DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 12306.1A
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NAVSUPPACT NAPLES INSTRUCTION 12306.1A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PRIORITY PLACEMENT PROGRAM FOR FAMILY MEMBERS RELOCATING TO THE UNITED STATES

Ref: (a) Public Laws 99-145, 99-661, 100-180
(b) DODI 1404.12
(c) DOD Manual 1400.20-1-M
(d) Executive Order 12721

Encl: (1) PPP Program "A" Fact Sheet
(2) DoD Military Spouse Preference Program "S" Fact Sheet
(3) Defense Outplacement Referral System (DORS) Program "Z" Fact Sheet
(4) PPP Defense Commissary Agency (DeCA) Family Member Placement Program "M" Fact Sheet
(5) Executive Order 12721 Fact Sheet

1. Purpose. To establish policies and procedures of the Department of Defense (DoD) Priority Placement Program (PPP) for family members of active duty military members and civilian employees stationed in foreign areas, per references (a) through (d).

2. Cancellation. CCPO NAPLES INST 12306.1

3. Applicability. This instruction applies to spouses of active duty military members of the U.S. Armed Forces and family members of civilian employees who desire priority consideration for competitive service positions at DoD activities in the U.S. and its territories and possessions. These procedures do not apply to positions in foreign areas.

4. Discussion

a. The PPP provides for placement assistance of people affected in a reduction in force (priority 1), overseas return of career employees hired in the United States (priority 2), and for spouses and family members accompanying their sponsors (priority 3). Military spouse preference eligibles and family members are

not entitled to placement. They are, however, entitled to consideration for positions for which qualified.

b. Reference (b) requires that military spouse preference candidates appointable to federal competitive service positions shall be referred to positions that are available, and for which they are qualified through automated referral procedures of the DoD Priority Placement Program, per reference (c).

5. Definitions.

a. Military Spouse Preference Program. A placement program that provides employment consideration within the U.S. and its possessions/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). Employment preference entitlements stem from reference (a).

b. Overseas Family Member. A spouse or unmarried child (under 23 years of age) of a member of a uniformed service or federal civilian employee officially assigned to the overseas area who is relocating to an activity in the U.S.

c. Program A, Priority 3. The placement program for spouses of DoD employees who relocate due to acceptance of a PPP offer by Permanent Change of Station, and spouses of DoD employees who accept a transfer of function, management-directed reassignment, or an offer to relocate with their work outside of their commuting area. In addition, military spouses who have career or career-conditional status are also eligible for Program A. Spouses of employees who relocate at their own request or to satisfy the terms of a mobility agreement are not eligible for PPP. Refer to reference (c) for complete details of coverage and eligibility. Enclosure (1) provides eligibility and registration criteria.

d. Program S, Priority 3. The DOD Military Spouse Preference Program by which eligible military spouses are offered priority referral for appropriated funded vacancies at DoD activities, within the commuting area of the duty station of the military sponsor, except for those referred on Office of Personnel Management certificates. When referred through Program S for positions being filled competitively, registrants are

entitled to spouse preference, if they rank as best qualified under the activity's crediting plan. Enclosure (2) provides eligibility and registration criteria.

e. Defense Outplacement Referral System (DORS). The DORS program is a voluntary program for appropriated fund employees and their spouses. The Family Service Center manages this program. Enclosure (3) provides a general overview of the program.

f. Program M, Priority 3. The DeCA Family Member Placement Program (Program M) applies only to current DeCA employees who are family members of DoD civilian or military personnel. Program M applies to commissary-unique competitive service positions (GS-2091, WG/WL/WS-6914, and WG/WL/WS-7407), except those covered by the DeCA Commissary Career Program, at DeCA operating locations worldwide. Enclosure (4) provides a general overview of the program.

g. Executive Order 12721. Under the Authority of Executive Order 12362, as revised by Executive Order 12721 on April 8, 1996, a former overseas employee may be appointed, on a career-conditional basis, non-competitively to a competitive service position in the U.S. Executive Order eligibility entitles an employee to register in the Department of Defense PPP when returning to the U.S. Enclosure (3) provides eligibility criteria.

6. Action

a. Addressees will ensure that eligible military spouses and family member employees are informed of this program.

b. For additional information and/or to register in the PPP, contact the Human Resources Office, Naples, Italy.

B. L. GRAY

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NAVSUPPACT NAPLES INST 5216.4V
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18.19.20.21.22.24.25.26.27.28.31 only);
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PRIORITY PLACEMENT PROGRAM (PPP)
PROGRAM "A" FACT SHEET[1]

1. General: The program applies to family members of employees whose Department of Defense (DoD) civilian or military sponsor is involved in a Permanent Change of Station. Chapter 3 of the PPP Operations Manual contains specific information on registration in this program

2. Eligibility: Overseas family members of DoD military or civilian personnel may register for placement in the U.S. if they are:

a. Current career, career-conditional, or excepted service employees; or

b. Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return from the U.S.; or

c. Family members with 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.

