CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

References: (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

(c) Title 5, United States Code

(d) Title 5, Code of Federal Regulations

(e) Title 10, United States Code

(f) DoD Joint Travel Regulations

A. PURPOSE

This Handbook provides standard operating procedures for the Department of Defense (DoD) Priority Placement Program (PPP) as required under reference (a) and Volume 1800 of reference (b). It also delegates authority and assigns overall responsibility for administration of the PPP. The procedures in this Handbook shall be used by all DoD organizations to which the PPP applies.

B. APPLICABILITY

This Handbook applies to the Office of the Secretary of Defense (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, the DoD Field Activities, and all Defense organizations employing civilian appropriated fund personnel (hereafter collectively referred to as "DoD Components"). The Defense Intelligence Agency, the National Security Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office, the White House Military Office, and the positions realigned to the 16th Air Force that previously constituted the 25th Air Force, also known as Air Force Intelligence, are exempt from PPP requirements.

C. PROGRAM OVERVIEW

1. It is DoD policy under references (a) and (b) that 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, reductions in force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and separation due to declination of a transfer of function (TOF), transfer of work (TOW), or covered management-directed reassignment (MDR) outside the commuting area. The PPP is the primary means for implementing this policy throughout DoD. Additionally, other categories of individuals eligible for priority placement under the PPP will be afforded the opportunity to apply to vacancy

announcements as priority placement applicants. The DoD Components are not authorized to establish duplicative programs. However, within their current employing activity, employees identified under the Component's local priority procedures may take precedence over PPP candidates for priority placement.

2. The PPP is a two-tiered program that provides career placement assistance to individuals who are eligible for priority consideration. Some will exercise their priority status by virtue of registration and referral through the Automated Stopper and Referral System (ASARS) which automatically matches PPP registrants to DoD positions commensurate with their qualifications. Others will exercise their priority status by applying for positions on their own initiative through an application-based process and will be referred to as PPP applicants. The PPP consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own. These subprograms are referred to collectively in this Handbook as "the PPP." The principal program within the PPP is Program A, which applies primarily to displaced employees and certain returning overseas employees. The operating procedures for Program A also apply to all of the following programs unless specifically modified in the respective Chapters of this Handbook:

a. Procedures for Overseas Activities (Chapter 5);

b. Reserve Component Military Technician (RCMT) Placement Program (Chapter 11);

c. Defense Outplacement Referral System (DORS) (Chapter 12);

d. Department of the Army Family Member Placement Program (Chapter 13);

e. DoD Military Spouse Preference (MSP) Applicants (Chapter 14);

f. DoD Retained Grade Placement Program (Chapter 15);

g. Reserve Component Military Technician (RCMT) Disability Placement Program (Chapter 16);

h. Department of the Air Force Civilian Spouse Placement Program (Chapter 20).

3. For the purposes of the PPP, there are five DoD Components: Army, Navy, Air Force, DLA, and the Fourth Estate (comprised of OSD, Defense Agencies (except DLA) and Field Activities).

D. DEFINITIONS AND ACRONYM GUIDE

1. **A-Coded Activity**. An activity with an HRO that has PPP registration and requisitioning authority. This may also include an activity whose registration and requisitioning authority has been transferred to a regional or consolidated service center.

2. **Activity**. All organizations within a DoD Component that are in the same commuting area, OR all Component positions in a competitive area, regardless of

supporting HRO or location. Organizations with populations spread across multiple commuting areas, such as major commands and equivalent organizations, are not covered by this definition.

3. **Activity Code**. A four-character code (three digits and one alpha, e.g., 123A, 123B, etc.) used to identify DoD activities in the PPP for requisitioning and registration purposes.

4. **Administratively Determined (AD) Pay System**.

5. **Air Force Reserve (AFR)**.

6. **Application-Based Process**. The mechanism through which individuals not eligible to register in ASARS can exercise their priority placement status.

7. **Area of Consideration (AOC)**.

8. **Area of Referral (AOR)**. The geographic area that includes the activities for which an individual registers. It can be defined by activities, states, regions, or zones.

9. **Army Reserve (AR).**

10. **Automated Stopper and Referral System (ASARS)**. The centralized automated system through which programs covered under this Handbook are operated.

11. **ASARS Website.** Website used by DoD HROs to send and retrieve data required for the registration and referral of registrants and to disseminate operating guidance.

12. **Base Realignment and Closure (BRAC)**.

13. **Best Qualified (BQ)**. A best-qualified MSP is as qualified as the lowest ranking referable competitive candidate. In other words, if there is one or more BQ MSP applicant(s) who rank equal to or higher than competitive candidates for the same position, the MSP applicant(s) block the selection of a competitive candidate.

14. **Care Taker Work Force**. Cadre of temporary, term, or, if approved by the Component Coordinators, permanent employees that remain at a closed installation to perform security, maintenance, environmental, or other closure-related functions.

15. **Career Transition Assistance Plan (CTAP)**.

16. **Change to Lower Grade (CLG) (also called "Demotion" and "Reduction in Grade")**. Personnel action that moves an employee, while serving continuously in the same agency, to: (1) a position at a lower grade when both the old and new positions are under the General Schedule (GS) or under the same type graded wage schedule; or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

17. **Closure Bases**. Defense activities identified and approved for closure.

18. **Code of Federal Regulations (CFR)**.

19. **Commuting Area**. As defined in Subpart 351.203 of Title 5, CFR, local commuting area means the geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. In conjunction with this definition, when a registrant's commute expands beyond the local commuting area, the distance the individual commutes between the residence and duty station must be used in determining the commuting area for PPP registration purposes.

20. **Component Coordinator**. Official responsible for ensuring the proper operation of the PPP and associated programs within a DoD Component. There are five Component Coordinators: Army, Navy, Air Force, Defense Logistics Agency (DLA), and Washington Headquarters Services (WHS). WHS represents all Defense Agencies and Field Activities except DLA.

21. **Continental United States (CONUS)**.

22. **Defense Acquisition Corps (DAC)**.

23. **Defense Acquisition Workforce Improvement Act (DAWIA)**.

24. **Defense Civilian Intelligence Personnel System (DCIPS)**. Personnel system that covers positions in the intelligence communities of the Military Departments and Defense agencies. An interchange agreement allows, under certain circumstances, noncompetitive movement between competitive and excepted service positions.

25. **Defense Civilian Personnel Data System (DCPDS)**.

26. **Defense Logistics Agency (DLA)**.

27. **Defense Outplacement Referral System (DORS)**.

28. **Delegated Examining Unit (DEU)**.

29. **Demotion**. See "Change to Lower Grade (CLG)."

30. **Department of Defense Form 214 (DD 214)**. An official document issued at the time of discharge or separation from military service.

31. **Department of Defense Instruction (DoDI)**.

32. **Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD(CPP)**.

33. **Direct-Hire Authority (DHA)**.

34. **Disabled Veteran (DAV)**.

35. **Discontinued Service Retirement (DSR)**.

36. **Displaced Employee**. A DoD employee who is scheduled for involuntary separation by RIF, or separation due to declination of a TOF, TOW, or covered MDR outside the commuting area (if the employee is not on a mobility agreement).

37. **DoD ID Number**. A number assigned to a record in the Defense Enrollment and Eligibility Reporting System (DEERS) database. A unique DoD ID Number is assigned to every DoD civilian employee, active duty military member, reservist, and military dependent, and is used in lieu of the individual's Social Security number for identification purposes.

38. **Drug Testing Designated Position (DTDP)**.

39. **Electronic Data Interchange Personal Identifier (EDIPI)**. An individual's EDIPI is the same as his or her DoD ID Number.

40. **Executive Order (EO)**.

41. **Expedited Hiring Authority (EHA)**.

42. **Federal Wage System (FWS)**.

43. **File Maintenance Action**. Any change, addition, or deletion made to the information contained in an active PPP registration in ASARS. File maintenance actions are effected by submitting information/data via the ASARS website, and are processed nightly.

44. **Formal Training Program**. A command-, Component-, or agency-wide program of job-related classroom, web-based, and on-the-job instruction designed to prepare employees for the full performance level (FPL) of a career path. Such programs include structured training plans that stipulate the minimum requirements for progressing to each successive level of the career path. Although an individual training or development plan (ITP or IDP) is a fundamental element of formal training programs, an ITP or IDP, in and of itself, does not constitute a "program" for PPP purposes. A program is a systematic series of standardized procedures and requirements that overarches individual plans.

45. **Full Performance Level (FPL).**

46. **General Schedule (GS)**.

47. **Highly Qualified.** Candidates who possess the type and quality of experience that substantially exceeds the minimum qualifications of the position, including all selective placement factors and appropriate quality ranking factor(s) as determined by the job analysis. To be highly qualified, the candidates are considered by the Human Resources Office and the subject matter expert (selecting official) as being highly proficient in all the requirements of the job and can perform effectively in the position almost immediately or with a minimum amount of training and/or orientation.

48. **Human Resources Office (HRO)**. An office providing personnel servicing to a

DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.

49. **Information Assurance Scholarship Program (IASP)**.

50. **Interagency Career Transition Assistance Plan (ICTAP)**.

51. **Job Exchange**. Process through which an employee at a closing activity exchanges jobs with an employee at an activity not affected by RIF or closure.

52. **Job Opportunity Announcement (JOA)**.

53. **Joint Travel Regulations (JTR)**. DoD regulation implementing Chapter 57 of reference (d), which defines travel and transportation entitlements for civilian employees.

54. **Last Earned Rate**. This rule is also known as the maximum payable rate (MPR) rule. The last earned rate preserves the PPP candidate's pay from the last permanent position held. Pay is set at the lowest step in the new grade that is equal to or greater than the last earned permanent rate of basic pay without exceeding the maximum step of the grade.

55. **Leave Without Pay (LWOP).**

56. **Management-Directed Reassignment (MDR)**. The reassignment of an employee as directed or initiated by a manager/supervisor to a position without known promotion potential. A reassignment initiated by an employee's request is not an MDR.

57. **Mandatory Registration**. The required registration of an employee in ASARS.

58. **Mandatory Retirement Age (MRA)**.

59. **Military Reserve (MR)**.

60. **Military Spouse Preference (MSP)**. A statutory entitlement established under Section 1784 of Title 10, U.S.C. which affords priority placement to spouses of active duty military members of the U.S. Armed Forces (including the Coast Guard and full-time National Guard and Reserve) who relocate to accompany their sponsor on a permanent change of station (PCS) move.

61. **Military Spouse Preference Applicant (MSP applicant)**. A spouse who exercises their priority status through the application-based process.

62. **Military Technician (MT)**.

63. **Minimum Retirement Age (MRA).**

64. **Mobility Agreement**. An agreement signed by an employee as a condition of employment that the employee, at the discretion of management, is subject to change of permanent duty station under the terms of an established civilian mobility program.

65. **National Guard (NG)**.

66. **National Guard Technician (NGT)**.

67. **National Security Education Program (NSEP)**.

68. **Nonappropriated fund (NAF)**.

69. **Non-Dual Status Technician (NDST)**.

70. **NOA**. NOA has two meanings as it pertains to this Handbook: Nature of Action, and No Option Applicable.

71. **Nondisplaced Overseas (NDOS) Registrant**. An employee satisfactorily completing a tour of duty (or, in some cases, the equivalent of a tour) in an overseas area who is not affected by RIF or TOF and does not have return rights, as well as, overseas employees whose returns rights position has been abolished.

72. **Non-foreign**. States, commonwealths, territories, and possessions of the United States (U.S.) outside the 48 contiguous U.S. and any additional areas the Secretary of State designates as being within the scope of Part II of Executive Order (EO) 10000, as amended.

73. **Office of Personnel Management (OPM)**.

74. **Office of Workers' Compensation (OWCP)**.

75. **Official Personnel Folder (OPF)**.

76. **Option Code(s)**. Three-character alpha codes listed in Chapter 10, Appendix A and Appendix B. These codes are used to clarify qualifications of registrants and identify specific job requirements for vacancies being matched through ASARS.

77. **Overseas Liaison Officers**. Program officials who work under the general supervision of DoD Component Coordinators and are responsible for assisting activities in the U.S. with resolving problems and expediting the placement of overseas registrants.

78. **Overseas Theater**. One of two broad overseas areas used for PPP registration and program administration purposes. Overseas Theaters include the EUROPEAN (Europe, Western Asia, Africa, Azores, Iceland, and Bermuda), and PACIFIC (activities west of Hawaii, including Australia, Guam, Japan, Korea, Okinawa, and the Philippines).

79. **Pay Plans/Pay Systems**. Pay plans/pay systems used in PPP are AD, GS, WB, WG, WL, WS, and WT. Pay plans NOT used in the PPP matching and referral process include GG, GL, XF, XG, XH, WA, WO, WQ, WR, WU, and WY, as well as pay plans covered under other personnel systems and demonstration projects. Incumbents in educator positions in the TP pay schedule are ineligible for PPP registration.

80. **Permanent change of station (PCS)**.

81. **Personnel Office Identifier (POI)**.

82. **Point of Contact (POC)**.

83. **Presidential Management Fellows (PMF)**.

84. **Priority**. Numeric indicator denoting the order in which PPP candidates must be considered for vacancies, i.e., Priority 1 (P1), Priority 2 (P2), and Priority 3 (P3).

85. **Priority Placement Program (PPP)**. A two-tiered program that provides career placement assistance to individuals who are eligible for priority consideration. Some individuals exercise their priority status by virtue of registration and referral through ASARS which automatically matches them to DoD positions commensurate with their qualifications. Others exercise their priority status by applying for positions on their own initiative through an application-based process.

86**.** **PPP applicant**. An individual who exercises eligibility for priority placement through the application-based process.

87. **PPP candidate**. An individual eligible for priority placement through either the application-based process or via ASARS registration and referral.

88. **PPP registrant**. An individual who exercises eligibility for priority placement by virtue of registration and referral through ASARS.

89. **Priority Placement Support Branch (PPSB)**. Provides services for registrations, referrals, and placements through the PPP to ensure conformance with procedures delineated in this Handbook.

90. **Program A**. The foundational program of the automated PPP process that applies to employees affected by RIF, declination of a TOF, TOW, or covered MDR outside the commuting area, and return from overseas.

