

## RETAINED GRADE PPP SELF-CERTIFICATION CHECKLIST

**IMPORTANT:** This form must be completed and submitted with your application each time you apply to a Department of Defense (DoD) position on USAJOBS in order to receive priority status as a retained-grade employee.

**EMPLOYEE'S NAME:** \_\_\_\_\_

**INSTRUCTIONS:** Click to the left of each item to enter your initials. Your initials verify that you have read and understand each statement regarding your entitlement to priority placement through the application-based process. A new self-certification checklist must be submitted with each application. Upon completion of this form, we recommend saving copies of all required documents to your USAJOBS account for future use.

1. \_\_\_\_ I understand that my priority placement as a retained-grade employee applies only if I have been granted grade retention under 5 CFR 536 as supplemented by DoDI 1400.25, volume 536.
2. \_\_\_\_ I understand my eligibility for priority placement as a retained-grade employee is limited to my 2-year period of grade retention, as long as I apply for consideration prior to the 2-year expiration date.
3. \_\_\_\_ I understand that if I accept or decline a reasonable job offer (as defined by 5 CFR 536), of a permanent Federal position at my retained grade, my eligibility for retained grade and priority placement will terminate.
4. \_\_\_\_ I understand that I will only receive priority placement consideration for permanent DoD positions for which I apply that are at my retained grade within my local commuting area. Local Components may also consider their employees for retained grade placements, which is not part of the PPP.
5. \_\_\_\_ I understand that I must create an account with login.gov, a USAJOBS account, and apply to job opportunity announcements in order to receive priority placement consideration. Local Components may also consider their employees for retained grade placements, which is not part of the PPP.
6. \_\_\_\_ I certify that I have not had any performance or conduct issues within the last 12 months.
7. \_\_\_\_ As of the date of this certification, I have not obtained permanent Federal employment at my retained grade, nor have I accepted or declined a reasonable job offer for a Federal position at my retained grade level or higher.

### OVERSEAS RETAIN GRADE APPLICANTS

1. \_\_\_\_ I understand that as an overseas employee on retained grade, I can only exercise my priority placement consideration to activities within the commuting area of my current assigned installation.
2. \_\_\_\_ I understand that I must be able to complete 1 year of service prior to the expiration of my tour or 1-year of service prior to the expiration of the 5-year limitation on overseas employment.

### HUMAN RESOURCES OFFICE (HRO) CONTACT INFORMATION

1. Name of Assigned Installation \_\_\_\_\_
2. HRO Phone number \_\_\_\_\_
3. \_\_\_\_ I understand that I must keep my current servicing HRO apprised of any changes to my status as a retained grade candidate.

### CERTIFICATION STATEMENT

I, \_\_\_\_\_, certify that I have read and understand the information contained in this self-certification checklist and that my responses are accurate and truthful.

**SIGNATURE:**

**DATE:** (YYYYMMDD)

### Documents required to be submitted with application:

Note: DoD agencies may require documentation in addition to those items listed below. Please refer to the announcement to ensure all required documentation is submitted with your application. A new self-certification checklist must be submitted with each application. It is highly recommended that you save a copy of all required documents to your USAJOBS account in order to facilitate applying to multiple positions.

- o Notification of RIF or reclassification change to lower grade
- o Notification of Personnel Standard Form-50 Nature of action: Position Change effecting the change to lower grade
- o Retained Grade PPP Self-Certification Checklist