3. Registration: Registration is authorized when the sponsor:

a. Has another permanent duty assignment in the U.S. or assignment to another overseas location where family members are not permitted;

b. Is being involuntarily separated from the overseas post of duty through no fault of his/her own;

c. Is retiring or being otherwise separated; or

d. Is being evacuated from overseas.

4. Skills: Employees must register for current skill, and may register for a total of five skills, provided they are well qualified.

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[1] Fact Sheet is for information only. This Fact Sheet does not establish, revise, replace or supplement policy or procedures contained in Defense Civilian Personnel Manual Chapter 1800 or the PPP Operations Manual.

5. Higher Grade: Employees may register no higher than current permanent grade. If registering for different pay plans, each pay plan is treated separately.

6. Lower Grade: Generally, employees may register down to and including three General Schedule (GS) grades or equivalent below current permanent grade. Exceptions for GS-9 and GS-11 employees in 2-grade interval jobs.

7. Priority: "3".

8. Separation Date: The date of registration.

9. Release Date: One year from the date of registration.

10. 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 the family member's place of actual residence, if the sponsor is on an unaccompanied tour. Family members whose sponsor is moving to Alaska, Hawaii or Puerto Rico are registered as current residents of these locations.

11. Offer Response Time: Registrants in the Continental U.S. (CONUS) must accept or decline offers from CONUS activities within two calendar days and registrants outside CONUS must respond within three calendar days.

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DEPARTMENT OF DEFENSE (DoD) MILITARY SPOUSE PREFERENCE PROGRAM PROGRAM "S" FACT SHEET[1]

1. General: The Military Spouse Preference Program 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, who desire priority consideration for competitive service positions at Department of Defense (DoD) activities in the U.S. and its territories and possessions. Chapter 14 of the Priority Placement Program (PPP) Operations Manual contains specific information on registration in this program.

2. Eligibility: Spouses of active duty military members of the U.S. Armed Forces, U.S. Coast Guard and full-time National Guard, may register 30 days prior to the sponsor's reporting date for competitive service positions at DoD activities in the U.S. and its territories/possessions, provided the spouse accompanies the 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 in a permanent assignment or reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor's unaccompanied tour.

(NOTE: Military spouses are ineligible for Program "S" when the sponsor relocates in conjunction with retirement or separation.)

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3. Registration: Registration may be accomplished at the losing A-coded activity up to 30 days prior to the sponsor's reporting date or within seven working days upon relocation at any A-coded activity in the commuting area of the sponsor's new duty station. If not currently employed by DoD, an eligible spouse 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. Spouses are not eligible if their sponsor relocates in conjunction with retirement or separation. Military spouse preference applies to temporary employment when it is expected to last one year or longer.

4. Skills: May register for up to five skills provided they are well qualified.

5. Higher Grade: Spouses may register at a grade no higher than that previously held on a permanent basis or if the spouse's only Federal service was overseas under time-limited appointment, he/she may register for the highest grade held, if they have appointment eligibility under Executive Order (E.O.) 12721. Spouses who are not current Federal employees, who have E.O. 12721 and reinstatement eligibility may register under either option, whichever is more beneficial.

6. Lower Grade: May register for any grade for which qualified and available.

7. Priority: "3"

8. Separation Date: No date is entered on the registration. The computer enters the date of one year from the date of registration or file maintenance.

9. Release Date: No date is entered on the registration. The computer enters the date of one year from the date of registration or file maintenance. (NOTE: Both the spouse and the registering activity are notified that the "S" program registration will be terminated 12 months after initial registration or the last extension/file maintenance action. Any file maintenance or extension submitted by the registering activity and processed in Dayton extends the registration for one year. If automatically terminated, the spouse may re-register if otherwise eligible.)

10. Area of Referral: Employee may register for any location in the commuting area of the sponsor's new duty location.

11. Registering Activity Change: To change the registering activity of an active Program "S" registration, a new registration must be submitted (all registration elements must be completed and resubmitted).

12. Offer Response Time: Registrants in the continental U.S. (CONUS) must accept or decline offers from CONUS activities within two calendar days, and registrants outside CONUS must respond within three calendar days.

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)
PROGRAM "Z" FACT SHEET[1]

1. General: DORS provides voluntary registration and referral of Department of Defense (DoD) appropriated fund employees and their spouses to DoD activities, non-DoD Federal agencies, state and local governments, non-profit organizations, and private sector employers in the United States and overseas. Chapter 12 of the Priority Placement Program (PPP) Operations Manual contains specific information on registration in this program.

2. Eligibility: Civilian appropriated fund employees of the Department and their spouses may register. Participation is voluntary.

3. Registration: Employees may simultaneously be registered in Program "Z" and any other program except "A". DORS consideration through Program "A" is accomplished only by completing the "Non-DoD, Overseas, or Both" and "Private Sector" Data Elements of the registration. All "A" program DORS consideration is accomplished in accordance with PPP policy.

