees with return rights to a lower grade may exercise their return rights or register for referral to activities in the U.S. (including Alaska and Hawaii) and Puerto Rico. They may concurrently register for intra-theater referral to foreign areas if they can complete a renewal tour prior to the 5-year limitation. These employees may register for grades down to but not including the grade to which they have return rights provided that this does not conflict with the prohibition against registering for more than 3 General Schedule (GS) grades or the equivalent below the current grade.

(4) **Employees With Return Rights at Their Current or Higher Grade.** These employees are NOT eligible for referral to activities in the U.S. (to include Hawaii or Alaska) or Puerto Rico. They may exercise their return rights OR, if they can complete the equivalent of a renewal tour prior to the 5-year limitation, register for intra-theater referral to foreign areas.

(5) **Employees Not Serving Under a Rotation Agreement.** These employees may register for the U.S. or for intra-theater referral. If placed in a foreign area, they must sign a rotation agreement to return to the U.S. upon completion of the equivalent of one renewal tour and agree to register in Program A for return placement in accordance with Section C.2. below.

(6) **Employees Whose Home of Record is Guam.** Employees whose home of record is Guam may register for referral to Guam. They may also register for other activities in foreign areas within the current theater if they can complete the equivalent of a renewal tour within the 5-year limitation. They may concurrently register for referral to activities in the nearest zone in the U.S. When registering these employees for foreign countries in the Pacific Theater, enter "Displaced Employee – Guam" in the Employee Information/Special Qualifications" data element of the ASARS Registration Format. Do not enter this remark if the registrant is a displaced military spouse registering in accordance with Chapter 14, Section D.4.c.

(7) **Employees in Hawaii.** These employees may register for referral to activities in foreign areas in the Pacific Theater if they sign an agreement to remain at the new overseas location for at least one full tour of duty and return to the U.S. within 5 years after beginning that initial overseas tour. When registering these employees for foreign countries in the Pacific Theater, enter "Displaced Employee – Hawaii" in the Employee Information/Special Qualifications" data element of the ASARS Registration Format. Do not enter this remark if the registrant is a displaced military spouse registering in accordance with Chapter 14, Section D.4.c.

b. **Employee Offered a TOF or Management-Directed Reassignment.** When acceptance of the offer would result in a physical move to another location in the U.S. or overseas, overseas employees offered a TOF or management-directed reassignment (under the conditions described in Chapter 3, Section B.1.b.(7)) outside the commuting area may:

(1) Accept the TOF or management-directed reassignment;

(2) Exercise return rights, if applicable; or

(3) Decline the TOF or management-directed reassignment and register as a Priority 2 displaced employee in Program A. Registration is limited to activities in the employee's overseas commuting area, and is permitted only if the employee can complete the equivalent of a renewal tour within the 5-year limitation. If otherwise eligible, the employee may alternatively register under the nondisplaced provisions in Section C below or may be provided return-to-residence transportation instead of accepting the assignment. In either case, employees who are not placed before the effective date of the TOF or management-directed reassignment, and are returned to the U.S. after separation, will have overseas activities deleted from their area of referral with continued registration as Priority 2 registrants. Registration may continue for up to 12 months after the date of separation, but is limited to DoD activities in the employee's local commuting area. If the employee is eligible for severance pay, this continued registration will be under mandatory procedures in accordance with the provisions of Chapter 3, Section I. This applies whether or not the employee has completed the required tour of duty.

6. **Special Procedures for Displaced Employees**

a. An employee in a foreign area who accepts placement at another foreign overseas location must sign an agreement with the gaining activity to serve a minimum of one full renewal tour. If, at the time of selection, the registrant is eligible for and requests renewal agreement travel, such travel will be granted by the releasing activity before the effective date of the placement. An employee in a non-foreign overseas area who accepts placement at a foreign overseas location must sign an agreement with the gaining activity to serve a minimum of one full tour.

b. Displaced overseas employees who are placed through the PPP at another overseas activity of a different Component retain return rights to which entitled.

c. Displaced overseas employees, without return rights to their current grade or a higher grade, who return to the U.S. (including Alaska and Hawaii) after separation without a placement offer will have overseas activities deleted from their area of referral. Registration will continue for 12 months after the date of separation for locations in the U.S. and Puerto Rico. When such a break in service occurs, no travel or transportation expense is allowed from the place of actual residence or authorized alternate separation travel destination to the new duty station (Joint Travel Regulations (JTR), (reference (a)).

d. Displaced employees, in foreign areas, who stay in the overseas area after separation must have foreign overseas activities deleted from their registration when insufficient time remains within the DoD 5-year overseas employment limitation to complete a full renewal tour.

e. Displaced employees who are returning to the U.S. (including Alaska and Hawaii) for separation will have their registration changed as follows, provided they remain eligible for continued registration under the procedures in this Handbook:

(1) The overseas human resources office (HRO) will select an A-coded U.S. activity to serve as the point of contact and maintain the returning employee's registration. The selected activity will be either:

(a) The A-coded activity of the same Component nearest the location to which the employee is returning; or,

(b) The largest DoD activity in the vicinity of the location to which the employee is returning, if a Component activity is not in the vicinity.

(2) Prior to the employee's return, the overseas HRO will advise the Priority Placement Support Branch (PPSB) of the selected U.S. registering activity and proposed servicing date and provide file maintenance to change the home address.

(3) The overseas HRO will advise the selected U.S. activity of the employee's departure from overseas and transfer the Official Personnel Folder (OPF) to that selected activity. The overseas activity will advise registrants of their responsibility to contact the U.S. activity upon arrival and verify the address and telephone number where they may be contacted.

C. NONDISPLACED OVERSEAS EMPLOYEE PROCEDURES

1. Registration Eligibility

a. To register as a nondisplaced overseas returnee, an employee must be:

(1) Employed in his/her own right and not as a family member whose employment is contingent upon that of the sponsor;

(2) Successfully completing:

(a) An overseas tour (This includes employees released from the tour of duty requirement specified in the rotation and/or employment agreement for reasons beyond the employee's control that are acceptable to the DoD Component and/or the local Commander (e.g., personal hardship seriously affecting the health, welfare, and safety of the employee; serious illness/death in the immediate family; imminent breakup of the family group; etc.). If early release is due to personal cause such as questionable conduct and/or performance, or the employee is determined unsuitable for continued overseas and/or Federal employment, the individual is not considered to have "successfully" completed the overseas tour); or

(b) The equivalent of a tour when locally recruited in the foreign area or under no obligation to return to the U.S., provided that return transportation is authorized;

(3) On a career, career-conditional, or permanent excepted service appointment. (includes employees serving under VRA and appointing authorities for the disabled); and

(4) In one of the following categories with regard to return rights:

(a) No return rights;

(b) Return rights to a lower grade; or

(c) Return rights to the same or higher grade, provided the position has been abolished as explained in Section C.7.d. below.

b. Eligibility and time of registration is based on the length of time served on an overseas tour and any authorized extensions, the registrant's proximity to the 5-year limitation, and the period allowed for Program A consideration (see C.2. below).

c. **Special Registration Requirements**

(1) Eligible employees must register in the PPP within 7 workdays after being notified that their tours are not being extended or after declining a tour extension. This requirement includes submission of a narrative resume that complies with Chapter 3, Section B.3.

(a) If the employee is advised of the extension decision prior to the dates prescribed in Section C.2.a. below, the 7-workday period does not begin until the registration eligibility window opens (e.g., 6 months before completion of a 3-year tour).

(b) If the employee has not been advised of the extension decision when the registration window opens in accordance with Section C.2.a., the 7-workday period does not begin until notification is actually provided. However, the employee may voluntarily register when the window opens even though he or she has not yet been notified concerning extension

of the tour.

(2) Any employee who fails to comply with Section C.1.c. above shall forfeit PPP registration eligibility. Additionally, the employee may be subject to the following:

(a) Employees without return rights may be subject to appropriate involuntary action under the terms of their rotation agreement or Component regulations.

(b) For employees with return rights, the Component may initiate action to effect those return rights.

d. Registration of nondisplaced employees with return rights at the same or higher grade to a position which has not been abolished requires prior approval of the Component Coordinator. If approved, referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components.

2. **Registration Period**

a. **Initial Registration.** In addition to the requirements in Section C.1.c.(1) above, the following guidelines apply to the registration of eligible nondisplaced overseas employees:

(1) Eligibility for employees completing a 1-year tour begins 2 months before the end of the tour. For employees completing a 1-year renewal tour after completion of an initial 1-year tour, eligibility begins 4 months before the end of the extension.

(2) Eligibility for employees completing one 18-month tour begins three months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 18-month tour, eligibility begins 5 months before the end of the extension.

(3) Eligibility for employees completing one 2-year tour begins four months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 2-year tour, eligibility begins 6 months before the end of the extension.

(4) Eligibility for employees completing one 3-year tour begins 6 months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 3-year tour, eligibility begins 6 months before the end of the extension.

(5) Employees who are not serving under an obligation to return to the U.S. or under a return transportation agreement are eligible to register when completing the equivalent of one standard tour using the criteria in C.2.a.(1), (2), (3), and (4) above.

b. **Termination of Registration**

(1) Employees with return rights to a lower grade remain in Program A until they are placed, decline a valid offer, renew their agreement, are within 30 days of the expiration of their current tour, or until they are directed to return, whichever occurs first.

(2) Subject to the requirements in C.6.g. below, employees without return rights who are completing an overseas tour may remain in Program A until they are placed, decline a valid offer, renew their agreement, or until directed to return, whichever occurs first.

(3) If they are under no obligation to return to the U.S., employees who decline valid offers are ineligible to re-register for 12 months unless subsequently adversely affected by RIF, TOF, or management-directed reassignment. A second declination results in ineligibility for further registration unless approved by the CTP Administrator.

3. **Priority.** All nondisplaced overseas employees are registered as Priority 2. ASARS refers these registrants as Priority 2 within their own Component and as Priority 3 to other Components.

4. **Registration Grades.**

a. 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).

b. If the employee does not have return rights and does not receive a valid offer within 90 days of registration, the registration must be amended to include one grade interval below his or her current grade. However, required registration below the current grade will only apply when the employee's rotation agreement or extension to the rotation agreement informs the employee of this condition of employment and was signed after August 13, 2002. Employees recruited from the United States, who forfeited their return rights, are not required to register below the grade from which originally recruited.

5. **Skills.** If an employee does not receive a valid offer within 30 days of registration, the registration must be file maintained to include all skills (up to five) for which the registrant is well qualified, including appropriate special skill identifiers (i.e., GS-300, WG-0000, or WG-1111) and option codes.

6. **Area of Referral**

a. Except as provided in C.6.g. below, nondisplaced overseas employees are authorized to register within the zone from which recruited, or within the zone in which the employee last resided preceding overseas service, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. Employees may not skip over DoD activities or states and register for more distant locations. Within these areas, employees

should be registered for referral to the minimum number of activities likely to provide a job offer. Upon initial registration, employees are not required to register for activities within the Zone that are closer to the overseas location, unless such activities are in the same commuting area as those for which already registered.

b. When completing an overseas tour other than in Guam, an employee whose home of record is Guam is eligible for Program A registration for Guam and the U.S.

c. If serving under a return transportation agreement to a location in the U.S., an employee who left Guam to accept another overseas tour has registration eligibility for the U.S. only.

d. Except for C.6.b. above, nondisplaced employees will be registered only for referral to the U.S..

e. Employees in Alaska or Hawaii who are serving under rotation agreements and/or return transportation agreements can only register for placement consideration in the continental U.S. (CONUS) within the employing Component. Employees previously placed through the PPP at activities in Hawaii or Alaska to serve their current overseas tour are considered to have been placed in the U.S. and have no further PPP eligibility for return to CONUS. In this situation, return to CONUS becomes the responsibility of the Component.

f. Locally hired nondisplaced residents of Hawaii, Alaska, Guam, Puerto Rico, and other U.S. territories and possessions are not eligible for registration.

g. As an exception to C.6.a. above, former military members whose last U.S. residence prior to overseas civilian employment was a military duty station may register for the zone that includes their home of record or a zone closer to the overseas activity.

7. **Special Procedures for Nondisplaced Overseas Employees**

a. Unless otherwise covered in preceding paragraphs, registration eligibility terminates when employment ends or when the employee departs the overseas area with no intent to return. Component Coordinators may authorize exceptions for continued U.S. registration within the registrant's commuting area for compassionate reasons, but referral is limited to Component activities only. CTP Administrator approval is required for referral to all Components.

b. Registration of employees serving under a 5-year limitation may continue beyond the limitation date or any authorized extension, provided that the area of referral is expanded according to Component policy. Employees who are unwilling to expand their registration as required are expected to exercise return rights, if applicable, or be subject to separation.

c. A nondisplaced employee may not register for 6 months following a permanent promotion, unless the promotion resulted from the application of new or revised position classification standards or the correction of a classification error. Registrants who are

otherwise permanently promoted are not eligible for continued registration.

d. An employee completing one or more tours has the following options when the position to which he or she has return rights is abolished and, after fulfilling all obligations under 10 USC 1586(c)(reference (d)), the U.S. Component or agency determines that the employee's return would initiate a RIF separation or demotion:

(1) Register in the PPP as Priority 2 across Component lines at the current grade or the grade to which return rights exist, whichever is higher, and remain in the program until placement or termination of eligibility; or

(2) Exercise return rights.

e. Individuals who are employed by one Component but serviced by a different Component may register as employees of the servicing Component or under their own Component Code. Employees who exercise this option cannot subsequently change the Component designation. Employees registering for the following occupational series must register using Component Code "D": Commissary Store Management, GS-1144; Sales Store Clerical, GS-2091; Store Working, WG-6914; and Meatcutting, WG-7407.

f. Employees who cancel their registration may not be re-registered without Component Coordinator approval.

g. Registrants who voluntarily exercise return rights will be removed from Program A 30 days before their departure date.

h. Employees will be removed from Program A if their overseas tours are extended more than 6 months.

i. As specified in Chapter 3, Section C.16.b., an employee whose performance or conduct is in question is considered to be less than fully satisfactory for registration and/or placement purposes. If the question is resolved in the employee's favor, registration will be permitted provided the employee is otherwise still eligible. Upon re-registration, the time for expansion of the employee's area of referral under Component policy will resume from the point at which eligibility was suspended. Timing will also resume for mandatory registration for lower grades and other skills under Sections C.4.a. and C.5. above. If performance or conduct problems are substantiated, the procedures in Chapter 3, Section C.16.a., apply.

8. **Registration Procedures.** Registering activities should complete the Automated Stopper and Referral System (ASARS) Registration Format with the following modifications:

a. **Return Rights.** Enter an "A" if the position to which the employee has return rights has been abolished and the employee's return would initiate a RIF separation or demotion.

b. **Separation/Effective Date and Release Date.** Leave blank.

c. **Priority.** Enter Priority 2.

D. SPECIAL PROCEDURES FOR BOTH DISPLACED AND NONDISPLACED OVERSEAS EMPLOYEES

1. Displaced or nondisplaced overseas employees who, prior to September 1, 1977, left a DoD position to accept a lower grade overseas may register for the grade held immediately preceding the overseas service provided that the employee does not have return rights at the higher grade and has not been re-promoted to that grade while employed overseas. Also, employees who remained overseas following a demotion without personal cause that occurred prior to September 1, 1977, may be registered for the grade from which demoted. In either case, the area of referral at the higher grade is limited to activities in the U.S. and Puerto Rico (and Guam for those whose home of record is Guam). Placement at the higher grade is an exception to merit promotion procedures.

2. When the function to which an employee has return rights is transferred and the employee would have been offered a transfer had he or she not been overseas, the gaining activity shall assume the obligation to restore the employee. If the employee would not have been offered an opportunity to transfer with the function, the losing Component shall retain the responsibility to extend the return rights to which the employee is entitled.

3. When the U.S. position to which an overseas employee has return rights is functionally transferred to another geographic area, the employee may decline to exercise return rights to any grade and register for the U.S. geographic area from which the function was transferred. At the time of registration, the overseas HRO must notify the U.S. activity of the employee's decision and obtain a written statement from the employee specifying that:

a. The employee does not wish to exercise return rights to the new location; and

b. The employee understands that he or she remains subject to Program A area of referral procedures and any applicable Component expansion policy.

4. Displaced or nondisplaced employees are not eligible to register for part-time, intermittent, or seasonal employment in the U.S., even if currently serving under such work schedules. Chapter 3, Section G.13., restricts eligibility for part-time, intermittent, and seasonal positions to registrants who already reside in the commuting area of the vacancy. Therefore, overseas employees registering for the U.S. in accordance with Sections B and C above can only register for full-time positions. When completing the ASARS Registration Format, the “PART-TIME” data element should be coded “N” (not available) and the “INTERMITTENT” and “SEASONAL” data elements should be coded “NO.”

E. DISPLACED OVERSEAS FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility.** Eligible displaced overseas family member employees on non-temporary (including excepted indefinite) appropriated fund appointments may register for any overseas activity within the commuting area of the sponsor's overseas duty location.

This includes displaced family members who relocate with their sponsor to another overseas permanent duty station, provided that they travel on their sponsor's orders. The priority for displaced overseas family member employees will be determined on the basis of the applicable RIF action.

2. **Registration Procedures.** The following modifications to the Registration Format will apply when registering family members without status under this provision.

a. **Appointment Eligibility:** Enter "Z" for Other.

b. **Excepted Service:** Enter "YZ" for Other

c. **Employee Info/Special Qualifications:** Enter "Displaced O/S Fam Mbr – Avail for FM Appt. only."

F. NONDISPLACED OVERSEAS FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility**

a. **Employment Status.** Nondisplaced overseas family members of DoD personnel, as defined in Chapter 1, Section D, may register for placement in the U.S. or its territories or possessions if they are in one of the following categories:

(1) Current career, career-conditional, or excepted service (includes VRA and special appointing authorities for the disabled) employees serving in Alaska, Hawaii, or outside the U.S.

(2) Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return to the U.S.

(3) Family members having no 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 (reference (c)). Family members who become their own sponsor or are subject to an overseas employment rotation agreement have registration eligibility in their own right.

b. **Relocation of Sponsor.** Registration for otherwise eligible family members is authorized when the sponsor:

(1) Is notified of another permanent duty assignment in the U.S. or assignment to another overseas location where family members are not permitted;

(2) Is being involuntarily separated from the overseas post of duty through no fault of his/her own;

(3) Is retiring or being otherwise separated;

(4) Is being permanently evacuated from overseas; or

(5) When the family member returns to the U.S. due to the sponsor's death. In this case, the family member is eligible to register within the commuting area in which he or she establishes residence.

2. **Registration Period.** Eligibility does not begin until the family member is residing in the U.S., and registration is not allowed more than 30 days prior to the sponsor's reporting date to his or her permanent U.S. duty station. Family member employees may remain in the program until they are placed or decline a valid offer, or for one year from the date of registration, whichever occurs first.

3. **Priority.** Register as Priority 3.

4. **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, if the sponsor is being placed on an unaccompanied tour, the family member's place of actual residence. Family members whose sponsor is moving to Alaska, Hawaii, Puerto Rico or Guam are registered for those locations as if they were current residents.

5. **Registration Procedures.**

a. **Overseas HRO.** The family member's overseas HRO is responsible for initiating the registration as follows:

(1) Select an appropriate A-coded HRO in the U.S. to serve as the family member's registering activity. One of the following will be selected:

(a) The A-coded activity where the sponsor is assigned;

(b) Any A-coded activity chosen by the family member, regardless of Component, that is in the commuting area where the sponsor is assigned;

(c) The HRO of the largest DoD activity nearest the sponsor's new permanent duty station; or

(d) If the sponsor is on an unaccompanied tour or is relocating for retirement or separation, the HRO of the largest DoD activity nearest the place of actual U.S. residence.

(2) Provide the registrant with a completed SF-75, "Request for Preliminary Employment Data," or equivalent, and information verifying eligibility under E.O. 12721 (reference (c)), which the individual hand carries to the selected U.S. registering HRO along with an ASARS Registration Format. The overseas HRO will complete the ASARS

Registration Format with the following modifications:

(a) **Separation/Effective Date and Release Date.** Leave blank, as these dates will be completed by the registering U.S. activity.

(b) **Employee Information/Special Qualifications.** Enter the overseas Activity Code followed by "Overseas Family Member."

b. **U.S. Registering Activity.** The HRO of the selected U.S. registering activity will confirm that the family member is eligible to register and verify all information on the registration prior to its submission. The ASARS Registration Format will be completed as follows:

(1) **Separation/Effective Date.** Enter the date of registration.

(2) **Release Date.** Enter the date that is one year from the registration date.

G. OVERSEAS INTRA-THEATER FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility.** Overseas family member employees serving on appropriated fund appointments whose military or DoD civilian sponsors relocate within the overseas theater due to base closure or personnel reduction may register in Program A for referral to activities within the commuting area of the sponsors' new overseas duty assignment. In accordance with Section E above, displaced family members may alternatively register on the basis of their own displacement action.

2. **Registration Period.** Registration must be within 7 working days after arrival at the sponsor's new duty station. Registrants remain in Program A until placed, until a valid offer is declined, or for one year from the date of registration, whichever occurs first.

3. **Priority.** Register as a Priority 3.

4. **Area of Referral.** The area of referral is limited to the commuting area of the sponsor's new overseas duty location.

5. **Registration Procedures**

a. **Losing Activity.** The HRO of the “losing activity” (i.e., the activity from which the family member is departing) provides a partially completed ASARS Registration Format for the family member to hand-carry to the registering activity in the new commuting area. The registration should be completed with the following modifications:

(1) **Registering Activity, HRO Point of Contact, and HRO Phone.** Leave blank.

(2) **Separation/Effective Date and Release Date.** Leave blank.

(3) **Activities.** Leave blank.

(4) **Employee Information/Special Qualifications.** Enter "Overseas Intra-Theater Family Member."

b. **Registering Activity.** The registering activity is the HRO at the sponsor's new activity unless the HRO is not within the commuting area of the new duty location. In this case, the employee may register with any HRO within the commuting area, preferably with the same Component. The registering activity will complete the unfinished data elements on the ASARS Registration Format and upload the registration to the PPSB.

H. SPECIAL PROCEDURES FOR OVERSEAS EVACUATIONS

Overseas employees, who are permanently evacuated or are scheduled to be permanently evacuated, may be registered for placement assistance under Program A upon prior approval of the Under Secretary of Defense (Personnel and Readiness). At the time of approval, the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) will determine the appropriate priority in accordance with Chapter 3 as well as any other special requirements or procedures that apply.

I. MATCHING OVERSEAS POSITIONS

1. Supporting Personnel offices with overseas positions will follow the procedures in Chapter 8, Automated Stopper and Referral Systems (ASARS) Procedures.

2. In Guam, standard P1, P2, and P3 restrictions apply only when filling vacancies from outside Guam. Vacancies will be filled by locally-available, qualified U.S. citizens without regard to PPP referrals, unless the following are also available:

a. Displaced PPP registrants of activities in Guam;

b. Displaced PPP registrants in any theater whose home of record is Guam;

c. Nondisplaced overseas family members;

d. Any nondisplaced overseas returnees whose home of record is Guam; or

e. Military spouses registered in Program S.

3. Under Sections B.5.a.(6) and (7) above, eligible displaced employees in the non-foreign overseas areas of Guam and Hawaii may register for activities within the Pacific Theater (excluding Alaska). When these registrants are referred to activities in foreign areas, they are not eligible for mandatory placement consideration under standard PPP procedures unless the gaining activity is recruiting candidates from outside the foreign country. These registrants can be

identified by their mailing addresses and the remark "Displaced Employee – Guam/Hawaii" in the "Special Qualifications" section of their referral resumes. When the gaining Pacific Theater activity is recruiting to fill a position from within the foreign country only, these resumes should be cleared with Report Action Code 26 and a narrative explanation.

J. PAYMENT OF TRANSPORTATION EXPENSES OVERSEAS FOR OVERSEAS REGISTRANTS.

Payment of transportation and moving expenses of registrants placed within overseas areas will be according to the JTR (reference (a)).

1. If placed in a different Component within foreign areas, the gaining activity pays necessary costs incident to the move. Gaining activities must pay such costs because of the statutory limitation in 5 U.S.C. 5724(e) (reference (b)), relating to transfers between Components.

2. A displaced employee, not serving under a transportation agreement, who relocates through the PPP to a position within the overseas theater is eligible for a transportation agreement and the payment of transportation costs and other related allowances.

CHAPTER 6

PAY SETTING AND PERMANENT CHANGE OF STATION COSTS

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CHAPTER 6

PAY SETTING AND PERMANENT CHANGE OF STATION COSTS

References: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

➡ (c) Joint Travel Regulations (JTR) ⬅

A. PURPOSE

The purpose of this Chapter is to provide instructions for pay setting and determining eligibility for reimbursement of travel expenses when effecting placements through the DoD Priority Placement Program (PPP).

B. PAY SETTING

1. **Counseling Registrants.** Registrants in all programs should be counseled by the registering HRO regarding Federal pay setting regulations and how their pay will be affected if they are placed in a lower-graded position or in a different wage or locality area. Once a registrant has been properly counseled, declining an otherwise valid offer will terminate eligibility even if the registrant's pay will be set at a rate lower than he or she is willing to accept. When extending offers, the gaining HRO should advise the registering HRO as to the actual rate of pay so that the information can be conveyed to the registrant with the job offer.

2. **Grade Retention.** Grade retention will be granted to otherwise eligible employees affected by reduction in force (RIF) who are placed through the PPP, including those placed during early registration prior to the receipt of a specific RIF notice. The criteria under which grade retention must be applied are specified in Part 536 of reference (a). This regulation also authorizes agencies to grant grade retention on a discretionary basis under certain circumstances. DoD policy regarding agency-specific grade retention is embodied in Volume 536 of reference (b).

3. **Pay Retention.** When an employee who is not eligible for grade retention is placed through the PPP in a DoD position at a lower grade, the employee will be granted ➡ pay retention if otherwise eligible under Part 536 of reference (a), Volume 536 of ⬅ reference (b) or under DoD Component regulations. Examples of registrants who are ineligible for grade retention but eligible for pay retention under reference (b) include nondisplaced overseas employees (Program A); Reserve and National Guard Technicians (Programs C, D, and K); and employees who decline transfer of function outside of the commuting area (Program A).

4. **Other Circumstances.** If a registrant is placed through the PPP at a lower grade but is not eligible for grade or pay retention, pay will be set to preserve the rate of the

registrant's last permanent assignment to the fullest extent permitted under the maximum payable rate rules in Part 531 or 532 of reference (a). The same policy applies when the registrant is placed through the PPP at the same grade following a break in service. This requirement may not be revised or amended due to local pay setting policy. However, if the registrant may otherwise be provided a greater benefit under highest previous rate rules, the gaining activity may use the highest previous rate as authorized under Part 531 or 532 of reference (a).

C. PAYMENT OF TRAVEL EXPENSES

1. **PPP Placements within the United States.** Within the United States (U.S.), employees placed through the PPP who have been or will be involuntarily separated, or who have been authorized a Permanent Change of Station (PCS) move in conjunction with a PPP offer, will have their transportation expenses paid by the releasing activity to the maximum extent permitted under the provisions of reference (c).

2. **Other U.S. Placements.** Employees who obtain employment within the Federal Government on their own initiative are entitled to have their transportation expenses paid in accordance with reference (c), provided they have been or will be separated, have not previously declined a valid offer, and:

a. The position is in an area for which the employee is registered in the PPP; or

b. The position is outside the area for which the employee has registered, the releasing activity certifies the employee has neither declined to accompany his or her function nor can be assured of a suitable offer within the area for which registered, and the CTP Administrator approves. Certification that a suitable offer cannot be assured is unlikely if the individual has not registered in the PPP, has registered for a relatively confined geographic area, or obtains Federal employment far beyond the area for which registered. Employees who relocate to accept positions in Alaska, Hawaii, or Puerto Rico from outside the respective state or commonwealth will have their transportation expenses paid by the releasing activity only if the releasing activity can certify that a suitable offer cannot be assured elsewhere within their respective Zones or in an intervening Zone.

If the registrant is placed in a non-DoD Federal agency before or within 1 year after separation, the PCS cost is borne by the releasing activity if the gaining agency will not assume the expense.

3. **Overseas to Continental U.S. (CONUS) via PPP .** When an overseas registrant is placed within the CONUS without a break in service, payment of relocation expenses must be determined in accordance with reference (c).

4. **Travel Time.** Employees placed through the PPP who are authorized PCS moves will travel to the new activity while on the rolls of the releasing activity unless the travel occurs after the employee has been separated.

CHAPTER 7

AUTOMATED STOPPER & REFERRAL SYSTEM (ASARS) REGISTRATION FORMAT CODING INSTRUCTIONS

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CHAPTER 7

AUTOMATED STOPPER & REFERRAL SYSTEM (ASARS) REGISTRATION FORMAT CODING INSTRUCTIONS

References: (a) DoD Activity Description Guide

A. PURPOSE

The purpose of this Chapter is to provide instructions for coding the Automated Stopper and Referral System (ASARS) Registration Format.

B. REGISTRATION CODING INSTRUCTIONS

Registration information is coded using the Data Elements that appear on the ASARS Registration Format. References to Data Elements will be used on Daily Reports and other data sent through the ASARS WEB. The sequence of the following coding instructions corresponds to the order in which the Data Elements are arranged on the ASARS Registration Format. However, you must refer to the applicable Chapters of this Handbook for information on procedural requirements that govern specific coding decisions.

