



DoD INSTRUCTION 1400.25, VOLUME 1800

DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: DoD PRIORITY PLACEMENT PROGRAM

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Approved by:	Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

Purpose: This instruction is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5124.02:

- This instruction establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the DoD.
- This volume:
 - Establishes policy, delegates authority, assigns responsibilities, and provides procedures for the Priority Placement Program (PPP) for DoD civilian employees and others eligible for priority placement, in accordance with DoD Directive 1400.25.
 - Authorizes the DoD to operate the PPP as an alternate placement program to the Career Transition Assistance Plan, in accordance with Subpart 330.601(c) of Title 5, Code of Federal Regulations.
 - Authorizes the DoD PPP Handbook (referred to in this volume as the "PPP Handbook").

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance:

a. 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Does not apply to:

- (1) The Defense Intelligence Agency.
- (2) The National Security Agency/Central Security Service.
- (3) The National-Geospatial Intelligence Agency.
- (4) The National Reconnaissance Office.
- (5) The White House Military Office.
- (6) The Air Force Intelligence.
- (7) Nonappropriated fund instrumentalities.

1.2. POLICY.

a. The DoD primarily uses the PPP to offer alternative employment opportunities and placement within the DoD to employees adversely affected by employment actions including, but not limited to:

- (1) Reductions in force.
- (2) Position classification decisions.
- (3) Separation due to declining relocation outside of the commuting area.

b. DoD Components will not establish duplicate programs.

c. The PPP provides career transition assistance to individuals who are eligible for priority placement as prescribed in the PPP Handbook. PPP eligibility may not be offered to settle complaints, grievances, or appeals.

d. 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 except:

(1) Positions in the Senior Executive Service and equivalent senior positions.

(2) When specified in the PPP Handbook, or by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) through an exception to policy. The PPP Handbook will be updated accordingly after the USD(P&R) grants such exception to policy.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.

Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Manpower and Reserve Affairs has overall responsibility for the development of DoD civilian personnel policy covered by this volume.

2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)).

Under the authority, direction, and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs, the DASD(CPP) supports the development of civilian personnel policy covered by this volume and monitors its execution by the DoD Components, ensuring consistent implementation and application throughout the DoD.

2.3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity provides support to the DASD(CPP), as appropriate, in the execution of the duties and responsibilities in this volume.

2.4. SECRETARIES OF THE MILITARY DEPARTMENTS; DIRECTOR, DEFENSE LOGISTICS AGENCY; AND DIRECTOR OF ADMINISTRATION AND MANAGEMENT.

The Secretaries of the Military Departments; the Director, Defense Logistics Agency; and the Director of Administration and Management (representing the remaining DoD Components) support the program within their DoD Component and each designate one PPP Component coordinator. The PPP Component coordinators may designate PPP action officers, regional PPP coordinators, and overseas liaison PPP coordinators, as appropriate, to help ensure efficient operation of the PPP.

SECTION 3: PROCEDURES

3.1. GENERAL INFORMATION.

- a. The authority to establish, revise, and publish PPP procedures in the PPP Handbook is delegated to the DASD(CPP), cannot be delegated further, and must be submitted in writing.
- b. Procedures for the PPP are contained in the PPP Handbook.
- c. The DASD(CPP) approves all changes to PPP procedures and ensures they are published in the PPP Handbook. A change is not effective until it is published in the PPP Handbook.

3.2. COMMANDERS OR HEADS OF INSTALLATIONS RESPONSIBLE FOR THE HUMAN RESOURCES OFFICE (HRO) FUNCTION.

Commanders or heads of installations organizationally responsible for the HRO function at each installation will issue a written support statement for the DoD PPP every 3 years at their respective installations and ensure all managers, supervisors, and staff officials comply with this volume and the PPP Handbook.

3.3. DOD HROS.

DoD HROs or regional service centers and their on-site customer support units will administer the PPP at their activities and other activities they support across DoD Component lines in accordance with the PPP Handbook.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
HRO	human resources office
PPP	Priority Placement Program
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
civilian appropriated fund positions	DoD positions funded by Congress that apply to a wide variety of career fields (e.g., human services, education training, public affairs, office administration, contract administration and procurement, skilled labor, engineering, and intelligence).
PPP Handbook	A living document that describes the procedures for implementing the PPP.

REFERENCES

Code of Federal Regulations, Title 5, Subpart 330.601(c)

DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996

DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008

DoD Priority Placement Program (PPP) Handbook, November 2019