91. **Program C**. Air Force Reserve (AFR) Military Technician (MT) Program.

92. **Program D**. Army Reserve (AR) Military Technician (MT) Program.

93. **Program F**. Department of Army Family Member Placement Program.

94. **Program G**. Reserve Component Military Technician (RCMT) Disability Placement Program.

95. **Program K**. National Guard Technician (NGT) Program.

96. **Program N**. Department of the Air Force Civilian Spouse Placement Program.

97. **Program R**. DoD Retained Grade Placement Program.

98. **Program Z**. Defense Outplacement Referral System (DORS).

99. **Reduction in Force (RIF)**. The separation or downgrading action of a Federal government employee due to reorganization, lack of work, shortage of funds, insufficient personnel ceiling, or the exercise of certain reemployment or restoration rights.

100. **Reduction in Grade**. See "Change to Lower Grade (CLG)."

101. **Reemployment Priority List (RPL)**. The mechanism agencies use to give reemployment consideration to their former competitive service employees separated by RIF or fully recovered from a compensable injury after more than 1 year.

102. **Region**. One of ten broad geographic areas within the U.S. used for PPP registration and program administration purposes (see Chapter 7, Appendices B and D). Each region consists of two or more states.

103. **Regional Coordinators**. Designated Component officials who assist the WS Administrators and Component Coordinators in the proper operation of the PPP within specific geographical regions.

104. **Registering HRO**. An HRO responsible for determining employees' eligibility for PPP, and attendant counseling and registration in ASARS.

105. **Registrant Serial Number (RSN)**. An identification number automatically assigned by ASARS to each individual PPP registrant. The RSN is used to access the registrant's electronic records. Since ASARS associates the RSN with the registrant's EDIPI, the RSN will be the same each time an individual registers in the PPP.

106. **Remote Activity Code**. A location code used to identify positions that are not co-located with the requisitioning activity. Codes ending in "B," "C," "D," etc., are remote from a parent organization.

107. **Report Action Code (RAC)**. A two-digit entry (code) required in PPP when terminating registrations or documenting the disposition of referrals in ASARS.

108. **Request for Personnel Action (RPA)**.

109. **Reserve Component Military Technician (RCMT)**. RCMTs as defined in reference (e) include MR and NG members who are also Federal civilian employees and are required to maintain active MR or NG membership as a condition of employment. They provide administrative, training, and maintenance support on a full-time basis.

110. **Reserve Component Military Technician (RCMT) – Disability**. Former MR and NGTs receiving military disability annuities under Sections 8456 or 8337(h)(3) of Title 5, U.S.C. This group of RCMTs will be or have been separated due to a service-connected medical disability that disqualifies them from military membership or from holding their required military grade.

111. **Resume**. Individual registrant information that is sent to activities when an automated PPP match occurs.

112. **Retained Grade**. An employee under a covered pay system who is placed in a lower-graded position under the same or different covered pay system (e.g., as a result of RIF or when his or her position is reduced in grade as a result of a reclassification) and is entitled to retain the grade held immediately before the reduction for a period of 2 years.

113. **Rotating Shifts**. A work schedule that requires employees to continuously rotate from one shift to another at predetermined intervals (e.g., weekly, monthly, quarterly, etc.).

114. **Science, Math, and Research Technology (SMART)**.

115. **Senior Executive Service (SES)**.

116. **Service Computation Date (SCD)**.

117. **Servicing Office Identifier (SOI)**.

118. **Standard Form (SF) 50 (or SF-50)**. Notification of Personnel Action.

119. **Subject Matter Expert (SME)**. A person with bona fide expert knowledge about what it takes to perform a particular job. First-level supervisors, superior incumbents in the same or very similar positions, and other individuals can be used as SMEs if they have current and thorough knowledge of the job's requirements.

120. **Teacher Pay (TP)**.

121. **Temporary Employment Offer**. An offer of employment under a time-limited (including temporary and term) appointment.

122. **Top Secret (TS)/Sensitive Compartmented Information (SCI)**.

123. **Transfer of Function (TOF)**. A TOF takes place when a function ceases in one competitive area and moves to one or more other competitive areas that do not perform the function at the time of transfer.

124. **Transfer of Work (TOW)**. A TOW takes place when work ceases in one competitive area and moves to one or more other competitive areas that perform the same work at the time of transfer.

125. **USAJOBS**. A website that connects job seekers with Federal employment opportunities across the U.S. and around the world; the Federal government's official employment site.

126. **U.S. Department of Veterans Affairs (VA)**.

127. **Valid Offer**. For PPP registrants, an offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. Additionally, there must be no significant changes in working conditions or conditions of employment, to include certification requirements. For employees whose work schedule is less than full-time, the work schedule of the offered position must equal or

exceed the working hours of the individual's current position or the position last held prior to separation. Refer to Chapter 4, Section D.5.g. of this Handbook for offers tendered to registrants using the relaxation of the well-qualified standard.

128. **Veteran's Recruitment Appointment (VRA)**.

129. **Voluntary Separation Incentive Pay (VSIP)**.

130. **Wage Board (WB)**.

131. **Washington Headquarters Service (WHS)**.

132. **Well Qualified**. A well-qualified registrant possesses the knowledge, skills, and abilities to successfully perform the duties of the position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. This criterion cannot be met through education and training alone. The registrant must have actually applied the knowledge, skills, and abilities in the performance of current or past job assignments. A well-qualified registrant clearly exceeds the minimum qualification requirements for the position, but will not necessarily meet the applicable definition of "highly qualified" or "best qualified." If selective or quality ranking factors are used, they cannot be so restrictive that they run counter to the goal of placing PPP registrants. For example, it would normally be inappropriate to require experience gained in a single Component or using a specific automated data system to screen out registrants who are otherwise well qualified.

133. **Worker Trainee (WT)**.

134. **Workforce Shaping (WS) Administrators**. Program officials who manage the day-to-day operation of the PPP and associated programs under the direction of the Associate Director, Employment and Compensation, Defense Civilian Personnel Advisory Service (DCPAS). WS Administrators provide guidance, evaluate program administration, conduct formal training, provide instruction on operation of the program, approve exceptions, resolve disputes, investigate and direct corrective action, freeze specific vacancies, and apply area job freezes.

135. **Workforce Shaping Office (WSO)** (formerly known as Civilian Transition Programs (CTP) and the CARE Office). The office that administers programs and initiatives to assist managers, supervisors, and DoD civilian employees during workforce restructuring including, but not limited to, Voluntary Separation Incentive Pay (VSIP), unlimited leave accrual, outplacement subsidies, and the PPP.

136. **Zone**. One of four broad geographic areas within the U.S. used for PPP registration and program administration purposes (see Chapter 7, Appendices B and D). Each zone consists of two or more regions as defined in Section D.102. above.

E. RESPONSIBILITIES

1. The Under Secretary of Defense (Comptroller) shall provide implementing instructions to the DoD Components to ensure that specific financing is made available by

the Components to installation levels for severance pay, separation pay, and for travel and transportation expenses of DoD employees incident to relocation under the provisions of this Handbook.

2. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD (CPP)), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), shall provide policy direction; and designate officials for program implementation to provide overall program management, leadership, and direction.

3. The Chief Management Officer; the Secretaries of the Military Departments; and the Director, DLA , shall personally support the program within their Component and designate Component Coordinators who shall be responsible for assuring the efficient operation of the PPP.

4. The heads of DoD Components shall:

a. Conduct periodic installation/activity evaluations or surveys to ensure program compliance;

b. Ensure that necessary funds are set aside and available for severance pay, separation pay, and for payment of travel and transportation; and

c. Notify the Associate Director, Employment and Compensation, DCPAS, of the appointment of Regional Coordinators with responsibility for each of the DoD designated regions and, if required, Overseas Liaison Officers, to ensure the proper operation of the PPP within and between assigned activities.

5. The Director, Employment and Compensation, DCPAS, shall provide overall operational direction for the PPP in accordance with the policies in references (a) and (b). Under the direction of the Director, Employment and Compensation, DCPAS, the Associate Director, Employment and Compensation, DCPAS, shall provide overall management, administration, and automated support for the efficient operation and implementation of the program, serve as the principal point of contact for the PPP, and execute the following responsibilities through the WS Administrators:

a. Review and approve requests for case-by-case operational exceptions. Requests for command- and component-wide exceptions will be forwarded to the appropriate authority for approval.

b. Conduct periodic reviews, staff assistance visits, surveys, and training to ensure program compliance;

c. Investigate non-compliance with PPP policies and procedures and direct appropriate corrective action, including placement and restoration of pay, allowances, and differentials under provisions of Part 550.801-804 of reference (d);

d. Develop procedural guidance and resolve related program operational problems, such as qualifications disputes and AOR determinations; and

e. Place individual vacancies on hold and apply specific or area-wide job freezes to ensure proper consideration of PPP registrants.

6. DoD Component Coordinators are responsible for ensuring the proper operation of the PPP and related automated placement programs within their DoD Component, and providing assistance and advice to DoD Regional Coordinators and DoD Component activities. They shall:

a. Authorize the waiver of well-qualified P2 NDOS matches in accordance with Chapter 5, Section E. This authority applies up to the point of the extension of a PPP job offer. If a PPP job offer has been extended to the P2 NDOS registrant, WSO approval is required;

b. Authorize expanded AOR and extended periods of registration for overseas registrants;

c. Initiate corrective actions, including back pay; and

d. Settle qualification disputes as authorized in Chapter 4, Section D.6., and assist in resolving employee complaints.

7. DoD Regional Coordinators, under the direction of the Component and WS Administrators, are responsible for ensuring proper operation of the PPP in their respective regions or theaters and providing operational assistance and advice to activities. Specific responsibilities include:

a. Providing leadership, assistance, and technical direction regarding the PPP;

b. Participating in or conducting program evaluations or inquiries;

c. Budgeting for necessary travel expenses, including program conference participation;

d. Providing assistance in response to employee complaints; and

e. Resolving disputes and other operational problems as specified in this Handbook. Disputes involving the Regional Coordinator's own activity will be automatically elevated.

8. DoD Overseas Liaison Officers assist in resolving problems between U.S. and overseas activities and expediting placement of overseas registrants.

9. 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 and will:

a. Counsel employees eligible for priority placement consideration, as needed, to ensure they understand program policies, their options, and their responsibilities as PPP candidates.

b. Ensure proper clearance of all personnel actions subject to the PPP.

c. Accomplish placement actions and program action reports and maintain appropriate records as outlined in Section G.5. below.

d. Have a written standard operating procedure that assigns program responsibilities and specifies how the PPP will be administered at the local level in accordance with DoD PPP policy and operating guidance. As a minimum, the standard operating procedure:

(1) Outlines procedures for providing placement assistance to individuals who are eligible for priority placement status via ASARS, as well as, the application-based process.

(2) Provides internal audit procedures.

(3) Provides procedures for requisitioning and announcing positions to clear the PPP.

(4) Ensures proper consideration is afforded to PPP candidates.

e. Ensure that HRO staff members administering the PPP are thoroughly trained in the policies and procedures of the PPP and have taken PPP training. PPP training must be completed at least once every 3 years and may be supplemented by in-house PPP training.

f. Inform commanders and key managers of program requirements and their associated responsibilities.

11. Commanders or heads of activities organizationally responsible for the HRO function at each installation will issue to all subordinate supervisors, managers, and staff officials upon arrival and not later than every 3 years thereafter a written statement of support for the DoD PPP and ensure all recipients comply with the spirit, letter, and intent of this program. HROs may obtain additional statements of support from the heads of other serviced organizations.

F. PROGRAM ADMINISTRATION

As specified in Section E.5, above, the Associate Director, Employment and Compensation, DCPAS, manages the operation of the PPP through WS Administrators. The geographic and/or organizational jurisdiction of the WS Administrators shall be determined as necessary by the Associate Director.

G. BASIC REQUIREMENTS

1. The PPP operates through ASARS and the application-based process as covered in this Handbook. DoD activities must enter all covered actions into ASARS as soon as an RPA is received in the recruitment/staffing office, or once recruitment has begun in anticipation of the receipt of an RPA, whichever occurs first. Using the procedures in Chapter 4 of this Handbook, covered actions must be entered into ASARS for matching against individual PPP registrants. Additionally, HROs must advertise vacancies, as appropriate, to allow PPP applicants the opportunity to apply. Only individuals defined as eligible under this Handbook may receive priority placement status via the PPP.

2. Activities are not authorized to offer priority placement status through the PPP when negotiating the settlement of employee complaints, grievances, or appeals.

3. DoD activities may not grant any exceptions to the PPP other than those specifically authorized in this Handbook or approved by an appropriate official as stated in this Handbook.

4. Components and/or activities or their representatives may not enter into any agreements which conflict with or alter this Handbook.

5. The servicing HRO will maintain sufficient documentation to provide a clear audit trail of program actions showing that all appropriate requirements were met in accordance with this Handbook. Documentation required for releasing and gaining audit trails is specified in Chapter 3, Section L., and Chapter 4, Section G., respectively. The audit trails must be readily available to and retrievable by all personnel charged with PPP responsibility. This documentation must be maintained for 2 years after completion of the action.

CHAPTER 1

APPENDIX A

PPP HANDBOOK REVISION

A. REVISION PROCEDURES. Procedural changes supported by the PPP Advisory Council will be submitted by DCPAS to CPP for approval via a decision memorandum with proposed Handbook updates attached. All revision packages will be transmitted through the ASARS website. (A "new message" and program revision list will preempt system log-on. The linked list will provide access to the specific program documents. Installation coordinators are accountable for reviewing and using the policy and operating guidance contained in these documents and for providing this information to the appropriate human resources managers.) The PPP Handbook file on the ASARS website will be revised as of the date of any transmittal.

B. WSO RESPONSIBILITIES. PPSB, in coordination with appropriate DCPAS representatives, will revise ASARS website files as necessary. WSO will revise DCPAS external homepage files.