1. "**General Information" Data Elements**

a. **DoD ID Number/EDIPI.** Enter the registrant's DoD ID Number, which is also known as the Electronic Data Interchange Personal Identifier (EDIPI).

b. **REG ACT**. Enter the four-character code assigned to the registering activity. The last character MUST be "A."

c. **LOC ACT**. Enter the 4-character activity code assigned to the physical location of the registrant. If the registrant is located at a non-coded site, leave blank. An entry in this block enables PPSB-Dayton to provide separate reports/statistics/mass changes for various locations serviced by an activity.

d. **NAME**. Enter last name, first name, then middle initial of registrant, in that order. Leave a space between each entry and DO NOT use punctuation.

e. **HRO POC.** Enter the last then first name of the individual point of contact (POC) at the registering human resources office (HRO) who should be contacted for information or offers.

f. **HRO COMMERCIAL PHONE**. For the U.S., enter the HRO area code and commercial number. For overseas, enter the country code, city code, and telephone number.

g. **HRO DSN PHONE**. Enter the DSN telephone number. For overseas, enter the 3-digit DSN country code followed by the DSN prefix and number.

h. **HRO COMMERCIAL FAX.** Enter the commercial area code and fax number. For overseas, enter the country code, city code, and fax number.

i. **HRO DSN FAX**. Enter the DSN fax number. For overseas enter the 3-digit DSN country code followed by the DSN prefix and number.

j. **HRO E-Mail**. Enter the e-mail address of the primary HRO POC in the data element labeled "HRO E-Mail." To avert delays when the primary POC is unavailable, enter the e-mail address of an alternate POC in the "Alternate POC E-Mail" data element.

k. **PROG**. Enter one of the following Program Codes:

Code	Program
A	Primary program of the PPP; applies to displaced employees, nondisplaced overseas employees and eligible family member employees
C	Air Force Reserve (AFR) Military Technician (MT) Program
D	Army Reserve Military Technician Program
F	Army Family Member Program
G	Reserve Component Military Technician Disability Placement Program
K	National Guard Technician Program
M	Defense Commissary Agency Family Member Placement Program
N	Air Force Civilian Spouse & Domestic Partner Placement Program
R	DoD Retained Grade Placement Program
S	Military Spouse Preference Program
Z	Defense Outplacement Referral System (DORS)

l. **PRIORITY**. Indicates the registrant's referral priority. Leave blank for Program Z. For all other programs, enter Priority "1", "2", "3" or "S" as required.

m. **MISC**. This two-character space is for optional use by the registering activity for individual tracking or other miscellaneous identification.

n. **COMPONENT DATA**. This entry is optional. If used, enter up to 15 alpha and/or numeric characters. Using this data element allows tracking of PPP data by serviced organizations.

2. "**Personal Data" Data Elements**

a. **ADDRESS**. Enter registrant's current street or mailing address. Abbreviations may be used. For overseas registrants, use the appropriate unit mailing address.

b. **CITY**. For overseas registrants, enter APO or FPO and appropriate theater identifier (e.g., APO AE, FPO AP, etc.).

c. **STATE**. Enter the State or Country Code (see Appendices C and D).

d. **ZIP**. If overseas, enter APO/FPO number.

e. **PHONE**. For the U.S., enter registrant's area code and commercial number. For overseas, enter the registrant's commercial phone number.

f. **COMPONENT**. Enter appropriate code of present or last DoD employer. Refer to the Component Code table in Appendix E.

(1) Nondisplaced overseas registrants may use either the "owning" or "host" Component.

(2) For Programs S and Z, enter alpha "O" if the registrant is not currently a DoD employee.

g. **SEPARATION/EFFECTIVE DATE**. For Program A registrants enter the 4-digit year, 2-digit month, and 2-digit day, in that order. For example, if the date to be entered is July 1, 2014, enter "20140701". Information on other programs is in the respective chapters of this Handbook.

(1) **Displaced Employees**. Enter the effective date of the displacement action. Employees MUST be registered prior to this date unless otherwise approved by the CTP Administrator.

(2) **Nondisplaced Overseas Employees**. Leave Blank.

(3) **Nondisplaced Overseas Family Members, DoD Civilian Spouses and Excepted-Indefinite Family Member Employees**. Enter the date of registration.

h. **RELEASE DATE**. For Program A registrants enter the 8-digit date as instructed in B.2.g. above. Information on other programs is in the respective chapters of this Handbook.

(1) **Displaced Employees**. For employees being separated, this date is 12 months following the date in the "Separation/Effective Date" Data Element. For employees facing a RIF resulting in a change to lower grade, enter the SAME date as that used in the "Separation/Effective

Date" Data Element. For employees scheduled for furlough of 6 months or more, enter the date the furlough is expected to terminate.

(2) **Nondisplaced Overseas Employees.** Leave blank.

(3) **Nondisplaced Overseas Family Members, DoD Civilian Spouses and Excepted-Indefinite Family Member Employees.** Enter the date that is 1 year from the date in the "Separation/Effective Date" Data Element.

3. "**Position Data" Data Elements**

a. **POSITION**. Enter the pay group, series and grade of the current or last permanent Federal position (i.e., the position on which eligibility is based). If on retained grade, enter the data of the retained grade position rather than the position to which the individual is actually assigned.

(1) **Pay group**. Enter the pay group.

(2) **Series**. Enter the occupational series and leave unused blocks blank.

(3) **Grade**. Enter the current or retained grade. If the grade is below 10, enter "0" before the grade number.

b. **JOB TITLE**. Enter the registrant's job title and option, if any (e.g. Equipment Specialist (Electrical)). Abbreviations may be used.

c. **SALARY**. Enter the employee's basic annual salary. For GS employees, this is the base salary plus any applicable locality pay. For hourly employees, compute the annual salary by multiplying the hourly rate by 2087. For employees in other pay systems, enter the employee's annual salary as defined in the applicable pay regulation.

d. **SECURITY CLEARANCE**. Enter the registrant's security clearance status using one of the following codes. Codes "V", "T", "S", and "C" are appropriate only if the registrant's current position requires a security clearance and the registrant's clearance is active. If the current position does not require a clearance, enter "N" even if the registrant previously held an active security clearance.

Code	Clearance
V	Crypto
T	Top Secret
S	Secret
C	Confidential
N	None

e. **TENURE GROUP**. For competitive and excepted service employees, enter one of the following RIF tenure groups as shown on the employee's SF-50, "Notification of Personnel

Action": "1AD", "1A", "1B", "2AD", "2A", or "2B". Tenure Group 3 is not applicable to the PPP or the RPL.

f. **SCD**. Enter the unadjusted leave service computation date (SCD), not the performance-based leave SCD used for RIF purposes. For all programs enter the 8-digit date as instructed in B.2.g. above. Leave blank if the registrant is not currently employed in the Federal service or is registering under E.O. 12721 or E.O. 13473 eligibility.

g. **OVERSEAS COUNTRY**. For overseas displaced and non-displaced employees/family members, enter the appropriate Country Code (see Appendix C) to indicate the country in which the registrant is located.

h. **RETURN RIGHTS**. This Data Element is used for OVERSEAS EMPLOYEES ONLY. Enter one of the following codes to indicate the employee's return rights status:

Code	Return Rights Status
Y	Registrant has return rights
N	Registrant has no return rights
A	Registrant has return rights to a position that has been abolished and return would initiate a RIF resulting in a separation or change to lower grade
1	Registrant is an overseas separatee who has return rights to a lower grade and elects to register for both overseas and U.S. referral

When a "1" is entered in this Data Element, the registrant will be accorded Priority 1 referral for overseas positions only. In such cases, the "Priority" Data Element must contain a "3" to afford the registrant the same placement priority as employees who receive change-to-lower-grade offers through RIF.

i. **RETURN RIGHTS AK-HI-RQ-GQ**. Enter "AK" (Alaska), "HI" (Hawaii), "RQ" (Puerto Rico), or "GQ" (Guam), as appropriate, if the registrant: last resided (prior to overseas assignment) there; has return rights to that location; is presently or was last employed and still resides there; or is registered as a family member or military spouse whose sponsor is relocating to a duty station there.

4. **"Eligibility/Availability" Data Elements**

a. **RETAINED GRADE**. Enter one of the following codes:

Code	Registrant Status
A	Currently on retained grade (if this code is used, the "Position" and "Job Title" Data Elements must show the retained grade position)
B	Eligible for retained pay but not retained grade
C	Eligible for retained grade if changed to lower grade without a break in service
N	Not applicable

b. **APPOINTMENT ELIGIBILITY.** Enter the code below that best identifies the registrant's appointment eligibility:

Code	Registrant Status
A	Current career employee
B	Current career-conditional employee
C	Executive Order 12721 eligible
D	Reinstatement eligible
E	Non-status
F	Excepted service
G	Currently or last employed under VRA appointment
H	Executive Order 13473 eligible
Z	Other

c. **EXCEPTED SERVICE**. If the registrant is currently in the excepted service, enter one of the following:

Code	Registrant Status
YA	Eligible only for excepted service positions
YC	Attorney
YD	Has personal competitive status
YZ	Other

If the registrant is not currently in the excepted service, enter one of the following:

Code	Registrant Status
NE	Available for excepted service
NF	Not available for excepted service

d. **VSIP**. Indicates the registrant's eligibility for referral under the Voluntary Separation Incentive Pay (VSIP) Phase II Program. APPLIES ONLY TO PRIORITY 1 REGISTRANTS

WHO HAVE NOT REACHED THEIR SEPARATION DATE. Enter one of the following codes if appropriate; otherwise, leave blank:

Code	Registrant Status
01	Registrant is within 120 days of separation and has either already received a RIF separation notice or is scheduled to receive such a notice.
02	Registrant has not received a RIF separation notice and/or is within 121-180 days of separation, but has been approved for referral to all Components by the Component Coordinator.
03	Same as “02” except the registrant is not within 180 days of separation. Approval is required by Component Coordinator only and referral is restricted to same Component. Registrants referred with “03” may be considered only if no “01” or “02” registrants have been referred.

e. **TEMPORARY**. Enter one of the following codes to indicate the registrant’s availability for term or temporary employment:

Code	Registrant Availability
Y	Any
A	60 days or longer
B	120 days or longer
C	180 days or longer
D	1 year or longer
N	Not available

f. **PART-TIME**. Enter one of the following codes to indicate the registrant’s availability for part-time employment:

Code	Registrant Availability
Y	Available for part-time employment.
A	Current part-time employee; part-time offer valid if work hours equal or exceed current work hours.
N	Not available for part-time employment.

g. **INTERMITTENT**. Click "Yes" if available for intermittent employment or "No" if not.

h. **SEASONAL**. Click "Yes" if available for seasonal employment or "No" if not.

i. **SUPERVISORY**. Click "Yes" if available for supervisory positions or currently occupying a supervisory position, or "No" if not.

j. **SUPERVISORY PROBATION**. Click “Yes” if the registrant has completed a supervisory probationary period. Otherwise, click “No.”

k. **DEFENSE ACQUISITION**. Enter one of the following:

Code	Registrant Status
Y	Meets all Defense Acquisition Workforce Improvement Act (DAWIA) qualification requirements.
D	Currently a member of the Defense Acquisition Corps (DAC).
B	Meets all DAWIA requirements and currently a member of the DAC.
N	Does not meet all DAWIA requirements and not currently a member of the Defense Acquisition Corps.

l. **DOD OVERSEAS**. Complete for Programs A and Z only. Click "YES" if the registrant is available for referral to DoD activities overseas. Click "NO" if the registrant is not available.

m. **RESERVE TECHNICIAN**. Enter a "Y" if tentatively eligible (see Chapter 3, Section G.5.) for and willing to actively participate in the active Military Reserve or National Guard as a condition of employment. Enter "N" if not available/eligible.

n. **BASE CLOSURE/REALIGNMENT**. Enter one of the following codes to indicate the registrant's availability for activities that have been formally approved for closure or for realignment outside the commuting area of the gaining activity.

Code	Registrant Availability
C	Only available for activities that have been formally approved for closure
R	Only available for activities that have been formally approved for realignment outside the commuting area of the gaining activity.
B	Available for both.
N	Available for neither.

o. **ROTATING SHIFTS**. Click "YES" if the registrant is available for rotating shifts as defined in Chapter 1, Section D. Click "NO" if the registrant is not available.

p. **WOUNDED WARRIOR.** Click "YES" when registering a Wounded Warrior in Program Z in accordance with Chapter 12.

5. "**Education" Data Elements**

a. **Education** Enter one of the following codes to indicate education completed:

Code	Education Level
1	Not a high school graduate
2	High school graduate (or equivalent)
3	Some college - no degree
4	Junior college graduate - 2 years
5	College graduate

b. **DEGREE**. Enter "A" (Associate Degree) if "4" is entered in the "Education" Data Element. If "5" is entered in the "Education" Data Element, enter one of the following codes to indicate the highest degree held by the registrant: "B" (Bachelor's), "M" (Master's), or "D" (Doctorate).

c. **MAJOR**. Enter the major field of study if "4" or "5" is in the "Education" Data Element.

6. "**Experience/Skills" Data Elements**

a. **JOB EXPERIENCE**. Use the "Add Experience" button to enter up to 5 relevant work experience entries in reverse chronological order. For each experience entry, enter the FROM and TO dates by year and month (e.g., June 2010 would be entered as "201006") followed by the JOB TITLE. Do not leave the dates blank. Click "Delete" to remove an experience line. If you attempt to upload a registration with more than 5 experience entries, an error message will appear on your screen.

b. **SKILL 1-5**. Use the "Add Skill" button to enter up to 5 skill lines. Click "Delete Skill" to remove a skill line that has already been entered. If you attempt to upload a registration with more than 5 skill lines, an error message will appear on your screen. Complete the skill lines as follows:

(1) **PG**. Enter the actual pay group, except use GS in lieu of GM or GG; WG in lieu of XF, WY and WU; WL in lieu of XG, WO and WR; and WS in lieu of XH, WA and WQ. Registration may be for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and special Federal Wage System pay groups (e.g., WD, WJ, WK, etc.) with the applicable grade levels. When registering for AD, WB and WT positions, enter the pay plan and series and double zeros ("00") for the grades.

(2) **SERIES**. Enter the occupational series from left to right beginning in the first space and leave unused spaces blank. The following special/generic skill identifiers may be used:

Special Skill Identifier	Positions Covered
GS-0300	General Clerical and Administrative Support, Grades 1-4
WG-0000	General Wage Grade, Grades 1-4
WG-1111	Trades Helper, WG-5 only (see Appendix F for series not covered)

(3) **OPTION 1-10**. This data element automatically defaults to "NOA" (No Option Applicable). To enter a different option code, delete NOA and type in the desired code. Click the

"Add Option" button and repeat the process to add more option codes. To delete an option that has already been entered, click "Delete." Enter up to ten option codes per skill line, if appropriate. If you attempt to upload a registration with more than 10 option codes on a skill line, an error message will appear on your screen.

(4) **HI GRADE**. Enter the registrant's highest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB or AD, the grade must be "00."

(5) **LO GRADE**. Enter the registrant's lowest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB or AD, the grade must be "00."

(6) **EXPR**. Enter the amount of experience in years for each skill. If the total is less than 10 years, a zero must precede the number. Six months or more is counted as a full year. Enter the total as follows:

(a) For GS skills, enter the total number of years of creditable specialized experience. If the registrant has less than 6 months specialized experience in the skill, leave these spaces blank.

(b) For WG skills, enter the total number of years the registrant actually held a Federal position in that series. If the registrant has never held the WG position, or if the registrant held the position for less than 6 months, leave blank.

(7) **HI HELD.** Enter the highest permanent grade held by the registrant in the specific series WITHIN THE FEDERAL SERVICE. Leave blank if the registrant has never held a FEDERAL position in the series. Grades lower than 10 must be preceded by a zero.

c. **AWARDS**. Enter "Y" for "Yes" or "N" for "No" to indicate awards received during the past 10 years that are pertinent to the qualifications for registered position(s). When "Y" is entered, show the awards and dates of awards in the "Employee Information/Special Qualifications" Data Elements (e.g., QSI 95, SSP 96).

d. **EMPLOYEE INFORMATION/SPECIAL QUALIFICATIONS**. Enter pertinent information or special qualifications such as licenses (e.g., Commercial Driver's License, Wastewater Treatment Plant Operator's License, etc.), training, awards, ratings, certificates, etc., related to positions for which employee is registering. For civilian spouses registering in Program A under Chapter 3, Section B.2.d., enter "CIV SPOUSE/NO PCS."

7. "**Area of Referral" Data Elements**

The DoD Activity Description Guide (reference (a)), which is available via the ASARS WEB, contains descriptions of DoD activities by assigned Activity Codes and by state, region, zone, and overseas theater. It also includes an index of activities in both alphabetical and numerical order, a table of activities listed by labor market areas, and a list of "pseudo" activity codes that have been assigned to overseas countries that have DoD employees but no coded activities. This information

is used to assist in counseling and registering employees in the PPP.

a. **General Instructions**

(1) Exercise caution in coding the area of referral to avoid duplication resulting from the selection of zone(s), region(s), state(s), and individual activities that are included in the same geographical area. For example, entering “3” in the “Zone” Data Element and "OH" in the “States” Data Element is a duplication, since Ohio is in Zone 3. Likewise, entering “CA” in the “States” Data Element and the code of an activity in California in the “Activities” Data Element is a duplication. Duplication of the geographic area results in rejection of the registration by the data system.

(2) Registration for Alaska, Hawaii, and Puerto Rico is accomplished by selecting individual activities or by entering AK, HI, or RQ in the “States” Data Elements. Registration for Zone 4 or the Seattle Region DOES NOT provide referral to activities in Alaska. Registration for Zone 4 or the San Francisco Region DOES NOT provide referral to activities in Hawaii. Registration for Zone 2 or the Atlanta Region DOES NOT provide referral to activities in Puerto Rico.

(3) Registration for Cuba or Canada is accomplished only by selecting individual activities in those countries. Registration for Zone 1 or the Boston Region DOES NOT provide referral to activities in Canada, nor does registration for Zone 2 or the Atlanta Region provide referral to activities in Cuba. Entering the two-letter Country Code for Cuba or Canada in the "Countries" Data Element provides referral through DORS only (see Chapter 12).

b. **ZONE**. As appropriate, enter one or more of the following codes for referral to all DoD activities in each selected zone (except as indicated in B.7.a.(2) and (3) above):

Code	Description
1	Boston, Philadelphia, and New York Regions, including the Washington D.C. metropolitan area
2	Atlanta and Dallas Regions
3	Chicago and St. Louis Regions
4	Seattle, San Francisco, and Denver Regions

c. **REGION**. As appropriate, enter one or more of the two-character codes from Appendix D for referral to all DoD activities in each selected Region.

d. **STATES**. Enter states using the codes in Appendix D.

e. **AOR COMPONENT**. To limit referral to a single Component (must be the registrant's own Component), enter the appropriate Component Code from Appendix E; otherwise, leave blank. This cannot be used for mandatory registrants who are registered solely for their commuting area. Use of Component O is not appropriate in this field.

f. **ACTIVITIES.** Entries in this data element provide referral to individual activities.

Complete as follows:

(1) Click the "Add Activity Codes" button and select the desired codes from the dropdown menu. This field will accept as many activity codes as needed to construct the desired area of referral. To delete a code that has already been entered, simply click on the Activity Code in the field to the right of the drop box.

(2) Overseas registrants who desire PPP referral within the overseas theater must enter individual activity codes. The "Countries" Data Element is coded only for DORS referral and does not provide PPP referral.

g. **COMMUTING AREA ONLY**. Select "Yes" if the area of referral includes activities in the commuting area only. Select "No" if activities outside the commuting area are included. This is a mandatory entry used for statistical tracking purposes only and does not affect referral.

h. **COUNTRIES**. FOR DORS REFERRAL ONLY. Enter country codes from Appendix C for voluntary referral to overseas locations. Only Program A and Z registrations may have entries in this Data Element.

8. **APPROVING OFFICIAL**. If the registration required an exception to standard PPP policy, enter one of the following codes to indicate PPP Coordinator approval:

Code	Approval Level
Z	CTP Administrator
C	Component Coordinator
R	Regional Coordinator

9. **REGISTRATION COMMENTS**. This 800-character space is for optional use by the registering activity for miscellaneous information. Examples include explanations for possible discrepancies or time delays in entering a registration, information regarding file maintenance changes, or any other data that may assist in maintaining a complete audit trail.

C. FILE MAINTENANCE INSTRUCTIONS

1. Except as explained in Sections C.2. and C.3. below, changes, additions, and deletions to active registrations are effected by submitting file maintenance through the ASARS WEB. File maintenance actions are processed in the nightly cycle before requisitions are matched with registrations. To submit a file maintenance, access the active registration and enter the change by typing over or deleting existing entries, or by adding new data. Then click the "Submit This Registration Now" button to complete the transaction.

2. The DoD ID Number, Program Code, and Registering Activity Code cannot be changed by file maintenance. To change any of these Data elements, delete the registration by submitting Report Action Code 11 ("Removal-HRO Request") and enter a new, correctly coded ASARS Registration Format through the ASARS WEB.

3. The following data elements can be changed in real time: Name, Address, City, State, ZIP, Telephone, Salary, Tenure Group, SCD, Education Code, Degree Code, Major, Experience, and Awards. Although the file maintenance procedures in Section B.1. above must be used to enter changes to these items, the data is processed immediately rather than being held until the nightly cycle. Real-time changes do not appear on the registering activity's daily report. Therefore, copies of amended registrations retained in accordance with the requirements in Section B.4. below serve as the official audit trail for such changes.

4. HROs should obtain the registrant's signature on hard copies of all registrations that have been amended either by real-time changes or file maintenance.

D. REGISTRANT AND HRO CERTIFICATION

1. Upon completion of registration, file maintenance, or real-time changes, a printed copy of the ASARS Registration Format should be signed and dated by the registrant and by a representative of the registering HRO and filed in the activity's employee registration file. A copy of the registration data accepted by the Priority Placement Support Branch (PPSB) must be provided to the registrant. When an employee is at a location remote from the registering activity and it is difficult to obtain a signature, the employee's signature may be obtained by facsimile, or omitted and a note to this effect entered on the registration.

2. The PPP Registration/Counseling Checklist at Appendix H outlines most of the important policies that should be addressed during the registration counseling session. A checklist must be completed for initial registration in all programs. The checklist must be signed and dated by the registrant and the registering HR specialist and retained in the registration file.

E. DAILY REPORTS

The ASARS Daily Report contains data processed for the previous 5 cycle days. Any data sent to the PPSB through the ASARS website is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that registration and file maintenance data submitted the previous day was received and processed.

CHAPTER 7

APPENDIX A

ASARS REGISTRATION FORMAT

The Automated Stopper and Referral System (ASARS) Registration Format shown on pages 7-A-3 through 7-A-5 is used for all PPP registrations and file maintenance.

(This page is intentionally blank)

ADDING A NEW REGISTRATION

RSN ..... To Be Assigned
REGISTERING ACTIVITY .....

LOC ACT .....

DoD ID/EDIPI .....

NAME (Last First MI) .....

E-MAIL ADDRESS.....

HRO POC (Last First MI) ..... LOOKUP POC

HRO PHONE .....

HRO DSN PHONE .....

HRO FAX .....

HRO DSN FAX .....

HRO E-MAIL .....

Alternate HRO POC E-Mail:
PROGRAM .....

PRIORITY .....

MISC .....

COMPONENT DATA .....

ADDRESS .....

CITY .....

STATE .....

ZIP .....

TELEPHONE .....

COMPONENT .....

SEPARATION DATE .....

RELEASE DATE .....

CURRENT POSITION:

PG .....

SERIES .....

GRADE .....

JOB TITLE .....

SALARY .....

SECURITY CLEARANCE ..... N None

TENURE GROUP .....
SERVICE COMPUTATION DATE ..
OVERSEAS COUNTRY .....
RETURN RIGHTS ..... N NO
RETURN RIGHTS AK-HI-RQ-GQ .
RETAINED GRADE ..... N Not eligible
APPOINTMENT ELIGIBILITY ..... A Career
EXCEPTED SERVICE ..... NE No
VSIP Phase II .....
TEMPORARY ..... N No
PART TIME ..... N No
INTERMITTENT ..... ☐ YES ☒ NO
SEASONAL ..... ☐ YES ☒ NO
SUPERVISORY ..... ☐ YES ☐ NO
SUPERVISORY PROBATION..... ☐ YES ☒ NO

DEFENSE ACQUISITION ..... Y DAWIA qualified
DoD OVERSEAS ..... ☐ YES ☒ NO
RESERVE TECHNICIAN ..... ☐ YES ☒ NO

BASE CLOSURE ..... N Available for None of the above
ROTATING SHIFTS ..... ☐ YES ☒ NO
WOUNDED WARRIOR ..... ☐ YES ☒ NO

EDUCATION:

EDUCATION CODE ..... 1 Non high school grad
DEGREE CODE .....
MAJOR .....

JOB EXPERIENCE:

FROM DATE (YYYYMM)	TO DATE (YYYYMM)	JOB TITLE	- ACTIONS -

Add Experience

SKILLS								
PAY GROUP	SERIES	OPTION CODES	HI GRADE	LO GRADE	EXPR	HI HELD	- ACTIONS -	
		NOA Delete					Add Option	Delete Skill

Add Skill

AWARDS ..... ☐ YES ☒ NO

SPECIAL QUALIFICATIONS:

QUALIFICATION 1 .....

QUALIFICATION 2 .....

ZONE .....

REGION .....

STATES .....

AOR COMPONENT .....

ACTIVITIES

Click button below to activate Activity Code Selection Box - to remove one once added, just click on it

Add Activity Codes

COMMUTING AREA ONLY ..... ☐ YES ☒ NO

COUNTRIES .....

APPROVING OFFICIAL .....

