

OCHR FACTSHEET

Priority Placement Program

Issued: November 2014

PRIORITY PLACEMENT PROGRAM

MANAGERS & SUPERVISORS

This Fact Sheet:

- Provides a basic overview of manager and supervisor PPP procedures
- Outlines the PPP roles & responsibilities
- Answers frequently asked questions

Background

The Department of the Defense (DoD) Priority Placement Program (PPP) is the most effective civilian career transition assistance program in the Federal government. PPP is used to minimize the adverse effects caused by actions such as reductions-in-force, base closures, realignments and consolidations, as well as to help mitigate the impact of transfer of work or transfer of function outside the commuting area, and rotations from overseas.

Managers and supervisors play a key role in the PPP process. Whether supporting employees who register in the PPP or welcoming PPP registrants into their organization, the actions of managers and supervisors directly affect the integrity of the program. In the PPP process, a manager or supervisor is either “releasing” or “gaining”. Both roles are important and have their own set of responsibilities.

“Releasing” Manager & Supervisor Responsibilities

Managers and supervisors:

- Must ensure employees attend PPP registration and counseling sessions
- May authorize early PPP registration for employees scheduled for separation up to one year before the effective date of separation
- Must certify in writing that there are no performance or conduct problems prior to the employee’s registration in PPP by completing the “Supervisory Certification of Performance and Conduct” form
- Must authorize reasonable official duty time for outplacement activities such as PPP registration, benefits counseling, resume writing and interview preparation training
- Must agree to the prompt release of employees who accept a PPP job offer

“Gaining” Manager and Supervisor Responsibilities

Manager and supervisors:

- Must avoid any action designed to circumvent PPP matches (e.g., delaying recruitment, altering job requirements, etc.)
- Must ensure all recruitment actions include complete information concerning the positions – (e.g., duties & responsibilities, physical requirements, work schedule, security clearances, etc.)
- Must understand that DoD pay-setting rules take precedence over local procedures when determining pay rates for employees placed through the PPP
- Must contact the HRO or Operations Center – not the PPP registrant, current or former supervisors – to request any information needed about the registrant
- Must provide a positive “on-boarding” experience for PPP registrants and cultivate a good working relationship during the orientation period

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Expectations of the PPP

Managers and supervisors have a right to expect:

- Registrants will be “well qualified” to perform the work. The registrant may need an orientation period, as do new employees, but anyone placed will not require training to perform the position duties successfully
 - Please note that the well qualified standard may be relaxed. The gaining manager/supervisor will always have the option to authorize job offers to registrants who are not well qualified, but could potentially succeed in the job with proper training
- Registrants will not have any unresolved conduct or performance problems
- Registrant will be physically able to perform his or her duties either with or without reasonable accommodation

Frequently Asked Questions

Q. My employees are registering in PPP. Do I validate their job skills?

A. No. Registrants must register for their current skills and may register for other skills if they are well-qualified. Registrants must provide a resume that allows a Human Resources (HR) Specialist to determine qualifications.

Q. As the gaining supervisor, can I assist with the qualifications determinations?

A. It depends. If asked by a HR Specialist, a gaining supervisor may assist with the qualifications determinations as a subject matter expert for clarification purposes only. Supervisors will be able to review qualifications before the registering and gaining HR offices have reached agreement that a registrant is well qualified. Once an offer has been made to a registrant, it can only be withdrawn with the approval of a Civilian Transition Program Office Administrator.

Q. I understand the reason for PPP for civilian employees, but why are military spouses included?

A. The goal is to keep military families together. 10 U.S. Code § 1784 requires the Secretary of Defense to provide a preference for military spouses who are determined to be best qualified for the position “if the position is located in the same geographical area as the permanent duty station of the member”. Rather than create a new system, the SECDEF allowed for military spouses to be included in PPP.

Q. HR told me a registrant accepted my position. May I contact the registrant to welcome him/her to the office?

A. It depends on the process stage; you should contact your HR Specialist to be sure. Once an offer has been accepted **and** a reporting date is established, a welcome is nice. Prior to that point, communications with the registrant are limited to Human Resource Office (HRO) channels. This curtailed communication applies to both the supervisor and the registrant. If you need information about the registrant or are unsure when you can contact the registrant, please call your HRO.

Q. I submitted a position to be filled and the HR specialist told me she was working the PPP matches. The Resources Manager informed me that the funding has been cut, so there is no money to support the position. How can I cancel my request?

A. Typically, recruitment actions cannot be cancelled or withdrawn if PPP registrants have been referred. Your HR specialist will need to contact your Office of Civilian Human Resources Operations Center for guidance.

Q. My PPP match for a CONUS position is coming from Japan, but I know there are positions in Japan in which they can be placed. Why was my PPP match registered in the PPP?

A. The Department of Defense uses the PPP to help place those employees whose overseas tours have expired or have reached the five-year limit. The placement back to CONUS helps the DON ensure the workforce will be available to work in its overseas locations.

Still Need Assistance?

For additional information on the Priority Placement Program, you may contact your servicing Human Resources Office or email the DON HR FAQ box at DONhrfaq@navy.mil.



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