CHAPTER 2

RELATIONSHIP BETWEEN THE PRIORITY PLACEMENT PROGRAM (PPP) AND OTHER PROGRAMS

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CHAPTER 2

GENERAL INFORMATION

References: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, Volume 330, "DoD Civilian Personnel Management System, Reemployment Priority List (RPL)," November 13, 2017

A. PURPOSE

The purpose of this Chapter is to explain the relationship between the DoD PPP and other Federal placement programs.

B. GENERAL INFORMATION

The PPP is an administrative program governed by DoD policy and procedures. Although it is the primary vehicle for placing employees who have been adversely affected through no fault of their own, it does not supersede the statutory or regulatory rights of employees or former employees. Activity HROs should contact the WS Administrator for guidance when questions concerning the order of offers to PPP, RPL, or ICTAP registrants cannot be resolved.

C. REEMPLOYMENT PRIORITY LIST (RPL)

1. The RPL is a statutory program administered under the provisions of Part 330, Subpart B of reference (a) and Volume 330 of reference (b). Although it places restrictions on the filling of competitive service vacancies, it does not preclude the filling of vacancies by promotion, reassignment, or other position changes of current, permanent DoD employees. There are several exceptions to the RPL and its procedures differ significantly from the PPP. Activities must use references (a) and (b) to make the appropriate determinations. When HROs identify qualified RPL registrants, individuals with statutory reemployment rights or who are in the DoD PPP, offers for vacant position will be made in this order:

a. Individuals exercising restoration on reemployment rights

b. P1 and P2 (subject to involuntary separation) PPP registrants who are permanent competitive service employees and still employed by their respective DoD Component (See Section 3 of reference b for exceptions)

c. RPL registrants

d. All other P1, P2, P3 PPP registrants and PPP applicants (See Section 3 of reference b for exceptions)

2. Although employees who are scheduled for RIF separation may be eligible to register in both the PPP and the RPL, they should be advised that these are separate programs requiring separate registrations. Unlike the RPL, which is required by law and subject to government-wide regulations, the PPP is an independent outplacement program operated solely within the administrative authority of the Secretary of Defense. Since its policies and procedures were not designed to conform to RPL requirements, the PPP cannot and shall not be used as a substitute for the RPL.

D. CAREER TRANSITION ASSISTANCE PLAN (CTAP)

Under the provisions of Part 330, Subpart F of reference (a), the CTAP requires Federal agencies to establish placement programs for their own surplus and displaced employees. Except for reporting requirements, the CTAP does not apply to DoD. DoD is authorized to use the PPP to place its surplus and displaced employees.

E. INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP)

The ICTAP is a government-wide placement program operated under the provisions of Part 330, Subpart G, of reference (a). Although it does not take precedence over the PPP or the RPL, the ICTAP does apply to DoD, and activities must give placement consideration to displaced employees from other Federal agencies in accordance with Part 330, Subpart G, of reference (a). Under the ICTAP, eligible DoD employees can receive placement consideration for positions in other Federal agencies. However, they receive consideration for placement within DoD through the PPP and the RPL, not the ICTAP.

CHAPTER 3

REGISTRATION IN PROGRAM A

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CHAPTER 3

REGISTRATION IN PROGRAM A

References: (a) Public Law 104-106, "National Defense Authorization Act for Fiscal Year 1996," February 10, 1996

(b) Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990

(c) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

(d) Title 5, Code of Federal Regulations

(e) Defense Acquisition Workforce Improvement Act of 1990

(f) Title 10, United States Code

(g) "Agreement for the Movement of Personnel between the Civil Service System and the Defense Civilian Intelligence Personnel System (DCIPS) in the Department of Defense," February 13, 2019

A. PURPOSE

The PPP is a two-tiered program that provides career transition assistance to individuals who are eligible for priority placement. Some will exercise their priority status by virtue of registration and referral through ASARS, which automatically matches them to DoD positions that are commensurate with their qualifications. Others will exercise priority status by applying for positions on their own initiative through an application-based process. The purpose of this Chapter is to provide specific guidelines on registration in the DoD PPP via ASARS. THESE GUIDELINES ALSO APPLY TO ALL OTHER PROGRAMS EXCEPT AS MODIFIED BY THE RESPECTIVE CHAPTERS. Instructions for coding the ASARS Registration Format are in Chapter 7.

B. REGISTRATION ELIGIBILITY

1. **Basic Eligibility**. Program A applies to employees who are facing separation by RIF without an offer of continued permanent employment, and employees who are not serving under mobility agreements and have declined a TOF, TOW, or MDR outside their commuting area. Additionally, Program A applies to NDOS employees who are subject to the 5-year limitation on overseas employment but do not have return rights as well as, NDOS employees whose return rights position has been abolished and, after fulfilling all obligations under Section 1586(c) of Title 10, U.S.C., the U.S. Component or agency determines that the employee's return would initiate a RIF separation or demotion (see Chapter 5). Current employees who meet the following criteria may register in Program A:

a. **Type of Appointment**. Employees must be in one of the following categories:

(1) Serving on an appointment without time limitation in the competitive service and have career or career-conditional status;

(2) Serving on an appointment without time limitation in the excepted service with or without personal competitive status. This includes, but is not limited to, employees on VRA and special appointments for the disabled, DCIPS employees, and NGTs. It does not include employees in the Pathways Internship Program or Recent Graduates who have not converted to a career conditional appointment.

(3) Serving on a time-limited appointment following conversion from an appointment without time limitation in lieu of involuntary separation through no fault of their own. This does not include employees placed in time-limited positions without a change in tenure.

b. **Displacement Action**. Employees registering in Program A must be scheduled for:

(1) Involuntary separation or demotion by RIF (this does not apply to employees scheduled for involuntary separation under the provisions of Section 1034 of reference (a) as a result of volunteering for RIF);

(2) Separation due to declination of a TOF or TOW outside the commuting area when mobility is not a condition of employment;

(3) Separation due to declination of a part-time position at the same or lower grade that was offered in lieu of RIF separation, or after declination of a TOF out of the commuting area as prescribed in Section B.1.b.(2) above (applies to full-time employees only);

(4) A reduction in work hours due to an offer of a part-time position at the same or lower grade that was offered in lieu of RIF separation, or after declination of a TOF outside the commuting area as prescribed in Section B.1.b.(2) above (applies to full-time employees only);

(5) A reduction in work hours for a part-time employee as a result of a RIF offer of a position with fewer hours than the employee's current position;

(6) Separation due to declination of a reassignment under RIF, including MDR to a vacant position, provided the position is outside the commuting area but within the same competitive area, and mobility is not a condition of employment;

(7) Separation due to declination of an MDR outside the commuting area when all of the following conditions are met:

(a) The reassignment is directly related to reorganization, realignment, consolidation, downsizing, or base closure;

(b) The action is due to a TOW and, in the absence of the MDR, the activity would conduct a RIF;

(c) The position occupied by the employee at the time of the proposed reassignment is abolished or scheduled for imminent abolishment or relocation out of the commuting area; and,

(d) The employee is not on a mobility agreement, does not occupy a position where the position description requires mobility, and mobility is not a condition of employment; or

(8) An involuntary furlough of 6 months or more.

Eligibility for the programs identified in Chapter 1, Section C.2., is explained in their respective Chapters.

c. **Commuting Area**. For the purpose of Sections B.1.b.(2), (3), (4), (6), and (7) above, the term "commuting area" is synonymous with "local commuting area" as defined in Part 351.203 of reference (d). When employees decline offers at sites that are geographically separated from their current duty stations, the registering activity, agency, or Component is responsible for applying this definition to determine whether the employees are eligible to register.

2. **Other Eligibility**. If otherwise eligible, the following employees may also register:

a. Employees who file for DSR or Minimum Retirement Age (MRA) +10 AFTER receipt of a specific RIF separation notice, written declination of a TOF out of the commuting area, or written declination of an MDR under Section B.1.b.(7) above, provided that registration precedes the date of retirement. This includes employees eligible for optional retirement who elect to file for DSR.

b. Employees who resign after receipt of a specific RIF separation or provided they register before the effective date of the resignation.

c. Employees who resign after receipt of a separation notice for declining a TOF or MDR out of the commuting area (not for cause).

d. Spouses of P1 or P2 displaced PPP registrants who relocate to accept a PPP offer by PCS, and spouses of DoD employees who accept a TOF, MDR under Section B.1.b.(7) above, or an offer to relocate with their work outside of their commuting area. This does not include spouses of employees who relocate at their own request or to satisfy the terms of a mobility agreement. Eligible spouses may be registered by their own servicing activity as P3 for DoD activities in the commuting area of their sponsor's new duty station, provided the spouse:

(1) Is a DoD civilian employee in an appropriated fund position on a non-temporary appointment in the competitive or excepted service on the date of the sponsor's

PCS to the new duty location;

(2) Resided in the same commuting area as the sponsor prior to the sponsor's move;

(3) Is covered under the sponsor's PCS orders; and

(4) Furnishes the sponsor's PCS orders or written certification showing the sponsor's reporting date to the new duty location. Registration may not begin earlier than 30 days prior to the sponsor's reporting date and the total registration period may not exceed 1 year. Spouses who do not initially relocate with their sponsors cannot register until they are actually residing in the commuting area of the sponsor's new duty station. Such registration does not entitle the spouse to retained grade, retained pay, or to relocation expenses under the JTR.

e. As an alternative to the provisions in Chapter 14, Section C.2.d, military spouses with sponsors on unaccompanied tours may relocate to their home of record or other alternative destination in the U.S. or its territories or possessions as reflected on the sponsor's PCS orders. Since MSP applies only within the geographic area of the sponsor's permanent duty stations, spouses who elect this option are not entitled to MSP. Instead they may register as a civilian spouse in Program A with standard P3 status and in accordance with standard Program A procedures for activities in their commuting area. Spouses whose only appointability is under 5 CFR 315.612 are ineligible for this provision. The policies and procedures in Chapter 14 are not applicable except as follows:

(1) Spouses must provide the registering HRO a copy of their sponsor's unaccompanied tour orders; and

(2) Military spouses with less than 6 months remaining in the area may be non-selected for permanent positions.

3. **Resume Requirement**

a. Prospective registrants must submit a complete, current, and accurate resume for the registering HRO to upload with their PPP registration. Unless the Component imposes standardized procedures, the required format of the resume shall be determined by the HRO. The resume must include sufficient information to fully describe the registrant's qualifications for all skills included on the registration. Failure or refusal to submit a proper resume renders the individual ineligible for voluntary registration. Refer to Section I.3. below for further guidance concerning resumes for mandatory registrants.

b. Narrative resumes must not contain any information that is not relevant to the employee's experience, education, or training. This includes, but is not limited to, age or date of birth, marital status, race or ethnic group, service computation date, veteran's preference, medical or health-related information, etc. Registrants should be instructed to omit such information from their resumes in addition to their Social Security number, and the registering HRO must ensure compliance prior to uploading the resumes.

c. The registering HRO must format and upload narrative resumes in accordance with procedures prescribed by PPSB in ASARS Message FY-06-27 and any subsequent instructions.

C. REGISTRATION INELIGIBILITY

Employees in the following categories are ineligible to register, and if previously registered, their registrations must be deleted.

1. Employees separated or scheduled for separation as a result of volunteering for RIF under the provisions of Section 1034 of reference (a).

2. Employees who apply for optional retirement at any time.

3. Employees who apply for DSR prior to receipt of:

a. A specific RIF separation notice; or

b. A specific notice of separation due to declining relocation outside the commuting area incident to TOF, TOW, or MDR.

4. Employees who apply for disability retirement at any time. If the disability retirement is disapproved, the employee may be registered or re-registered accordingly for any time remaining on their 1-year registration eligibility period.

5. Reemployed annuitants.

6. NAF employees.

7. Employees on temporary or term appointments (except for those registered on the basis of EO 12721 (reference (b) eligibility as discussed in Chapter 5) *and* overseas limited appointments.

8. Employees who accept part-time or temporary Federal employment outside their commuting area and have their household goods moved at government expense.

9. Employees in Law Clerk, GS-904, Attorney, GS-905, and Patent Attorney, GS-1222, positions who wish to register solely for these series, all of which are exempt from the PPP.

10. Employees who decline MDRs that do not meet all of the conditions in Section B.1.b.(7) above.

11. Employees who decline a TOF at their current grade to a location in the commuting area.

12. Employees who are temporarily unavailable for work. Registration is not permitted during periods when the individual could not report for duty within the standard reporting time prescribed in Chapter 4, Section D.7.i. This does not apply to employees otherwise eligible for registration whose employment benefits are protected by Part 353 of reference (d). If non-availability is due to physical incapacitation, the registrant is ineligible until released for duty by the appropriate medical authority. Employees with permanent disabilities that have been, or can be, reasonably accommodated may register if otherwise eligible and available for work.

13. Employees whose application for VSIP has been approved.

14. Employees in the SES and other pay systems in which positions are classified above the GS-15 level.

15. Employees in the Pathways Internship Program or Recent Graduates Program.

16. Employees who accept pre-identified key and critical positions at closing bases and sign a mobility agreement that guarantees follow-on placement.

17. Employees whose performance is less than fully successful or conduct that is less than satisfactory. Prior to the employee's registration in PPP, the current supervisor must certify in writing that there are no known performance or conduct problems, and that if any performance or conduct problems occur during the registration period, the supervisor will immediately notify the HRO. In addition to the supervisory certification, the registrant's most recent rating of record must have been fully successful (Level 3) or above. Employees who do not meet this standard are ineligible to register until they receive a qualifying rating of record. The supervisor's signed statement (Appendix A, "Supervisory Certification of Performance and Conduct") and documentation of the registrant's current rating of record shall be kept in the registrant's PPP folder.

a. An employee whose performance or conduct is in question is considered to be less than fully successful for registration and/or placement purposes. In the case of performance or conduct problems, regardless of whether the registering activity initiates formal performance-based or other disciplinary action, eligibility will be withheld for a documented period of time to ensure that the necessary corrective measures have had their intended effect. This period will vary based on the nature of the performance or conduct deficiency, the relationship between the deficiency and the types of positions for which the employee would be registered, and the employee's past performance and conduct. Registration will be permitted after this period if the employee has demonstrated fully successful performance and/or satisfactory conduct and is otherwise still eligible, and if the registering activity is reasonably assured that the deficiency has been resolved.

b. For purposes of determining PPP eligibility in accordance with this section, the following are considered to be conduct problems:

(1) Attendance deficiencies such as recurring tardiness or unexcused absence, or abuse of sick leave;

(2) Conduct on or off the job that could render the employee unsuitable for Federal employment under the criteria in Part 731.202 of reference (d); and

(3) Any other conduct or behavior that adversely affects the productivity and efficiency of the organization and could potentially require disciplinary action.

c. Activities must ensure that an employee's performance and conduct are acceptable prior to registration and throughout the registration period using all available sources of official information. This includes, but is not limited to, the employee's OPF, current performance rating, and PPP registration checklist. Coordination with the supporting employee relations office is crucial to proper registration decisions. Uninformed or improper decisions in this area by the registering activity may necessitate corrective action that may include, but is not limited to, liability for all PCS costs to return the registrant to the former duty station. Regional, Component, and WS Administrators should be consulted in difficult cases.