Submit This Registration Now | Submit This Registration for Mass Input

REGISTRANT SIGNATURE/DATE

HRO REPRESENTATIVE SIGNATURE/DATE

REGISTRATION COMMENTS:

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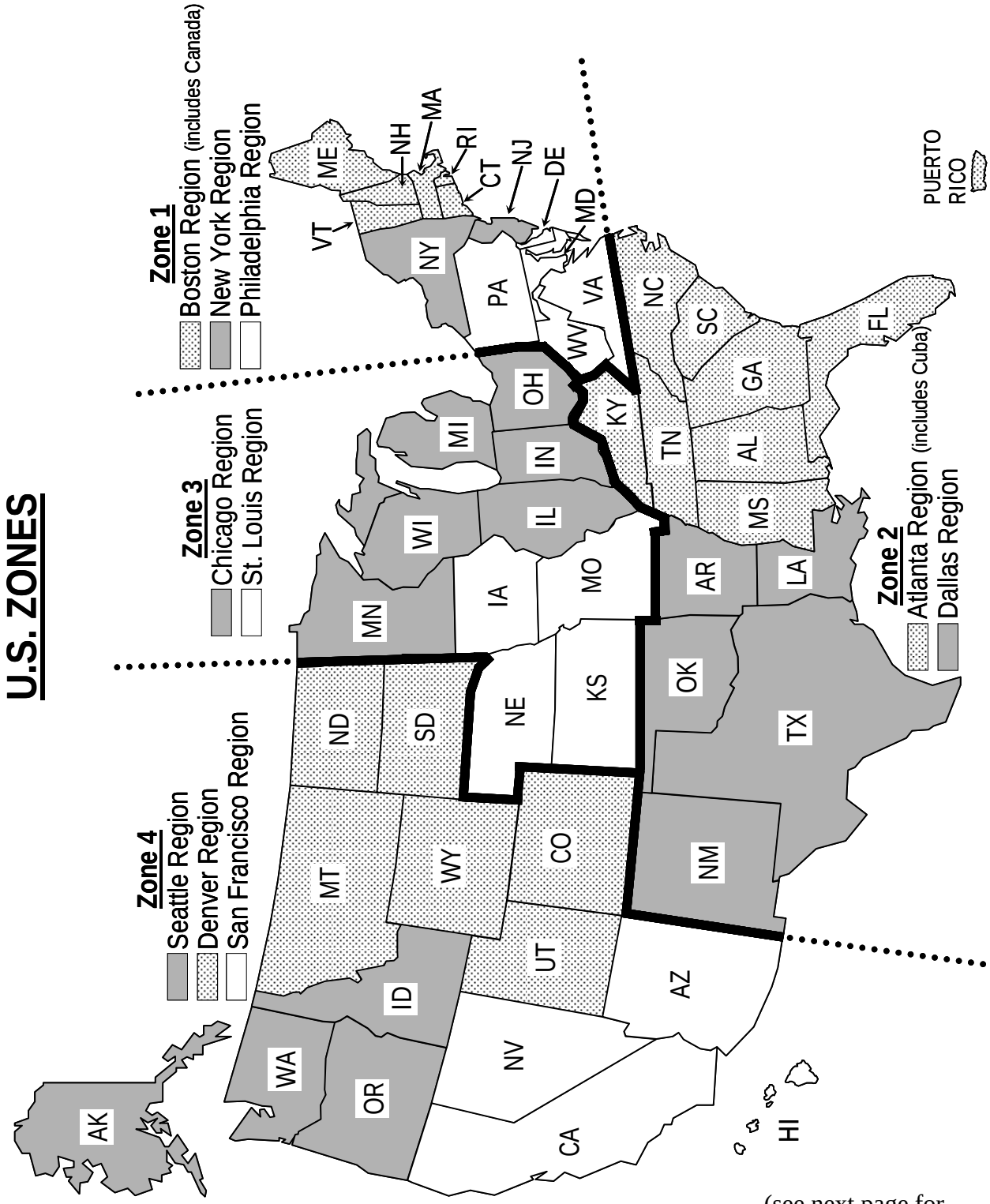
CHAPTER 7

APPENDIX B

ZONES & OVERSEAS THEATERS



(see next page for Overseas Theaters)

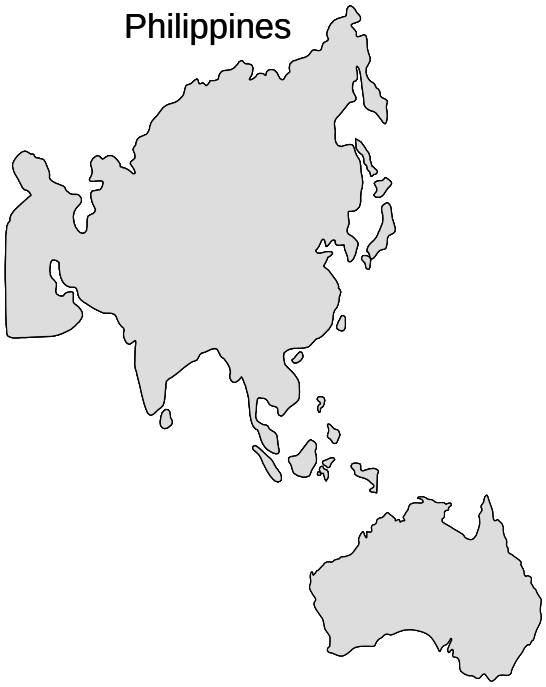
OVERSEAS THEATERS

European Theater

Europe
Western Asia
Africa
Azores
Iceland
Bermuda

Pacific Theater

Australia
Guam
Japan
Korea
Okinawa
Philippines



CHAPTER 7

APPENDIX C

COUNTRY CODES

AF	Afghanistan	GL	Greenland	NW	Newfoundland
AK	Alaska	GQ	Guam	NU	Nicaragua
AR	Argentina	GT	Guatemala	NO	Norway
AS	Australia	GY	Guyana	OK	Okinawa
AZ	Azores	HA	Haiti	MU	Oman
BF	Bahamas	HI	Hawaii	PK	Pakistan
BA	Bahrain	HO	Honduras	PM	Panama
BB	Barbados	HK	Hong Kong	PA	Paraguay
BE	Belgium	IC	Iceland	PE	Peru
BH	Belize	IN	India	RP	Philippines
BD	Bermuda	ID	Indonesia	PO	Portugal
BK	Bosnia-Herzegovina	IR	Iran	RQ	Puerto Rico
BL	Bolivia	IZ	Iraq	QA	Qatar
BR	Brazil	IS	Israel	RS	Russia
BM	Burma	IT	Italy	SA	Saudi Arabia
CA	Canada	JA	Japan	SE	Seychelles
PQ	Canal Zone	JQ	Johnston Island	SN	Singapore
CI	Chile	JO	Jordan	SO	Somalia
CH	China	CB	Kampuchea	SD	Scotland
CO	Colombia	KE	Kenya	SP	Spain
CS	Costa Rica	KS	Korea	SU	Sudan
CR	Crete	KU	Kuwait	NS	Suriname
HR	Croatia	NQ	Kwajalein Islands	SZ	Switzerland
CU	Cuba	LB	Labrador	TW	Taiwan
DA	Denmark	LA	Laos	TH	Thailand
DG	Diego Garcia	LE	Lebanon	TD	Trinidad
DR	Dominican Republic	LY	Libya	TS	Tunisia
EC	Ecuador	LU	Luxembourg	TU	Turkey
EG	Egypt	MY	Malaysia	TC	United Arab Empire
ES	El Salvador	CQ	Mariana Islands	UK	United Kingdom
UK	England	MX	Mexico	UY	Uruguay
ET	Ethiopia	MQ	Midway Island	VE	Venezuela
FI	Finland	MO	Morocco	VM	Vietnam
FR	France	NL	Netherlands	VQ	Virgin Islands
FG	French Guiana	NA	Nether Antilles	YS	Yemen
GM	Germany	NZ	New Zealand	CG	Zaire
GR	Greece				

CHAPTER 7

APPENDIX D

ZONES, REGIONS AND STATE CODES

ZONE 1

BOSTON REGION (BN)

CT - Connecticut
ME - Maine
MA - Massachusetts
NH - New Hampshire
RI - Rhode Island
VT - Vermont
*CA - Canada

NEW YORK REGION (NY)

NJ - New Jersey
NY - New York

PHILADELPHIA REGION (PH)

DC - District of Columbia
DE - Delaware
MD - Maryland
PA - Pennsylvania
VA - Virginia
WV - West Virginia

ZONE 2

ATLANTA REGION (AT)

AL - Alabama
*CU - Cuba
FL - Florida
GA - Georgia
KY - Kentucky
MS - Mississippi
NC - North Carolina
*RQ - Puerto Rico
SC - South Carolina
TN - Tennessee
*VQ – U.S. Virgin Islands

DALLAS REGION (DA)

AR - Arkansas
LA - Louisiana
NM - New Mexico
OK - Oklahoma
TX - Texas

ZONE 3

CHICAGO REGION (CH)

IL - Illinois
IN - Indiana
MI - Michigan
MN - Minnesota
OH - Ohio
WI - Wisconsin

ST. LOUIS REGION (SL)

IA - Iowa
KS - Kansas
MO - Missouri
NE - Nebraska

ZONE 4

DENVER REGION (DE)

CO - Colorado
MT - Montana
ND - North Dakota
SD - South Dakota
UT - Utah
WY - Wyoming

SAN FRANCISCO REGION (SF)

AZ - Arizona
CA - California
*HI - Hawaii
NV - Nevada

SEATTLE REGION (SE)

*AK - Alaska
ID - Idaho
OR - Oregon
WA - Washington

* Registration with Region/Zone Codes will not provide referral for activities in these areas. For PPP referral to all activities in Alaska, Hawaii or Puerto Rico, use the State Code. For PPP referral to Canada or Cuba, use Activity Code 999V or 986A, respectively. For PPP referral to the U.S. Virgin Islands, use Activity Code 399A. The two-letter codes for Canada (CA) and Cuba (CU) are Country Codes used for DORS referral only.

CHAPTER 7

APPENDIX E

COMPONENT CODES

These codes are used to identify the registrant's employing (rather than servicing) department or agency. Each of the four major DoD Components (Army, Navy, Air Force and Defense Logistics Agency) is assigned a separate Component Coordinator. In addition, a single Component Placement Coordinator has been designated to provide coordination assistance to remaining Defense organizations and operates with the same authority.

COMPONENT	CODE	COORDINATOR OFFICE
Department of the Army	A	(SAMR-CPP-SM) Staffing, Mobilization and TSO
Department of the Air Force	F	Headquarters, USAF/DPCC, Civilian Policy Division
Department of the Navy (including Marine Corps)	N	Office of Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)
Defense Logistics Agency	S	Staffing, Labor and Employee Relations Group (CAHS)
Department of Defense (OSD, DFAS, DECA, DISA, OJCS, DSAA, DARPA, DODEA, CHAMPUS, AFRTSLA, DODIG, Washington Headquarters Services, Uniformed Services University of Health Sciences, Defense Security Service, Defense Threat Reduction Agency, Defense Contract Audit Agency)	D	Directorate of Personnel & Security, Washington Headquarters Services
National Guard Bureau	X	Air National Guard – Air Force Component Coordinator; Army National Guard – Army Component Coordinator

Other Non-DoD Federal Service or Non-Status	O	For use as a registrant's Component in Military Spouse Preference Program and Defense Outplacement Referral System when no other code applies. This code is not identified with a Component Coordinator.

CHAPTER 7

APPENDIX F

WG-01111-5 EXCLUSIONS

3105 Fabric Worker	5725 Crane Operator
3111 Sewing Machine Operator	5736 Braker-Switcher or Conductor
3314 Instrument Maker	5738 Railroad Maintenance Vehicle Operator
3502 Laborer	5786 Small Craft Operator
3511 Laboratory Worker	5806 Mobile Equipment Servicer
3566 Custodial Worker	6502 Explosives Operator
3653 Asphalt Worker	6505 Munitions Destroyer
3725 Battery Repairer	6511 Missile/Toxic Materials Handler
3869 Metal Forming Machine Operator	6517 Explosives Test Operator
3910 Motion Picture Projectionist	6610 Small Arms Repairer
4405 Film Assembler Stripper	6901 Warehousing & Stock Handler
4416 Platemaker	6902 Lumber Handler
4602 Blocker or Bracer	6903 Coal Handler
4604 Woodworker	6904 Tools and Parts Attendant
4616 Patternmaker	6907 Materials Handler
4714 Model Maker	6910 Materials Expediter
4754 Cemetery Caretaker	6912 Materials Examiner and Identifier
4801 General Equipment Maintenance	6914 Store Worker
4804 Locksmith	6941 Bulk Money Handler
4819 Bowling Equipment Repairer	6968 Aircraft Freight Loader
4850 Bearing Reconditioner	7002 Packer
5001 Plant and Animal Worker	7004 Preservation Packager
5003 Gardener	7006 Preservation Servicer
5031 Insects Production Worker	7009 Equipment Cleaner
5042 Tree Trimmer and Remover	7010 Parachute Packer
5048 Animal Caretaker	7304 Laundry Worker
5406 Utility Systems Operator	7305 Laundry Machine Operator
5423 Sandblaster	7306 Presser
5426 Lock and Dam Operator	7402 Baker
5435 Carton/Bag Making Machine Operator	7404 Cook
5438 Elevator Operator	7405 Bartender
5440 Packaging Machine Operator	7407 Meatcutter
5703 Motor Vehicle Operator	7408 Food Service Worker
5704 Fork Lift Operator	7420 Waiter
5705 Tractor Operator	7603 Barber
5706 Road Sweeper Operator	7641 Beautician
5716 Engineering Equipment Operator	8862 Aircraft Attendant
	8863 Aircraft Tire Mounter

CHAPTER 7

APPENDIX H

PPP REGISTRATION/COUNSELING CHECKLIST

Registrant's Name: _____

INSTRUCTIONS - Initial the blank to the left of each applicable item and indicate responses by circling the appropriate options. The items with an asterisk (*) correspond with data elements on the ASARS Registration Format. Your initials indicate verification that the entries on the Registration Format correspond with the options circled below.

REGISTRANT AVAILABILTY

___* I am / am not available for Excepted Service positions. I understand that availability for Excepted Service positions is mandatory if I am currently in an Excepted Service position. I also understand that an Excepted Service position may be declined as an invalid offer if I am not currently in an Excepted Service position.

___* (**Separatees and eligible family members only**) I am / am not available for temporary or term employment. I understand that if I accept or decline such an offer, I will remain in the PPP for permanent positions.

___* My availability for each of the following work schedules is as follows (check appropriate items): Part-time Yes/No; Intermittent Yes/No; Seasonal Yes/No; Rotating Shifts Yes/No.
I understand that these are not valid offers if declined unless I currently have the same type of work schedule and, in the case of part-time employment, if I am currently working the same or less hours. I also understand that if I am currently in a full-time permanent position and accept permanent employment under one of these work schedules, I will be deleted from the PPP.

___* I am / am not available for supervisory positions. I understand that availability for supervisory positions is mandatory if I am currently in a supervisory position.

___* I am / am not eligible for Defense Acquisition positions. If I meet the DAWIA qualification requirements, I will provide the necessary documentation to the HRO.

___* (CONUS registrants only) I am/am not available for DoD positions overseas. If available, I understand that offers from overseas activities are not valid for PPP purposes.

___* I am / am not available for dual-status National Guard and Military Reserve Technician positions. If available, I acknowledge that these positions require membership in the National Guard or Reserves as a condition of employment, and that a job offer will be considered valid regardless of the military rank of the position.

___* I am / am not available for referral to closure activities.

___* I am / am not available for referral to activities that are being realigned out of the commuting area.

___* (If appropriate) I have been counseled regarding registration for (check applicable items):

___ WG-0000 - General Wage Grade, WG-1 through WG-4 (does not cover 5703, 3105, or 3111)

___ WG-01111 - Trades Helper, WG-5 only (excludes series in Chapter 7, App. F)

___ GS-300 - General Clerical & Administrative Support, GS-1 through GS-4, with or without STC/OAA/DAT (does not cover GS-675, GS-679, GS-1702 or GS-2091)

GENERAL POLICY/PROCEDURES

___ (**Separatees only**) I understand that I may be able to expand my area of referral prior to the effective date of the RIF action. If I restrict myself to the commuting area, I cannot expand my area of referral after separation without the approval of the CTP Administrator.

___ I understand that I must not contact other DoD activities regarding positions for which I am registered in the PPP, and that failure to observe this restriction could result in loss of eligibility in accordance with Chapter 3, Section M, of the PPP Handbook.

___ The definition of a "valid job offer" has been explained to me.

___ I understand that I am eligible for only one "valid job offer" and I am expected to accept or decline this offer within 2 business days. Overseas registrants must accept or decline within 3 business days.

___ (If appropriate) I have been counseled regarding early registration procedures. I understand if I decline a valid offer during early registration and am eligible for severance pay, I will be mandatorily re-registered in the PPP when I receive a specific separation notice, but only for activities in my commuting area.

___ I understand that I must keep the HR Office informed of my whereabouts and/or changes in my employment status so they can contact me regarding job offers or advise me of required changes to my registration or eligibility status. Failure to keep the HR Office informed may lead to removal from the PPP.

___ I understand if I accept a position in a different locality or wage area, my pay will be set based on the rates that apply in that area.

___ I understand that Chapter 3, Section B.3., of the PPP Handbook requires me to submit a current and complete resume in order to register in the PPP.

OTHER INFORMATION

___ (**Separatees only**) I am / am not a retired military member.

___ (**Separatees only**) I will / will not be eligible for retirement as of my separation date (If you will be eligible, please specify the type of retirement: _____).

___* The DoD ID Number entered on my ASARS Registration Form is correct.

___ I am / am not on workers' compensation or light duty.

___ I have not had performance or conduct problems within the last 12 months.

___ I understand that the PPP and the Reemployment Priority List (RPL) are separate programs. I also understand that I must submit a separate application to receive consideration under the RPL (see 5 CFR 330).

___ 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

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.

Your DoD ID Number will only be used to ensure accurate program registration. Furnishing your number is voluntary, but failure to do so will result in not obtaining placement consideration.

MAY BE REPRODUCED LOCALLY

CHAPTER 8

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) PROCEDURES

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AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) PROCEDURES

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CHAPTER 8

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) PROCEDURES

References: (a) DoD Activity Description Guide

A. PURPOSE

1. The purpose of this Chapter is to prescribe procedures for requisitioning the Automated Stopper and Referral System (ASARS), which consists of two elements: the Automated Stopper, through which activities must match positions that are subject to the PPP; and the Automated Referral System, which may be used as a recruitment source whenever the Automated Stopper is clear.

2. **Pre-requisitioning**. Activities using the ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in Appendix B.

B. AUTOMATED STOPPER PROCEDURES

1. Requisitioning

a. Requisitions for positions that are subject to ASARS (see Chapter 4) must be submitted to the Priority Placement Support Branch (PPSB) through the ASARS website. Requisitions received by 10:00 p.m. Eastern Standard Time/Eastern Daylight Time are processed so that any matched referral resumes or unmatched notifications are available the following day.

b. On any given day, activities may not issue a referral list before downloading available resumes through ASARS, as appropriate.

c. When clearing positions, activities must submit requisitions through the ASARS website using the ASARS Requisition Format (see Appendix A). Requisitions remain active for 90 days and a system-generated notice of expiration is posted on the ASARS Daily Report after 60 days. As a special feature, Voluntary Separation Incentive Pay (VSIP) Phase II requisitions with Referral Codes V and X and requisitions for positions encumbered by reemployed annuitants remain active for 12 months with a system-generated expiration notice posted after 11 months. Coding instructions for each item of the ASARS Requisition Format are as follows:

(1) **Requisition Control Number**

(a) Activities should use a locally developed control number to identify

each requisition. The number may consist of up to seven alpha or numeric characters, or a combination of both, but must not include the alpha "O" character. A DIFFERENT CONTROL NUMBER MUST BE ASSIGNED TO EACH REQUISITION. The system will reject duplicate control numbers.

(b) **Alaska (AK), Hawaii (HI), Puerto Rico (RQ).** Activities requisitioning to fill positions in AK, HI, and RQ with the expectation of filling the positions from within the specific state or commonwealth must enter a pound sign (#) in the FIRST space of the requisition control number. This will result in the referral of only those registrants with an entry in the "Return Rights AK-HI-RQ" Data Element of the ASARS Registration Format. If an activity in AK, HI, or RQ clears the PPP using a requisition with the pound sign (#) and subsequently selects a candidate from outside the state or commonwealth, a commitment cannot be made until the activity completes an ASARS reconstruction in accordance with Chapter 4, Section E.

(2) **Requisitioning Activity.** Enter the requisitioning activity's "A" code as listed in the DoD Activity Description Guide (reference (a)), available via the ASARS website.

(3) **Request for Personnel Action (RPA) Number**. Enter the Request for Personnel Action (RPA) number used to cross-reference this requisition.

(4) **Component Code.** Enter the code of the DoD Component that owns the position (see Chapter 7, Appendix E). This will not necessarily be the same DoD Component as that of the requisitioning activity.

(5) **Number of Vacancies.** Enter the number of vacancies. If the requisition is for more than one vacancy, the positions must be identical, i.e., same pay group, series, grade, options (if any), conditions of employment and duty location. If requests to fill additional identical vacancies are subsequently submitted, this number may be increased using the procedures in Section B.1.c.(10)(b)1 b below.

(6) **Pay Group, Series, Grade**

(a) **Pay Group.** Enter the pay group of the position (e.g., General Schedule (GS), Wage Grade (WG), etc.). Refer to Chapter 3, Section F.4., for floating plant and lock and dam positions. For DoD Domestic Elementary and Secondary Schools non-educator positions, change the AD pay group to GS.

(b) **Series.** Enter the specific series. DO NOT enter special skill identifiers, i.e. GS-300, WG-0000, or WG-1111.

(c) **Grade.** Enter the grade and precede with a zero if less than 10. If requisitioning for WT, WB, or AD, enter "00." Refer to Chapter 3, Section F.5., for more information about these pay systems. However, when requisitioning for DoD Domestic Elementary and Secondary Schools non-educator positions under the AD pay group, enter the

actual grade instead of "00."

(7) **Options.** This field automatically defaults to NOA (No Option Applicable). If the position can be adequately described using one, two or three option codes from Chapter 10 Appendix A, delete NOA and type in the first option code. To enter up to two additional codes, click the "Add Option" button and repeat the same steps. If there are no applicable option codes in Chapter 10, submit the requisition using the default NOA code. If the position requires more than three option codes, enter the three that are most essential. NOA is a stand-alone option code. Requisitions submitted with NOA cannot include any other option codes. See special instructions for GS-801 in Chapter 10, Section B.9.

(8) **Remote Activity.**

(a) Complete only when requisitioning outside the commuting area of the requisitioning activity (does not include vacancies at coded activities whose support has been transferred to a regional or consolidated service center). However, if the vacancy is located within the commuting area of the requisitioning activity but in another state, two requisitions should be submitted. One requisition should be submitted using the requisitioning activity and no remote activity or state code. The second requisition should be submitted using a remote activity in the state where the vacancy is located or the remote state where the vacancy is located as appropriate. Referrals must be worked in priority order. If the position is located at a coded activity (i.e., located at an activity with own activity code or co-located with some other coded activity) that code should be entered. If the location is uncoded, use the code of an activity in the commuting area, if available. When there is more than one coded activity in the commuting area, use the code of an activity from the same Component, if available. If there are no coded activities in the commuting area, follow the procedures in (9)(a) below. When an Activity Code is entered in these spaces, the State Code must be left blank.

(b) When requisitioning for positions located outside the U.S. in countries where there are no coded DoD activities, use the appropriate "pseudo" Activity Code from the DoD Activity Description Guide (reference (a)).

(9) **Remote State/Country Code**

(a) **State**. If the vacancy is at an uncoded activity in a commuting area with no coded activities, enter the code for the state in which the vacancy is located. Registrants registered for that state or for the corresponding region or zone will match a requisition coded with the remote state. Registrants registered only for individual activities in the state will not match a requisition coded with the remote state.

(b) **Country.** Country Codes may be used only for DORS referral as described in section C.2. below.

(10) **Referral/Alter/Cancel Code**

(a) **Referral Codes.** A Referral Code is used on the initial requisition to indicate

the type of referrals needed based on how the activity anticipates filling the vacancy. Care must be used when selecting a Referral Code since an inappropriate choice may result in failure to properly consider a priority registrant. Only one Referral Code can be used for each requisition; it may NOT be changed during the life of the requisition. Erroneous Referral Codes require cancellation and resubmission of the requisition and/or reconstruction of the action. Enter one of the following:

1 **Referral Code A.** Refers Priority 1, 2, 3, and S registrants and is appropriate if planning to fill a position from outside the DoD Component owning the position.

2 **Referral Code H.** Refers Priority 1, 2, and 3 registrants and is only appropriate when filling positions from OPM or delegated examining certificates or under direct-hire authority.

3 **Referral Code P.** Refers Priority 1 and 2 registrants only and is appropriate if planning to fill a position from within the DoD Component owning the position using non-competitive procedures. Also use this code when continually clearing positions encumbered by reemployed annuitants as required in Chapter 4, Section B.6.

4 **Referral Code M.** Refers all Priority 1, 2, 3, and S registrants available for Reserve Component Military Technician positions.

5 **Referral Code S.** Refers Priority 1, 2, and S registrants and is appropriate if filling a position from within the DoD Component owning the position through competitive procedures.

6 **Referral Code U.** Refers Priority 1, 2, 3, S, and DORS registrants and is only appropriate for hard-to-fill positions located in the U.S.

7 **Referral Code V.** Refers registrants eligible for the Voluntary Separation Incentive Pay (VSIP) Phase II Program who are currently employed at the grade for which the requisition is submitted.

8 **Referral Code X.** Refers all eligible VSIP Phase II Program registrants who are registered for the grade for which the requisition is submitted.

(b) **Alter/Cancel Codes.**

1 **Alter Codes.** Alter Codes are used to change a requisition under the following circumstances:

a **Alter Code C.** Use this code to extend a requisition that has already been active for 60-90 days, after confirming that extension is appropriate. Submitting this code extends matching for an additional 90 days. VSIP Phase II requisitions submitted with Referral Codes V or X and requisitions submitted for positions encumbered by reemployed annuitants are extended for an additional 12 months.

b **Alter Code I.** This code increases the number of vacancies on an active

requisition and initiates a new 90-day requisition period. Enter the number of positions TO BE ADDED to the requisition in "Number of Vacancies." Keep complete audit trail documentation on each individual position. The number of vacancies MAY NOT be decreased using an Alter Code. The number is decreased only when resumes are returned with Report Action Codes 14, 16, 17, 19, 20, 41, or 45 showing that a position was properly filled.

2 **Cancel Codes.** The codes listed below are used to cancel a requisition. An ASARS Requisition Format must be submitted through the ASARS website, with the appropriate cancel code, the original Requisition Control Number and the Requisitioning Activity Code. The Cancel Codes are as follows:

a **Cancel Code F.** Use to cancel a requisition when the position has been filled or a referral list has been issued.

b **Cancel Code N.** Use in either of the following circumstances:

(1) The position will not be filled. If there are outstanding resumes, first obtain CTP Administrator approval and then return the resumes using the appropriate report action codes and an appropriate narrative explanation.

(2) The requisition contained incorrect data (e.g., wrong series or grade). Cancel with code N, submit Report Action Code 39 to clear outstanding resumes, and re-requisition with a new Requisition Control Number. If more than 3 business days have passed since the initial requisition, a reconstruction must also be requested from PPSB. If a registering activity has already been contacted regarding an outstanding resume, the requisitioning activity must obtain CTP Administrator approval before using this code.

c **Cancel Code K.** Use when the requisition has been continuously unmatched since initial submission and the RPA is either canceled or is no longer subject to PPP (e.g., authorized PPP exception invoked). Do not use this code if any ASARS resumes were issued, even if the resumes have been properly cleared and the requisition is currently unmatched.

(11) **Temporary Only.** Click "YES" if the action to fill the position or extend the incumbent is temporary or term. Click “NO” if it is permanent.

(12) **Part-Time Position.** Click “YES” if the position has a part-time work schedule. Click “NO” if it does not.

(13) **Intermittent Position.** Click “YES” if the position has an intermittent work schedule. Click “NO” if it does not.

(14) **Seasonal Position.** Click “YES” if the position is being filled on a seasonal basis. Click “NO” if it is not.

(15) **Supervisory Position.** Click “YES” if the position is supervisory. Click “NO” if it is nonsupervisory. If the pay group is WS, always click “NO.”

(16) **Defense Acquisition.** Click "YES" if the position is subject to Defense Acquisition Workforce Improvement Act (DAWIA) requirements. Click "NO" if it is not. This coding will be used for tracking purposes only. All individuals registered for the position will be referred and the gaining activity must determine eligibility using the procedures in Chapter 3, Section G.6.

(17) **Reemployed Annuitant.** Click "YES" if the requisition is being submitted for continual clearance of a position encumbered by a reemployed annuitant.

(18) **Demo Position.** Click "YES" if requisitioning for a demonstration project position.

(19) **Base Closure/Realignment.** Click "C" if the position is located at an activity that has been formally approved for closure. Click "R" if it is located in an organization that has been formally approved for realignment outside of the commuting area. Click "N" if the position is located at an activity that has not been formally approved for either closure or realignment outside of the commuting area.

(20) **Rotating Shifts**. Click "YES" if the incumbent of the position will be subject to a rotating shift requirement as defined in Chapter 1, Section D. Click "NO" if there is no such requirement.

(21) **Excepted Service.** Click "YES" if the position is in the excepted service or "NO" if it is not.

(22) **One-Time Clearing.** One-time clearing requisitions are appropriate only when the position will be filled immediately (e.g., extending a temporary action, management reassignment, reinstatement) or when the activity is prepared to issue a referral list from an "open continuous" announcement. Click "YES" if the action being taken to fill the position meets this requirement. Otherwise, click "NO."

(23) **MISC**. This entry is optional. If used, enter the requisitioning specialist's initials or other appropriate identifying information.

(24) **Component-specific data element**. This entry is optional. If used, enter up to 15 alpha and/or numeric characters as an organizational identifier code. This data element will track PPP data by serviced organizations.

2. **Matching and Referral.** Activities with human resources offices (HROs) that have PPP registration and requisitioning authority must sign on the ASARS website each business day to download available resumes and e-mail messages. Matching resumes are referred through the ASARS website. If the number of P1 and/or P2 resumes referred is less than the number of vacancies on the requisition, matching automatically continues until the number of P1/P2 resumes equals or exceeds the number of vacancies or the requisition is canceled. On initial requisitioning, the following conditions apply:

a. **No Resumes Referred.** Daily matching continues until P1 and/or P2 resumes are issued or if no P1/P2 resumes are referred, until the requisition is closed.

b. **Only P1 and/or P2 Resumes Referred.** Requisition remains active but on hold for 21 calendar days or until all resumes are cleared by report action.

c. **Only P3 and/or S Resumes Referred.** Daily matching continues until P1 or P2 resumes are referred (in which case, see P1/P2 above) or, if no P1/P2s are referred, until the requisition is closed.

d. **P1, P2, Other Resumes Referred.** Requisition remains active but on hold for 21 calendar days or until all P1 and P2 resumes are cleared by report action.

e. Daily matching continues until the total number of P1 and P2 referrals equals or exceeds the number of vacancies entered on the requisition.

f. If report actions reduce the number of outstanding P1/P2 referrals to less than the number of vacancies, daily matching for P1/P2 referrals again occurs. As long as outstanding P1 or P2 resumes equal or exceed the number of vacancies, no new referrals are issued until 21 calendar days pass from initial requisition. At that time, the system matches and refers ALL new P1 and P2 resumes regardless of the number already received. However, regardless of the number of referrals, no new P3 or S registrants are referred until the beginning of a new 21-day cycle. If the total number of ALL outstanding resumes reaches or exceeds 25, no new P3, or S resumes are referred.

g. **Example of Referral/Recycle Process.** In this example, an activity requisitions for 4 vacancies and initially receives 9 resumes as follows: 3 P1s, 1 P2, and 5 P3s. Since the number of P1/P2 resumes equals the number of vacancies, the requisition is put on hold and matching is suspended. Four days before the 21-day recycle, the activity submits report actions to clear 2 unqualified P1 registrants. There are now only 2 outstanding P1/P2 resumes, which is less than the number of vacancies (4). The system automatically resumes daily matching for P1/P2 referrals. Two new P1/P2 resumes are referred the next day. The requisition is again placed on hold. The requisition recycles on the 21st day from the initial requisition regardless of the number of resumes already referred and, as a minimum, refers all new P1 and P2 registrants that are available.

h. Requisitions, except those coded for "One Time Clearing," remain active until canceled by the requisitioning office or PPSB.

3. **Requisition Notice.** Notices are sent through the ASARS website 60 days after a requisition is submitted if the requisition has not been closed by that time. VSIP Phase II and reemployed annuitant requisition notices are sent during the 11th month. In either case, if no action is taken within the next 30 days, the computer cancels the requisition.