4. Skills: Qualifications are determined based on education and experience in accordance with Office of Personnel Management (OPM) Qualifications Standards. Only the first three different series appearing on the registration will be used for referral to private sector. Special Skill Identifiers, e.g., GS-300, will only be used for referrals within DoD.

5. Higher Grade: Current employees on permanent appointments may register no higher than the current permanent grade. Employees on temporary appointments with prior Federal service or spouses with prior Federal service may register at the last permanent grade held. Registrants without status or with no prior Federal service may register for the highest grade for which eligible based on OPM Qualification Standards.

6. Lower Grade: Current employees may register no more than 3 grades below the high grade for which registered. If registering for different pay plans, each pay plan is treated separately.

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7. Priority: None

8. Separation Date: No date is entered on the registration. The computer enters the date one year from the date of registration or file maintenance.

9. Release Date: No date is entered on the registration. The computer enters the date one year from the date of registration or file maintenance.

10. Area of Referral: An employee may register for any location in the U.S. and/or overseas, but the spouse's area of referral must be the same as the sponsor's. Individual activity selections are not permitted in Program Z. Relocation expenses cannot be authorized for spouses and are not guaranteed for DoD employees.

DEFENSE COMMISSARY AGENCY (DeCA) FAMILY MEMBER PLACEMENT PROGRAM
PROGRAM "M" FACT SHEET[1]

1. General: The DeCA Family Member Placement Program provides priority referral of eligible DeCA employees whose Department of Defense (DoD) civilian or military sponsor is involved in a Permanent Change of Station (PCS). The program applies to commissary-unique competitive service positions, except those covered by the DeCA Commissary Career Program, at DeCA operating locations worldwide. Chapter 18 of the Priority Placement Program Operations Manual contains specific information on registration in this program.

2. Eligibility: Current DeCA employees who are Family Members (FMs) of DoD civilian or military personnel who are currently on career or career-conditional appointments and those with either personal career or career-conditional status or appointment eligibility under Executive Order 12721 may register. FMs must be currently serving in either commissary-unique positions (GS-2091, WG/WL/WS-6914, and WG/WL/WS-7407) or other positions at DeCA operating locations, provided they are well qualified for commissary-unique positions. Eligibility is based on relocation of the FMs sponsor as contained in Chapter 18, Paragraph C. For this program, FMs include: spouses; unmarried children (including stepchildren, adopted children, and those under the legal guardianship of the employee or spouse) who have not reached their 23rd birthday; and parents, stepparents, or legally adoptive parents of the employee or spouse who are at least 51 percent dependent on the employee for support.

3. Registration: Registration must occur within 21 working days after arrival at the new duty location; otherwise, employees are subject to forfeiture of eligibility. A minimum of 180 days LWOP shall be granted to each FM, provided the employee submits a post-dated resignation to coincide with the expiration of LWOP.

4. Skills: Registration is limited to one occupational series. However, for series under the Federal Wage System, it may include positions in pay groups WG, WL, and/or WS.

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5. Higher Grade: Current employees may register no higher than current permanent grade.

6. Lower Grade: Current employees may register no more than three GS grades or equivalent below current grade.

7. Priority: "3".

8. Separation Date: No date is entered on the registration. The system will automatically enter the current date.

9. Release Date: No date is entered on the registration. The system will automatically enter the date six months from the date of registration.

10. Area of Referral: Registration is limited to DeCA operating locations in the commuting area of the sponsor's new duty location or of the relocation destination for which the FM indicates availability. Travel or other relocation expenses are not authorized.

11. Offer Response Time: Registrants in the Continental U.S. (CONUS) must accept or decline offers from CONUS activities within two calendar days and registrants outside CONUS must respond within three calendar days.

EXECUTIVE ORDER 12721
FACT SHEET[1]

1. General: Executive Order 12721 is a hiring authority used to appoint former overseas employees on a career-conditional basis non-competitively to a competitive service position in the United States. Spouses are eligible for the type of appointment for a period of three years following the date of returning to the United States provided that he or she:

a. Is a citizen of or owes permanent allegiance to the United States;

b. Accumulated 52 weeks of creditable overseas service in an appropriated fund position(s) under an overseas local hire appointment(s) within a 10-year period. The service of regularly scheduled employees, whether employed on a permanent, temporary, part-time or full-time basis, is computed on the basis of the calendar time the employee spent in the position;

c. Received a fully successful or better performance rating for the overseas service;

d. Was a family member of a Federal civilian employee, a nonappropriated fund employee, or of a member of a uniformed service (the civilian or uniformed sponsor) who was officially assigned to the overseas area during the period of overseas service;

e. Accompanied the civilian or uniformed sponsor on official assignment in the overseas area while serving in the overseas position during the period of overseas service.

f. Is appointed three years from the date of their return to the U.S. from the overseas tour of duty during which he or she acquired eligibility; and

g. Meets the qualification requirements for the position in the U.S. for which he or she is applying.

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