18. Employees in pay-banded systems with RIF offers to a lower pay band, when the equivalent grade of the offer in the new pay band is the same as the "exit grade" from the current pay band. This may occur when different pay bands overlap, i.e., cover one or more of the same grades.

19. Employees in the following types of educator positions, all of which are exempt from PPP requisitioning requirements:

a. Academic faculty positions under AD pay schedules at DoD post-secondary academic institutions; and

b. Educator positions under the TP pay schedule at DoD Dependents Schools and those under AD pay schedules at DoD Domestic Dependent Elementary and Secondary Schools.

20. Voluntary registrants who fail or refuse to submit resumes as required in Section B.3., above.

21. Registrants who overstate or misrepresent experience, education, or training on their resumes in order to enhance their placement opportunities.

22. Registrants who understate or misrepresent experience, education, or training on their resumes or include any other information for the purpose of minimizing the likelihood of receiving job offers as a result of mandatory registration or registration as an NDOS employee. Additional guidance for mandatory registrants and NDOS registrants is provided in Section I.3. of this Chapter, and Chapter 5, Section C., respectively.

D. REGISTRATION PERIOD

Employees become eligible to register when they receive a specific RIF notice of separation or demotion; a specific notice of separation as a result of their written declination

of an official RIF reassignment or demotion out of the commuting area; or a specific notice of separation resulting from written declination of a TOF, TOW, or a covered MDR out of the commuting area. Employees must register while still employed.

1. **Early registration**. Local commanders and heads of activities may approve early registration (i.e., registration in advance of a formal separation or CLG notice period) for employees expected to be adversely affected up to 1 year prior to the effective date of closure, realignment, RIF, TOF, or TOW. The Associate Director, Employment and Compensation, DCPAS, may grant up to 1 additional year at the request of the activity. All of the following conditions must be met before early registration may be authorized:

a. Employees may not register unless they are scheduled to be adversely affected by RIF, or by declination of reassignment, TOF, or TOW outside the commuting area. If registration is based on the declination of an offer, the employee must have signed a statement declining the assignment.

b. The referral priority of each individual registrant must be determined.

c. The timing may not conflict with any registration dates set by a higher headquarters within the Component, e.g., those contained in the approved reduction or realignment plan.

d. Registration must be offered to all similarly affected employees.

2. **Termination of Registration**

a. The following eligible employees remain registered until they are placed, decline a valid offer, are otherwise deleted, or until 12 months after the effective date of separation from the permanent position, whichever occurs first:

(1) Employees scheduled for separation.

(2) Employees who file for DSR.

(3) Employees who resign after receiving a specific RIF notice.

(4) Employees who accept a time-limited appointment not requiring a PCS move.

b. Employees entitled to severance pay who decline a valid offer during the notice period remain registered in Program A unless the offer meets the definition of a reasonable offer under Part 550 of reference (d) for the purpose of terminating their entitlement to severance pay. However, after the declination, their registration is limited to all DoD activities in their commuting area. During mandatory registration, they must be registered for their current grade and down two grades or pay levels.

c. In addition, the following registrants must be deleted immediately:

(1) Employees who are registered under early registration procedures and resign prior to receipt of a specific RIF notice.

(2) Registrants who decline a valid offer during the early registration period. When specific separation notices are issued, these employees will be re-registered ONLY IF ENTITLED TO SEVERANCE PAY. When mandatorily re-registered, they will be limited to positions at their current grade and down two grades or pay levels for all DoD activities in the commuting area (see Section I.1. below). They may not expand their AOR.

(3) Registrants who accept permanent positions in any Federal agency, service, or government corporation (e.g., DoD NAF activity, U.S. Postal Service, FDIC, TVA, etc.).

(4) Registrants who accept temporary or term positions in any Federal agency when PCS costs are reimbursed.

(5) Employees who accept a RIF CLG offer, as of the effective date of the position change. However, those employees who are in receipt of retained grade benefits must be immediately registered in Program R (see Chapter 15).

d. **Report Actions**. Using the procedures in Chapter 9, registering activities must immediately notify PPSB via the ASARS website of all placements, declinations, or other actions that serve to remove a registrant from the program.

E. REFERRAL PRIORITIES

Eligible employees are registered and referred for placement using one of the priorities described below. The priorities are determined by the severity of the action that serves as the basis for registration eligibility. Employees who resign during the RIF notice period remain eligible based on the projected RIF action priority, unless they meet one of the conditions for termination of eligibility identified in Section D.2. above. Employees who are affected by simultaneous TOF and RIF actions are assigned the highest priority to which entitled. However, otherwise eligible registrants who decline a TOF but are separated through RIF under Part 351.302(e) of reference (d) remain P2 under the PPP.

1. **P1**: Employees scheduled for RIF separation:

a. As long as they have not received an offer of continued DoD employment, regardless of grade or location; or

b. As long as they have not had any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or TOW. In this scenario, RIF separation could be averted by volunteering for relocation, and employees who have such opportunities cannot be afforded the same priority as employees who are being separated with no options for continued employment.

2. **P2**

a. Employees who are scheduled for separation due to:

(1) Written declination of TOF or TOW outside their commuting area; or

(2) Declining any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or TOW, even when such employees are separated by RIF (see Section E.1.b. above).

b. Employees scheduled for separation based on declination of an MDR outside the commuting area under the conditions in Section B.1.b.(7) above.

c. RCMTs registering in Programs C, D, and K (see Chapter 11). These registrants are considered after other P1 and P2 referrals.

d. RCMTs registering in Program G on the basis of combat-related disabilities (see Chapter 16).

e. NDOS employees successfully completing a standard tour or tour extension, provided they do not have return rights. Employees in this category are referred as P2 within their own Component.

f. NDOS employees successfully completing a standard tour or tour extension with return rights to a position that has been abolished, provided the employee's return would initiate a RIF at the U.S. activity and result in an involuntary separation and/or demotion. These registrants are referred as P2 to all Components.

3. **P3**

a. Employees scheduled for RIF demotion within the same commuting area, or employees facing separation based on declination of such an offer.

b. Employees scheduled for a reduction in work hours based on an offer of a part-time position (same or lower grade) made under or in lieu of RIF separation or after declination of a TOF.

c. NDOS employees completing one or more overseas tours provided they do not have return rights. Employees in this category are P3 when referred outside their own Component.

d. NDOS family member employees (see Chapter 5).

e. Army family members (see Chapter 13).

f. Employees registering in Program R (see Chapter 15).

g. DoD civilian spouses eligible under Section B.2.d. above.

h. RCMTs registering in Program G on the basis of service-connected disabilities that are not combat-related (see Chapter 16). These registrants are considered after all other P1, P2, and P3 referrals.

i. Air Force civilian spouses (see Chapter 20).

F. REGISTRATION GRADES AND PAY SYSTEMS

1. Highest registration grades

a. Within their current pay system, employees may register for the highest grade that does not exceed their current permanent grade or, if applicable, their retained grade. They may not register for grades to which temporarily promoted or for higher grades previously held on a permanent basis. When registering for positions outside of their current pay systems, the highest registration grade is the grade with the representative rate that is NEAREST TO BUT NOT EXCEEDING the representative rate of the employee's current permanent or retained grade.

(1) **Example 1**. Based on prior experience as an electronics mechanic foreman, a GS-856-11 employee requests registration for WS-2604 positions. The representative rate for GS-11, the highest grade for which he is registered in his own pay system is $30.81 (including locality). The FWS rate schedule for his wage area shows that the two nearest WS representative rates are WS-7, with a rate of $30.37, and WS-8, with a rate of $31.51. Since the WS-8 rate is higher than the GS-11 representative rate, the employee cannot register higher than WS-7.

(2) **Example 2**. A WG-4749-10 employee wants to also register for WL-4749 positions. In her wage area, the representative rate for WG-10 is $20.84. The two WL grades with representative rates nearest the WG-10 representative rate are WL-8 with a rate of $20.21, and WL-9, with a rate of $21.60. Since the WL-9 rate is higher than the WG-10 representative rate, the employee cannot register higher than WL-8.

b. **Excepted Service Employees with Competitive Status**. Excepted service employees, not including DCIPS employees, who have personal competitive status may choose to register either:

(1) For excepted service positions at grades no higher than their current permanent excepted grade; or,

(2) For competitive AND excepted service positions at grades no higher than the highest grade for which they may be reinstated in the competitive service, not to exceed their current permanent excepted grade.

c. **Excepted Service Employees without Competitive Status**. Excepted service employees, not including DCIPS employees, without personal competitive status may register no higher than their current permanent grade for other excepted service positions only.

d. **DCIPS Employees.** DCIPS employees with personal competitive status and those who are appointable under reference (g) may register for competitive AND excepted service positions no higher than their current permanent DCIPS grade.

d. **NGTs**. Technicians with personal competitive status and those with competitive service appointment eligibility as specified in Chapter 11, Section B.1.c, who are eligible for registration in Program A due to a displacement action may register for competitive and excepted service positions no higher than their current permanent grade. Other NGTs may register only for excepted service positions.

e. **Pay-Banded Systems**. The highest registration grade for an employee in a pay-banded system is the employee's "exit grade" from the current pay band. This grade shall be determined according to the procedures that normally apply to employees who exit the pay-banded system.

2. **Lowest Registration Grades Within the Same Pay System**

a. **GS Employees and Employees Registering with Equivalent GS Grades**. When registering for GS occupational series, GS employees and employees in pay-banded systems registering with equivalent GS grades may register down to and including three GS grades below their current permanent or retained grade. For employees in pay-banded systems registering in accordance with Section F.1.e. above, the "exit grade" is considered to be the current permanent grade. Exceptions to the three-grade limit are as follows:

(1) GS-9 and GS-11 employees in two-grade interval jobs may register for any two-grade interval position for which well qualified up to four grades below their current grade (e.g., a GS-11 may register down to a GS-7). When these employees register for one-grade interval positions or series in other pay systems, the three-grade limitation still applies.

(2) Employees may not register for any grade at or below the grade of a position offered under RIF (even if they decline the position and are facing separation) or to which they have reemployment rights. However, full-time employees who decline offers of part-time positions in lieu of RIF may register three grades below their current permanent grade, regardless of the grade of the part-time position.

(3) Employees facing demotion as a result of RIF or acceptance of a functional transfer offer may register for the equivalent of three GS grades below their current grade, down to, but not including, the grade of the position they are being offered.

b. **FWS Employees**. When registering for series within the same FWS pay system, employees may register down to and including five grades below their current grade.

(1) Employees may not register for any grade at or below the grade of a position offered under RIF (even if they decline the position and are facing separation) or to which they have reemployment rights. However, full-time employees who decline offers of part-time positions in lieu of RIF may register five grades below their current permanent grade, regardless of the grade of the part-time position.

(2) Employees facing demotion as a result of RIF or acceptance of a functional transfer offer may register five grades below their current grade, down to, but not including, the grade of the position they are being offered.

3. **Lowest Registration Grades in other Pay Systems**. When employees register for positions in other pay systems, they may register down to and including the grade with the representative rate that is NEAREST TO BUT NOT LESS THAN the representative rate of the lowest grade for which they are registered in their own pay system.

a. **Example 1**. A GS-856-11 employee elects to register for GS-856 positions down to and including GS-9. Based on prior experience as an electronics mechanic foreman, the employee also requests registration for WS-2604 positions. The representative rate for GS-9, the lowest grade for which he is registered in his own pay system is $25.46 (including locality). The FWS rate schedule for his wage area shows that the two nearest WS representative rates are WS-3, with a rate of $25.31, and WS-4, with a rate of $26.60. Since the WS-3 rate is less than the GS-9 representative rate, the employee cannot register lower than WS-4.

b. **Example 2**. A WG-4749-10 employee registers down to WG-4749-8, and she wants to also register for WL-4749 positions. In her wage area, the representative rate for WG-8 is $18.38. The two WL grades with representative rates nearest the WG-8 representative rate are WL-6, with a rate of $17.51, and WL-7, with a rate of $18.85. Since the WL-6 rate is lower than the WG-8 representative rate, the employee cannot register lower than WL-7.

4. **Registration Grades for Displaced Employees who are in Grade Retention Status**

a. Employees who become eligible for registration in Program A while in retained-grade status may register for their retained grade up to their date of separation. After separation, the registration must be file maintained to reflect the permanent grade held immediately before separation.

b. Employees may register three GS grades (four GS grades under F.2.a. above) or five FWS grades below the retained grade or down to the grade of the employee's current position, whichever is lower. For example, an employee on retained grade of GS-12 currently assigned to a GS-5 position who is scheduled for separation may register, as a result of the subsequent RIF action, down to and including grade GS-5 even though it is more than three GS grades below GS-12.

c. Mandatory registrants entitled to severance pay who are also on retained grade and who restrict their geographic availability to the commuting area must register for their retained grade, two grades below the grade of their current position, and all intervening grades.