4. **Automatic Requisition Cancellation.** Under certain conditions, requisitions are

automatically canceled by ASARS. However, all outstanding resumes must still be returned with appropriate report action codes. Automatic cancellation occurs when:

a. Report Action Codes 14, 16, 17, 19, 20, 41, or 45 are submitted in sufficient numbers to equal the number of vacancies; or

b. The requisitioning activity fails to extend a requisition within 30 days of receipt of an overdue requisition notice.

5. **Error Reports.** If there is a problem with data on a requisition, the system generates an error report through the ASARS daily report. The daily report explains the problem and prompts the activity to correct and resubmit the requisition.

6. **Reconstruction.** Activities failing to properly clear positions must contact PPSB for ASARS reconstruction using the procedures in Chapter 4, Section E.

C. AUTOMATED REFERRAL SYSTEM (DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)) PROCEDURES

The voluntary Automated Referral System may be used at any time to access DORS registrants. However, commitments to individuals referred through this system may only be made while the Automated Stopper is clear. Requisitions are matched once against active registrants in DORS and then automatically canceled. Refer to Chapter 12 for detailed information on the different types of DORS registrants. Submit Automated Referral System requisitions in accordance with B.1.c. above with the following modifications:

1. **Remote Activity.** Always leave blank.

2. **Remote State/Country Code.** Use a State Code (Chapter 7, Appendix D) if the position is located outside the state of the requisitioning activity. Use a Country Code (Chapter 7, Appendix C) if the position is overseas. When a State Code is used, enter "Z" in the Referral Code block if requisitioning for DoD employees and their spouses or domestic partners. When using a Country Code, enter "B" as the Referral Code if requisitioning for DoD employees and their spouses or domestic partners.

3. **Referral/Alter/Cancel Code**

a. **Referral Code Z.** Refers employees and spouses/partners who are registered for positions located in the U.S. and Puerto Rico.

b. **Referral Code B.** Refers employees and spouses/partners who are registered for positions located overseas.

c. **Referral Code Y.** Refers employees and spouses/partners from within the same DoD Component.

d. **Referral Code W.** Refers Wounded Warriors. Do not use this code for DoD employee registrants and/or their spouses/partners.

D. DAILY REPORTS

1. The ASARS Daily Report contains data processed for the previous 10 cycle days. Any data sent to the PPSB through the ASARS website is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that requisition data submitted the previous day was received and processed.

2. Activities MUST also review the Narrative Resume Daily Report showing registrations without narrative resumes.

CHAPTER 8

APPENDIX A

ASARS REQUISITION FORMAT

REQUISITION

CONTROL NUMBER	
ACTIVITY	
RPA NUMBER	
COMPONENT	ARMY
NUMBER OF VACANCIES	
PAY GROUP	
SERIES	
OPTIONS	NOA Delete
GRADE	
REMOTE ACTIVITY	
REMOTE STATE	
REFERRAL CODE	A REF PRI 1-3 NOT Z
TEMPORARY ACTION	YES NO
PART TIME POSITION	YES NO
INTERMITTENT POSITION	YES NO
SEASONAL POSITION	YES NO
SUPERVISORY POSITION	YES NO
DEFENSE ACQUISITION	YES NO
REEMPLOYED ANNUITANT	YES NO
DEMO POSITION	YES NO

BASE CLOSURE	N None of the above
ROTATING SHIFTS	○ YES ◉ NO
EXCEPTED SERVICE	○ YES ◉ NO
ONE-TIME CLEARING	○ YES ◉ NO
MISC	
COMPONENT DATA	

Submit This Requisition

CHAPTER 8

APPENDIX B

ASARS PRE-REQUISITIONING GUIDE

A. OVERVIEW. Pre-requisitioning is an ASARS enhancement designed to reduce Priority Placement Program (PPP) workload for Department of Defense (DoD) human resources offices (HROs). Rather than submitting a requisition for every fill action upon receipt of the Request for Personnel Action (RPA) in staffing, requisitions are required only when the HRO is notified via ASARS that potential PPP matches are available, when the RPA is incomplete or incorrectly coded, or in certain default scenarios. Pre-requisitioning mimics the old "Stopper List" system, which required HROs to screen incoming RPAs against lists of potential PPP matches to determine whether requisitions were necessary. However, pre-requisitioning automates the screening process. Even though potential matches may not prove to be exact matches, workload reduction is achieved by eliminating the requirement to submit and close requisitions for positions that have no potential for matches throughout the recruitment cycle.

B. OPERATIONAL CONCEPTS

1. **ASARS/DCPDS Interface.** The key component of the pre-requisitioning process is an interface between ASARS and the Defense Civilian Personnel Data System (DCPDS). ASARS receives a daily DCPDS interface file consisting of 20 data elements from RPAs that have been submitted for the purpose of filling positions (see Figure 1). This data is extracted from all DCPDS regional databases and compiled into a single interface file for transfer to ASARS.

ASARS/DCPDS Interface Data Elements	
Request Num	Gaining PPP Activity Code
Pay Plan	Servicing Office ID
Series	Personnel Office ID
Grade	PAS Code
Duty Station Code	Unit ID Code
Region	Current Inbox
ART ID	Update HR
Event Code	

Figure 1: DCPDS Interface File Data Elements

2. **Pre-requisitioning Matching**

a. **Start-Matching Trigger**

(1) The DCPDS interface file provides the necessary data (e.g., pay plan, series, grade, duty location, etc.) for the pre-requisitioning cycle, which operates independently from

the standard ASARS matching cycle. Pre-requisitioning for a given position is triggered when a fill RPA is updated with one of the "in staffing" event codes shown in Figure 2.

(2) HROs must use one of the "in staffing" event codes in Figure 2 in order to use the pre-requisitioning process. Otherwise, requisitions must be submitted for all fill actions subject to PPP clearance upon receipt of the RPA in staffing or when recruitment begins prior to receipt of the RPA in staffing (i.e., in accordance with standard PPP requirements).

"In Staffing" Event Code (Start-Matching Trigger)	**Descriptor**
Y100_Staffing	Staffing process initiated
LS03002	RPA received for recruitment using Internal Recruitment (Non-OCA)
LS03003	RPA received for recruitment using External Recruitment

Figure 2: Pre-requisitioning "In Staffing" Event Codes

b. **Duty Location Crosswalk.** PPP registrants indicate geographic availability using activity, zone, region, and state codes, none of which are data elements on the RPA. To enable pre-requisitioning matching, ASARS uses an internal equivalency table, or crosswalk, to match duty location codes on RPAs with the corresponding activity, zone, region, and state codes.

c. **Stop-Matching Trigger**

(1) Pre-requisitioning continues on a daily basis until specific events trigger termination of the cycle. Matching terminates when the HRO submits a standard PPP requisition; responds to a potential match notice (see C.2. below) with an explanation as to why a requisition is not required; issues a referral list and updates the RPA with one of the event codes in Figure 3; closes the RPA (see C.3.a.(2) below); or when processing has been completed as signified by an "Update HR" transaction in DCPDS.

(2) In order to use the pre-requisitioning process, HROs must use one of the event codes in Figure 3 when issuing referral lists. Otherwise, requisitions must be submitted for all fill actions upon receipt of the RPA in staffing in accordance with standard PPP requirements.

"Referral List Issued" Event Code (Stop-Matching Trigger)	**Descriptor**
LS05000	First Referral List Issued
LS06000	First OPM/DE/TERM/TLA/Student Referral List Issued
R40000	Referral Cert Issued
S0500020	DEU Cert
Y401A*	Issuing Referral List
Y402A*	Issuing Referral List
*additional text follows but matching is based on the first 5 characters	

Figure 3: Pre-requisitioning "Referral List Issued" Event Codes

d. **"Potential" Matches.** The fundamental purpose of pre-requisitioning is to determine if any current PPP registrants are *potential* matches for a position and, if so, to notify the servicing HRO to either submit a requisition or explain why a requisition is not required. The type of matching used for pre-requisitioning is less refined than standard matching because some of the information needed on a PPP requisition is not included on the RPA. Since pre-requisitioning simply identifies potential matches, requisitions submitted in response to potential match notifications may actually be unmatched. However, HROs will spend significantly less time submitting, monitoring, and closing requisitions that never yield matches.

e. **Saving Your Work.** When updating RPAs with start-matching or stop-matching event codes (see B.2.a. and B.2.c. above), it is absolutely critical to immediately save your work. If you enter an event code but do not save the RPA, the change will not be reflected in the daily DCPDS interface file. Failure to save the RPA after entering a start-matching event code will exclude the RPA from the pre-requisitioning cycle. If you do not save the RPA after entering a stop-matching code, the RPA will continue to match after a referral list has been issued.

3. **Pre-requisitioning Notifications**

(a) The results of the daily pre-requisitioning matching cycle are forwarded to the HRO via the activity's ASARS Daily Report r15. This "Pre-requisition Results" report includes three types of notifications listed in separate sections: RPAs with potential matches; RPAs that could not be processed because of missing or erroneous data; and RPAs that are currently unmatched. All three sections of this report are critical to pre-requisitioning, as they guide the HRO in determining when and what type of immediate PPP action is required.

(b) **Notification Routing.** Daily Report data for each A-coded activity is routed to the servicing office based on the Servicing Office Identifier (SOI) and Personnel Office Identifier (POI) codes on the RPA. If RPAs are missing from your Daily Report, contact the Priority Placement Support Branch (PPSB) to ensure that the A-coded activity is associated with the proper SOI/POI combination.

4. **Responding to Pre-requisitioning Notifications.** After reviewing the "Pre-requisition Results" Daily Report, the HRO must promptly determine the appropriate response for each RPA listed. Procedures for responding to the three types of notifications are detailed in Section C.

C. OPERATING INSTRUCTIONS

1. **Access to Pre-requisitioning Results.** To view complete results of the daily pre-requisitioning matching cycle, on the ASARS Daily Report Selection screen (see Figure 4) select the appropriate activity code from the dropdown menu, and then click the "Submit" button. To search for a specific RPA, enter the last 6 characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button.

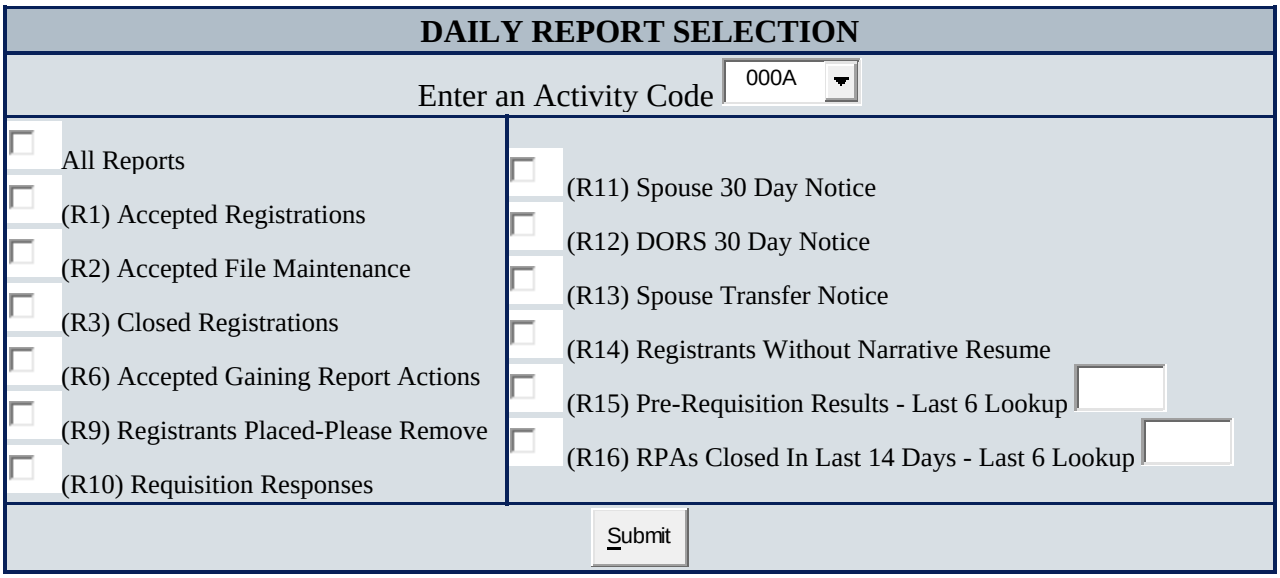


Figure 4: ASARS Daily Report Screen

2. **Reviewing ASARS Daily Report r15**

a. HROs must establish effective operating procedures to ensure proper monitoring of the pre-requisitioning notifications in ASARS Daily Report r15, "Pre-requisition Results." This report is the nucleus of the pre-requisitioning process. As shown in Figure 5, it provides all of the information necessary for the HRO to determine whether requisitions must be submitted for active RPAs. All sections of the report must be reviewed on a daily basis.

b. Daily Report r15 is divided into subsections, each of which includes a different type of notification for the HRO.

(1) Report r15a lists RPAs with potential matches, and each of these actions require a requisition or a valid explanation as to why a requisition is not needed.

(2) RPAs listed in Report r15b are incompatible with pre-requisitioning due to missing or erroneous data, and all such actions that are subject to PPP clearance must be requisitioned unless the errors can be corrected immediately, allowing pre-requisitioning to occur in a timely manner.

(3) Report r15c lists RPAs that were unmatched in the most recent pre-requisitioning cycle. RPAs in this report do not require action, but the HRO has the option to close any that are not subject to PPP clearance.

c. **Sorting.** Figure 5 shows the default configuration of the r15 report data. You may use any of the columns as sort factors by simply clicking the column header.

DAILY REPORT FOR ACTIVITY 500A

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

Report for 2012/08/01

(r15a) The following RPAs have potential matches. Submit requisitions or close with valid explanation.							
	RPA	**UIC/PAS**	**POI/SOI**	**POSITION**	**DUTYLOC**	**INBOX**	**MATCHDATE**
close	*12JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-2001-12*	*134715153*	*SMITHR/HRS*	08/01/12
close	*12JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-2001-11*	*134715153*	*BROWNJ/HRS*	08/01/12
The following records are over 3 days old and considered OVERDUE. Please address immediately.							
	RPA	**UIC/PAS**	**POI/SOI**	**POSITION**	**DUTYLOC**	**INBOX**	**MATCHDATE**
close	*12JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-0343-12*	*134715153*	*JONESG/HRS*	07/26/12
(r15b) The following RPAs could not be processed due to missing/erroneous data. Standard requisitioning rules apply.							
Error Code Legend							
GR - Grade		**SER - Series**					
PP – Pay Plan		**DL – Duty Location**					
	RPA	***UIC/PAS***	***POI/SOI***	***POSITION***	***DUTYLOC***	***INBOX***	***INITDATE***	***ERRMSG***
close	*12JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-0301-12*	*1347151ZZ*	*JONESGR/HRS*	*08/01/12*	*DL*
close	*12JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS- -09*	*134715153*	*SMITHR/HRS*	*08/01/12*	*SER*

Figure 5: ASARS Daily Report r15

Data Field	Full Text	Description
RPA	RPA Number	Self-explanatory
UIC/PAS	Unit Identifier Code/Personnel Accounting Symbol	Identifies organization owning the position
POI/SOI	Personnel Office ID/Servicing Office ID	POI/SOI combination determines where the Daily Report data is routed
POSITION	Pay Plan/Series/Grade	Self-explanatory
DUTYLOC	Duty Location	Duty location/duty station code used to match position with registrations
INBOX	DCPDS Inbox	Indicates the DCPDS inbox where the RPA resided when the daily interface file was compiled*
MATCHDATE	Matching Date	Date of pre-requisitioning matching cycle in which potential match occurred
ERRMSG	Error Message	Indicates why RPA could not be pre-requisitioned
INITDATE	Initiation Date	Date RPA entered pre-requisitioning cycle
*The "INBOX" column on the r15 report shows the inbox of the last person to save the RPA, whether it was saved in a personal inbox or a group inbox. If the r15 report shows a group inbox instead of a personal inbox, the RPA has not been saved by any member of the group.		

Figure 6: Daily Report r15 Data Elements

3. **Responding to Pre-requisitioning Notifications**

a. **Daily Report r15a - RPAs with Potential Matches.** For every RPA listed in this section of the report, the HRO must either submit a requisition or close the RPA (i.e., terminate

pre-requisitioning matching). Closing the RPA is appropriate only when the action is not subject to PPP clearance (e.g., when a PPP exception is being applied).

(1) **Submitting a Requisition**

(a) The RPA number in the second column of Daily Report r15 is hyperlinked and may be used to initiate requisitions for RPAs listed on the report. It opens a modified "Requisition Lookup" screen (see Figure 7) that is pre-populated with the requisitioning activity code; the pay group, series and grade of the position; and the RPA number. Requisitions are required for all positions on the report that are not covered by a PPP exception or valid explanation. The only entry required on this screen is a Requisition Control Number assigned by the HRO. Using this direct link from Daily Report r15 to initiate requisitions is not mandatory. HROs still have the option to submit requisitions from the ASARS main menu.

REQUISITION LOOKUP ***Proceeding with computer assisted Requisition for:*** **500A GS 0346 13 12JUL9Rxxxxxxxxxxxx**
CONTROL NUMBER 123456
Look Up This Requisition

Figure 7: Modified Requisition Lookup Screen

(b) Clicking the button on the Requisition Lookup screen opens a Requisition Format (see Figure 8) that is pre-populated with the RPA number, the Component code, and the pay group, series and grade of the position. The remainder of the format should be completed in accordance with standard PPP procedures. *(Note: The Component Code automatically defaults to the requisitioning activity's Component, which in some cases may not be the same as the owning Component. The HRO must verify this is the correct code for the Component that owns the position as required in Section B.1.c.(4), of this chapter and change the code if necessary.)*

REQUISITION

CONTROL NUMBER	1234567
ACTIVITY	500A
RPA NUMBER	12JUL9Rxxxxxxxxx
COMPONENT	ARMY
NUMBER OF VACANCIES	
PAY GROUP	GS
SERIES	0301
OPTIONS	NOA **Delete**
GRADE	11

Figure 8: Pre-populated Requisition Format (truncated for illustration purposes)

(2) **Closing an RPA.** If any of the RPAs listed in Daily Report r15a are not subject to PPP clearance, pre-requisitioning can be terminated using the "close" hyperlink in the first column of the report. This link opens the "RPA Report Action" screen shown in Figure 9. RPAs cannot be closed without a narrative explanation, which is entered using a series of drop-down menus.

a The first step in entering a narrative explanation is to click the drop-down arrow in the "Select Category" box and then click the applicable category. Menu options include four categories of standard PPP exceptions – Promotions, Reassignments, Appointments and Conversions, and Miscellaneous Placements – and three categories to cover all other scenarios – CTP Approval, RPA Canceled, and Other.

b After selecting the appropriate explanation category, use the drop-down menu in the category box to view available options for the specific explanation. Refer to Section C.7. for a complete list of explanation categories and specific actions. In the example in Figure 9, the HRO is processing a position change for an employee who is being re-promoted to her retained grade. As indicated in parentheses, some of these options require you to type a narrative explanation in the "Explanation" box. You will also notice that narrative explanations for the four categories of standard PPP exceptions are followed by the corresponding reference in Chapter 4, Section C., of the PPP Operations Manual. DO NOT BASE YOUR SELECTION SOLELY ON THE NARRATIVE TEXT IN THE EXPLANATION BOX. In most cases, these are abbreviated versions of the full text in Chapter 4 and may not convey the full meaning of the exception or any conditions that may apply to its use.

RPA REPORT ACTION

RPA NUMBER:	12JUL3FPCPACS0985213
REASON:	Select Category: Promotion
EXPLANATION	P7- Re-promotion/position change following no-fault demotion; 4.C.2.a.(2)
IMPORTANT: This action is **immediate**, **permanent,** and **may require** an explanation.	

CLOSE RPA now

Click here to abort and go back to RPA listing

Figure 9: RPA Report Action Screen

c The last step in closing an RPA from the r15 report is to confirm that you have entered the correct explanation and then click the "Close RPA Now" button. In the example in Figure 9, the HRO is processing a position change to re-promote a retained grade employee to her former grade. HROs must exercise caution when closing an RPA. Since these actions are processed immediately and closed RPAs will not be subject to further pre-requisition

matching, improper use of the closure function is a serious program violation.

(3) **Overdue Actions.** The last section of the r15a report lists RPAs that have had potential matches for more than 3 business days but have not been requisitioned or closed by the HRO. Identifying these actions as "overdue" does not supersede the standard timeliness requirement for submitting requisitions and requesting reconstructions as prescribed in Chapter 4 of the PPP Operations Manual. The information is reported in this manner solely to alert the HRO to RPAs that require immediate attention.

b. **Daily Report r15b - RPAs with Missing/Erroneous Data**

(1) If any of the information in the RPA data elements used to build the DCPDS interface file is missing or invalid, the RPA is not compatible with the pre-requisitioning process. In such cases, standard PPP requisitioning requirements apply unless the erroneous or missing data can be corrected immediately to allow pre-requisitioning to occur in a timely manner. The data element with missing or invalid information is indicated in the "ERRMSG" field of the r15b report. In the first example shown in Figure 5, the duty location code was unknown, as indicated by the "DL" entry in the "ERRMSG" column. The remaining codes for missing or invalid data are "PP" (pay plan), "SER" (series), and "GR" (grade).

(a) **Error Code DL.** Except in the case of typographical input errors, code DL indicates that the duty location code on the RPA has not been added to the ASARS table that matches duty location codes with PPP activity codes. Whenever this code appears in the "ERRMSG" column, the HRO must notify PPSB so the code can be added to the ASARS table.

(b) **Error Code PP.** This code indicates a missing pay plan, one that is not recognized by ASARS, or one that is not compatible with pre-requisitioning.

(c) **Error Code SER.** This code indicates a missing occupational series or one that is not recognized in the ASARS table of occupational series.

(d) **Error Code GR.** This code indicates a missing, invalid or unrecognizable grade.

(2) The "close" option is available for RPAs on the r15b report. However, these RPAs are dropped from the report when the HRO submits a requisition; updates the RPA with a valid "referral list issued" event code; adds the missing RPA data or corrects the erroneous data; or upon automatic deletion 21 days after the RPA "start matching" trigger, whichever occurs first. Also, if the HRO updates the RPA to add the missing data or correct erroneous data, the RPA will be added to the matching cycle and the results will appear on either the r15a or r15c report (i.e., if the RPA has not already been closed due to submission of a requisition, entry of a valid "referral list issued" event code, or expiration of the 21-day period). If an RPA on the r15b report is not subject to PPP clearance, the HRO is not required to take any action other than properly annotating the RPA in accordance with standard PPP procedures.

c. **Daily Report r15c - RPAs Currently Unmatched.** RPAs listed in Daily Report r15c were unmatched in the most recent pre-requisitioning matching cycle. The HRO has the option to close RPAs that are not subject to PPP clearance with explanations in order to shorten the report, but this is not required. The HRO is not required to take any action for r15c RPAs that are subject to PPP clearance.

d. Daily Report r15 also includes a lookup tool. To search for a specific RPA, enter the last 6 characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button on the Daily Report Selection screen (see Figure 4.)

4. **Daily Report r16 – RPAs Closed in the Last 14 Days**

a. Daily Report r16 (see Figure 10) lists RPAs that were closed from pre-requisitioning during the last 14 days. Each entry includes a two-digit code indicating the specific action that closed the RPA. When combined with the r15 reports, the r16 report provides the HRO a complete record of pre-requisitioned RPAs. Please note that RPAs closed with Action Code 92 were submitted with demonstration project pay plans, and have been automatically closed because the positions are not compatible with pre-requisitioning.

DAILY REPORT FOR ACTIVITY 500A

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

Report for 2012/08/01

(r16) The following RPAs were closed in the last 14 days							
Action Code Legend							
00 – Closed by DCPAS			96 – Error RPA With HR Update Record		92 – Error RPA With DEMO Project Pay Plan		
99 – Closed By Activity With Explanation			95 – Good RPA With Closing Event Code		91 – Error RPA With Local National Pay Plan		
98 – Error RPA With Closing Event Code			94 – Good RPA With Submitted PPP Req.				
97 – Error RPA With Submitted PPP Req.			93 – Good RPA With HR Update Record				
RPA	**UIC/PAS**	**POI/SOI**	**POSITION**	**INBOX**	**ERRMSG**	**ACTION**	**CLOSE DATE**
12JUL9Rxxxxxxxxxxxxx	XXH9ZZ	9999 ZZ	GS-0201-12	WHITEM/HRS		95	2012/07/28
12JUL9Rxxxxxxxxxxxxx	XXH9ZZ	9999 ZZ	GS-0301-09	WHITEM/HRS	PP	97	2012/07/26
12JUL9Rxxxxxxxxxxxxx	XXH9ZZ	9999 ZZ	WG-2604-11	SMITHJ/HRS		95	2012/07/26

Figure 10: ASARS Daily Report r16

b. Daily Report r16 also includes a lookup tool. To search for a specific RPA, enter the last 6 characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button on the Daily Report Selection screen (see Figure 4). Even though Daily Report r16 only includes RPAs closed within the last 14 days, the lookup tool searches all closed RPAs in the pre-requisitioning history file.

5. **Default Scenarios.** There are a number of default scenarios in which the nature of a particular recruit action is incompatible with the pre-requisitioning process. Unless these actions are exempt from PPP clearance, HROs are required to submit requisitions in accordance with standard PPP requirements without regard to Daily Report r15. HROs must default to standard requisitioning procedures when:

a. Using "in staffing" and "referral list issued" event codes other than those listed in Figures 2 and 3;

b. RPAs are not used to initiate staffing or when staffing work is completed prior to initiation of the RPA;

c. Recruitment begins prior to receipt of the RPA in staffing;

➡ d. Recruiting at multiple grade levels for positions in formal training programs;

e. Recruiting below the full performance level for developmental positions which are not part of a formal training program;

f. Recruiting for interdisciplinary or multi-series positions;

g. Recruiting for multiple duty locations or for virtual positions;

h. Recruiting for pay-banded positions (i.e., when the HRO must determine the equivalent GS grade of the position);

i. Clearing positions encumbered by reemployed annuitants;

j. Requisitioning under VSIP Phase II;

k. A "placeholder" RPA is submitted to initiate recruitment for multiple identical positions;

l. Re-requisitioning is required for RPAs that have already been closed (e.g., when a subsequent list is issued or additional names are added to the initial list);

m. An RPA has been dropped from pre-requisitioning due to erroneous or premature closure by the HRO; and

n. When one-time clearance is appropriate. In this case the HRO has the option to submit a one-time clearing requisition or wait for the next pre-requisitioning matching cycle to see if the RPA is matched or unmatched. ⬅

6. **<u>Pre-requisitioning Audit Trail.</u>**

a. For any given RPA, PPP clearance can be tracked through ASARS. Therefore, it is not necessary to annotate RPAs with requisition control numbers or PPP exceptions. However, when RPAs are invisible to ASARS (e.g., in the case of "placeholder" RPAs when only 1 RPA is submitted to initiate action for multiple vacancies, resulting in only 1 RPA number being identified in ASARS), the audit trail for remaining RPAs must reference the "placeholder" RPA or provide information pertaining to PPP clearance or exceptions. Also, it is imperative in all cases that audit trails continue to include any resulting documentation such as joint qualifications determinations and job offers. Associated documentation, such as RPA checklists, vacancy announcements, referral certificates or documents to support use of exceptions may also be required for purposes of program evaluation.

b. **RPA History Report.** The RPA History report, which can be accessed from the ASARS "Reports" menu, is an archive of RPAs that have cycled through pre-requisitioning. The options on the look-up screen (see Figure 11 below) allow users to review all RPAs that were pre-requisitioned during a specific time period of up to 1 year or to search for individual RPAs by entering the last 6 characters of the RPA number. In addition to the RPA number and position data, the report shows the dates the RPA entered and exited pre-requisitioning; the Action Code indicating how the RPA was closed; the matching results (i.e., whether or not there were potential matches); an error code, if applicable; and in cases where a PPP requisition was submitted, the requisition control number, number of vacancies, and number of referrals.

