



Department of Defense INSTRUCTION

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Incorporating Change 8, January 16, 2020

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP)

References: See Enclosure 1

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. This Volume of this Instruction implements DoD Directive 1400.25 (Reference (a)), delegates authority, and assigns specific overall responsibility for the DoD PPP for civilian employees.

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter collectively referred to as the "DoD Components").

3. POLICY. It is DoD policy that:

a. Adverse effects on employees caused by certain employment actions will be mitigated to the extent possible through the DoD PPP. Such employment actions include, but are not limited to:

- (1) Reductions in force (RIF).
- (2) Position classification decisions.

(3) Separation due to declining relocation outside of the commuting area.

b. The PPP is the primary means for placing employees who have been adversely affected by these employment actions. DoD Component heads will not establish duplicate programs.

c. The PPP provides career transition assistance to individuals who are eligible for priority placement as prescribed in the Department of Defense Priority Placement Program (PPP) Handbook (referred to in this issuance as “the Handbook.” PPP eligibility may not be offered as a means to settle complaints, grievances, or appeals.

d. Except for positions in the Senior Executive Service and equivalent senior positions, all DoD civilian appropriated fund positions, including all positions in civilian pay systems established under the authority of the Secretary of Defense, are subject to the PPP unless specifically excepted in the Handbook, or by the USD(P&R) through an exception to policy. The Handbook will be updated immediately after any exception to policy is granted by the USD(P&R) to reflect the exception.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES.

a. Procedures for the PPP are contained in the Handbook, available at https://www.dcpas.osd.mil/Content/documents/EC/PPP_Handbook_112019.pdf.

b. The Deputy Assistant Secretary of Defense for Civilian Personnel Policy will ensure all changes to PPP procedures are published in the Handbook. A change in procedure is not effective until it is published in the Handbook.

6. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the DoD Issuances Web Site at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 8. The change to this volume corrects the website URL for the Handbook.

8. EFFECTIVE DATE. This Volume is effective immediately.

Change 8 (Administrative) Approved by:
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REFERENCES

- (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (b) Deputy Secretary of Defense Memorandum, "Streamlining the DoD Priority Placement Program," February 25, 2019

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) is authorized to prescribe PPP procedures. The USD(P&R) may delegate, in writing and no lower than to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, the authority to establish, revise, and publish PPP procedures in the Handbook.

2. CIVILIAN PERSONNEL OFFICES/HUMAN RESOURCES OFFICES (CPOs/HROs). CPOs/HROs or regional service centers and their on-site customer support units shall administer the PPP at their installations and for all functions or installations they support. In this regard, they shall provide PPP counseling to employees as necessary; accomplish proper registration of eligible employees; ensure proper clearance of all personnel actions subject to the PPP; accomplish placement actions and program action reports; ensure that CPO/HRO staff members have received mandatory PPP training; and inform commanders and key managers of program requirements and their associated responsibilities.

3. SECRETARIES OF THE MILITARY DEPARTMENTS; DIRECTOR, DEFENSE LOGISTICS AGENCY; AND CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE. The Secretaries of the Military Departments; the Director, Defense Logistics Agency; and the Chief Management Officer of the Department of Defense (representing the remaining DoD Components), shall designate one Component Coordinator each. Each Component Coordinator shall designate regional component coordinators and overseas liaison coordinators to assist in ensuring efficient operation of the PPP.

4. COMMANDERS OR HEADS OF INSTALLATIONS RESPONSIBLE FOR THE CPO/HRO FUNCTION. Commanders or heads of installations organizationally responsible for the CPO/HRO function at each installation shall issue a timely written support statement for the DoD PPP and ensure that all managers, supervisors, and staff officials comply with the policy and procedures of the PPP. A CPO/HRO may obtain additional support statements from the appropriate commander or heads of other supported organizations.