5. **Excluded Pay Plans**

a. The pay plans for Department of the Army floating plant (other than hopper dredge) positions (i.e., XF, XG, and XH) and those for lock and dam positions (i.e., WY, WO, and WA) will not be used in the PPP. Also excluded are the pay plans for aircraft, electronic, and optical instrument overhaul and repair positions in Puerto Rico (i.e., WU, WR, and WQ). When registering or requisitioning for these positions, use WG for positions covered by the XF, WY, and WU pay plans; WL for XG, WO, and WR; and WS for XH, WA, and WQ.

b. The GG, GL, and GM pay plans will not be used. When registering GG, GL, or GM employees or requisitioning for these positions, use the GS pay plan.

c. Demonstration project ("demo") pay plans (e.g., STRL) will not be used. Convert the pay plan to GS equivalency.

6. **Positions in AD, WB, and WT Pay Systems**. The AD, WB, and WT pay systems are composed of pay levels rather than grades. When registering employees for positions in these systems, enter "00" as both the high grade and low grade on the ASARS Registration Format. When registering DoD Domestic Elementary and Secondary Schools non-educator employees serving in AD positions, their AD pay group must be changed to GS in the "Skills" section of the Registration Format. The series and grade remains the same (e.g., AD-201-11 would be converted to GS-201-11). In the "Position Data" section of the Format, the employee's actual AD pay plan shall be entered to identify the registrant's current position.

7. **Pay Adjustments**. Whenever there is an adjustment in basic rates of pay, the registering activity must make appropriate changes to the registration grades of affected employees. Prior to making an offer, HROs must ensure registration grades are appropriate based on any rate adjustments.

G. REGISTRATION SKILLS AND QUALIFICATIONS

1. **Skills Selection**

a. Employees must register for their current skill. Exceptions require WS Administrator approval. Employees may register for a total of up to five skills provided they are well qualified for typical positions in each selected skill. As explained in Chapter 1, Section D., a well-qualified registrant possesses the knowledge, skills, and abilities to successfully perform the duties of a position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. This criterion cannot be met through education and training alone. The registrant must have actually applied the knowledge, skills, and abilities in the performance of current or past job assignments. Depending on the type of position, recency of experience can be an important factor in the selection of skills and determination of qualifications. As a general rule, employees should not be registered for work they have not performed within the last 10 years. Experience beyond the 10-year limit can be used to justify registration for a particular skill, but only if the HRO has determined that the employee is indeed well

qualified in accordance with the definition of that term in Chapter 1. MINIMUM QUALIFICATION STANDARDS MAY NOT BE USED FOR QUALIFICATION DETERMINATIONS IN THE PPP, AND QUALIFICATIONS MAY NEVER BE WAIVED IN THE REGISTRATION PROCESS.

b. Narrative resumes submitted for the purpose of PPP registration must meet the requirements in Section B.3. above. Employees must not be registered for any skills that are not fully described in their narrative resumes.

2. **Option Codes**. Option codes are used to more specifically describe the skills of registrants. Chapter 10 lists available option codes. Registering activities are responsible for determining the proper use of these codes.

3. **Performance Tests**. Activities must consider employees to have met any performance test requirement if, at the time of registration, the employee occupies a position that requires the same test or has occupied such a position within the past 3 years, provided the employee's performance has been satisfactory. If they do not meet this requirement, they may be registered for the position only AFTER the test requirements have been satisfactorily met.

4. **Self-Certification**. Employees registering for positions that require typing, stenography, data transcription, or office automation may, in accordance with OPM Qualifications Standards Handbook, self-certify the specific skill proficiency requirements. However, self-certification alone does not mean that the employee is well qualified. The registering activity must determine that the individual's background supports self-certification; otherwise, registration for skills requiring the proficiency will not be permitted.

5. **RCMT**. RCMTs as defined in reference (f) are required to maintain active membership in the Army or Air Force Reserve or the NG. Army and Air Force Reserve technicians are civilian employees in the competitive service who provide full-time support to a Reserve unit. NGTs perform similar functions, but are employed in the excepted service. Before registering employees for these positions, activities must determine the interest and potential eligibility of the registrant based on the following conditions: attendance at monthly training; 2 weeks active duty annually; other active duty upon mobilization; minimum military physical and medical standards, including height and weight; and ability to complete 20 years of creditable military service prior to age 60. Those with previous military service must be 40 years of age or under; those with no prior service must be 35 or under. They must not be military retirees, and must have successfully completed basic military training. If required to be a member of the unit in which employed as a civilian, the employee must possess the appropriate military specialization and grade.

6. **Positions Covered under DAWIA of 1990 (Reference (e))**. DAWIA positions have additional qualification requirements beyond those established by OPM. Covered positions are those in the GS-1102 series as well as critical acquisition positions as defined in Section 1733 of reference (f). Some positions also require membership in DAC. Employees may be registered for these positions even though they do not meet the DAWIA requirements and/or are not members of DAC. Registrants who do not meet these requirements cannot be placed into the position until or unless a waiver has been granted in

accordance with Chapter 4, Section D.5.h. Additionally, registrants matched against DAWIA Program Executive Officer, Program Manager, or Deputy Program Manager must be among the BEST QUALIFIED and meet DAWIA certification requirements for the position. This determination will be made in accordance with Chapter 4, Section D.5.i.

7. **Law Clerk/Attorney Positions**. Employees shall not be registered for Law Clerk, GS-904, Attorney, GS-905, or Patent Attorney, GS-1222, positions, as these positions are exempt.

8. **GS-801 Positions**. Registrants for GS-801 positions who do not currently occupy the series must also register for the specific series that qualifies them for GS-801.

9. **Special (Generic) Skill Identifiers**. There are three broad skill identifier codes that may be used to provide maximum referral possibilities for employees who are well qualified and available for a wide range of positions. Employees must be counseled that the special skill identifiers cover a wide range of positions. The identifiers are:

a. **GS-300 - General Clerical and Administrative Support Positions, Grades GS-1 through GS-4**. Employees who are well qualified and available for the occupational series covered by OPM's Clerical and Administrative Support Standard at grades GS-1 through GS-4 may register for the GS-300 series with or without option codes, as appropriate. The GS-2091 (Sales Store Clerical), GS-1702 (Education and Training Aid/Technician), GS-0675 (Medical Records Clerical), and GS-0679 (Medical Support Clerical) positions are excluded from this group for PPP purposes. The only option codes authorized for use with this special skill identifier are OAA, DAT, and STC.

b. **WG-00000 - General Wage Grade Positions, Grades 1 through 4**. Employees who are well qualified and available for placement in any non-supervisory wage grade position may use this identifier. The WG-3105 (Fabric Worker), WG-3111 (Sewing Machine Operator), and WG-5703 (Motor Vehicle Operator) positions are excluded from this group for PPP purposes.

c. **WG-01111 - General Trades Helper Positions, WG-5 only**. Employees who are well qualified and available for WG-5 trades/crafts helper positions may use this identifier. Chapter 7, Appendix F, lists WG occupational series that are excluded from WG-01111 coverage.

10. **Trainee Positions**. Only employees currently occupying formal trainee positions (e.g., apprentice or management intern) may register using the trainee (TRA) option code. Since these employees are not eligible for positions with a higher full performance level than their current position, the target grade of the employees' current position must be annotated in the Special Qualifications block of their registration. When registering WT apprentices for WT skills, do not use TRA as an option code since it is inherent in the pay plan.

11. **Supervisory Positions**. Employees who are currently in supervisory positions MUST register for supervisory positions. Employees not currently occupying supervisory positions MAY register for supervisory positions if qualified, but gaining activities are not

required to offer them second-level or higher supervisory positions unless they previously completed a full supervisory probationary period.

12. **Temporary and Term Employment**

a. Registration for temporary and term employment is limited to employees who are separated or scheduled for separation, as well as to eligible family members.

b. Offers of temporary or term employment are made only to registrants who reside in the commuting area of the vacancy. Offers will not be made to registrants outside the commuting area, even if the registrant does not plan to claim a PCS move. Registrants who accept a temporary or term offer may remain registered in PPP for permanent positions only. If a registrant accepts or declines a temporary or term offer, the registration must be changed to show that the registrant is no longer available for such employment. Likewise, the registrant is not removed from PPP for declining temporary or term employment.

c. Unless otherwise allowed under Chapter 4, Section B.10.c., registrants cannot be placed through the PPP on time-limited appointments unless they have had a break in service of more than 3 days. Please note that a break in service of 1 day or more terminates any entitlement to grade or pay retention.

13. **Part-time, Intermittent, or Seasonal**. Offers of part-time, intermittent, or seasonal positions are made only to registrants who reside in the commuting area of the vacancy. If the registrant chooses "Yes" for part-time, intermittent, or seasonal work schedules, declination of such an offer will not terminate PPP eligibility unless the registrant's work schedule at the time of registration was essentially the same as that of the position being offered. Employees under these work schedules may limit availability to their same type of work schedule.

14. **Excepted Service Positions**. Offers of excepted service positions are made only to registrants who are currently in the excepted service and to other registrants who register availability for excepted service positions. If a non-excepted service registrant declines an otherwise valid excepted service offer, the registration must be changed to show that the registrant is no longer available for excepted service positions.

15. **Registration for the GS-301 and GS-303 Series**. Special procedures apply for registering employees in the GS-301 and GS-303 series. Refer to Chapter 10, Section B.11., for more information.

H. AREA OF REFERRAL (AOR)

Registering activities are responsible for establishing the appropriate AOR. Employees are registered for the minimum area likely to provide a reasonable placement opportunity and may not skip over DoD activities or states to register for more distant locations. The geographic AOR available to an employee depends on the personnel action being taken and/or limitations set by policy. The PPP can refer registrants to individual DoD activities or to all DoD activities within a broad area, i.e., state(s), region(s), or zone(s). Refer to Chapter 5 for guidance regarding the AOR for NDOS employees.

1. **Commuting Area**. When registration is limited to an employee's commuting area, the registering activity will determine the commuting area based on the employee's residence, the availability and cost of public transportation, convenience and adequacy of highways, as well as the travel time required to commute back and forth to work. A PPP registrant's commuting area is not prescribed by a specific mileage. Nevertheless, when a registrant is restricted by policy to his or her commuting area, it is imperative that the registering HRO ensure the AOR excludes activities that are beyond the distance threshold used to determine eligibility for PCS reimbursement as specified by the JTR. If there are problems in determining an employee's commuting area, contact the Regional Coordinator or WS Administrator for assistance.

2. **CLG Employees**. Employees who are scheduled for RIF CLG or who have declined RIF CLG and are facing separation are restricted to DoD activities within their commuting area for referral purposes. If they wish to register in the PPP, they must register for their own activity. They may choose among the other DoD activities in their commuting area. PCS moves are not authorized.

3. **Employees Scheduled for Separation**

a. Employees facing separation may register within their zone for the minimum number of activities nearest their duty station likely to provide a reasonable opportunity for placement. The initial AOR must include the registering activity if the employee is located in the commuting area of that activity. Activities in an adjoining zone that are no more distant from the employee's duty station than the furthermost activity selected in the zone may be included in the initial AOR. In this case, initial registration outside of the zone does not require WS Administrator approval.

b. Within the authorized AOR, employees must normally register for all DoD activities that use their skills. However, registrants who are not subject to mandatory registration under Section I below may restrict their availability to activities in their own Component within their authorized AOR. Nevertheless, employees should be advised that this option may severely limit their placement opportunities. The WS Administrator may require registration across DoD Component lines when registration for a single DoD Component is unlikely to provide sufficient placement opportunity.

c. WS Administrators may approve expansion of AOR beyond the limits specified above.

d. Registration outside the employee's commuting area is voluntary. However, individuals who register only for activities within their commuting area may not expand their AOR after separation without prior approval from a WS Administrator.

e. The AOR for eligible employees who decline offers at their current grade and outside the commuting area as a result of TOF, TOW, RIF reassignment, or MDR is limited to DoD activities within the commuting area. Component Coordinators may authorize registration outside the commuting area, but only for activities of the same Component.

4. **Employees Declining Offers In Lieu of RIF Separation**. The AOR for employees

who decline positions offered in lieu of RIF separation, i.e., when the offers do not satisfy their RIF assignment rights under Part 351 of reference (d), shall be determined in accordance with Section H.3., above.

5. **Closing and Realigning Activities**. With the exception of their current activity, employees are not required to register for any activity that has been announced and approved for closure (regardless of the date of closure) or for realignment out of the commuting area. Offers of such positions are never valid if declined. Registration for temporary employment is terminated upon acceptance or declination of a temporary offer regardless of whether the gaining activity is closing or realigning.

I. MANDATORY REGISTRATION

1. **Program A**. Normally, registration in Program A is voluntary. However, for employees who are entitled to severance pay, provided there are not performance or conduct issues, registration is mandatory during the official RIF separation notice period and upon issuance of a specific separation notice after an employee has declined a TOF out of the commuting area or an MDR that meets the conditions of Section B.1.b.(7) above. This requirement does not apply to employees who remain on an activity's rolls past the RIF effective date to meet retirement or Federal Employees Health Benefits Program eligibility requirements, or to employees scheduled for separation under the voluntary RIF provisions of Section 1034 of reference (a). Mandatory Program A registration will be implemented as follows:

a. Separatees covered in the preceding paragraph above are considered mandatory registrants if they limit their AOR to the commuting area or decline registration altogether. Upon receipt of a specific separation notice, mandatory registrants MUST be registered in Program A for all DoD activities within their commuting area, for positions at their current grade and down two grade or pay levels, and for all series for which well qualified, including appropriate special skill identifiers (GS-300, WG-00000, WG-01111) and option codes. Registrants who initially register outside the commuting area but later decline a valid offer that does not terminate their severance pay entitlement are also subject to this provision. The lowest registration grade for mandatory registrants is determined by subtracting two grades from the current grade without regard to various pay systems; however, the registrant can opt to register three grades lower.

b. Activities must review registrations for employees originally registered under early registration procedures who subsequently become mandatory registrants to ensure that the skills, grades, and AOR comply with mandatory registration requirements.

2. **Other Programs**. Employees receiving retained grade benefits and RCMTs who have applied for or are receiving a disability annuity are mandatorily registered in accordance with the requirements of Chapters 15 and 16, respectively.