SELECT ACTIVITY AND DATE RANGE FOR REPORT			
Enter an Activity Code	000A		
Select From Date	Jan	1	2012
Select To Date	Aug	1	2012
or			
Last 6 Lookup [ ] (all dates)			
Search			

Figure 11: RPA History Report Look-up Screen

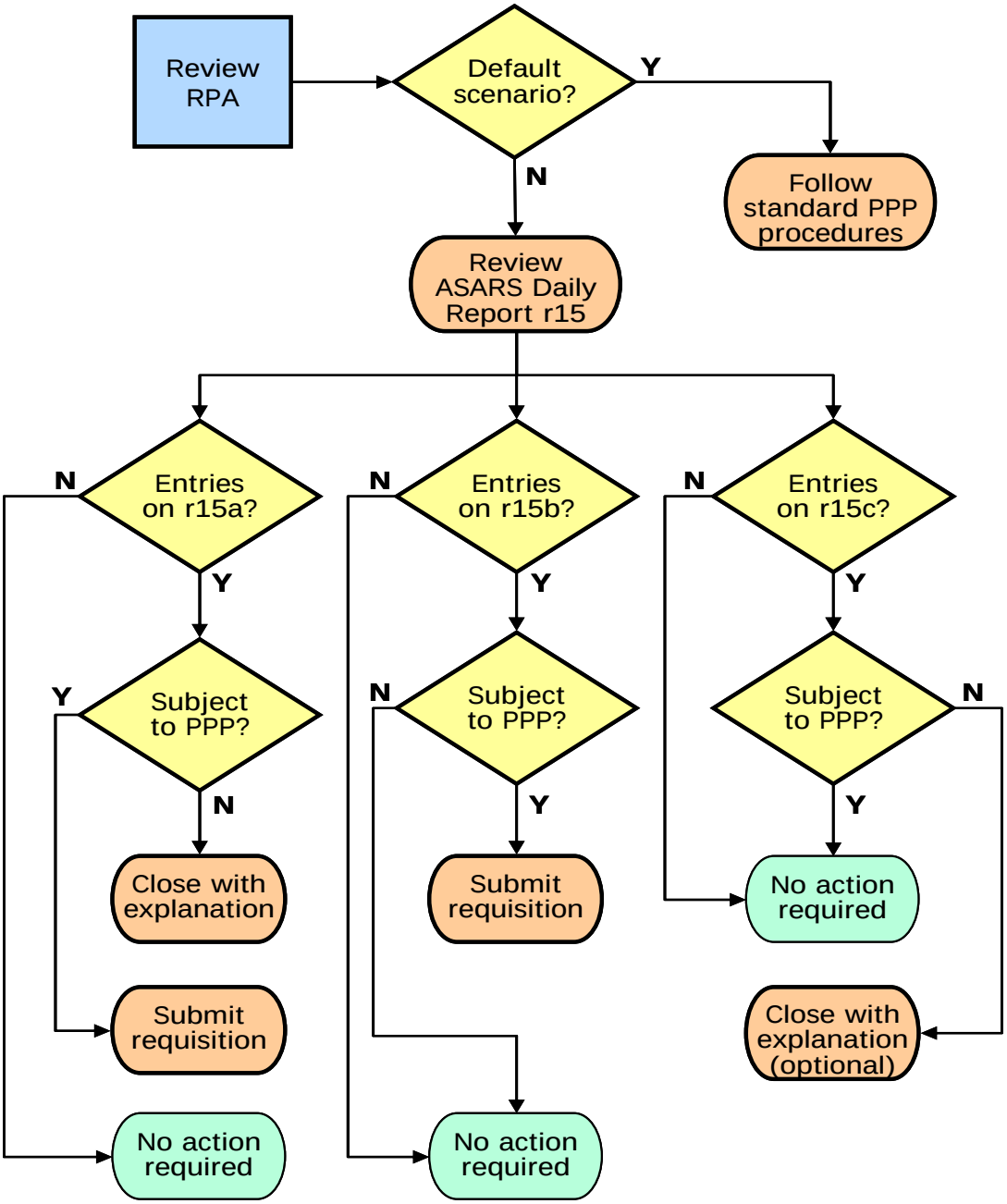
7. **Explanations for Closing RPAs.** The following codes are authorized for closing RPAs from the r15 report.

CATEGORY	SPECIFIC ACTION
Promotion	P1 - Previous competition; 4.C.2.a.(1)(a)
	P2 - Career ladder promotion after non-comp. conversion of Pathways Intern; 4.C.2.a.(1)(b)
	P3 - Re-class due to additional duties and responsibilities; 4.C.2.a.(1)(c)
	P4 - DCIPS, same band & line of work; 4.C.2.a.(1)(d)
	P5 - Re-promotion/position change following no-fault demotion; 4.C.2.a.(2)
	P6 - Prom. to rectify missed consideration; 4.C.2.a.(3)
	P7 - Comp. prom. due to planned management action; 4.C.2.a.(4)
	P8 - Noncompetitive promotion due to reclassification; 4.C.2.a.(5)
	P9 - Placement into pos. with prom. potential as permitted by RIF; 4.C.2.a.(6)
	P10 - Noncompetitive temporary promotion - 120 days or less (180 days for demo); 4.C.2.a.(7)

	P11 - Temp prom. up to 1 year during downsizing or major reorganization; 4.C.2.j.
	P12 - Extend temporary promotion beyond 1 year (within 24 mo. of base closure); 4.C.2.j.(1)
Reassignment	R1 - Job swap, no vacancy; 4.C.2.c.
	R2 - Management-directed reassignment with no promotion potential;
	R3 - Part-time employee to full-time position subsequent to RIF displacement; 4.C.2.f.(2)
	R4 - Surplus employee ; 4.C.2.f.(3)
	R5 - Employee's position being downgraded - class. error or new class. standard; 4.C.2.f.(4)
	R6 - Position review; 4.C.2.f.(5)
	R7 - Medically disqualified employee; 4.C.2.f.(6)
	R8 - VRA, Schedule A Disabled, or 30% DAV employee reached in RIF; 4.C.2.f.(7)
	R9 - Employee occupying obligated position; 4.C.2.f.(8)
	R10 - Job exchange between BRAC & non-BRAC activity; 4.C.2.n.
Appointment/ Conversion	A1 - Appt. or conversion of Pathways Interns, Recent Graduates and PMFs; 4.C.2.i.(4)
	A2 - Conversion of VRA, Schedule A and 30% DAV employees; 4.C.2.i.(5)
	A3 - Conversion of disabled veteran from certain temp. appointments; 4.C.2.i.(6)
	A4 - 30-day critical need appt. or extension; 4.C.2.i.(11)
	A5 - (*reserved for future use*)
	A6 - *(reserved for future use)*
	A7 - Appt. of SMART/NSEP/IASP Fellows (exception to P3 referrals); 4.C.2.i.(13)
	A8 - *(reserved for future use)*
	A9 - Conversion of SMART/NSEP/IASP Fellows; 4.C.2.i.(14)
	A10 - Any action at activity within 6 months of closure; 4.C.2.k.(2)
	A11 - Same-desk NAF to AF conversion; 4.C.2.m.
	A12 - Disabled persons under 5 CFR 213.3102(u); 4.C.2.p.
	A13 - Appt. or other placement to academic faculty positions; 4.C.2.q.
	A14 - Experts or consultants under 5 CFR Part 304; 4.C.2.r.
	A15 – (*reserved for future use)*
	A16 - Temp. appt. of combat-injured disabled vets (exception to P2 & P3); 4.C.2.t.
	A17 - Appt. or other placement to law clerk & attorney positions; 4.C.2.o.

Miscellaneous Placement	M1 - CLG, no greater promotion potential; 4.C.2.b.
	M2 - Temporary promotion/reassignment/CLG - developmental or training; 4.C.2.d.
	M3 - Reassignment/CLG outside commuting/competitive area-employee is following the work; 4.C.2.e.
	M4 - Reassignment/CLG across Component lines-same installation, serviced by the same HRO; 4.C.2.g.
	M5 - Details and temporary reassignments within an activity; 4.C.2.h.
	M6 - Reassignment/CLG failure to complete supervisory probation; 4.C.2.i.(1)
	M7 - Placement to satisfy assignment rights; 4.C.2.i.(2)
	M8 - Placement of centrally-funded interns; 4.C.2.i.(3)(a), (b), or (c)
	M9 - Placements due to negotiated agreements or 3rd-party decisions; 4.C.2.i.(7)
	M10 - Follow-on placement of employee in key/critical position at BRAC activity; 4.C.2.i.(8)
	M11 - Placement across Components under merit promotion cross-servicing agreement (exception to P3 referrals); 4.C.2.i.(9)
	M12 - Return to duty placement from OWCP; 4.C.2.i.(10)
	M13 - Reassignment or CLG across DoD for reasonable accommodation; 4.C.2.i.(12)
	M14 - Work schedule change-same position; 4.C.2.l.
	M15 - Realignment; 4.C.2.u.
	M16 - Reassignment or CLG to incentivized vacancies across activity lines within the Component; 4.C.2.v.
CTP Approval	C1 - *(Enter explanation; include CTP approving authority & date)*
RPA Canceled	X1 - Close on Daily Report r15a *(Enter brief explanation; include CTP approving authority & date approved)*
	X2 - Close on Daily Report r15c *(Enter brief explanation)*
Other	Z1 - Multiple Vacancies *(Enter control # of requisition used to clear multiple identical*
	Z2 - 1-time clearing; requisition not required
	Z3 - Other *(Enter brief explanation as to why RPA is being closed)*
	Z4 - Position committed; no referral list issued

8. **Pre-requisitioning Flowchart.**



CHAPTER 9

REPORT ACTIONS

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CHAPTER 9

REPORT ACTIONS

A. PURPOSE

The purpose of this Chapter is to provide instructions on the proper use of report actions, which are required in the DoD Priority Placement Program (PPP) when terminating registrations or documenting the disposition of referrals.

B. REGISTERING/RELEASING ACTIVITY REPORT ACTIONS

Using the format at Appendix B, registering (i.e., releasing) activities must submit appropriate Report Action Codes from Appendix A to terminate PPP registrations. Placement in a non-DoD Federal agency, service, or corporation should be documented using the appropriate agency code from Appendix E. Delays in submitting report actions may result in unnecessary referrals.

C. GAINING ACTIVITY REPORT ACTIONS

1. Using the format at Appendix D, gaining activities must use the Report Action Codes in Appendix C to document the action taken with regard to each referral resume issued. These codes should be submitted promptly using the format at Appendix D and the individual 8-digit serial number assigned to each resume. Failure to immediately report on resumes that have been worked can alter the matching cycle, resulting in a program violation. Report actions should be submitted no later than the following business day.

2. When a registering activity submits a releasing report action (Codes 02 through 12) to delete a registration, the data system automatically generates a Report Action Code 44 to clear all resumes on which that registrant has been referred. Notification that the registrant is no longer available will be included in the daily resume download file for each activity to which the registrant has been referred. If a resume is automatically cleared by Report Action Code 44, the gaining HRO is required to overwrite the Code 44 with a Gaining Report Action Code if:

a. The resume has already been worked; or

b. The HRO had already determined (i.e., before ASARS generated the Report Action Code 44) that the resume would not block selection from the final recruitment source. In this case, even though the HRO is not required to review the registrant's qualifications or contact the registering HRO, the resume has effectively been "worked" because the HRO has determined it is not applicable. For example, a Program A, Priority 3, referral is outstanding when internal and external referral lists are issued. The selecting official returns the external list and advises the HRO that a selection will be made from the internal list. Prior to the selection, the PPP resume is cleared by a

systems-generated Report Action Code 44. The position is then filled by an intra-Component noncompetitive reassignment. The gaining HRO is now required to overwrite the Report Action Code 44 with Report Action Code 16 (vacancy filled by reassignment). If an activity intentionally delays processing on-hand resumes due to anticipated Report Action Code 44 transactions, the automatic clearing process may be suspended for that activity.

3. Report Action Code 43 is used to simultaneously clear all outstanding referral resumes that have not been worked. Resumes that have been worked MUST be cleared with appropriate individual report action codes. A narrative explanation may be included if further explanation is necessary. If Report Action Code 14 is not included among the report actions submitted prior to use of Report Action Code 43, a narrative explanation MUST be included. If Report Action Code 43 is used in error to clear resumes that have been worked, the HRO is required to overwrite each Code 43 with the Report Action Code that corresponds to the actual disposition of the resume.

D. OVERDUE RESUME REPORT ACTIONS

Resumes remain outstanding until appropriate Report Action Codes have been submitted. Outstanding referral resumes or a list of such resumes may be viewed/printed at any time from the ASARS website by selecting the Open Referral Resumes/Open Referrals menu item(s) on the main ASARS website screen. From the Open Referral Resumes/Open Referrals screen(s), select the activity code and leave the date blank to see all outstanding referral resumes/list of outstanding referral resumes.

E. OVERDUE REGISTRANT REPORT ACTIONS

Gaining activities cannot delete a registrant from the PPP. Upon submission of Report Action Codes 14, 15, 21, 23, 24, or 25, the automated system anticipates a corresponding report action from the registering activity. The following day, a notice appears on the activity's Daily Report advising that an appropriate report action may be required to delete the registration.

F. DAILY REPORTS

The ASARS Daily Report contains data processed for the previous five cycle days. Any data sent to the PPSB through the ASARS website is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that Report Action data submitted the previous day was received and processed.

CHAPTER 9

APPENDIX A

REGISTERING/RELEASING ACTIVITY REPORT ACTION CODES

Code	Report Action	Remarks
02*	Declination of offer	Indicates declination of a VALID offer. The "Pay Group, Series, Grade," "Gaining Activity" (i.e., the activity code of the requisitioning activity, even though it may not be the same as the actual duty location), "Commuting Area" (enter a "Y" if the position is in the registrant's commuting area or an "N" if not) items of the Report Action Format must also be completed. If the offer resulted from referral through the PPP, the registering HRO must also obtain the corresponding requisition control number from the gaining HRO and enter it in the "Requisition Control#" item. Code 02 will automatically clear the referral by populating the gaining activity's requisition with Code 15 (Declined this position). Report actions for Program S registrants MUST have a "Y" in the "Commuting Area" item confirming that the position is within the commuting area of the military sponsor's permanent duty station.
03*	Placement - DoD activity	Indicates permanent placement within DoD. The position information required for Report Action Code 02 above must also be coded. If the offer resulted from referral through the PPP, this includes entering the requisition control number. Code 03 will automatically clear the referral by populating the gaining activity's requisition with Code 14 (Placed at this activity in this position).
04	Placement - Other Federal agency	Indicates placement in a non-DoD Federal agency, service, or corporation. The position information required for Code 02 above must also be coded. The appropriate code from Appendix E should be entered in the "Gaining Activity" item.

Code	Report Action	Remark
05	Placement - Private industry	Indicates the registrant was placed outside of the Federal Government and no longer desires Federal employment. Except for the "Commuting Area" item, the position information required for Code "02" above should not be coded.
06	Retired	Indicates the registrant elected optional retirement, discontinued service retirement (DSR), or disability retirement. No other coding is required. DO NOT USE THIS CODE if the registrant elects DSR after receiving a specific separation notice and desires continued placement consideration.
07	Resigned	Indicates that the registrant resigned and does not desire further placement assistance. No other coding is required.
08	Deceased	No other coding is required.
09	Removal for cause	Indicates that the registrant is being removed from his or her position for cause (i.e., when the nature of action is "Removal") and is no longer eligible for registration. No other coding is required.
10	Removal - Registrant request	Indicates that a voluntary registrant requested removal from the PPP. No other coding is required.
11	Removal - HRO request	This code is used when no other code is appropriate (e.g., to remove an erroneous registration) and requires a full narrative explanation.
12	RIF canceled	RIF canceled or registrant placed through RIF.
28	Release Date Up	System generated report action indicating that the registrant's eligibility has expired and the registration is no longer active.

Code	**Report Action**	**Remark**
31	Registrant removed from Program Z due to registration in Program A, or Program S registration transferred to new registering activity	System generated report action indicating removal from Program Z due to registration in Program A, or transfer of a Program S registration to a new registering activity.

*If the offer resulted from referral through the PPP and the position data, including the requisitioning activity code and requisition control number, is inaccurate, the report action will not be processed in the next nightly cycle. Erroneous report actions will be annotated on Daily Report R8 (Releasing Report Action Errors).

NOTE: When a registering activity submits one of the above Report Action Codes (except for 28 and 31, which are system-generated) to delete a registration, PPSB generates Report Action Code 44, which automatically clears all of the registrant's outstanding resumes.

CHAPTER 9

APPENDIX B

RELEASING REPORT ACTION

REGISTERING ACTIVITY:

RSN:

REPORT ACTION:

PG:

SERIES:

GRADE:

GAINING ACTIVITY:

COMMUTING AREA:

REQUISITION CONTROL #:

Submit This Releasing Action

CHAPTER 9

APPENDIX C

GAINING ACTIVITY REPORT ACTION CODES

Code	Report Action	Remarks
13	Accepted/Declined time-limited appointment	Indicates that the registrant either accepted or declined a temporary or term appointment.
14	Placed at this activity in this position	Indicates that the registrant accepted a valid offer. Code 14 is system generated and is automatically added to the requisition when the registering activity submits Code 03 to delete the registration. For this reason, the gaining HRO must provide the requisition control number to the registering HRO when authorizing a job offer. See the remarks for Code 03 in Appendix A for further information. (*NOTE: The gaining HRO has the option to submit Code 14 manually instead of waiting for the registering HRO to submit Code 03.*)
15	Declined this position	Indicates declination of a VALID offer. Code 15 is system generated and is automatically added to the requisition when the registering activity submits Code 02 to delete the registration. For this reason, the gaining HRO must provide the requisition control number to the registering HRO when authorizing a job offer. See the remarks for Code 02 in Appendix A for further information.
16	Vacancy filled by reassignment or change to lower grade	Appropriate only when the registrant's referral priority permits reassignments or changes to lower grade without an increase in promotion potential.
17	Vacancy filled by promotion	Appropriate only when the registrant's referral priority permits promotions.
19	Vacancy filled by another registrant	Indicates that another PPP registrant was placed in the position.
20	Vacancy filled from Reemployment Priority List (RPL)	Appropriate only when the selected candidate's placement rights precede those of the PPP registrant.
21	Registrant already placed per registering HRO	

Code	Report Action	Remarks
22	Registrant found not well qualified by joint agreement between registering and gaining HROs	
23	Registrant no longer eligible per registering HRO	This code is appropriate under circumstances that result in loss or suspension of eligibility, e.g., RIF cancellation, performance or conduct problems, VSIP approval, etc.
24	Registrant reported placed at this activity	The requisition control number must be entered in the narrative explanation field.
25	Previously declined identical position at this activity	The requisition control number must be entered in the narrative explanation field.
26	Use of resume not required	This code requires a full narrative explanation and is appropriate only when no other code is applicable. If the registering HRO has already been contacted, CTP Administrator approval is also required.
27	Position canceled	Use of this code requires CTP Administrator approval and a full narrative explanation that includes the initials of the approving Administrator and date of approval.
32	Temporary/Part-Time/Seasonal or Intermittent position	Indicates that the registrant does not reside within the commuting area of the position.
33	Registrant not interested in/available for excepted service	
34	Declined invalid offer	
35	Forgot to close requisition – referral list issued	If the registering HRO has already been contacted, CTP Administrator approval is required.
36	Consideration not required per approval of CTP Administrator	Use of this code requires a full narrative explanation that includes the initials of the approving Administrator and date of approval.
37	Military spouse – not “best qualified” under competitive procedures	Use of this code is appropriate only when a candidate is being selected from a competitive referral list.

Code	Report Action	Remarks
38	Registrant has another valid offer pending	Use when a valid offer has been extended or when a valid offer is being held in abeyance under the procedures in Chapter 4, Section D.7.b.(2).
39	Original requisition data incorrect	Use of this code is appropriate only if a new requisition has been submitted within three workdays and/or reconstruction has been requested. If the registering HRO has already been contacted, CTP Administrator is also required.
40	Registration file maintained to delete skill/grade/activity	
41	Surplus employee of this activity placed in this position	Use of this code requires CTP Administrator approval if the registering HRO has already been contacted.
42	Authorized PPP exception invoked after requisition	Use of this code requires CTP Administrator approval if the registering HRO has already been contacted.
43	Clear remaining resumes	This code is used to simultaneously clear all remaining referral resumes that have not been "worked." Resumes that have been worked must be cleared with appropriate individual report actions. A narrative explanation may be included if further explanation is necessary. If Report Action Code 14 is not included among the report actions submitted prior to use of Report Action Code 43, a narrative explanation MUST be included.
45	Position filled noncompetitively or military spouse preference was not applicable	Appropriate only when reporting on Program S referrals.
46	Registrant not basically qualified per gaining HRO	Only used for 301 and 303 positions using NOA. The requisition audit trail must include a clear explanation as to why the registrant did not meet basic qualification requirements.
47	Registrant previously determined not well qualified on former requisition for an IDENTICAL position (same activity, series, grade or pay band, duties & responsibilities, etc.)	Use of this code is appropriate only if the registrant was determined not well qualified on an identical position in the past 120 calendar days. The previous requisition control number must be entered in the narrative explanation field.

NOTE: When a registering activity submits a releasing report action (Codes 02 through 12) to delete a registration, the data system generates Report Action Code 44, which automatically clears all of the registrant's outstanding resumes. However, gaining activities are still required to submit Gaining Report Action Codes for any resumes that have already been worked. A clear audit trail must be maintained for all resumes cleared with Report Action Code 44.

CHAPTER 9

APPENDIX D

GAINING REPORT ACTION

REQUISITIONING ACTIVITY:

SERIAL/CONTROL NUMBER:

NAME:

REPORT ACTION

EXPLANATION

Gaining Action

CHAPTER 9

APPENDIX E

NON-DOD FEDERAL AGENCY/SERVICE/CORPORATION CODES

Agency/Service/Corporation	Code
Atomic Energy Commission	AE
Department of Agriculture	AG
Soil Conservation Service	SC
Forest Service	FS
Department of Commerce	CM
Department of Education	ED
Department of Energy	DN
Bonneville Power Administration	BA
Department of Health & Human Services	HE
National Institutes of Health	NI
Social Security Administration	SA
Department of Housing & Urban Development	HU
Department of Interior	IN
National Park Service	NP
Bureau of Indian Affairs	BI
Bureau of Land Management	BL
Department of Justice	DJ
Bureau of Prisons	BP
Federal Bureau of Investigation	FB
Immigration & Naturalization Service	IM
Department of Labor	DL
Department of State	ST
Department of Transportation	TD
Federal Aviation Administration	FA
Federal Highway Administration	FH
U.S. Coast Guard	CG

Agency/Service/Corporation	Code
Department of Treasury	TR
Internal Revenue Service	IR
U.S. Customs Service	CT
U.S. Mint	MT
Department of Veterans Affairs	VA
Equal Employment Opportunity Commission	EO
Federal Communications Commission	FC
Federal Deposit Insurance Corporation	FD
Federal Trade Commission	FT
General Accounting Office	LG
General Services Administration	GS
Government Printing Office	LP
Interstate Commerce Commission	IC
Library of Congress	LC
National Aeronautics & Space Administration	NN
National Labor Relations Board	NL
Office of Economic Opportunity	OE
Office of Personnel Management	CS
U.S. Postal Service	PO
Selective Service System	SS
Small Business Administration	SB
Tennessee Valley Authority	TV
U.S. Information Agency	IA
Other Federal Agencies	OA

CHAPTER 10

OPTION CODES

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CHAPTER 10

OPTION CODES

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CHAPTER 10

OPTION CODES

A. PURPOSE

The purpose of this Chapter is to explain the proper use of option codes, which are used in registration to more specifically define qualifications and in requisitioning to clarify job requirements.

B. PROCEDURAL REQUIREMENTS

Except for the six generic options (see B.6., below) and the NOA option code (see B.2. below), option codes may be used only with the specific occupational series under which they are listed in Appendix A.

1. The registration format will accommodate up to 10 option codes per skill line. Decisions as to which options, if any, may be used, are based solely on a registrant's qualifications. An option code should never be entered more than once for the same occupational series.

➡ 2. NOA, which equates to "No Option Applicable," may only be used when the registrant has experience in a particular series that does not correspond to an existing option code, and it may be used in combination with other option codes. NOA is never appropriate when all of the registrant's experience in a given series can be categorized with some other option code(s).

a. **Example 1**. A GS-501 employee currently specializes in civilian pay, and this work corresponds to option code CVY. She previously held a GS-501 position in the travel pay section, and this experience can be reflected with option code TPY. In between these two jobs, she performed GS-501 duties that do not correspond to any of the available option codes in Appendix A. Base on these three assignments, the employee can register with option codes CVY, TPY and NOA.

b. **Example 2**. A GS-501 co-worker of the employee in Example 1 currently specializes in civilian pay (CVY) and in a prior assignment worked exclusively with military pay (MPY). He has no other GS-501 experience. The employee can register with option codes CVY and MPY, but is not eligible to register with NOA.

3. The requisition format will accommodate up to 3 option codes. If a position legitimately requires more than 3 option codes, the HRO must use the 3 that are most essential to the position. NOA must be used when there are no applicable option codes in Appendix A, and it cannot be used in combination with any other option codes. ⬅

4. Normally, requisitions submitted with NOA will not match registrations unless the corresponding skill line includes NOA. The only exceptions are DAT (Data Transcription), OAA (Office Automation), STC (Stenography), FLP (Foreign Language Proficiency), or IST (Scientific & Technical Intelligence Production). When registered with these generic option codes, registrants will match positions in the same series that are requisitioned with NOA.

5. When a requisition is submitted with option codes, the registrant must be registered with ALL of the option codes in order to be referred. If registered with two or more options, registrants will match requisitions submitted with one or both of the options. If registered with three or more options, registrants will match requisitions submitted with one, two, or all three of the options.

6. An option code should not be used when it does nothing more than duplicate the series title (e.g., ELD (Electronics)) should not be used with the GS-855, Electronic Engineer series).

7. DAT, OAA, STC and FLP may be used with any appropriate GS series, except as prohibited by B.5. above. IST may be used with multiple series, but positions requiring this option are normally limited to the GS-132 series and the GS-400, 800, 1300, and 1500 occupational groups. Unless identified in Appendix A of this Chapter, not counting the preceding generic option codes, the use of other option codes for GS-04 and below positions is inappropriate. TRA (Trainee) may be used with any pay plan except WT and with any appropriate series to identify registrants/positions in formal training programs as defined in Chapter 1, Section D. Registrants who are assigned to formal training program positions must register using the TRA option but may also register without the TRA option for the same or other appropriate series.

8. For registration and requisitioning purposes, either OAA or STC must be used with the GS-318 series.

10. **GS-800 Job Family**

a. **General Engineer, GS-801 positions**. The GS-801 series normally must have at least two option codes, but a single option may be appropriate when using TRA or one of the authorized commodity options. If more than three options codes are necessary, use the three that are most essential to the position as explained in B.3. above.

b. **Commodity Options**. Commodity options codes are unique to the GS-800 job family, and unlike other options codes, they describe the environment in which the work is performed rather than the occupation skills required to perform the work. These codes do not correspond with traditional engineering disciplines, nor would they necessarily be included in specific job titles or parentheticals. When used properly, a commodity option code indicates that the duties of the position cannot be performed successfully unless the incumbent has applied his or her engineering or engineering

technical skills in that particular work environment. Commodity options may be used in conjunction with other option codes.

11. **Special Procedures for 301 and 303 Series.** In order to register for positions in the 301 series with the NOA (no option applicable) option code, registrants must have previously held a position in the 301 series. The same restriction applies to 303 positions at grades GS-5 and above. Registrants who have never held a 301 or 303 position may register for either series if they are otherwise eligible and well qualified for one or more of the corresponding option codes (i.e., other than NOA) listed in this Chapter. For example, an employee whose experience has been entirely in the 560, Budget Analyst series, could register for 301 positions with the BUD (Budget) option code.

12. To better understand the relationship between options codes and their respective series, refer to applicable classification and qualifications standards. Recommendations to alter, add, or delete the option codes contained in Appendix A may be referred for consideration through DoD Component channels to PPSB.

CHAPTER 10

APPENDIX A

OPTION CODES

Series	Series Title	Option Code	Option Title
	Any Appropriate Series	NOA	No Option Applicable
	Any Appropriate GS Series	DAT	Data Transcription
	(see Chapter 10, Section B.6.)	OAA	Office Automation
		STC	Stenography
		TRA	Trainee
		FLP+	Foreign Language Proficiency
		IST	Scientific & Technical Intelligence Production
	Any Appropriate WG Series	TRA	Trainee
018	Safety & Occupational Health	ORB	Ordnance
		MDC	Medical
080	Security Administration	FOC	Foreign Ownership, Control & Influence
		INA	Industrial
		INB	Automation
		IND	Disclosure
		INF	Information Security/ Classification Management
		INO	Operations Security
		INS	Information Systems
		INT	Technical
		PEB	Personnel
		PHB	Physical
081	Fire Protection and Prevention (GS-05 and above only)	AIG	Airfield
		EMT	Emergency Medical Technician
		FIC	Fire Inspection
		HAZ	Hazardous Materials
		PAR	Paramedic

081	(cont'd)	STE	Structural
086	Security Assistant (GS-05 and above only)	SPF	Support Police Force
101	Social Service	ADC	Alcohol & Drug Control Officer
		EAP	Employee Assistance Program Coordinator
		EFM	Exceptional Family Member Program
		FAP	Family Advocacy Program
		FSP	Family Support Services
		SAR	Sexual Assault Response Coord
		VAR	Victim Advocate
180	Psychology	CLI	Clinical
		PIO	Industrial/Organizational Psychology
		RES	Research
185	Social Worker	ADV	Family Advocacy
		SAB	Substance Abuse
188	Recreation Specialist	ARB	Arts
		CIN	Institutional
		COD	Community Activities
		SEB	Service Club Activities
		SPB	Sports
		YOA	Youth Activities
201 & 203	Human Resources Management/Assistance (GS-05 and above only)	HRO	Human Resources Officer/Director, Assistant Human Resources Officer/Director (GS-201 REQUISITIONS ONLY, cannot be used with any other option code)
		BEN	Employee Benefits
		CLA	Classification
		CMP	Compensation (GS-201 ONLY)
		EMC	Employee Relations
		HRD	Human Resources Development
		INS	Information Systems

201 & 203	(con't)	LBR	Labor Relations
		MIL	Military
		MOB	Mobilization (GS-201 ONLY)
		NAF	Non-Appropriated Funds (GS-201 ONLY)
		OCA	Occupational Analysis (GS-201 ONLY)
		PFM	Performance Management
		STF	Staffing
		SWA	Salary & Wage Administration (GS-201 ONLY)
		WFS	Workforce Shaping (GS-201 ONLY)
301 & 303	Misc Admin and Program Management, Misc Clerk and Assistant (GS-05 and above only)	AIM	Aircraft Maintenance and Operations
		ANA	Analysis and Planning
		BUD	Budget
		CAT	Community Activities
		CLB	Club Management
		CBD	Combat Development
		CDC	Child Development Clerk (GS-303 ONLY)
		COF	Configuration
		COR	Communications
		DPC	Drug Program Coordinator
		DRR	Disaster Response & Recovery (GS-301 Only)
		EMS	Emergency Management Specialist
		FAC	Facilities
		FIB	Financial Management
		FOA	Food Service
		FOI	Freedom of Information Act/ Public Affairs (GS-301 ONLY)
		FOP	Flight Operations
		FOR	Force Structure
		FMS	Foreign Military Sales

301& 303	(con't)	FSP	Family Support Services
		FUL	Fuels/Energy
		HCA	Health Care
		HOA	Housing
		INS	Information Systems Management
		ITN	International Affairs
		LOA	Logistics
		MED	Medical
		MLP	Military Planning/Training
		MOA	Mortuary Affairs
		MOB	Mobilization
		MPS	Missile Propulsion Systems
		MWR	Morale, Welfare, and Recreation Programs GS-301 ONLY)
		OMM	Open Mess Manager
		ORB	Ordnance
		PER	Personnel/Manpower Admin.
		PRC	Procurement
		PRO	Protocol
		PUA	Publications
		REC	Reports/Forms/Files
		REK	Recreation Services
		RMA	Resource Management
		ROA	Range Operations
		SAR	Sexual Assault Response Coord
		SUB	Supply
		SVC	Contract Services
		TRB	Training-Education
		YOA	Youth Activities
318	Secretary	OAA	Office Automation
		STC	Stenography
340	Program Management	ACQ	Systems Acquisition
		FMS	Foreign Military Sales
		MWR	Morale, Welfare, & Recreation Programs
		PHR	Personnel
343	Management and Program Analyst	ACQ	Systems Acquisition

343	(con't)	COZ	Cost Analyst
		FMS	Foreign Military Sales
		HCA	Health Care
		IMG	Information Management Specialist
		MAL	Manpower
		MBR	Manpower/Budget (Resource) Management
		MOB	Mobilization
		PHR	Personnel
		REC	Reports/Forms/Files
		ORB	Ordnance
		ORG	Organization and Mission
		STI	Statistical Analysis
		STP	Strategic Planning
		TEV	Test & Evaluation
		WCF	Working Capital Fund
344	Management Clerical and Assistance (GS-05 and above only)	MAL	Manpower
		REC	Reports/Forms/Files
		WOC	Work Measurement
		SPR	Systems Programmer
		MBR	Manpower/Budget (Resources) Management
346	Logistics Management	ACQ	Systems Acquisition
		ALS	Automation of Logistics Systems
		AIB	Aircraft
		FAC	Facilities
		FMS	Foreign Military Sales
		AUD	Automotive
		CEL	Communications-Electronics
		ILS	Integrated Logistics
		MEL	Medical Logistics
		MIB	Missile
		MNT	Maintenance
		MOB	Mobilization
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships

391	Telecommunications Specialist	ANT	Antenna
		DWT	Data Networks
		MSG	Message
		RDO	Radios
		TCN	Tech Control
		TEL	Telephones/Voice
		VVD	Voice/Video/Data
392	General Communications (GS-05 and above only)	EQD	Equipment Operation
401	General Biological Science	ENV	Environmental
		REG	Regulatory
		RMO	Range Land Management
		RSH	Research
		WLD	Wildlife
408	Ecology	REG	Regulatory
501	Financial Administration & Programs	COQ	Cost Analyst
		CPY	Contractor Payments
		CVY	Civilian Pay
		FSY	Financial System
		MPY	Military Pay
		NAF	Non-Appropriated Funds
		TPY	Travel Pay
503	Financial Clerk & Technician (GS-05 and above only)	DIS	Disbursing
		MDA	Medical
510	Accounting	ADT	Auditing
		COQ	Cost
		INE	Internal
		OPB	Operating
		SYA	Systems
		WCF	Working Capital Funds
511	Auditor	COK	Contract
		FIN	Financial
		INE	Internal
560	Budget Analyst	WCF	Working Capital Funds
		WSP	Acquisition of Weapons/ Support Systems

601	General Health Sciences	CGT	Cytogenetic Technologist
		CYT	Cytotechnologist
		EXP	Exercise Specialist
		HPM	Health Promotion Manager
		NEC	Necropsy
602	Medical Officer	ADM	Administration
		ANE	Anesthesiology
		DER	Dermatology
		EME	Emergency Medicine
		FAM	Family Practice
		GPR	General Practice
		GER	Geriatrics
		IMN	Internal Medicine
		NUR	Neurology
		OBG	OB/GYN
		OCH	Occupational Health
		OPH	Ophthalmology
		OTH	Orthopedics
		PAT	Pathology
		PDS	Pediatrics
		PSY	Psychiatry
		PUH	Public Health
		RAD	Radiology
		SRG	Surgery
		URO	Urology
610	Nursing (GS-08 and above only)	ADM	Administration
		AMB	Ambulatory
		ANE	Nurse Anesthetist
		CLI	Clinical Nurse
		CHN	Community Health Nurse
		CNC	Nurse Consultant
		CNM	Nurse Midwife
		CNS	Nurse Specialist
		CRI	Critical Care
		DIB	Diabetes
		EDU	Nurse Educator
		EMR	Emergency Room
		LND	Labor & Delivery
		MSG	Medical-Surgical
		NEO	Neonatal
		NFA	First Assistant

610	(con't)	NIC	Neonatal Intensive Care
		OBG	OB/GYN
		OCH	Occupational Health
		ONC	Oncology
		OPR	Operating Room
		NPR	Nurse Practitioner
		PDS	Pediatrics
		PSY	Psychiatric Nurse
		RES	Research
		SCB	Cardiac
640	Health Aid & Technician (GS-05 and above only)	DER	Dermatology
		EMT	Emergency Medical Tech
		HTI	Industrial Hygiene
		HTA	Audiology
		HTC	Cardiovascular
		HTM	Mental Health
		HTO	Optometry
		HTP	Physical Therapy
		NUT	Nutrition
		OTL	Otolaryngology
		PAR	Paramedic
		URO	Urology
644	Medical Technologist	MTC	Chemistry
		MTH	Hematology
		MTM	Microbiology
647	Diagnostic Radiological Technologist (GS-05 and above only)	CTI	Comp. Tomography Imaging
		MAM	Mammography
671	Health Systems Specialist	CTR	Contract Administration
		HCA	Health Care
		RSK	Risk Management/Patient Safety/Compliance
680	Dentist	PRS	Prosthodontist
		PED	Periodontics
800	The following Professional Engineering and Engineering Technician Series: 801, 802, 806, 810, 818, 819, 830, 840, 850, 854, 855, 856, 861, 871, 893, 896	AAB	Navigation Systems

800	(con't)	ACA	Acoustics
		ACQ	Systems Acquisition
		ACS	Aircraft Systems
		AEC	Aerospace
		ARA	Architecture
		AUD	Automotive
		CAL	Calibration
		CCC	Command, Control, Communications & Computers
		CHA	Chemical
		CHD*	Computer Hardware
		CIB	Civil
		CTL	Coastal
		COH	Construction
		COJ	Cost Estimating
		COR	Communications
		COS	Contracts
		CST*	Computer Software
		CWO	Civil Works Oper and Maint
		CWP	Civil Works Planning
		DEB	Design
		DEV	Development
		ELA	Electrical
		ELD	Electronics
		ELF	Electronic Warfare
		ENV	Environmental
		FAC	Facilities
		GEO	Geotechnical
		HVC	Heating, Ventilation & Air Conditioning
		HYD	Hydraulic
		HYP	Hydropower
		HZW	Hazardous Waste
		INA	Industrial
		INC*	Instrumentation
		LAB	Laser
		MAH	Materials
		MAS	Machinery Systems
		MEA	Mechanical
		MIB*	Missile
		NAV	Naval
		NUA	Nuclear
		ORB*	Ordnance

800	(con't)	PET	Petroleum
		PUL	Propulsion
		RDR	Radar
		REG	Regulatory
		RES	Research
		SCM	Satellite Communications
		SHB*	Ships
		SIM	Simulation
		STE	Structural
		TCS	Tactical Communications Software
		TEV	Test and Evaluation
		TRS	Training Systems
		UTA	Utilities
		WAB*	Water Resources Development
1083	Technical Writing and Editing	AIB	Aircraft
		DAC	Data Automation
		ELD	Electronics
		LOA	Logistics
		ORB	Ordnance
1101	General Business and Industry	ACQ	Systems Acquisition
		CIR	Contract Industrial Relations
		CLB	Club Management
		MKT	Marketing Programs
		MTP	Military Programs
		OMM	Open Mess Manager
		PTM	Production Management
		QAS	Quality Assurance
		REK	Recreation Services
		RPM	Real Property Management
		WCF	Working Capital Fund
1102	Contract and Procurement	ACQ	Systems Acquisition
		COL	Contract Administrator
		CON	Contract Negotiator
		COO	Contract Specialist
		COP	Contract Termination Spec.
		PRD	Price Analyst
		PRG	Procurement Administrator
		PRH	Procurement Analyst (Staff)
		PRI	Proc. Analyst (Small Business)

1150 & 1152	Industrial Specialist, Production Control	AIB	Aircraft
		AUT	Automotive (GS-1152 ONLY)
		COH	Construction (“ “ “)
		ELA	Electrical
		ELD	Electronics
		MAI	Materials Handling
		MEA	Mechanical
		MIB	Missile
		ORB	Ordnance
		PUL	Propulsion Systems (GS-1150 ONLY)
		SHB	Ships
1301	General Physical Science	ACA	Acoustics
1310	Physics	ACA	Acoustics
		EOP	Electro-Optics
		IOA	Ion-implantation
		LAB	Laser
		NUA	Nuclear
		OPE	Optical
		SOF	Solid State Electronics
		SYC	Systems Analysis
		THE	Thermal Physics
1320	Chemist	RES	Research
1360	Oceanography	ACA	Acoustics
1410	Librarian	ENG	Engineering
		LAW	Legal
		MED	Medical
		PHS	Physical Science
1550	Computer Science	COR	Communications
		DEB	Design
		NET	Network
		STY	Security
1601	Facilities and Equipment	ELI	Electrical Inspection
1603	Equip, Facilities, Services Assistant (GS-05 and above only)	CEM	Cemetery

1603	(cont'd)	FAC	Facility
		PTG	Printing
		LAU	Laundry
		FOA	Food
		EFS	Equip, Facilities, Services
1670	Equipment Specialist	AIB	Aircraft
		AIF	Aircraft Propulsion Equipment
		AIH	Airframe
		AUD	Automotive
		COR	Communications
		ELA	Electrical
		ELD	Electronics
		MAB	Machinery
		MAC	Machine Tools
		MAG	Marine
		MAI	Materials Handling
		MIE	Missile Electronics
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships
17XX	General Education and Training (GS-1701, 1702, 1710, 1750) (GS-05 and above only)	CDS	Child Development
		EDS	Education Services
		GUC	Guidance Counselor
		TDD	Training Design and Development
		TEA	Training Program Effectiveness Analysis
		TEM	Tests and Measurements
		YOA	Youth Activities
1712	Instruction	AIB	Aircraft
		ATC	Air Traffic Control
		AUD	Automotive
		CBE	Combat Engineer
		CSI	Computer Science
		ELR	Electrical & Refrigeration
		ELD	Electronics
		FAE	Field Artillery
		FCS	Fire Control Systems

1712	(con't)	FLE	Flight Simulator
		HEB	Health Services
		HME	Heavy Mobile Equipment Mechanics
		LOA	Logistics
		MAG	Marine
		MIP	Military Police/Security Forces
		MIT	Military Training Administration
		NBC	Nuclear, Biological, Radiological, Chemical
		NWI	Nuclear Weapons
		ORB	Ordnance
		PGE	Power Generating Equipment (Field)
		SEC	Security
		TGI	Target Interdiction
		WPN	Weapons
18xx	Investigation	ACQ	Acquisition Systems
		CCI	Computer Crime
		ICI	Counterintelligence
		PLH	Polygraph Examiner
1910	Quality Assurance	AEC	Aerospace
		AIB	Aircraft
		AMA	Ammunition
		AUD	Automotive
		CHA	Chemical
		CLG	Clothing
		COH	Construction
		CST	Computer Software
		ELA	Electrical
		ELD	Electronics
		MAH	Materials
		MEA	Mechanical
		NUA	Nuclear
		PRE	Process
		SHA	Shipbuilding
		SUA	Subsistence
2001	Supply Specialist	ORB	Ordnance

2003	Supply Program Management	FMS	Foreign Military Sales
		ORB	Ordnance
2005	Supply Clerical & Technician (GS-05 and above only)	AMO	Ammunition
		MED	Medical
2010	Inventory Management Specialist	ORB	Ordnance
2150	Transportation Operations	AFM	Airfield Manager
		MCO	Marine Cargo Operations
		MFP	Maritime Force Protection/Anti-terrorism
		MTO	Marine Transportation Operations
		PSE	Physical Security
		SHB	Ships
2152	Air Traffic Control	STA	Station
		TOW	Terminal
		TWR	Radar Approach Control
2181	Aircraft Operations	FID	Fixed Wing
		FLB	Flight Instructor
		FLD	Flight Test Pilot
		HEA	Helicopter
		PIA	Pilot
2210	Information Technology Management	ASW	Application Software
		CSP	Customer Support
		DMT	Data Management
		EAR	Enterprise Architecture
		INX	Internet
		NET	Network Services
		OSY	Operating Systems
		STY	Security
		SYA	Systems Administrator
		SYC	Systems Analysis
4749	Maintenance Mechanic/Worker (except for TRA, the use of only one option code is not allowed)	CRP	Carpentry
		COH	Construction
		HVC	Heating, Ventilation, AC

4749	(con't)	ELA	Electrical
		ELD	Electronics
		MSN	Masonry
		PNT	Painting
		PLM	Plumbing
		SHM	Sheet Metal Fabrication
		UTA	Utilities

Defense Civilian Intelligence Personnel System (DCIPS) Option Codes

Series	Series Title	Option Code	Option Title
	Any Appropriate Series	ING	Intelligence
		IST	Scientific and Technician Intelligence Production
080	Security Administration	INB	Automation
		IND	Disclosure
		INI	Industrial
		IIN	Information
		INO	Operations Security
		IPE	Personnel
		IPH	Physical
		INT	Technical
132	Intelligence Specialist	COA	Collection Analysis
		COM	Communications Security
		FME	Foreign Military Exploitation
		IPR	Intelligence Production
		IOP	Intelligence Operations
		ICD	Intelligence Combat Developments
		ITH	Intelligence and Threat Support
		ICI	Counterintelligence (CI)
		IAC	Acoustics Intelligence (ACINT)
		ICO	Communications Intelligence (COMINT)
		IEL	Electronic Intelligence (ELINT)
		IHU	Human Intelligence (HUMINT)
		IMI	Imagery Intelligence (IMINT)
		IMS	Measurement and Signature Intelligence (MASINT)

132	(cont'd)	IRA	Radar Intelligence (RADINT)
		ISI	Signals Intelligence (SIGINT)
		POL	Political/Military
		SCT	Scientific and Technology
		TEC	Technology Transfer

* Commodity Options

+ For registration purposes, enter language proficiency in the "Employee Information/Special Qualifications" Data Element of the registration format. (NOTE: The gaining activity determines qualifications for language proficiency after referral.)

CHAPTER 11

RESERVE COMPONENT MILITARY TECHNICIAN PLACEMENT PROGRAMS (PROGRAMS C, D, AND K)

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CHAPTER 11

RESERVE COMPONENT MILITARY TECHNICIAN PLACEMENT PROGRAMS (PROGRAMS C, D, AND K)

References: (a) Title 10, United States Code

(b) Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992

(c) Public Law 104-106, "National Defense Authorization Act for Fiscal Year 1996," February 10, 1996

(d) Army Regulation (AR) 140-315, "Employment and Utilization of U.S. Army Reserve Military Technicians," July 5, 1985

(e) Public Law 98-212, "Department of Defense Appropriations Act, 1984," December 8, 1983

(f) Public Law 106-65, "National Defense Authorization Act for Fiscal Year 2000," October 5, 1999

(g) Public Law 99-586, "Noncompetitive Appointment of National Guard Technicians," October 29, 1986

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and referral of eligible Military Reserve and National Guard technicians. When used in this Chapter, the term "Reserve Component Military Technicians" (RCMTs) as defined in reference (a) is a common reference to both Reserve and National Guard technicians. All Program A procedures apply except as modified by this Chapter.

B. APPLICABILITY

1. This Chapter applies to RCMTs who are eligible under the following programs:

a. **Air Force Reserve (AFR) Military Technician (MT) Program (Program C).** This applies to non-dual status technicians (NDSTs) and dual status MTs who are subject to Public Law 106-65 (reference (f)) and lose their Selected Reserve membership through no fault of their own. This chapter provides for registration and referral of these employees to non-MT positions within the Air Force.

b. **Army Reserve (AR) Military Technician (MT) Program (Program D).**

(1) This applies to dual status AR MTs initially employed after December 8, 1983, who are scheduled to be separated from their civilian positions as a result of loss of Selected Reserve membership and/or compatibility through no fault of their own, as defined in AR 140-315 (reference (d)). This Chapter provides for registration and referral of AR MTs who are subject to Pub. L. 104-106 (reference (c)) and Pub. L. 98-212 (reference (e)) to non-AR MT positions within the Army.

(2) This also applies to AR NDSTs and dual status MTs who are subject to Pub. L. 106-65 (reference (f)) and lose their Selected Reserve membership through no fault of their own. This Chapter provides for registration and referral of these employees to non-AR MT positions within the Army.

c. **National Guard Technician (NGT) Program (Program K).** This applies to NGTs who are being involuntarily separated, for reasons other than cause or disability, who are afforded competitive status for purposes of transferring to the competitive service by Pub. L. 99-586 (reference (g)) and provides registration and referral for non-technician positions within DoD.

2. This Chapter also applies to RCMTs who are covered by Section 544 of Pub. L. 102-484 (Reference (b)) as Amended by Pub. L. 104-106 (Reference (c)). In accordance with references (b) and (c), this includes RCMTs who lose their military membership through no fault of their own after completing at least 15 years of technician service and a minimum of 20 years of service creditable for non-regular retirement. Unlike other PPP registrants, these RCMTs are eligible to register up to 1 year after separation. Eligibility terminates 1 year from the separation/effective date or 6 months after registering, whichever results in the longest period of registration.

3. This Chapter does not apply to:

a. RCMTs who request and are permitted to be retained beyond their mandatory separation date for the purpose of obtaining military retirement eligibility.

b. RCMTs whose separations are considered voluntary in nature in accordance with Component regulations.

C. REGISTRATION ELIGIBILITY

1. **RCMTs Eligible under References (b) and (c).** RCMTs may register upon receipt of a notice of proposed separation under the conditions of B.2. above. Registration may occur at any time up to one year after the separation date. RCMTs who register after separation must submit an SF-50, “Notification of Personnel Action,” documenting the involuntary separation.

2. **AFR MT Program.** NDSTs and dual status MTs hired on or before February 10, 1996, may be registered 12 months prior to their unreduced retirement annuity (URA) eligibility date. NDSTs and dual status MTs hired after February 10, 1996, may be registered 12 months prior to their anticipated separation date.

3. **AR MT Program.**

a. Current AR MTs are eligible for registration in Program D upon receipt of a proposed separation notice under conditions described in B.1.b.(1) above. AR MTs scheduled to be separated by reason of military retirement may be registered up to 12 months prior to the mandatory retirement date.

b. NDSTs and dual status MTs described in B.1.b.(2) above who were hired on or before February 10, 1996, may be registered 12 months prior to their unreduced retirement annuity (URA) eligibility date. NDSTs and dual status MTs described in B.2. above who were hired after February 10, 1996, may be registered 12 months prior to their anticipated separation date.

4. **NGT Program.** NGTs in receipt of a notice of proposed separation meeting the conditions of B.1.c. above are eligible to register in Program K 30 days prior to separation. However, technicians with non-competitive eligibility under reference (g) may not be appointed to competitive service positions on or before the date of separation. If registration eligibility continues more than 1 year after separation under the provisions of B.2. above, the HRO must determine if the registrant is still eligible for competitive service positions in accordance with reference (g). If not eligible, the registration must be file maintained to reflect eligibility for excepted service positions only.

D. REGISTERING ACTIVITY PROCEDURES

1. Registering human resources offices (HROs) will make every effort to place employees within the geographic area nearest their current employment. As a minimum, employees eligible to receive severance pay will be registered in accordance with the mandatory registration provisions in Chapter 3. In addition, employees will be encouraged to register on a voluntary basis for activities outside their commuting area following procedures contained in Chapter 3.

2. Upon the identification of RCMTs for involuntary separation under the authorities referenced in this Chapter, the registering HRO must counsel eligible technicians regarding their entitlements and obligations.

3. **Registration Procedures.** The registering HRO will complete the Automated Stopper and Referral System (ASARS) Registration Format in accordance with Program A procedures except as follows:

a. **Program**.

(1) **RCMTs Eligible Under References (b) and (c).** Enter “K.”

(2) **AFR MTs** . Enter "C."

(3) **AR MTs**. Enter "D."

(4) **NGTs**. Enter "K."

b. **Priority**. Enter Priority 2.

c. **Component.** Enter "X" for Army and Air National Guard technicians employed by the National Guard Bureau. For all others, enter "A" for Army National Guard and "F" for Air National Guard.

d. **Separation/Effective Date**

(1) **RCMTs Eligible Under References (b) and (c).** Enter separation date.

(2) **AFR MTs** . Enter separation date.

(3) **AR MTs**. Enter separation date.

(4) **NGTs.** Enter separation date.

e. **Release date**.

(1) **RCMTs Eligible Under References (b) and (c).** Enter date one year from separation date or 6 months from the registration date, whichever is later.

(2) **AFR MTs .** Enter date one year from separation/effective date.

(3) **AR MTs.** Enter date one year from separation/effective date.

(4) **NGTs.** Enter date one year from separation/effective date.

f. **Reserve Technician**. Enter "N."

g. **Appointment Eligibility**. For NGTs, enter "D" for registrants with personal competitive status and "Z" for those without status.

h. **Excepted Service.** For NGTs, enter "YD" for registrants with personal competitive status and "YZ" for those without status.

i. **Skills 1-5.** For AFR MTs and AR MTs, the highest grade may be no higher than the current permanent grade and the lowest grade is determined by the registrant. For all others, the highest grade may be no higher than the current permanent grade, and the low grade will be the lowest acceptable grade subject to the 3 GS grade (or equivalent) limitation.

j. **AOR Component**

(1) **RCMTs Eligible Under References (b) and (c).** Leave blank.

(2) **AFR MTs** . Enter "F".

(3) **AR MTs**. Enter "A".

(4) **NGTs**. Enter "F" for Air National Guard technicians and "A" for Army National Guard technicians.

4. **Special Registration Authority**. The Air Force has designated Headquarters, Air Force Reserve Command as the sole releasing activity (Activity Code 394A) for registering MTs occupying officer-level positions.

E. GAINING ACTIVITY PROCEDURES

Registrants referred through Programs C, D and K receive Priority 2 consideration after all other Priority 2 referrals.

CHAPTER 12

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

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CHAPTER 12

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

A. PURPOSE

The purpose of this Chapter is to specify guidelines for the voluntary registration of Department of Defense (DoD) appropriated fund employees, their spouses and domestic partners, and Wounded Warriors in the Defense Outplacement Referral System (DORS). DORS provides referral to DoD activities worldwide, and is one of two programs that comprise the Automated Stopper and Referral System (ASARS). The Automated Stopper is the program through which activities must match positions that are subject to the PPP. DORS, which is synonymous with the Automated Referral System component of the ASARS title, is solely a voluntary referral system. Unlike those registered in other subprograms of the PPP, DORS registrants do not have mandatory placement status. Non-appropriated fund (NAF) employees and their spouses are registered and referred in accordance with the DORS NAF Users Guide. All Program A procedures apply to DORS, except as modified in this Chapter.

B. PROGRAM REQUIREMENTS

1. Eligibility

a. **Civilian Employees and Spouses/Domestic Partners.** Current civilian DoD employees may register. The spouse or domestic partner of a DoD employee may also register as long as the DoD employee is registered in the PPP (including DORS). Registration is limited to U.S. citizens, except that non-U.S. citizen eligibles occupying DoD excepted service positions may register for appropriate consideration.

b. **Wounded Warriors.** Honorably discharged disabled veterans who have a compensable service-connected disability of 30 percent or more may register, provided the disability resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war and was incurred in the line of duty during a period of armed conflict or war.

2. Registration

a. Current DoD civilian employees may register in DORS through either Program A or Z. Spouses, domestic partners, and Wounded Warriors may register only in Program Z.

(1) Employees may simultaneously be registered in Program Z and any other program except Program A. Submission of a Program A registration automatically deletes a Program Z registration from the system.

(2) An employee registering in Program A may indicate availability for referral through DORS to DoD activities overseas by completing the "DoD Overseas" Data Element of the registration format. The employee may then register for overseas locations by placing appropriate Country Codes from Chapter 7, Appendix C, in the "Countries" Data Element. Such registrants receive consideration for placement at DoD activities in the U.S. through Program A only.

b. The following registration procedures apply to Program Z only:

(1) **Series.** Determine qualifications based on education and experience in accordance with the applicable qualification standards. Special Skill Identifiers, e.g., GS-300, may be used for referrals if appropriate.

(2) **Highest Grade.** The highest grade for which eligible employees may register is determined as follows:

(a) **For current employees on permanent appointments.** No higher than the current permanent grade.

(b) **For employees on temporary appointments with prior Federal service or spouses/domestic partners with prior Federal service.** The last permanent grade held.

(c) **For registrants without status or with no prior Federal service.** The highest grade for which eligible based on the applicable qualification standards.

(3) **Lowest Grade.** The lowest grade may not be lower than 3 grades below the high grade for which registered. If registering for different pay plans, each pay plan is treated separately, e.g., a WG-8 may register as low as WG-5, a GS-11 may register as low as GS-8.

(4) **Geographic Area.** Employees and Wounded Warriors may register for any location in the United States and/or overseas. The area of referral for the spouse or domestic partner of a DoD employee must be the same as the employee's. Under Program Z, zone, region, state, and country codes may be entered but individual activity selections are not permitted.

3. **Registration Duration**. Program A registrants remain in DORS as long as their registration continues to show availability for DORS (see B.2.a.(2) above). Program Z registrants remain in DORS until:

a. They are removed at their request;

b. They are no longer on the rolls of the registering activity (if placed within DoD, the employee may re-register at the gaining activity);

c. Their performance/conduct becomes less than satisfactory;

d. They are registered in Program A;

e. 1 year has passed since registration or since a file maintenance has been processed; or

f. The sponsoring employee is no longer registered in the PPP (including DORS). If the DoD sponsor employee relocates as a result of placement through the PPP, the spouse or domestic partner may remain in Program Z for 1 year following the move, even if the sponsor employee is not registered in the PPP. In this case, the area of referral for the spouse must be limited to the commuting area of the new location.

C. REGISTERING ACTIVITY PROCEDURES

1. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "Z"

b. **Position**. Enter pay group, series and grade of current or last permanent Federal civilian position. If none, leave blank.

c. **Job Title**. Enter title of current or last position occupied. For spouse and domestic partner registrants not employed, leave blank.

d. **DoD Overseas**. Click “Yes” if the registrant is available for positions overseas.

e. **Wounded Warrior**. Click “Yes” for Wounded Warrior registrants. Skip this data element for all other registrants.

f. **Zone; Region; States**. Enter zone, region and/or state for referral to DoD activities in the U.S. (Chapter 7, Appendix D).

g. **Activities**. Leave blank since individual activity selections are not permitted.

h. **Countries**. For overseas referral, enter one or more country codes from Chapter 7, Appendix C.

2. **Extending Registration.** Eleven months after initial registration or the last file maintenance, registering human resources offices (HROs) are notified of the impending expiration of a registration on ASARS Daily Report r12. Registrants are notified by mail from the Priority Placement Support Branch. Before extending a registration, the registering HRO should review the data to determine if any of the Data Elements require update. Any successful file maintenance extends the registration for 1 year. Otherwise, the registration must be extended by selecting the 30-Day Notices menu item from the ASARS main menu. This option may only be used within the 30-day period immediately prior to the

registrant's scheduled release from Program Z.

3. **Report Actions.** Releasing report actions should be submitted in accordance with Chapter 9, except that Report Action Code "02" does not remove a DORS registrant from Program Z.

4. **Counseling**. The DORS Counseling Checklist (Appendix A) must be signed by the registrant and the counselor. A copy should be given to the registrant, and a copy kept in the registrant's file. This documents that necessary information was provided to the registrant. It also serves as the Privacy Act release notification. If the registrant and spouse/domestic partner are both registering, they should be counseled simultaneously whenever possible.

D. GAINING ACTIVITY PROCEDURES

1. **Submitting Requisitions**.

a. For any given position, a DORS requisition is allowed only if an Automated Stopper requisition has been submitted and there are no outstanding Priority 1, Priority 2, or Priority 3 matches. If there are outstanding Priority S matches, a DORS requisition may be submitted but the position may not be committed to a DORS registrant if the position is being filled through competitive procedures and one or more Program S registrants are rated best qualified.

b. If a Priority 1, 2, or 3 PPP registrant is referred after a DORS requisition has been submitted but before the position has been committed to a DORS registrant, the HRO is obligated to suspend consideration of all DORS candidates and work the priority matches.

c. Wounded Warriors who meet the criteria in Chapter 4, Section C.2.t., of this Handbook may be selected as an exception to Priority 2 and 3 PPP referrals. If an activity is targeting recruitment for a specific position to Wounded Warriors who meet the exception criteria, the DORS requisition may be submitted concurrently with the PPP requisition. If no Priority 1 registrants are referred, or if all such referrals have been cleared, the position may be offered to an eligible Wounded Warrior using the Chapter 4 exception.

d. The procedures for coding DORS requisitions are prescribed in Chapter 8, Section C.