3. **Resume Requirement**

a. Since registration under these circumstances serves the interests of the Department, mandatory registrants who fail or refuse to submit resumes as required under

Section B.3. above will still be registered. An employee who submits an improper resume as described in Sections C.20. and C.21. above will also be registered unless the HRO and WS Administrator determine on the basis of the employee's conduct that proceeding with registration could jeopardize the integrity of the PPP.

b. An employee who is registered without a narrative resume shall be considered in accordance with the standard procedures in Chapter 4, Section D.5. If the registrant subsequently submits a proper narrative resume, the registering HRO should promptly upload the resume.

J. JOB SHOPPING

Within certain parameters and except as otherwise stipulated by the provisions of this Handbook, registrants actively participate in determining when they will be registered in the PPP and the skills, lowest grades, and locations for which they will be available. However, it is not within the spirit and intent of the PPP to allow job shopping, a term which refers to altering the timing or content of a registration so as to avoid or coincide with anticipated job opportunities at specific locations.

K. COUNSELING REGISTRANTS AND MAINTAINING REGISTRATIONS

Registering activities must:

1. Ensure proper and timely counseling of eligible employees, and prompt submission of registrations, employee resumes, and file maintenance actions;

2. Counsel employees regarding the PPP, and inform them of their obligations under the program;

3. Give employees information on DoD activities within the AOR;

4. Give registrants a copy of their registration upon initial registration and after any changes in registration;

5. Provide counseling to registrants who fail to receive offers within a reasonable time period on options to improve placement opportunities;

6. Monitor changes that may affect registration (e.g., amended RIF notice, pay increases, questionable performance or conduct, etc.) and immediately submit necessary changes;

7. Counsel employees prior to separation on their responsibility to advise the HRO of changes in address, telephone number and employment availability, and notify employees that failure to do so may result in their removal from the program;

8. Refer registrants to available local resources (e.g., installation transition office, online resume writing tools, etc.) if they require assistance with writing resumes; and

9. When extending job offers, ensure registrants are informed of the consequences of accepting or declining. Counseling should address the effect of acceptance or declination on the registrant's rate of pay, benefits such as severance pay and grade or pay retention, and continued PPP eligibility. With regard to pay, it is particularly important for GS and FWS registrants to know how their pay will be affected upon placement in a pay-banded position, especially when they would otherwise have been entitled to grade retention.

L. REGISTERING ACTIVITY RECORDS

Each HRO will maintain records for each registrant for 2 years following the registrant's removal from the PPP based on their placement or expiration of eligibility. These records shall include:

1. Signed copies of the registration and all file maintenance actions;

2. A signed and dated copy of the Registration/Counseling Checklist, which documents that the registrant was counseled and also serves as the release for Privacy Act data (see Chapter 7, Appendix H);

3. A copy of the registrant's narrative resume or, for mandatory registrants who fail or refuse to submit a resume, a note or memo signed by the registering HRO stating that the registrant did not provide a resume;

4. Dates of any specific RIF notices, TOF or TOW offers, and MDR offers;

5. PPP offers received, accepted, or declined and originating activities;

6. Reasons for declinations of offers;

7. Changes in the registrant's underlying rate of pay for GS employees or basic rate of pay for other employees;

8. Documentation of registrant's current rating of record;

9. Supervisory Certification of Performance and Conduct, signed and dated by the registrant's current or last supervisor;

10. Releasing report actions and date of release; and,

11. Any other information determined necessary to document placement considerations provided.

M. CONTACT WITH GAINING ACTIVITIES

All communications between activities regarding PPP registrants must be kept within HRO-to-HRO channels. Registrants are not authorized to contact gaining activities regarding positions for which they are registered and should be advised that attempts to do so may be considered questionable conduct under the provisions of Section C.17.b., above.

If contacted by any individual representing a gaining activity, a registrant should immediately report the contact to her or his supporting HRO. The HRO must then inform the WS Administrator.

N. TIMELINESS OF REGISTRATIONS

1. **Voluntary Registrations**. Absent compelling circumstances beyond the control of the registering HRO, voluntary registrations shall be considered delinquent if uploaded to ASARS more than 5 business days after the employee signs the Registration/Counseling Checklist (see Chapter 7, Appendix H) and submits all necessary documentation.

a. When using the "mass input" option (i.e., uploading a group of registrations simultaneously) during early registration, the 5-business-day period begins after the last registrant has been counseled.

b. If early registration is not in effect, registrations uploaded more than 5 business days after eligible employees receive specific notices of separation or CLG shall be considered delinquent regardless of whether the HRO uses the mass input option.

2. **Mandatory registrations**. Mandatory registrations shall be considered delinquent if submitted more than 5 business days after the employees become subject to the mandatory requirement. For Program A registrants who are entitled to severance pay, the mandatory period begins with receipt of a specific separation notice. For Program R registrants, it begins on the effective date of the CLG.

O. MISSED CONSIDERATION RECONSTRUCTION REQUESTS

1. When an activity determines or is notified by WSO that a registration or file maintenance has been submitted with erroneous or incomplete information or in an untimely manner, the HRO must immediately contact PPSB and request reconstruction of ASARS to determine if the registrant missed consideration for placement. Missed considerations of NDOS registrants are not permitted.

2. The following information is required:

a. Registering activity code;

b. Registrant's name and RSN;

c. Program in which registered;

d. Date of erroneous or incomplete registration or file maintenance;

e. Name, phone and fax number, and email address of HRO point of contact; and

f. Reason for reconstruction.

CHAPTER 3

APPENDIX A

SUPERVISORY CERTIFICATION OF PERFORMANCE AND CONDUCT

Employee's Name (Print or type) _____

Supervisor's Name (Print or type) _____

Reference: (a) DoD Priority Placement Program (PPP) Handbook, Chapter 3, Section C.17

1. I affirm that the above employee's performance is fully successful and his or her conduct is satisfactory. Further, I have no knowledge of performance or conduct by this employee that directly and/or negatively affects the employee's qualifications, eligibility, or suitability for placement in another position within the Department of Defense. Also, the employee's job description is an accurate representation of the duties he or she has actually been performing.

2. If the employee exhibits performance or conduct problems after being registered in the PPP, I understand it is my responsibility to inform the registering human resources office.

3. I understand that my organization can be held responsible if the employee is placed through the PPP and exhibits performance or conduct problems, provided the Workforce Shaping Office, Defense Civilian Personnel Advisory Service, determines that the problems existed prior to placement but were not resolved. Corrective action in such cases may include, but is not necessarily limited to, rescinding the placement and returning the employee to his or her former organization. If the placement involved a permanent change of station (PCS), the former organization may also be required to pay the additional PCS costs for the return move.

I hereby attest to the statement in paragraph 1 above, and I understand the policies in reference (a) and paragraphs 2 and 3 above.

_____	_____	_____
Supervisor's Signature	Organization/Office	Date

I am unable to attest to the statement in paragraph 1 above because the employee does not currently meet the performance and/or conduct requirements addressed in reference (a).

_____	_____	_____
Supervisor's Signature	Organization/Office	Date

CHAPTER 4

MATCHING AND FILLING POSITIONS

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CHAPTER 4

MATCHING AND FILLING POSITIONS

References: (a) Title 5, Code of Federal Regulations

(b) Defense Acquisition Workforce Improvement Act of 1990

(c) DoD Directive 1010.9, "DoD Civilian Employee Drug Abuse Testing Program," August 23, 1988

(d) DoD Instruction 1400.25, Volume 2001, and Volumes 2004-2005, "Defense Civilian Intelligence Personnel System"

A. PURPOSE

1. The purpose of this Chapter is to provide standard requirements for determining which positions are subject to the DoD PPP, applying program exceptions, making qualifications determinations, and extending mandatory job offers. Chapters 8 and 9 provide specific instructions on using ASARS to submit requisitions and report on actions taken. Chapter 14 provides specific guidance on how to ensure military spouses exercise their priority placement status by virtue of the application-based process. .

2. **Pre-requisitioning**. Activities using the ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this Chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in the aforementioned Appendix.

B. REQUIREMENTS FOR MATCHING POSITIONS

All positions in the competitive and excepted service (including permanent, temporary, part-time, intermittent, and seasonal) at grades GS-1 through GS-15, all FWS positions, and all special pay system positions are subject to the PPP unless specifically exempt. Except for those covered under Section C.2. below, positions are entered into ASARS to be matched against PPP registrants. Additionally, for positions being filled via competitive procedures (includes merit promotion and competitive examining), the JOA must include the PPP DoD MSP eligibility to allow MSP applicants to exercise their priority placement status. All positions not covered by formal training programs are matched at the FPL.

1. Covered Personnel Actions

a. **P1 and P2 Registrants**. All promotions, demotions to positions with higher promotion potential, reassignments, appointments (including reinstatements and conversions), and transfers are prohibited when matching P1 or P2 registrants are available. The activity may not fill a matched position by competitive or noncompetitive action unless the personnel action is covered on the list of exceptions under this Chapter

or by a WS Administrator. This restriction applies even when the activity is prohibited from increasing on-board strength unless covered by the special exception for downsizing activities under Section C.2.k. below.

b. **P3 Registrants**. With the exception of P3 NDOS registrants as specified in Chapter 5, when matching P3 registrants are available, all appointments (including reinstatements and conversions) and transfers are prohibited. P3 registrants do not preclude the filling of positions by promotion, demotion, or reassignment if a person currently employed on a permanent appointment within the Component is selected unless MSP is applicable as specified in Chapter 14, Section E. If consideration is given to candidates not currently employed within the DoD Component, the ASARS requisition must be submitted using a referral code that includes all P3 registrants.

c. **MSP Applicants**. When a position is being filled through competitive procedures, including merit promotion and competitive examining, and there are no well-qualified P1 or P2 referrals, BQ military spouses eligible for preference under Section 1784 of Title 10, U.S.C. and Volume 315 of DoDI 1400.25 who are referred via the application-based process, preclude the selection of other competitive candidates as explained in Chapter 14, Section E.

d. **Managing Referrals through ASARS and the Application-Based Process**. Clarifying guidance on PPP clearance requirements and consideration of priority candidates can be found in Appendix A.

2. **Changing, Canceling, or Delaying a Fill Action**. The following actions constitute serious violations of DoD policy when the intent of the action is to avoid making an offer to a PPP candidate: changing the series, grade, location, or option codes of a position; canceling a position; or delaying a fill action. Changes, cancellations, or delays in requisitioning, opening a job announcement, or making a job offer will be subject to inquiry and corrective action by WS Administrators, and Component and Regional Coordinators. If any ASARS referral resumes are outstanding, an activity may not cancel the RPA, the requisition, or change the position without obtaining WS Administrator approval. Likewise, if BQ MSP applicants have been identified via the application-based process and the job announcement has closed, an activity may not cancel the RPA or change the position without obtaining WS Administrator approval if management intends to announce the position again within 90 days from the date the announcement closed.

3. **Veteran's Preference Positions**. Activities may fill positions restricted to veteran's preference eligibles as defined in Subpart 330.401 of reference (a) from within their normal areas of consideration for such positions if no qualified preference eligibles are referred through the PPP. However, if preference eligibles are not available within the normal area of consideration, offers must be made to well-qualified non-preference eligibles referred through the PPP.

4. **Positions with Administrative or Statutory Obligations**. Positions that have administrative or statutory obligations (e.g., military restoration, overseas return rights, etc.) are subject to PPP clearance. If a match occurs, the PPP candidate will be advised of the obligation and the anticipated return date of the former incumbent. Offers of obligated positions may be declined by candidates without affecting their PPP eligibility. Once an HRO has been officially notified that the person to whom a position is obligated is returning, the position will not be requisitioned or filled except on a temporary basis.

5. **Permanent Positions**

a. Unless an authorized exception applies, activities must match all vacant permanent positions through ASARS and open vacancy announcements (if applicable) to allow eligible MSP applicants to exercise their priority status, as appropriate. Requisitions must be submitted upon receipt of an RPA in the HRO Recruitment/Staffing Office, or when recruitment begins on the basis of an anticipated request, whichever occurs first. Requisitions submitted within 2 business days of receipt shall be considered timely unless specific recruitment action has already been initiated. For this purpose, "recruitment action" includes any activities associated with soliciting and evaluating candidates. The requirement to submit a PPP requisition in conjunction with advance recruitment (i.e., prior to receipt of the RPA) applies only to existing vacancies and positions that will be vacated by a known specific date. The requirement to submit a PPP requisition within 2 business days of receipt of the RPA also applies when priority consideration of non-PPP candidates is ongoing and may or may not result in a placement that is an exception to the PPP in accordance with Section C.2. below. A PPP requisition is not required unless the activity is in a position to extend a job offer and negotiate a firm reporting date.

b. The requisitions will remain active until the position is filled with a PPP candidate or a referral list/certificate is issued. One-time clearing requisitions, which are automatically canceled after one daily ASARS matching cycle, may be used when appropriate, as described in Chapter 8, Section B.1.b.(22). In cases where an additional competitive selection is being made from an existing register, the HRO must consider MSP applicants who applied to the initial announcement.

c. HROs should refer to Chapter 5, Section J, for modified instructions on matching overseas positions.

6. **Reemployed Annuitants**

a. Reemployed annuitants serve at the will of the appointing official and are subject to displacement from permanent positions by PPP registrants whose eligibility is based on involuntary separation. Requisitions must be submitted using Referral Code P and kept active for as long as positions are occupied by annuitants on appointments without time limitation. Positions occupied by reemployed annuitants on temporary or term appointments must be cleared in accordance with Section B.10. below. If a requisition is matched by well-qualified P1 registrants, or well-qualified P2 registrants whose eligibility is based on involuntary separation (see Chapter 3, Sections E.2.a.

through E.2.f.), an offer must be extended in accordance with standard PPP procedures.

b. This requirement to continually clear positions encumbered by annuitants does not apply to approved closure bases or to positions encumbered by:

(1) Annuitants reemployed through the PPP after being involuntarily separated due to RIF, or declination of an offer outside the commuting area or loss of MR or NG technician eligibility;

(2) Annuitants placed from the RPL, PRL, or ICTAP; or

(3) Annuitants reemployed through other means after electing DSR in lieu of involuntary separation through no fault of their own.

7. **Pay-Banded Systems**. Because of pay-banding variations, there is no standard method for comparing these systems with each other or with conventional pay schedules. As a result, comparison and conversion procedures for each pay-banded system will be used to determine requisitioning requirements. Using these procedures, positions should be cleared through ASARS at the highest equivalent grade in the pay band.

8. **Contracting Studies**. Following the bid solicitation date of a commercial activity study, carefully consider whether vacancies within the activity should be filled as permanent, term, or temporary. Factors to consider include the potential effect a contract or Most Efficient Organization would have on the position, the anticipated completion date of the study, and the difficulty in filling mission-critical vacancies on a time-limited basis. As noted in Section D.10. below, PPP registrants may decline without penalty offers of positions in functions under contract study.

9. **Permanent Part-Time, Intermittent, or Seasonal Positions**. All vacant permanent part-time, intermittent, and seasonal positions are subject to the PPP. Offers will be made only to PPP candidates who reside in the commuting area of the position. As specified in Section D.9. below, offers of part-time, intermittent, or seasonal employment are valid offers for registrants with corresponding work schedules if there would be no reduction in work hours.

10. **Temporary Personnel Actions**. When an activity intends to fill a position on a temporary (including term) basis, the position should be matched through ASARS for individuals who are registered with codes other than “N” in the “TEMPORARY” data element of the registration format. Likewise, the job announcement must include consideration of MSP applicants. Offers should not be made unless the PPP candidate resides in the commuting area of the position. Information on temporary promotions at downsizing and closing activities is in Sections C.2.k., and C.2.l. below.

a. **Clearance Requirements**. Positions being filled on a temporary or term basis should be matched through ASARS only when there is an official personnel action against the position, e.g., an appointment, conversion of an appointment, extension of an appointment, a promotion, or an extension of a promotion. One-time clearing requisitions may be used when appropriate as described in Chapter 8, Section B.1.b.(22).

Job announcements for temporary or term positions must include the MSP eligibility to allow them to exercise their priority status for time-limited positions. Extensions of temporary or term actions are matched through ASARS only if the total cumulative assignment period is being extended to 1 year or more.

(1) **Example 1**. The original temporary appointment was for 6 months. The manager submits an extension for 3 months. Since the total cumulative assignment period is 9 months and does not equal or exceed 1 year, the extension is not subject to PPP clearance.

(2) **Example 2**. Using the above scenario, the manager submits a second extension for an additional 3 months, making the total cumulative assignment 1 year; therefore, this second extension is subject to PPP clearance.

(3) **Example 3**. The initial temporary appointment was not to exceed 1 year. Since the 1-year threshold has already been reached, any subsequent extension is subject to PPP clearance.

b. **Special Procedures for Employees Placed from the PPP**. If the incumbent was placed in the position on a temporary or term basis through the PPP, the following procedures apply:

(1) Extensions of the temporary assignment should not be cleared through ASARS; and

(2) Action to convert the incumbent to a permanent appointment in the same position requires clearing for higher priority registrants only.

c. Activities have the following options when filling positions competitively using announcements that specifically state selectees may be noncompetitively converted to permanent appointments at a later date:

(1) Clear the initial temporary action with “N” in the “TEMPORARY” data element of the requisition and make a permanent offer if well-qualified registrants are referred. If a permanent requisition is submitted, the job announcement must state that MSP applicants can apply and will receive consideration for permanent placement in the position; or

(2) Clear the initial temporary action with “Y” in the “TEMPORARY” data element, and make a temporary offer if well-qualified registrants are referred. Subsequent actions to extend the temporary assignment are then subject to the standard clearance procedures in Section B.10.a. above. Subsequent actions to convert the appointment to permanent are subject to the standard clearance procedures in Section B.5. above. The job announcements for temporary or term positions must include MSP eligibility to allow them to exercise their priority status for time-limited positions.

d. **Job Offers.** Offers of temporary or time-limited (including term) employment

are made only to registrants or MSP applicants who reside in the commuting area of the position. Temporary and term appointments may be effected only after the registrant has been separated with a break in service of more than 3 days, unless the registrant is currently employed by the activity having the vacancy. However, when obligations for payment of severance pay and lump sum annual leave can be mutually agreed upon between the registering and gaining activities, the break in service is not required.

e. **Details**. Details within an activity do not require PPP clearance.

11. **New Classification Standards**. When OPM issues new classification standards that result in positions being changed from one occupational series to another, activities must requisition for both the old and new series and appropriate option code(s) until notified that the series change has been programmed in ASARS. Offers should be made in priority order regardless of series.

12. **Formal Training Programs**. Requisitions for positions covered by formal training programs as described in Part 410 of reference (a) will be submitted at the entry grade using the TRA option code. If recruitment is at multiple entry grades, separate requisitions must be submitted for each grade. This applies to positions for which a comprehensive training plan has been developed and authorized. Since priority consideration is limited to those PPP candidates who are currently in a formal training program position, the job announcement must indicate only MSP applicants currently occupying such a position are entitled to exercise their priority status. The plan should provide for non-competitive promotion eligibility upon completion of significant training and satisfaction of other promotion criteria. The most common formal training positions are apprentices, formal interns, and scientist and engineering interns. Upward Mobility Positions that have equivalent training plans are also included when the positions have been pre-identified in an Affirmative Action or similar plan.

13. **Developmental or Restructured Positions**. Requisitions for positions restructured to lower grades will be submitted at the FPL. These positions do not meet the criteria for clearing at the entry grade with the TRA option code. MSP applicants must receive priority consideration at the FPL. Therefore, the job announcement will include a statement that MSP applicants, if determined BQ and selected, must be placed at the FPL.

Example: Management submits a fill RPA for a GS-07 (target 11). The JOA is open for recruitment at the GS-07 level only. Under this scenario, MSP applicants would receive priority consideration at the FPL of GS-11. Therefore, the JOA must include a statement that MSP applicants will receive priority consideration at the FPL, and if selected, must be placed at the FPL. If the MSP applicant is determined BQ at the GS-11 FPL, the spouse would block ALL competitive selections.

14. **Interdisciplinary Positions**. Requisitions for interdisciplinary positions must be submitted for each qualifying occupational series. Likewise, job announcements must be opened to MSP applicants when using competitive procedures, to allow them to exercise their priority status. Offers will be made in priority order regardless of series. When a

noncompetitive name request is identified for one specific series, a requisition is required only for that series; a job announcement to clear MSP applicants is not required under these circumstances.

15. **Multi-Series Positions**. Positions that may be filled in one of two or more occupational series are not categorized as interdisciplinary if both professional and non-professional series are qualifying. When recruiting for these "multi-series" positions, requisitions must be submitted for each qualifying occupational series. Likewise, job announcements must be opened to MSP applicants when using competitive procedures, to allow them to exercise their priority status. Offers will be made in priority order regardless of series. When a noncompetitive name request is identified for one specific series, a requisition is required only for that series; a job announcement to clear MSP applicants is not required under these circumstances.

16. **Clearing Multiple Location Positions or Virtual Positions**. Multiple location positions can be recruited from and filled at specifically identified locations. If there are less than 10 locations, standard requisitioning procedures apply. Virtual positions are positions that can be filled anywhere in CONUS with no set duty location. Job announcements should be opened to MSP applicants when using competitive procedures, to allow them to exercise their MSP priority status.

a. Upon receipt of a request for recruitment for a position with 10 or more possible duty locations or for virtual positions, the HRO will email their assigned WS Administrator/Deputy and provide the following information:

(1) Name, phone number, and email address of the HRO point of contact.

(2) RPA number(s) (one number for each identical position being recruited).

(3) Pay plan, series, and grade.

(4) Option codes.

(5) Special identifiers (temporary, supervisory, etc.).

(6) Request type (virtual or multiple locations).

(7) Multiple location requests must include all applicable activity codes or locations.

b. Before issuing a referral certificate, a second request to clear the position must be sent to the assigned WS Administrator, containing the information identified in Section B.16.a. above.

c. After each request is received, the WS Administrator will provide the HRO with resumes and guidance on working any identified matches.

17. **VRAs**. Prior to the appointment of individuals under VRA, positions will be matched at the FPL. While such appointments are initially made using an excepted appointing authority, the positions are in the competitive service and should be matched with competitive service registrants.

18. **Positions in Alaska, Hawaii, Puerto Rico, and Guam**. Activities filling positions in Alaska, Hawaii, Puerto Rico, and Guam will apply PPP provisions as follows:

a. P1, P2, P3, and MSP restrictions (PPP requisition and job announcement) apply when filling a position from OUTSIDE the specific state/commonwealth/territory.

b. P1, P2, P3, and MSP restrictions (PPP requisition and job announcement) apply when filling a position from WITHIN the specific state/commonwealth/territory, if the registrants or MSP applicant:

(1) Last resided (prior to overseas assignment) in that state, commonwealth, or territory;

(2) Have return rights to that state, commonwealth, or territory;

(3) Are presently or were last employed and still reside in that state, commonwealth, or territory.

(4) Are spouses or family members whose sponsors are relocating to that state, commonwealth, or territory.

19. **Positions in AD, WB, and WT Pay Systems**. The AD, WB, and WT pay systems are composed of pay levels rather than grades. When requisitioning to fill positions in any of these systems, enter "00" as the grade on the ASARS Requisition Format. Job announcements must be opened to MSP applicants to allow them to exercise their priority status.

20. **Referral Certificate Procedures**. Requisitions for positions remain active until the HRO has issued a referral list/certificate to the selecting official. Outstanding ASARS resumes and MSP applicants must be worked and cleared, as appropriate, before the position can be committed to any of the candidates on the referral list/certificate. After the requisition has been closed and all priority candidates have been cleared, no further clearance is required if the position is filled from the original referral list/certificate during its authorized life as established by the local merit promotion plan, labor-management agreement, or DoD Component policy. A new requisition must be submitted to clear ASARS priority registrants upon expiration of the referral list/certificate or before additional internal or external candidates can be referred using the original job announcement. The HRO is not required to open a new job announcement to identify MSP applicants when additional internal or external candidates are being referred. Instead, the HRO should consider the MSP applicants who applied to the original job announcement to determine whether they are BQ, provided their

eligibility has not expired or they have not been placed. The requirement to submit a new requisition does not apply when amending a referral list/certificate to include one or more candidates who were erroneously or inadvertently omitted by the referring office, and whose exclusion from the list/certificate would:

a. Constitute a statutory, regulatory, or procedural violation (e.g., failure to apply veteran's preference, misapplication of rating and ranking criteria, etc.); or

b. Render the candidate(s) eligible for priority referral for future vacancies as a result of failure to receive proper consideration.

Referrals received from subsequent requisition(s) do not preclude selecting an internal or external candidate from the original referral list/certificate, in which case the resumes received from the new requisition(s) may be cleared with RAC 26 and the narrative explanation, "Selection made from original referral certificate."

21. **Interrogation Process**

a. Activities with unmatched requisitions and no MSP applicants are encouraged to use the PPP as a recruitment source. As long as a PPP requisition remains active throughout the life of the recruitment process and is currently unmatched, the gaining HRO may "interrogate" ASARS to determine if one or more registrants might be interested in the position even though they are not currently registered for that specific series or occupational code, grade or pay band, option code(s), or duty location. In response to interrogations, PPSB forwards all registration data for registrants who match the interrogation criteria (see example below). If any matches are referred, the gaining HRO may contact the registrants directly to evaluate their qualifications and determine if they would be interested in the position. However, there is no requirement to initiate contact or to make job offers after contact has been made. If referrals are issued against the active PPP requisition, they always take precedence unless a job offer has already been extended through interrogation procedures.

b. When working an interrogation match, the qualifications determination is entirely the responsibility of the gaining activity, and the well-qualified standard is not mandatory. Job offers must be extended through the registering HRO, and the gaining HRO shall clearly advise the registering HRO that contact is being initiated as a result of ASARS interrogation and that declination of the job offer would not necessarily terminate the registrant's PPP eligibility. Since a job offer via the interrogation process is not a PPP job offer, the gaining HRO must advise the registering HRO of the pay setting procedures that will be used and whether the payment of PCS (if applicable) is authorized so that this information can be conveyed to the registrant when the job offer is extended. Regardless of the outcome, the gaining HRO is not required to submit report actions on resumes; however, if an interrogation results in placement, the registering HRO shall submit RAC 03 (placement - DoD activity) just as if the placement had occurred through the normal operation of the PPP. If the position is filled via the interrogation process, the gaining HRO should close the active ASARS requisition with Cancel Code F.

c. **Interrogation Example**. Activity 001A in San Antonio, Texas, requisitions for a GS-346-11 position and receives no matches or MSP applicants. Due to a lack of qualified candidates, the HRO contacts PPSB and requests an ASARS interrogation for anyone registered for nearby activities for either GS-346-11 or GS-301-11 with the LOA (logistics) option code. The interrogation identifies a GS-346-11 registrant who is available for two other activities in the San Antonio area and issues a referral resume. While reviewing the registrant's qualifications, a P1 referral is issued against the active PPP requisition. The gaining HRO suspends the interrogation transaction, works the match, and the P1 registrant eventually declines a valid offer. With no outstanding PPP referrals, the HRO resumes working the interrogation match, and subsequently extends a job offer through the registering HRO. The offer is accepted, the registering HRO deletes the registrant with RAC 03, and the gaining HRO closes the PPP requisition with Cancel Code F.

C. EXCEPTIONS

1. **Grade Controls and Hiring Freezes**. Average and high-grade control restrictions may not be used as the basis for exceptions to the PPP. Likewise, PPP placements are normally excepted from hiring freezes. If a DoD Component imposes a total freeze on personnel actions on an activity or group of activities, the DoD Component will advise the DASD(CPP) and the appropriate WS Administrator as to the nature, extent, and duration of the freeze prior to implementation. If a Command imposes a total freeze, approval must be obtained from DASD(CPP) for exception from the PPP. An activity imposing a hiring freeze may request a PPP exception on a case-by-case basis from the appropriate WS Administrator.

2. **Exceptions Not Requiring Prior Approval**. Positions filled under the following circumstances are exempt from the PPP and do not require prior approval from WSO officials. In applying these exceptions, the term "activity" has the meaning given in Chapter 1, Section D.

a. **Promotions** identified below are exceptions to competitive procedures under current regulations.