2. **Job Offers**. Offers to DORS registrants are not mandatory. Like other PPP offers, however, CARE Program Coordinator approval is required before an offer may be withdrawn.

3. **Appointing Authorities**. Referral through the PPP does not confer eligibility for immediate appointment to registrants who are not already covered by an existing noncompetitive authority. Unlike those who register in DORS via Program A, Program Z registrants are not always immediately appointable. Gaining activities should understand that DORS is solely a referral system, and that registrants referred through this program must meet all applicable pre-employment requirements before they can be appointed.

4. **Interagency Career Transition Assistance Plan (ICTAP)**. Since DORS registrants are not always current DoD employees, HROs must ensure that all ICTAP requirements have been fulfilled before making job offers.

E. MOVING EXPENSES

Because of the variety of placement actions that may result from Program Z consideration, reimbursement of relocation expenses for DoD employee registrants is not guaranteed. When a move results from the placement of a registered spouse/domestic partner or a Wounded Warrior, any potential reimbursement must accrue from other existing authorities, as placement through DORS in and of itself does not establish such an entitlement.

F. RECORDS

DORS registration files must be retained for one year after registration terminates. The file should contain: signed copies of the completed registration format and counseling checklist; all file maintenance actions; and documentation of all job offers, including a record of the registrant's acceptance or declination.

CHAPTER 12

APPENDIX A

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) COUNSELING CHECKLIST FOR EMPLOYEES & SPOUSES/DOMESTIC PARTNERS

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

___ DORS is a voluntary referral program for both the registrant and the potential employer. Unlike other programs within the DoD Priority Placement Program (PPP), it is not a mandatory placement program.

___ Spouses and domestic partners of DoD employees who are currently registered in DORS through Programs A or Z may also register in DORS. This includes spouses and domestic partners who have never worked for the Federal government.

___ Performance and conduct of DORS registrants must be satisfactory or better.

___ Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

___ Registrants may elect referral to Department of Defense activities in the U.S. and/or overseas.

___ Geographic area of referral is unrestricted except as specified for spouses/domestic partners of registered employees; however, payment of moving expenses is not guaranteed.

___ Registration is permitted for up to 5 skills for which qualified.

___ Acceptance or declination of offers under DORS does not result in removal from the program.

___ Registration data provided to prospective employers includes name, address, home telephone number, education level, current position, grade level, and experience. This data must be kept current by informing the HRO of any changes.

CHECKLIST (CONTINUED)

___ A current employment resume is required for DORS registration.

___ Registrants should respond within 4 calendar days to any offer of employment.

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings.

_____

Registrant Signature Date

_____

HRO Signature Date

MAY BE REPRODUCED LOCALLY

CHAPTER 12

APPENDIX B

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) COUNSELING CHECKLIST FOR WOUNDED WARRIORS

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

___ DORS is a voluntary referral program for both the registrant and the potential DoD employer. Unlike other programs within the DoD Priority Placement Program (PPP), it is not a mandatory placement program.

___ Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

___ Registrants may elect referral to Department of Defense activities in the U.S. and/or overseas.

___ Geographic area of referral is unrestricted; however, placement through DORS does not confer eligibility for reimbursement of moving expenses.

___ Registration is permitted for up to 5 skills for which qualified.

___ Acceptance or declination of offers under DORS does not result in removal from the program.

___ Registration data provided to prospective employers includes name, address, home telephone number, education level, current position, grade level, and experience. This data must be kept current by informing the HRO of any changes.

___ A current employment resume is required for registration in DORS.

___ Registrants should respond within 4 calendar days to any offer of employment.

___ The purpose of allowing Wounded Warriors to voluntarily register in DORS is to provide a centralized referral source for DoD activities to use in conjunction with affirmative employment initiatives for individuals with service-connected disabilities.

CHECKLIST (CONTINUED)

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings.

_____

Registrant Signature Date

_____

HRO Signature Date

MAY BE REPRODUCED LOCALLY

CHAPTER 13

DEPARTMENT OF THE ARMY FAMILY MEMBER PLACEMENT PROGRAM (PROGRAM F)

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CHAPTER 13

DEPARTMENT OF THE ARMY FAMILY MEMBER PLACEMENT PROGRAM (PROGRAM F)

References: (a) Army Regulation (AR) 690-990-2, Book 630.S12, "Absence and Leave," April 15, 1985

(b) Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the systematic referral of eligible Department of Defense (DoD) employees whose Department of the Army (DA) sponsor is involved in a permanent change of station (PCS). It applies when DA activities are filling competitive or excepted service positions within the U.S. All Program A procedures apply except as modified in this Chapter.

B. ELIGIBILITY

1. For the purposes of this Chapter, DA family members (FMs) are current DoD employees in the United States who are family members of a DA civilian (includes nonappropriated fund, but not Army and Air Force Exchange Service) or military personnel (includes Army National Guard). DoD FMs who are currently on career or career-conditional appointments, and those in the excepted service (includes employees on Veterans Recruitment Appointments (VRA) and Schedule A appointments for the disabled), are eligible for registration and referral when their DA civilian or military sponsor:

a. Makes a permanent change of station (PCS) move to a new commuting area within the U.S., whether or not travel expenses are paid by the government;

b. Makes a PCS move overseas and the DA FM remains in the U.S. for reasons considered beneficial to the family and wishes to relocate (e.g., near family) within the U.S.;

c. Makes a PCS move overseas on an unaccompanied tour and the DA FM wishes to make a PCS move within the U.S., or, upon the sponsor's return from an overseas unaccompanied tour, the FM wishes to relocate from within the U.S. to the sponsor's new U.S. duty station;

d. Is on temporary assignment for 9 months or longer under either permanent or temporary duty orders (includes assignments to service schools and developmental assignments to a new commuting area);

e. Is a temporary DA employee selected for a permanent position at another Army duty station in a new commuting area with no break in service;

f. Is assigned to a DoD activity and there is a DA activity in the new commuting area;

g. Is a DA reservist called to active duty or a civil service reemployed annuitant if the assignment is for 9 months or more; or

h. Retires from active military service or the service term has expired and the family is moving to the location designated in the PCS orders, provided the sponsor's active military service obligation or enlistment contract has been satisfied.

2. For the purposes of this program, family members are: spouses; domestic partners as defined in Chapter 1, Section D; unmarried children (including stepchildren, adopted children, and those under the legal guardianship of the employee or spouse/partner) who have not reached their 23rd birthday; and parents, stepparents, or legally adoptive parents of the employee or spouse/partner who are at least 51 percent dependent on the employee for support. Additionally, the family members must be able to travel as dependents on their sponsors' orders.

C. PROGRAM REQUIREMENTS

1. Eligible employees may be registered for a maximum of 1 year. This eligibility is applicable regardless of whether leave without pay (LWOP) continues beyond 90 days. Registration must occur at the new location within 30 calendar days after arrival or the employee is subject to forfeiture of eligibility.

2. Family members must be counseled on the provisions of this Chapter, their responsibility to register within 30 calendar days of arrival at the new location, and the importance of keeping registration data current.

3. FM registrants must read and sign the letter at Appendix A. A copy of the completed letter must be forwarded to the selected civilian personnel office at the new duty location. A copy of the sponsor's PCS orders or verification of position change to the new location must be attached to the letter.

4. A minimum of 90 days LWOP is granted to each FM, as required. Requests for extensions should be considered in accordance with AR 690-990-2, Book 630.S12 (reference (a)) to provide the registrant with one full year of registration at the new duty station. Likewise, the registrant should be afforded adequate LWOP to accommodate reasonable requests for leave during relocation to the new duty station.

5. Registrants who accept temporary or term employment may remain registered only for permanent employment. However, they may re-register for time-limited employment upon expiration of their temporary or term appointments provided they are otherwise still eligible and the 1-year registration period has not expired. Registrants who decline

temporary or term offers are no longer eligible to be registered for time-limited employment, and their registrations must be changed accordingly.

D. REGISTRATION PROCEDURES

1. **Losing Activity.** The losing activity will:

a. Confirm registration eligibility by receipt of a copy of the sponsor's PCS orders (or qualifying temporary assignment orders) to a new commuting area;

b. Select the servicing activity that is:

(1) The supporting civilian personnel office of the DA activity where the sponsor is reassigned;

(2) The nearest DA servicing activity in the commuting area of the new duty station;

(3) The DoD activity that supports the DA activity to which the sponsor is assigned; or

(4) The DA activity in the new commuting area when:

(a) The FM remains in the U.S. and chooses to relocate to another location in the U.S. while the sponsor PCS's overseas;

(b) The sponsor retires and the FM relocates with the sponsor (with documentation of retirement date and destination) to the retirement destination; or,

(c) The FM accompanies the sponsor on a qualifying temporary assignment (see B.1.d. above);

c. Complete the SF-75, “Request for Preliminary Employment Data.”

d. Complete and provide to the DA FM the letter at Appendix A and a hard copy of the Automated Stopper and Referral System (ASARS) Registration Format with the following modifications:

(1) **Registering Activity Code, Separation Date, and Release Date**. Leave blank. This information will be completed by the registering DA activity at the new duty location.

(2) **Program**. Enter "F"

(3) **Skills 1-5**. A FM may register at a grade no higher than that previously held on a permanent basis, and down to any grade for which qualified and available. FMs whose

only Federal service was overseas and under time-limited appointment(s), may register for the highest grade held, down to the lowest grade for which qualified and available, if they have appointment eligibility under Executive Order (E.O.) 12721 (reference (b)). Individuals, who have reinstatement AND E.O. 12721 eligibility, may register under either option, whichever is more beneficial.

(4) **Return Rights**. Enter HI, AK, or RQ if the sponsor is making a PCS move to one of these locations.

(5) **Activities**. Limit registration to Army and Army National Guard activities in the commuting area.

E. RESPONSIBILITIES

1. **Employee (Family Member).** The employee will:

a. Hand-carry the registration and SF-75 to the registering civilian personnel office within 30 calendar days of arrival or forfeit registration eligibility; and

b. Continue to advise the registering office of any changes to the registration.

2. **Registering Activity.** The selected supporting civilian personnel office (see D.1.b. above) at the new duty location will complete the unfinished items on the ASARS Registration Format and submit the registration and retain the documents required by this Chapter with the employee's registration file. The Registration Format should be completed in accordance with Program A procedures using the following modifications:

a. **Separation Date**. Enter date of registration.

b. **Release Date**. Enter date one year from date of registration.

c. **Activities**. Review for appropriate activity selection and revise as necessary.

CHAPTER 13

APPENDIX A

SAMPLE CONFIRMATION OF COUNSELING
DEPARTMENT OF ARMY (DA) FAMILY MEMBER PLACEMENT PROGRAM

Notification for Gaining HRO and Confirmation of Employee Counseling

SUBJECT: PPP Registration of DA Family Member -
_____
(Name)

TO: Servicing HRO

1. The above-named Department of Army (DA) family member, currently employed as _____, is eligible for Priority 3
(Title, Series, Grade)
registration and referral as provided in DoD Instruction 1400.25, Volume 1800, and the PPP Handbook, Chapter 13. A copy of the PCS orders or verification of position change of the DA sponsor is attached for confirmation of this eligibility and your record keeping purposes. He/she will leave this duty station on _____
(Date)
in LWOP status not to exceed _____.
(Date)

2. The employee has been counseled regarding the provisions of this entitlement (see statement below). The Automated Stopper and Referral System (ASARS) Registration Format has been partially completed and will be hand carried with an SF- 75 to your office by the employee who will arrive on or about _____.
(Date)

_____ _____
(Signature - Losing HRO Representative) (Telephone Number)

For Registering Employee:

I have been counseled regarding the provisions of DoD Instruction 1400.25, Volume 1800, and the PPP Handbook, Chapter 13. I agree that the above proposed date of arrival is correct, and I understand that if I do not register within 30 calendar days of the above arrival date, I will forfeit my registration eligibility.

_____
(Signature of Employee) (Date)

1 Encl
PCS Orders/Verification of Position Change

CHAPTER 14

DoD MILITARY SPOUSE PREFERENCE PROGRAM (PROGRAM S)

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APPENDIX

A. Military Spouse Preference Program (Program S) Registration/Counseling Checklist 14-A-1

CHAPTER 14

DoD MILITARY SPOUSE PREFERENCE PROGRAM (PROGRAM S)

References: (a) Title 10, United States Code, section 1784, Employment Opportunities For Military Spouses

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System"

(c) Title 5, Code of Federal Regulations

A. PURPOSE

The purpose of this Chapter is to prescribe registration, referral, and placement procedures for the DoD Military Spouse Preference Program (Program S). Authority for this program is provided by reference (a) as implemented by Volume 315 of reference (b). All Program A procedures apply except as modified in this Chapter.

B. APPLICABILITY

1. This Chapter applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard or Reserves, who desire priority consideration for competitive service positions at DoD activities in the U.S. and its territories and possessions under the conditions specified in C.1. below. Except as specified in B.2. below, referral through Program S is the only means by which eligible spouses will receive preference for positions filled through competitive procedures in the commuting area of the sponsor's permanent duty station.

2. This Chapter DOES NOT apply to positions described below. However, Components and/or activities should establish procedures to ensure that eligible spouses have an opportunity to apply and receive proper consideration for positions covered in 2.a. through 2.e.

a. Positions in the excepted service;

b. Positions filled from Office of Personnel Management certificates or under agency Delegated Examining Unit or Direct Hire Authority procedures;

c. Nonappropriated fund (NAF) positions;

d. Positions in foreign areas, whether in the competitive or excepted service;

e. Positions filled under Component career program procedures, in which case the Components must establish procedures for the consideration of spouse preference eligibles;

f. Positions filled at the full performance level that are covered by a mandatory mobility agreement;

g. Positions in the Defense Civilian Intelligence Personnel System and those in organizations that have as a primary function intelligence, counterintelligence, or national security;

h. Positions filled through noncompetitive procedures; or

i. Any DoD position for which a spouse applies or is referred after the spouse has already obtained Federal employment in an appropriated or nonappropriated fund continuing position within the commuting area of the sponsor's duty station.

3. **Continuing and Non-Continuing Positions**

a. Military spouse preference applies to both continuing and non-continuing positions. Continuing positions are those to which appointments are made without time limitation and which have fixed full-time or part-time work schedules. Non-continuing positions include:

(1) Positions filled by temporary or term appointment, including NAF time-limited appointments, regardless of duration or work schedule;

(2) Positions filled by permanent appointment with intermittent or seasonal work schedules; and

(3) NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

b. There is no limit to the number of times military spouse preference may be applied for non-continuing positions. Provided they meet all other eligibility requirements, spouses retain preference for continuing and non-continuing positions until acceptance or declination of a continuing position as explained in Section C.4. below. Declination of a non-continuing position has no effect on eligibility for other non-continuing positions. The following special procedures apply to spouses who accept non-continuing positions:

(1) If a spouse accepts a temporary or term appointment, including a NAF time-limited appointment, of more than 60 days, the registering HRO must amend the Program S registration by entering "N" (Not Available) in the "TEMPORARY" data element. Eligibility for subsequent time-limited appointments is suspended until 60 days prior to the expiration of the temporary or term appointment. At that time, the spouse may request re-registration for time-limited employment. If the duration of the appointment is 60 days or less, eligibility for other non-continuing positions is not suspended. In this case, the "TEMPORARY" data element on the registration should be changed to "N" only at the request of the spouse.

(2) Accepting a permanent appointment to a position with an intermittent work schedule, including a permanent NAF position with a flexible employment category or work schedule, has no effect on continued eligibility for other non-continuing positions.

C. REGISTRATION ELIGIBILITY

1. **Basic Requirements**. Registration in Program S is limited to spouses of active duty military members of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard). Also, except as specified in C.1.f. below, the spouse may register only if he or she accompanies a military sponsor who is:

a. Assigned by a Permanent Change of Station (PCS) move from overseas to U.S., or to a different commuting area within the U.S., including the U.S. territories or possessions;

b. Relocating to a new and permanent duty station after completing basic and advanced individual training;

c. Permanently assigned to the same duty station where initial entry training was received;

d. Assigned by PCS to a service school regardless of the duration of training;

e. A former military member who re-enlists and is placed directly in a permanent assignment; or

f. Reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment, except when the sequential assignment is in the same commuting area from which the sponsor was reassigned. Once the spouse has actually established a residence and relocated to the commuting area of the sponsor's sequential assignment, he or she may register for activities in that area if otherwise eligible. As an alternative, spouses may register in Program S before joining the sponsor at the sequential permanent duty station, but not earlier than 30 days prior to the sponsor's reporting date. Spouses may only use this alternative if they are relocating to join their sponsors at the sequential duty station on or before the sponsor's reporting date. This provision does not apply to spouses whose eligibility is based on E.O. 13473 because Section 315.612 of reference (c) does not afford appointability based on unaccompanied tours.

2. **Other Requirements**. In addition to meeting the requirements in C.1. above, all of the following conditions must be met.

a. For spouses whose only eligibility is under the E.O. 13473 appointing authority, the marriage to the sponsor must have occurred on, or prior to, the date of the military sponsor's orders authorizing the PCS or amended orders authorizing the spouse to travel as a dependent. For spouses whose eligibility is based on another valid noncompetitive appointing authority or interchange agreement, the marriage to the sponsor must have occurred prior to the sponsor's reporting date to the new duty station.

b. The spouse must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service. Spouses who are eligible

under more than one appointing authority may register using either authority. Unless eligible under another valid noncompetitive appointing authority or interchange agreement, spouses serving on VRA appointments and Schedule A appointments for the disabled are eligible only while still employed.

c. The spouse must furnish copies of the following to the registering activity.

(1) PCS orders identifying the date of issuance and the sponsor's reporting date:

(2) A current narrative resume (see Chapter 3, Section B.3.);

(3) The most recent performance appraisal: and

(4) Documentation of Executive Order (EO) 12721 or EO 13473 eligibility, if applicable, as prescribed in Parts 315.608 and 315.612, respectively, of reference (c); and

(5) A completed SF-75, "Request for Preliminary Employment Data," if applicable.

(6) Documentation of Leave Without Pay (LWOP), if applicable.

3. **Relocation for Purposes of Retirement or Separation**. Spouses are not eligible for Program S when their sponsor relocates in conjunction with retirement or separation.

4. **Termination of Eligibility**. Eligibility for Program S terminates upon:

a. Acceptance or declination of a continuing position in the Federal service in the commuting area of the sponsor's new permanent duty station, including a NAF position (includes positions in the military exchange services), whether or not preference was applied and regardless of whether the job offer would be considered valid for PPP purposes.

b. Refusal to participate in established competitive recruitment procedures (e.g., interview, responding to KSAs, etc.);

c. Loss of spousal status due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty;

d. Acceptance of a continuing DoD position outside the commuting area of the sponsor's permanent duty station (PDS) after initially relocating with the sponsor to the PDS; or

e. Failure to maintain immediate appointability as required by Section C.2.b. above.

5. **Automatic Termination of Registration**. Program S registration is automatically terminated 12 months after initial registration or the last extension or file maintenance action. Prior to such termination, both the spouse and the registering activity are notified as

specified in E.6. below. Spouses whose registrations are automatically terminated may re-register if still otherwise eligible.

D. REGISTRATION OPTIONS

1. A spouse may register at the losing A-coded activity up to 30 calendar days prior to the sponsor's reporting date or, upon relocation, at any A-coded activity in the commuting area of the sponsor's new duty station. Spouses who register with E.O. 13473 eligibility may use the 30-day option, but they cannot be appointed until they have relocated with the military sponsor to the new duty station**.** If the sponsor's PCS orders specify a "Not later Than" (NLT) reporting date, and the sponsor will be reporting prior to the NLT date, the spouse may register up to 30 calendar days prior to the actual reporting date. However, the spouse must present a written statement from the sponsor's gaining organization confirming the actual reporting date. Spouses who do not initially relocate with their sponsors cannot register until they are actually residing in the commuting area of the new duty station. The spouse must carry a completed SF-75, "Request for Preliminary Employment Data" or equivalent, to the A-coded activity in the new area.

2. An otherwise eligible spouse who is not currently employed by the Department of Defense may register at an A-coded activity in the gaining area or, if registration is desired in advance, at any A-coded activity in the losing area. A spouse who is serving in a continuing Federal position under a telework agreement may not register in Program S prior to being placed on LWOP or resigning. In other words, if the spouse's supervisor allows the spouse to continue to telework after relocation with the sponsor and the spouse accepts continuing telework, registration is not allowed.

3. If the spouse is registered prior to the PCS move, the registering HRO must counsel the spouse to register at an A-coded activity in the new commuting area upon arrival. The A-coded activity in the new commuting area must verify the spouse's eligibility and then complete a new registration to change the activity code, address, telephone number and any other data that needs revision. The Priority Placement Support Branch (PPSB) then issues a notice to inform the "old" activity that the "new" activity has picked up the registration servicing. If the spouse matches a position and is found best qualified before an HRO in the new commuting area assumes responsibility for the registration, the initial registering HRO in the losing commuting area is responsible for extending the offer.

4. DoD employees who are also military spouses have the following registration options if adversely affected by reduction-in-force (RIF), or by declination of transfer of function (TOF) or management-directed reassignment:

a. Registration under this Chapter, using their military spouse preference;

b. Registration in Program A using their displacement priority, in accordance with the procedures in Chapter 3 that normally apply to displaced employees; or,

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Change memo H-FY2014-01

c. Registration in Program A using their displacement priority for the commuting area of their sponsor's new duty location, effective only after arrival at the new location and only if otherwise still eligible. This option is not available unless, prior to the spouse's departure from the previous duty station, early PPP registration had been authorized, specific RIF notices had been issued, or the spouse had submitted written declination of a TOF out of the commuting area or written declination of a management-directed reassignment covered under Chapter 3, Section B.1.b.(7). Military spouses displaced while employed overseas may only use this option within the commuting area of their sponsor's overseas duty station.

E. REGISTERING ACTIVITY PROCEDURES

1. When registering a spouse in Program S, obtain a narrative resume, most recent performance appraisal, and a copy of the sponsor's orders. When the registering activity is being changed, the spouse should also provide a completed SF-75, or equivalent.

2. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program**. Enter "S"

b. **Separation/Effective and Release Dates**. Leave blank. Registrations that are not extended by the HRO in accordance with the procedures in Section E.6. below automatically expire 1 year after registration or the most recent file maintenance, whichever is later.

c. **Overseas Country**. Enter overseas country location code if spouse is returning from overseas; otherwise leave blank.

d. **Priority**. Enter "S".

e. **Return Rights**. Enter "N" if an entry was made in the "Overseas Country" Data Element; otherwise leave blank.

f. **Return Rights AK-HI-RQ-GQ**. If the new duty station of the sponsor is Alaska (AK), Hawaii (HI), Puerto Rico (RQ), or Guam (GQ) enter the corresponding code.

g. **Skills**. Program S registrants must meet the established minimum qualification standards for all occupational series and grades for which registered. They are not subject to the standard PPP well-qualified criterion. Spouses registering with EO 13473 eligibility may register for the highest grade for which basically qualified down to the lowest grade for which they are available. Spouses registering on the basis of other noncompetitive appointing authorities may register for the highest grade previously held on a permanent basis down to the lowest grade for which they are available. Unlike registrants in all other PPP programs, military spouses registering in Program S are NOT required to register for their current skill.

h. **Employee Information/Special Qualifications**. Enter the activity code of the losing activity.

i. **Area of Referral**. Limit registration to activities within the commuting area of the sponsor's permanent duty station or, if the spouse is eligible under Section C.1.f. above, the commuting area of the sponsor's sequential assignment. The spouse may elect to register for some or all of the activities in the commuting area without regard to Chapter 3, Section H, which prohibits "skipping over" activities.

3. Spouses must be counseled regarding:

a. Their option to delay registration until arrival at the new geographic location;

b. The rules on qualification requirements, salary and pay, and the conditions under which entitlement to spouse preference is terminated;

c. Their option of declaring availability for temporary, part-time, and intermittent employment, as well as the possible outcome of such a decision;

d. The importance of keeping registration data current, especially since failure to do so may lead to a loss of consideration; and

e. The requirement to comply with established recruitment procedures and be among the "best qualified" in order for preference to be applied for positions being filled competitively. Also, spouses should be advised that refusal to participate in the competitive process terminates preference.

4. When a spouse elects to register prior to accompanying the sponsor to the new duty station, the registering activity shall not effect the registration more than 30 days prior to the sponsor's reporting date or more than 30 days prior to the spouse's arrival in the new commuting area, whichever is later.

5. Narrative resumes and performance appraisals should be provided to gaining activities upon request.

6. **Extending Registration**. Registering human resource offices (HROs) and individual registrants are notified by the ASARS Daily Report (R11) 11 months after registration or the last file maintenance. Registrants are notified by mail from the Priority Placement Support Branch. For extending the registration, the HRO should review the data to verify continued eligibility and update registration Data Elements as necessary. Any completed file maintenance action extends the registration for 1 year. However, if no changes in registration data are submitted during the year, the registration must be extended by selecting the 30 Day Notices menu item from the ASARS main menu. This option may only be used within 30 days prior to the scheduled release from Program S.

7. **Change in Registering Activity**. To change the registering activity of an active Program S registrant, a new registration must be input. Once the new registration is submitted, the system generates a Report Action 31 to close out the old registration, and a notice is sent to the old registering activity on Daily Report (R13).

F. GAINING ACTIVITY PROCEDURES.

1. Eligible Program S registrants must be considered as military spouse preference candidates when referred through Program S for positions being filled through competitive procedures. They are eligible for spouse preference if they rank among the best qualified (BQ). As defined in Volume 315 of reference (b), a BQ military spouse possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position. Except as stipulated in Sections F.2. through F.4. below, and provided that all Priority 1 and 2 resumes have been cleared, a BQ military spouse blocks the selection of other competitive candidates. When more than one BQ military spouse is referred, selection from the group may be made in any order. Activities filling positions through competitive procedures must:

a. Requisition using Referral Code “S,” “A,” or “U” (see Chapter 8) and consider all spouses referred through Program S by the closing date of the announcement or, when certification is from existing registers or computerized referral lists, by an equivalent documented date. All other resumes received before and after the "closing" date must be cleared in accordance with standard procedures before the position can be committed;

b. Request a narrative resume and performance appraisal from the registering activity for each eligible military spouse; and

c. Rate and rank military spouses along with other candidates each time they are referred through Program S for consideration under competitive procedures. This is required even for spouses who were determined not BQ on prior referrals.

2. Program S referrals do not preclude the activity from filling a position using noncompetitive recruitment procedures. For the purposes of this Chapter, all candidates who are evaluated using a merit promotion crediting plan or other competitive screening factors are considered competitive candidates. The following examples illustrate the relationship between recruitment procedures and the applicability of military spouse preference.

a. An activity issues a competitive announcement, and the area of consideration includes reinstatement, reassignment, and change to lower grade eligibles. All applicants, including those who could be assigned to the position noncompetitively, are evaluated against standard competitive rating criteria. Fifteen BQ candidates are referred to the selecting official on a single referral list, and the list includes a military spouse who was referred through Program S. The selecting official wants to select a noncompetitive reassignment candidate from the competitive list. Even though the reassignment candidate could be placed noncompetitively, the recruitment procedures are considered to be competitive because all

applicants were rated against competitive criteria. Therefore, the BQ military spouse blocks the selection of any of the other candidates on the list.

b. An activity issues a competitive announcement that includes noncompetitive reassignment eligibles in the area of consideration, but only the competitive candidates are evaluated using the rating and ranking criteria. A military spouse is referred through Program S and is ranked in the BQ category. The selecting official wants to offer the position to a noncompetitive reassignment candidate. Since the HRO did not rate and rank the non-competitive applicants with the competitive applicants, the selecting official can select the reassignment candidate without regard to the BQ spouse.

3. Military spouse preference does not apply if granting preference would:

a. Result in the change to lower grade or separation of a current permanent, term, or temporary DoD employee of the activity;

b. Violate statutes or regulations governing veterans' preference or nepotism; or

c. Adversely affect programs for the achievement of minority and gender equality, programs for persons with disabilities, or programs for the affirmative employment of veterans.

4. Military spouses with less than 6 months remaining in the area may be nonselected for permanent continuing positions.

5. Gaining activities have final responsibility for verifying eligibility for spouse preference prior to appointment.

6. When a military spouse cannot be located by the registering activity after reasonable efforts have been made, the potential gaining activity may continue the staffing action without further consideration of that registrant. Such action, however, does not terminate the spouse's preference. Report Action Code 26 with a narrative explanation must be submitted and documentation must be maintained to provide a proper audit trail.

7. **Interviews and Selections**.

a. Military spouses are subject to the same rating, ranking, and evaluation criteria used to assess other competitive candidates. Therefore, if personal interviews are being used as an integral part of the rating and ranking process, BQ spouses may be interviewed as an exception to Chapter 4, Section D.1.c., which prohibits anyone representing the gaining activity from contacting a PPP registrant directly. That is, the only time interviews are allowed is when the results of interviews are factored into the rating and ranking. As explained in Section C.4.b. above, spouses who refuse to be interviewed under these circumstances lose their preference and are no longer eligible for Program S. For example, if candidates are scored on the interviews by the supervisor or

interview panel, and those scores are part of the point total for final rating/ranking, interviews are permitted. Conversely, if the BQ determination has already been made prior to issuance of the referral list, interviews are not permitted regardless of how many Program S registrants are on the list.

b. The HRO must advise the selecting official that a BQ military spouse eligible who is within reach for selection may not be passed over to select a non-spouse candidate, unless;

(1) Spouse preference is not applicable as stipulated in Section F.3. above;

(2) Selection is not mandatory as stipulated in Section F.4. above; or

(3) A selection is made using noncompetitive procedures as stipulated in Section F.2. above.

8. **Application Requirement**. Military spouses may be required to complete any assessment questionnaires or application forms that are required of other applicants in order for HROs to determine if they are BQ for the position.

G. COMPONENT EXCEPTIONS

As stipulated in Volume 315 of reference (b), heads of DoD Components may establish guidelines for approving exceptions to spouse preference procedures. Exceptions shall be rare and based only on compelling hardship to the Component or the applicant. This authority may be delegated within the Component.

CHAPTER 14

APPENDIX A

PROGRAM S REGISTRATION/COUNSELING CHECKLIST

INSTRUCTIONS: Initial the blank to the left of each applicable item and indicate responses by circling the appropriate options. Items with an asterisk (*) correspond with data elements on the PPP Registration Format. Your initials acknowledge that your Registration Format corresponds with the circled options.

Registrant's Name: _____

GENERAL ACKNOWLEDGMENT

1._____ I understand that the DoD Military Spouse Preference Program (Program S of the PPP), applies to positions that are being filled through competitive procedures except those listed in the next two items.

2._____ I understand that Program S does not apply to positions filled from Office of Personnel Management (OPM) certificates; through delegated examining or direct hire authorities granted by OPM; or through Component career programs. I also understand Program S does not apply to excepted service positions; positions in foreign overseas areas; Non-Appropriated Fund (NAF) positions; or educator positions within the DoD Dependents' Schools system. In order to exercise military spouse preference for such positions, I must apply in accordance with established application or self-nomination procedures.

3._____ I understand that neither military spouse preference nor Program S applies to positions covered by the Defense Civilian Intelligence Personnel System (DCIPS) or to positions in DoD organizations that have as a primary function the areas of intelligence, or counterintelligence.

4._____ I understand my sponsor must be an *active* duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Reserves), and I must be immediately appointable to a position in the competitive Federal service.

5._____ I understand that spouse preference and Program S do not apply to positions outside the commuting area of my sponsor's permanent duty station.

APPOINTMENT ELIGIBILITY

(If multiple options apply, check only the appointing authority preferred by the registrant.)

6._____ Current career or career-conditional employee

7._____ Currently serving on a Veterans Recruitment Authority (VRA) appointment

8._____ Eligible as non-competitive reinstatement candidate

9._____ Eligible under Executive Order 12721 (expires 3 yrs. after return to U.S.)

10._____Eligible under Executive Order 13473 and accompanying sponsor on a PCS move with orders dated after our marriage (expires 2 yrs after date of sponsor's orders for each PCS)

11. _____Eligible under an interchange agreement

SKILLS: SERIES AND GRADES

13._____I understand I must meet the established minimum qualification standards for all occupational series and grades for which registered. I also understand the highest grade for which I may register will be determined in accordance with the appointing authority upon which registration is based, but I may register for the lowest grade acceptable to me.

AVAILABILITY

14._____ I am (**available / not available**) for time-limited employment. I understand that if I accept or decline such an offer, I will remain in the PPP for permanent and other time-limited appointments. I also understand that if I accept a time-limited appointment (including NAF) of more than 60 days, the registering HR Office must amend the Program S registration by entering "N" (Not Available) in the "TEMPORARY" data element. Eligibility for subsequent time-limited appointments is suspended until 60 days prior to the expiration of the temporary or term appointment. At that time, I may request re-registration for time-limited employment. If the duration of the appointment is 60 days or less, eligibility for other non-continuing positions is not suspended.

15._____ I am available for (circle Yes or No) : **Part Time:** Yes / No; **Intermittent:** Yes / No; **Seasonal:** Yes / No; **Rotating Shifts:** Yes / No. I understand that a permanent appointment with a part-time, seasonal, or rotating-shift work schedule meets the definition of a "continuing position" for purposes of spouse preference (see #24 below).

16._____I am (**available / not available**) for supervisory positions.

17._____I am (**eligible / not eligible**) for Defense Acquisition positions. If I meet the DAWIA qualification requirements, I will provide the necessary documentation to the registering HRO.

18._____I am (**available / not available**) for referral to closure activities.

19._____(If appropriate) I have been counseled regarding registration for (check applicable items):

a._____WG-0000 - General Wage Grade, WG-1 thru WG-4 (except series 5703, 3105, & 3111)

b._____WG-01111 - Trades Helper, WG-5 only (excludes series in Chapter 7, App. F)

c._____GS-300 - General Clerical & Administrative Support, GS-1 thru GS-4, with or without STC/OAA/DAT (does not cover GS-675, GS-679, GS-1702 or GS-2091)

GENERAL POLICY/PROCEDURES

20._____ I understand that if I am registering within 30 days of my PCS to my sponsor's new duty station, upon relocation I must report to the new duty station HR Office to update my registration. If I fail to report within 30 days, my registration will be deleted.

21._____ The definition of a "continuing position" has been explained to me. I understand that I am eligible for only one offer of a continuing position, and if I receive such an offer I am expected to accept or decline within 2 business days.

22._____ I understand that I must keep the HR Office informed of my whereabouts and/or changes in my employment status so they can contact me regarding job offers or advise me of required changes to my registration or eligibility status. Failure to keep the HR Office informed may lead to removal from the PPP.

23._____ I understand if I accept or decline a continuing position in the Federal service, including a NAF position (includes positions in the military exchange services), my Program S registration will be terminated, whether or not preference was applied. This applies to positions I apply for on my own initiative, not just positions offered through the PPP. I also understand that if I accept or decline such a position I must immediately notify my registering HRO.

24._____I understand my spouse preference terminates if I refuse to participate in established competitive recruitment procedures (e.g., submitting an application, being interviewed, etc.).

25._____I understand my Program S registration will be terminated upon loss of spousal status due to divorce, death of the sponsor, or the sponsor's retirement or separation from active duty, and that I am responsible for notifying the registering HRO of any changes that may affect my eligibility.

26._____I understand my Program S registration will be terminated upon expiration of the authority upon which registration is based (e.g., E.O. 12721, E.O. 13473, VRA, etc.).

27._____ I understand that Chapter 3, Section B.3, and Chapter 14, Section E, of the PPP Handbook require me to submit a complete, current and accurate resume in order to register in the PPP.

28._____ I understand that accepting a continuing DoD position outside the commuting area of my sponsor's permanent duty station terminates my Program S eligibility. I also understand that I am not eligible to register if I continue to work for my current organization under a telework agreement after relocating with my sponsor.

OTHER INFORMATION

29._____ The DoD ID Number entered on my registration form is correct.

30._____ I (**am / am not**) on workers' compensation or light duty.

31._____ I have not had on-the-job performance or conduct problems within the last 12 months.

_____ _____

Registrant's Signature **Date**

_____ _____

Counselor's Signature **Date**

(Note: Counselor's signature also certifies that the spouse's current/last official rating of record, if applicable, is at least fully satisfactory/successful or Level 3 or above on a 5-point scale)

DOCUMENTS PROVIDED

_____ Narrative resume

_____ PCS orders (Must show reporting date, local duty station and indicate authorized family member movement) or amended orders adding spouse as an authorized dependent

_____ SF-50s (e.g., LWOP, highest grade held, overseas appointments, etc., if applicable)

_____ SF-75 (if applicable)

_____ Documentation of performance rating of record (if applicable)

_____ Other (e.g., marriage license, verification of overseas employment, etc., if applicable; also documentation of LWOP, if applicable, when SF-50 is not available)

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for placement or reemployment under the respective placement assistance program. Your DoD ID Number will only be used to ensure accurate registration. Furnishing your number is voluntary, but failure to do so will result in not obtaining placement consideration.

CHAPTER 15

DoD RETAINED GRADE PLACEMENT PROGRAM (PROGRAM R)

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CHAPTER 15

DoD RETAINED GRADE PLACEMENT PROGRAM (PROGRAM R)

References: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and placement of DoD employees with entitlement to grade retention. All Program A procedures apply except as modified in this Chapter.

B. APPLICABILITY

This Chapter applies to employees granted grade retention under Part 536 of reference (a) as supplemented by Volume 536 of reference (b). This Chapter does not apply to employees receiving retained grade who are placed initially or subsequently into a position which has promotion potential to a grade equal to or higher than the retained grade.

C. PROGRAM REQUIREMENTS

Program R is the only means by which employees under grade retention are afforded consideration for mandatory placement and, except as covered under C.2.a. below, it only provides referral for positions at DoD activities in the registrant's commuting area. Registration in Program R is only for the 2-year period authorized for grade retention.

1. **Mandatory Registration in Program R.** Registration in Program R is mandatory for all DoD employees who are serving under retained grade. Activities must register employees as soon as they enter the grade retention period.

a. **Special Provision for Overseas Employees**. Employees on retained grade who are on an overseas tour or serving under a rotation agreement, must be registered for their own activity as well as all other activities in their commuting area, so long as:

(1) The employee can complete 1 year of service prior to the expiration of the tour; or,

(2) The employee's tour has been extended and he or she can complete 1 year of service prior to the expiration of the 5-year limitation on overseas employment.

b. **Exceptions to Mandatory Registration**. Employees may not be registered simultaneously in Programs A and R. Employees eligible for both programs should be

registered as follows:

(1) Program R registrants who receive a reduction-in-force (RIF) separation notice, and those who receive a separation notice after declining a transfer of function out of the commuting area or a management-directed reassignment covered under Chapter 3, Section B.1.b.(7), are subject to mandatory registration in Program A if entitled to severance pay (see Chapter 3, Section I).

(2) Program R registrants who receive RIF change-to-lower-grade (CLG) notices may voluntarily change to Program A during the notice period.

(3) Program R registrants who decline a transfer of function out of their commuting area or a management-directed reassignment covered under Chapter 3, Section B.1.b.(7) may voluntarily change to Program A upon submitting a written declination.

(4) Nondisplaced overseas Program R registrants who are nearing tour completion must be changed to Program A at the appropriate time.

c. **Formal Appeals of Downgrade Actions**. Employees who elect to initiate formal appeals of their downgrade actions will not be required to register in Program R while the appeal is pending. However, they may be registered at their option. If such an employee is placed under Program R, the placement action will be considered final regardless of the outcome of the appeal. Should such a registrant decline a valid and reasonable offer while the appeal is still pending, he or she will be released from Program R and eligibility for grade retention ceases.

2. **Area of Availability**

a. Except as modified in C.3. below, initial registration MUST be for all DoD activities in the commuting area that have not been formally announced for closure. When placement in the commuting area is unlikely, the Component Coordinator may authorize expansion outside the commuting area within that DoD Component. If such expansion is approved, the CTP Administrator may approve expansion across DoD Component lines. Registrants placed outside of their commuting area will have permanent change of station (PCS) costs paid by the losing activity.

b. Registrants authorized an expanded area of referral who decline valid offers outside of their commuting area may not be subsequently referred beyond the commuting area. However, such declinations do not terminate grade retention.

c. For overseas employees see C.1.a. and b., above.

3. **Restricted Registration of Retained Grade Employees Placed at Other DoD Activities.** Employees entitled to grade retention who are placed through Program A at a different DoD activity will be registered by the new activity in Program R only for organizations of the gaining activity (i.e., those serviced by the A-coded HRO located in the

same commuting area) if a PCS was involved. This restriction applies for 1 year following the effective date of placement after which registration will be for all DoD activities in the commuting area.

4. **Skills.** The registration must include the retained grade position and all other skills in the same pay group for which the registrant is well qualified.

5. **Job Offers.** Valid and reasonable offers must be made in writing and conform to the requirements of Part 536 of reference (a). If the registrant declines the offer, grade retention is terminated and the registrant must be removed from Program R.

D. REGISTERING ACTIVITY PROCEDURES

1. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "R"

b. **Priority**. Enter Priority 3.

c. **Separation Date**. Enter effective date of retained grade entitlement.

d. **Release Date**. Leave blank.

e. **Position**. Enter the pay group, series, and grade of the retained grade position.

f. **Job Title**. Enter the title of the retained grade position.

g. **Temporary.** Enter “N”. Program R registrants are not eligible to be referred for temporary or term positions.

h. **Supervisory**. Enter "Y" if the retained grade position is supervisory or if the registrant is qualified and available for supervisory positions (does not include WS for WG or WL registrants).

i. **Skills 1-5.**

(1) **Pay Plan.** The pay plan for all skills is restricted to the pay plan of the retained grade, i.e., Wage Grade (WG) can register for WG but not WL, WS, etc. However, employees downgraded from a special wage category that no longer exists should be registered in other pay systems and for skills for which they are well qualified.

(2) **High Grade and Low Grade.** Enter the retained grade only. However, if employees who register in other pay plans after being downgraded from a special wage category that no longer exists are not qualified for the equivalent grade in the new pay plan, they should be registered for the highest intervening grade for which qualified.

j. **Activities**. Enter according to C.2. above.

2. Delete registrants in accordance with Program A procedural requirements. In addition, delete those placed in a position with promotion potential to a grade equal to or higher than the retained grade.

3. **Excepted Service Employees**. Excepted service employees who do not have personal competitive status are eligible to register in Program R for excepted service positions only, unless they are immediately appointable to competitive service positions under an interchange agreement or other special authority.

E. EXPIRED REGISTRATION

Provided they are still otherwise eligible, registrants referred prior to the expiration of their grade retention entitlement and Program R eligibility period remain valid matches.

CHAPTER 16

RESERVE COMPONENT MILITARY TECHNICIAN DISABILITY PLACEMENT PROGRAM (PROGRAM G)

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CHAPTER 16

RESERVE COMPONENT MILITARY TECHNICIAN DISABILITY PLACEMENT PROGRAM (PROGRAM G)

References: (a) Title 5, United States Code

(b) Title 10, United States Code

(c) Title 5, Code of Federal Regulations

(d) Public Law 99-585, "Noncompetitive Appointment of National Guard Technicians," October 29, 1986

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and referral of eligible Military Reserve and National Guard technicians who have applied for or are receiving an annuity under the provisions of Sections 8456 or 8337(h), respectively, of reference (a). When used in this Chapter, the term "Reserve Component Military Technicians" (RCMTs) as defined in reference (b) is a common reference to both Reserve and National Guard technicians. All Program A procedures apply except as modified by this Chapter.

B. PROGRAM REQUIREMENTS

1. **Registration Eligibility.** The supporting personnel office will mandatorily register eligible current or former RCMTs who will be or have been separated due to a service connected medical disability that disqualifies them from military membership or from holding their required military grades provided:

a. The Office of Personnel Management (OPM) has determined that the technician is not disabled under the provisions of Sections 8337(a) or 8451 of reference (a);

b. The technician has either applied for or is receiving an annuity under Sections 8337(h) or 8456 of reference (a); and,

c. In the case of National Guard technicians, separation must have occurred on or after December 31, 1979.

2. The supporting personnel office will document each case with all data pertaining to the registrant's eligibility.

3. **Period of Registration.** Technicians must be registered as soon as the conditions in B.1. above have been meet. Registration terminates only when the registrant:

a. Is placed in a permanent Federal position;

b. Declines a Federal position for which qualified, provided the position is the same grade or equivalent level, tenure, work schedule, and commuting area as the former technician position;

c. Has been restored to earning capacity as determined by OPM; or

d. Is no longer eligible for an annuity.

4. **Area of Referral.** Technicians must register for all DoD activities within the commuting area of the last duty station and may not register for any DoD activity that would result in a permanent change of station (PCS) move. National Guard technicians should be registered for the National Guard registering activity if its personnel office also provides support for positions that do not require National Guard membership.

C. REGISTRATION PROCEDURES

1. The supporting personnel office will act as the registering activity, except that Air Reserve Technicians who currently occupy or formerly occupied officer level positions will be registered by Headquarters, Air Force Reserve Command (Activity 394A). The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "G"

b. **Priority**. Enter Priority 2 for registrants whose separation was based on a combat-related disability as defined in Section 1413(3) of reference (b). Enter Priority 3 for all other registrants.

c. **Separation and Release Dates**. Leave blank.

d. **Appointment Eligibility.** For NGTs, enter “D” for registrants with personal competitive status and “Z” for those without status.

e. **Excepted Service.** For NGTs, enter “YD” for registrants with personal competitive status and “YZ” for those without status. For NGTs initially registered with “YZ”, the code must be changed to “YA” if the technician is still in Program G when noncompetitive appointment eligibility expires 1 year after separation.

f. **Skills 1-5**. Both the high and low grades will be the same grade held upon separation.

g. **Activities**. Enter only individual activity selections within the commuting area in accordance with B.4., above. When no DoD activities exist within the commuting area of the last duty station, register the technician using the State Code and enter "Available for (specific city)" in the "Employee Information/Special Qualifications" Data Element.

2. Offers must be in writing and include a statement that declination, failure to reply, or any indication that the registrant does not wish to be considered for the position may result in termination of annuity.

3. Upon appointment or declination of an offer, the registering activity will provide the following to OPM, Employee Service and Records Center, Boyers, PA, 16017: name and Social Security Number of registrant; date of appointment or declination; title, pay plan, series, grade, and rate of pay of the position; and name and address of the gaining activity.

D. GAINING ACTIVITY PROCEDURES

1. Priority 2 RCMTS referred through Program G have the same mandatory placement status as other non-RCMT Priority 2 registrants. They must be considered after Priority 1 referrals and before Priority 2 RCMTS referred through Programs C, D, and K. Priority 3 RCMTS referred through Program G must be considered after all other Priority 1, 2, and 3 referrals have been cleared.

2. National Guard technicians placed under the provisions of this Chapter will be employed noncompetitively under the authority of Part 213.3102(j) of reference (c) or other appropriate excepted authority under reference (d). NGTs will be placed using other appropriate competitive appointing authority if they have reinstatement eligibility.

E. RECORDS MAINTENANCE

Registering personnel offices are responsible for day-to-day maintenance of registrant records. In addition, the National Guard Bureau (NGB) will annually request National Guard technician information from the OPM Bureau of Retirement. On the basis of this information, the NGB will notify registering personnel offices of needed registration updates.

CHAPTER 20

DEPARTMENT OF THE AIR FORCE CIVILIAN SPOUSE & DOMESTIC PARTNER PLACEMENT PROGRAM (PROGRAM N)

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CHAPTER 20

DEPARTMENT OF THE AIR FORCE CIVILIAN SPOUSE & DOMESTIC PARTNER PLACEMENT PROGRAM (PROGRAM N)

Reference: Air Force Instruction (AFI) 36-815, Absence and Leave

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the systematic referral of eligible Department of Defense (DoD) employees whose Air Force, appropriated-fund civilian sponsor is involved in a permanent change of station (PCS). It applies when Air Force activities are filling competitive or excepted service positions within the U.S. or its territories. All Program A procedures apply, except as modified in this Chapter.

B. REGISTRATION ELIGIBILITY

Registration in Program N is limited to DoD civilian spouse employees and domestic partner employees as defined in Chapter 1, Section D., who meet the following requirements:

1. **Appointment Type.** Eligibility is limited to civilian spouses and domestic partners who are on an appointment without time limitation in the competitive service with career or career-conditional status, or in the excepted service (with or without personal competitive status). This includes, but is not limited to, employees on Veterans Recruitment Appointments, and special appointments of the severely disabled.

2. **Relocation of Civilian Sponsor.** Eligibility for Program N is based on PCS relocation of the civilian spouse or domestic partner's Air Force appropriated fund civilian sponsor to another Air Force appropriated fund position in a different geographic area within the U.S. or its territories. The civilian spouse or domestic partner is eligible when included on the travel orders or by providing proof that the PCS relocation meets the requirements in Section C below.

C. PROGRAM REQUIREMENTS

1. Eligible spouses and domestic partners may be registered for a maximum of 1 year. Registration may be accomplished once the sponsor's PCS orders or SF-50/firm job offer and proof of dependent status is provided. For spouses, a marriage license or certificate is required. Domestic partners must provide such documentation as required by Air Force guidelines. A spouse or domestic partner may register at any Air Force A-coded activity up to 30 days prior to the sponsor's reporting date, or upon relocation at the sponsor's new Air Force duty location. Spouses and domestic partners who do not initially relocate with their sponsors cannot register until they are residing in the commuting area of the new duty station.

2. Civilian spouses and domestic partners must be counseled on the requirements of this Chapter, their responsibility to register within 30 calendar days of arrival at the new duty location, and the requirement to keep program registration data current.

3. All civilian spouse and domestic partner registrants must read and sign the applicable letter at Appendix A or B and a copy of the sponsor's PCS travel orders or SF-50/firm job offer must be attached to the letter.

4. The employing Components' regulatory guidance on Leave Without Pay (LWOP) will apply.

5. Registrants who accept temporary or term employment may remain registered only for permanent employment. However, they may re-register for time-limited employment upon expiration of their temporary or term appointments provided they are otherwise still eligible and the 1-year registration period has not expired. Registrants who decline temporary or term offers are no longer eligible to be registered for time-limited employment, and their registrations must be changed accordingly.

D. REGISTRATION PROCEDURES

1. **Registering Activity.** The losing or gaining Air Force CPS may complete the ASARS Registration Format for civilian spouses and domestic partners employed by Air Force. The gaining Air Force CPS at the sponsor's new duty station will counsel and register civilian spouses employed by another DoD activity. The gaining Air Force CPS shall submit the registration and retain the documents required by this chapter with the spouse or domestic partner's registration file. The ASARS Registration Format will be completed in accordance with Program A procedures unless modified in this chapter.

2. **Civilian Spouse or Domestic Partner Employed by Air Force**. The spouse/domestic partner may be counseled by the losing or gaining Air Force CPS.

a. The losing or gaining Air Force CPS determines registration eligibility by obtaining a copy of the sponsor's PCS travel orders or SF-50/firm job offer, and proof of dependency as prescribed by Section C above.

b. The losing Air Force CPS advises the registrant of program requirements, and the requirement to report to the gaining servicing Air Force CPS within 30 calendar days of arrival at sponsor's new duty station.

c. The losing Air Force CPS provides the Air Force civilian employee with the SF-75, Request for Preliminary Employment Data, and the completed letter at Appendix A.

d. The losing or gaining Air Force CPS completes a hard copy of the Automated Stopper and Referral System (ASARS) Registration Format in accordance with Program A procedures with the following modifications:

(1) **Registering Activity Code**. Leave Blank.

(2) **Separation/Effective Date**. Enter the date of registration (to be completed by gaining Air Force CPS).

(3) **Release Date**. Leave blank since dates are automatically set by ASARS to 12 months from the registration date.

(4) **Program**. Enter "N".

(5) **Priority.** Enter "3".

(6) **Skills**. A civilian spouse or domestic partner may register at a grade no higher than that previously held on a permanent basis and down to any grade for which qualified and available.

(7) **Return Rights**. Enter HI, AK, RQ, or GQ if the sponsor's new duty station will be in one of these locations.

(8) **Activities**. Registration is limited to Air Force activities in the commuting area of the sponsor's new duty location. The gaining Air Force CPS reviews for appropriate activity selection and revises as necessary.

e. The losing CPS counsels the employee to submit the information to the new supporting Air Force CPS after arrival.

3. **Civilian Spouse or Domestic Partner Employed by Another DoD Activity.** The gaining Air Force CPS will:

a. Determine registration eligibility by obtaining a copy of the sponsor's PCS travel orders or SF-50/firm job offer, and proof of dependency.

b. Contact the losing Human Resources Office for SF-75 information.

c. Complete the letter at Appendix B with a copy to the registrant.

d. Complete a hard copy of the Automated Stopper and Referral System (ASARS) Registration Format with the following modifications:

(1) **Registering Activity Code.** Leave blank.

(2) **Separation/Effective Date**. Enter date of registration.

(3) **Release Date**: Leave blank since dates are automatically set by ASARS to 12 months from the registration date.

(4) **Program**. Enter "N".

(5) **Priority**. Enter "3".

(6) **Skills**. A civilian spouse or domestic partner may register at a grade no higher than that previously held on a permanent basis and down to any grade for which qualified and available.

(7) **Return Rights**. Enter HI, AK, RQ, or GQ if the sponsor's new duty station will be in one of these locations.

(8) **Activities**. Registration is limited to Air Force activities in the commuting area of the sponsor's new duty location.

E. GAINING ACTIVITY PROCEDURES.

Registrants referred through these procedures will receive Priority 3 consideration along with other Priority 3 referrals and do not preclude the activity from filling a position using one of the following alternate recruitment sources:

1. Appointment of a 30% disabled veteran;
2. VRA appointment;
3. Transfer, reassignment, or change to lower grade;
4. Placement to correct an EEO deficiency;
5. Placement of a person with disability; or
6. Placement of an employee returning from an overseas tour of duty.

F. REGISTRANT RESPONSIBILITIES.

1. **Civilian Spouse or Domestic Partner Employed by Air Force**. The civilian spouse or domestic partner will hand carry the ASARS Registration Format, copy of the sponsor's PCS travel orders or SF-50/firm job offer, proof of dependency, and the SF-75 to the gaining Air Force CPS within 30 calendar days of arrival at the sponsor's new duty location or forfeit registration eligibility. The registrant must advise the registering Air Force CPS of any changes of the registration prepared by the releasing Air Force CPS.

2. **Civilian Spouse or Domestic Partner Employed by Another DoD Activity**. Civilian spouses and domestic partners are responsible for registering within 30 calendar days of their arrival at the sponsor's new duty location or forfeit registration eligibility. At the time of registration, the spouse or domestic partner must provide a copy of the sponsor's PCS travel orders or SF-50/firm job offer, and proof of dependency. Registrants must advise the registering Air Force CPS of any changes to their registration and the requirement to keep program registration data current.

CHAPTER 20

APPENDIX A - CIVILIAN SPOUSESS & DOMESTIC PARTNERS EMPLOYED BY AIR FORCE

AIR FORCE CIVILIAN PERSONNEL SECTION (CPS) NOTIFICATION AND EMPLOYEE COUNSELING CONFIRMATION FOR THE AIR FORCE CIVILIAN SPOUSE & DOMESTIC PARTNER PLACEMENT PROGRAM

SUBJECT: PPP Registration – Air Force Civilian Spouse & Domestic Partner Placement Program

_____
(Registrant's Name)

TO: **Gaining CPS**

1. The above-named Air Force civilian spouse or domestic partner, currently employed as _____ with _____ is eligible for
Title/Series/Grade Employer

Priority 3 registration and referral as provided in DoD PPP Handbook, Chapter 20. A copy of the PCS orders or SF-50/firm job offer and proof of dependency is attached for confirmation of eligibility and your record keeping purposes. The employee is scheduled to leave this duty station on _____in an LWOP status not to exceed _____ (if LWOP granted).

2. The employee has been counseled regarding the provisions of this entitlement (see statement below). The Automated Stopper and Referral System (ASARS) Registration Format has been partially completed and will be hand-carried with a Standard Form 75 to your office by the employee who will arrive on or about _____.

_____	_____	_____
Signature – Losing Air Force CPS Representative	E-Mail Address	Telephone Number

For: **Registering Employee**:

I have been counseled regarding the provisions of the DoD PPP Handbook, Chapter 20. I agree that the above date of arrival is correct to the best of my knowledge and I understand that if I do not register within 30 calendar days of the above arrival date, I will forfeit my registration eligibility.

_____	_____
Signature of Employee	Date

Attachments:
PCS Travel Orders or SF-50/Firm Job Offer
Proof of Dependency

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CHAPTER 20

APPENDIX B - CIVILIAN SPOUSES & DOMESTIC PARTNERS EMPLOYED BY ANOTHER DOD ACTIVITY

GAINING AIR FORCE CIVILIAN PERSONNEL SECTION (CPS) NOTIFICATION AND EMPLOYEE COUNSELING CONFIRMATION FOR THE AIR FORCE CIVILIAN SPOUSE & DOMESTIC PARTNER PLACEMENT PROGRAM

SUBJECT: PPP Registration – Air Force Civilian Spouse & Domestic Partner Placement Program

_____
(Registrant's Name)

1. The above-named Department of Defense civilian spouse or domestic partner, currently employed as _____ with _____ is eligible for
Title/Series/Grade Employer

Priority 3 registration and referral as provided in DoD PPP Handbook, Chapter 20. A copy of the PCS orders or SF-50/firm job offer and proof of dependency is attached for confirmation of eligibility and for record keeping purposes. The employee is scheduled to leave this duty station on _____in an LWOP status not to exceed _____ (if LWOP granted).

2. The employee has been counseled regarding the provisions of this entitlement (see statement below). The Automated Stopper and Referral System (ASARS) Registration Format has been partially completed and will be hand-carried with a Standard Form 75 to your office by the employee who will arrive on or about _____.

_____	_____	_____
Signature – Gaining Air Force CPS Representative	E-Mail Address	Telephone Number

For: **Registering Employee**:

I have been counseled regarding the provisions of the DoD PPP Handbook, Chapter 20. I agree that the above date of arrival is correct to the best of my knowledge and I understand that this registration must be within 30 calendar days of the above arrival date or I will forfeit my registration eligibility.

_____	_____
Signature of Employee	Date

Attachments:
PCS Travel Orders
Proof of Dependency

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