(1) The following career promotions:

(a) A promotion without current competition when an employee was selected earlier from a competitive register, by direct hire, by noncompetitive appointment, noncompetitive conversion, or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan);

(b) A career ladder promotion following noncompetitive conversion of a student in the Pathways Internship and Recent Graduates Program;

(c) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities as described in Subpart

335.103(c)(3)(ii) of reference (a).

(d) DCIPS noncompetitive grade band promotion in an encumbered position. The exception applies to a noncompetitive promotion to succeeding grade levels within the current grade band and within the employee's current line of work as described in reference (d).

(2) Re-promotion or position change of a current activity employee up to and including the grade from which involuntarily demoted or separated without personal cause, provided that the relevant demotion or separation was incident to: RIF; reclassification; declination of an offer outside of the commuting area under TOF, TOW, or MDR; the return of an NDOS employee to a lower-grade position in the U.S.; or medical disqualification.

(3) Selection of a current DoD employee not given proper consideration in a competitive promotion action.

(4) The promotion of an employee through competitive procedures when an encumbered position (i.e., not a vacancy) has been upgraded as a result of the addition of higher-grade duties. This exception only applies to promotions that neither fill nor create a vacancy, and is restricted to the work unit within which the "cancel/establish" action occurs. Unless approved by a WS Administrator, the abolished position may not be reestablished within 12 months of the effective date of the competitive promotion. For purposes of this exception, the "work unit" includes positions within managerial control of the first- or second-level supervisor.

(5) The noncompetitive promotion of an employee whose position is upgraded without significant change in duties and responsibilities, provided the action is the result of issuance of a new classification standard, correction of a classification error, or a classification appeal.

(6) As permitted by RIF procedures, placement of an employee in a position with greater promotion potential.

(7) Any noncompetitive temporary promotion made at an activity for a period of 120 days or less, or 180 days or less if authorized by a demonstration project. The exception may be used for sequential promotions to the same position provided they do not total more than 120 days (or 180 days if authorized by the demonstration project). Extensions to the initial noncompetitive temporary promotion may also be processed as an exception provided they do not total more than 120 days (or 180 days if authorized by the demonstration project). Use of this promotion exception may not exceed a total of 120 days (or 180 days if authorized by the demonstration project) for the same position within a 1-year time period. The 1-year time period begins with the effective date of the first action.

b. **CLG Under Noncompetitive Procedures** involving no higher promotion potential WITHIN AN ACTIVITY (includes SES employees returned to the GS pay system for less than successful performance).

c. **Reassignment** of two employees who swap jobs when no vacancy exists and neither employee has declined an offer under TOF, TOW, or MDR. All parties must agree to the swap and coordinate with respective HROs.

d. **Temporary Promotions, Reassignments, and CLGs** made for formal development and training purposes, as provided by Part 410 of reference (a), except those involving entry-level positions as covered in Section B.12. above. This includes the reassignment or CLG of an employee who has completed a centrally funded and managed career broadening assignment to a follow-on position. A one-time clearing requisition must be submitted when an employee is permanently promoted to a follow-on assignment following completion of an assignment to a short-term position established solely for the purpose of providing career broadening opportunities and for which there are no continuing mission requirements.

e. **Reassignments and CLGs** WITHIN THE COMPONENT and ACROSS COMPONENT LINES when an employee's work is relocated outside of the commuting area or the competitive area, and the employee is being moved to follow the work, UNLESS the employee previously declined the position in writing under TOF or MDR.

f. **Reassignment** WITHIN AN ACTIVITY of:

(1) An employee to a position without known promotion potential, providing the reassignment is initiated or directed by management. This exception applies only when the official directing the reassignment has supervisory or managerial authority over both positions. Reassignments initiated by the employee, i.e., when the employee requests reassignment or applies under a formal vacancy announcement or in response to open solicitation by management, are not covered by this exception. When citing this exception on the RPA, the HRO must also include the name and organizational symbol of the management official who directed the reassignment;

(2) Part-time employees to full-time positions when the part-time position was acquired as a result of RIF displacement from a full-time position;

(3) An employee who has been identified as surplus, (i.e., occupies a position scheduled to be abolished or moved out of the commuting area within 1 year). This exception only applies to cases in which the command can provide official documentation that manpower/resource management changes have been made or reorganization, realignment, TOW, TOF, or abolishment of a position has been scheduled. Management declining to backfill the reassigning employee’s original position does not constitute abolishment;

(4) An employee whose position is to be downgraded to correct a classification error or to comply with new or revised classification standards;

(5) An employee whose position has been re-described as a result of position review;

(6) An employee who has been found by an appropriate medical authority to be medically disqualified for his or her current position;

(7) VRA employees, Schedule A disabled employees, and 30 percent disabled veterans serving under special appointing authority who are reached in RIF; or

(8) An employee who occupies a position obligated to an individual with return rights or restoration rights.

g. **Reassignment** WITHIN THE COMPONENT of NDOS employees to a position within the U.S., provided there are no well-qualified P1 registrants, or well-qualified P2 registrants whose eligibility is based on involuntary separation (see Chapter 3, Sections E.2.a. through E.2.f.). A one-time clear PPP requisition (using Referral Code P) must be submitted to identify any displaced registrants.

h. **Transfer by reassignment or CLG** of surplus employees of another Component who are employed at the same installation or facility and who are serviced by the same HRO.

i. **Details and temporary reassignments, including extensions,** within an activity. The exception for temporary reassignments is limited to situations where the NOA is "Reassignment NTE" or when the employee is being returned to his or her former position on or prior to the expiration of such reassignment.

j. **The placement of**:

(1) Employees who either fail to satisfactorily complete the supervisory probationary period or who voluntarily request to leave the supervisory position during the probationary period (for reasons other than for cause) via reassignment or CLG/change to lower pay band provided no salary increase is incurred;

(2) Employees to satisfy assignment rights, such as statutory or administrative reemployment rights, or reinstatement from the RPL;

(3) Centrally funded interns placed under the following circumstances within the Component or in a DoD Combatant Command:

(a) Upon graduation of the intern;

(b) When an intern has completed the centrally funded training program; or,

(c) When an intern who has not completed his or her training must be moved prior to graduation because of RIF, fiscal or manpower reductions, closure, mid-term reassignments for training or developmental purposes, etc.

(4) Individuals in the Pathways Internship, Post Secondary and Recent

Graduates, and Presidential Management Fellows Programs at the time they enter into these positions and, if applicable, upon extension of a time-limited appointment or upon noncompetitive conversion to term, career, or career-conditional appointments under Part 315 of reference (a). If the employee is first converted to a time-limited appointment, subsequent noncompetitive conversion to a permanent career or career-conditional appointment is also exempt from the PPP;

(5) DoD Science and Technology Reinvention Laboratory (STRL) programs for undergraduate and graduate students at the time they enter into scientific or engineering positions and upon noncompetitive conversion to a career or career-conditional appointment;

(6) VRA and Schedule A disabled employees and 30 percent disabled veterans under special appointing authority when all required training, education, and other appropriate criteria are completed and they are noncompetitively converted to a career or career-conditional appointment;

(7) Disabled veterans who are being converted to career or career-conditional appointments from temporary appointments that were effected under Subpart 316.402(b)(4) or Subpart 316.403(b)(1) of reference (a), provided the positions were cleared as permanent through the PPP prior to the temporary appointment;

(8) An individual through a negotiated grievance decision, administrative procedures, appellate decision, Equal Employment Opportunity decision (including proposed disposition), or written settlement agreement that has the approval of the appropriate local authority;

(9) Career program employees or those on formal mobility agreements within the Component who are placed into pre-identified key or critical positions at closing bases or activities realigning outside of the commuting area (applies only to the follow-on placement after the base closes or the activity realigns during BRAC);

(10) As an exception to P3 referrals, employees of another Component supported under a cross-servicing agreement that provides for merit promotion consideration under the host installation's merit promotion plan;

(11) Individuals who are returning to duty from the OWCP rolls to a position at a grade no higher than that held at the time of OWCP eligibility;

(12) Individuals temporarily appointed for up to 30 days on critical-need appointments in accordance with Subpart 213.3102(i)(2) of reference (a), and those whose appointments are extended one time for no more than 30 days under the same authority;

(13) The placement of a disabled employee anywhere within DoD in a position at the same or lower grade for which he or she can be reasonably accommodated (Subpart 1614.203 of Title 29, CFR);

(14) Positions established in support of scholarship programs that are filled by the noncompetitive appointment to the excepted service of individuals who have successfully completed a designated scholarship program (i.e., Cyber, SMART Program, NSEP, or IASP). Individuals in these programs require a period of Government service in exchange for educational, financial, or other assistance; or

(15) Positions filled through the conversion to career or career-conditional appointments of individuals originally appointed under Section C.2.j.(14) above.

k. **Internal Actions During Downsizing or Major Reorganization**. During downsizing, activities may process time-limited promotions not in excess of 1 year as an exception to the PPP. Activities may also use this exception during major reorganizations involving a significant number of employees if there is no increase in authorized strength with the exception of TOF or TOW. During both downsizing and reorganizations, the following conditions apply:

(1) Except at activities that are within 2 years of closure, a position filled under this exception must be cleared as permanent against the PPP before the activity may extend the temporary promotion beyond 1 year; and

(2) Activities using this exception must retain written documentation regarding the downsizing or reorganization and must annotate personnel actions accordingly. There must be a clear nexus between actions taken under this exception and the downsizing or reorganization justifying its use.

l. **Exceptions for Activities Scheduled to Close**

(1) Component career program employees or those on formal mobility agreements may be promoted or reassigned from within or outside the closing activity into a position pre-identified as "key" or “critical to base operations" at the closing activity or activity realigning outside of the commuting area. Such employees cannot be moved into the position under this provision from outside the commuting area unless the PPP is cleared. Employees or PPP registrants who accept such offers will be placed on a permanent basis, commit to staying at the activity until closure or until the activity realigns, and sign a mobility agreement that specifies ineligibility for PPP registration as a result of base closure or realignment during BRAC.

(2) Except for positions covered by Section C.2.l.(1) above, an activity is not required to clear the PPP during the 6 months prior to base closure. From 7-24 months prior to closure, an activity must clear the PPP only for registrants in the commuting area who are available for temporary or term employment.

(3) Normally, permanent appointments and promotions are prohibited within 24 months of an activity’s scheduled closure date; however, closure activities may permanently re-promote employees who are serving under grade or pay retention as an exception to the PPP. These promotions may be to the grade from which demoted or to an intervening grade. Career promotions for employees who entered their respective

career paths prior to the formal closure announcement are also excepted.

m. Modified PPP Procedures for Top Secret (TS) and TS/Special Compartmented Information (SCI) Positions. The following procedures apply to all positions requiring TS or TS/SCI clearance.

(1) When referred for TS or TS/SCI positions, PPP registrants shall be deemed ineligible for consideration unless they currently hold the required security clearance. If the security clearance code on the PPP referral resume indicates the registrant does not currently possess the required clearance and provided that management's tentative selectee possesses the appropriate clearance, the gaining HRO may clear the referral with RAC 36 and, "Modified PPP procedures IAW PPP Handbook Chapter 4, Section C.2.m.(1)," as the narrative explanation. Contact with the registering HRO is not required.

(2) If a PPP registrant matches a position requiring TS/SCI but currently only holds a TS clearance, the referral must be worked even if the registrant is not cleared for access to SCI. If a polygraph examination is required, but conducting the polygraph examination would be logistically difficult or impractical, WS Administrators may authorize the HRO to fill the position without making an offer to the PPP registrant.

(3) Prior to committing a TS or TS/SCI position to a non-PPP candidate who does not possess the required security clearance, the position must be cleared in accordance with standard PPP procedures.

n. **The change of an employee's work schedule** between part-time, intermittent, or seasonal, and full-time in the position of record. This exception may not be used within 1 year of the effective date of the incumbent's placement into the part-time, intermittent, or seasonal position. However, if compelling circumstances exist, requests for exceptions to the 1-year restriction may be submitted to the appropriate WS Administrator for review. The 1-year restriction does not apply when processing the change of a teacher's work schedule or the work schedule of a student hired under the Pathways Internship Program.

o. **The conversion of a NAF employee** to appropriated fund status in the same job (i.e., same desk and work unit) and/or upon conversion to career employment in the same job following a status quo appointment as a result of a NAF-to-appropriated-fund conversion.

p. **Reassignments** effected when an employee at an activity not scheduled for closure is eligible for optional retirement or DSR and exchanges jobs with an employee (not eligible for retirement) at a closing activity. Under OPM rules, employees who job exchange into a closing activity are not generally considered eligible for DSR unless they are at the closing activity and occupy the affected position for 1 year prior to retirement. Employees who job exchange into closing installations are not eligible for PPP registration when their services are no longer needed.

q. **Law Clerk, GS-904, Attorney, GS-905, or Patent Attorney, GS-1222 positions**.

r. **The appointment of individuals with disabilities** under Subpart 213.3102(u) of reference (a).

s. **Educator Positions**. The appointment or placement of individuals to:

(1) Academic faculty positions under AD pay schedules at DoD post-secondary academic institutions; or

(2) Educator positions under the TP pay schedule at DoD Dependents Schools and under AD pay schedules at DoD Domestic Dependent Elementary and Secondary Schools.

t. **The appointment of an expert or consultant** under Part 304 of reference (a).

u. **The noncompetitive appointment of combat-injured disabled veterans** to time-limited appointments of more than 60 days as an exception to P2 and P3 referrals, when the veteran meets the following requirements:

(1) Rated by the VA within the preceding year as having a compensable service-connected disability of 30 percent or more; and

(2) Served during a campaign or expedition that is qualifying for veteran's preference; and

(3) Received a Purple Heart.

Subsequent noncompetitive conversions to permanent appointments are not subject to PPP clearance.

v. **Realignment** within or outside the commuting area. Actions are processed as realignments when employees are moved due to organizational changes (such as reorganization or TOF) but without a change in position, grade, or pay. If the NOA is Realignment, the exception does not have to be documented on the personnel action.

w. **Reassignment or CLG to incentivized vacancies** across activity lines within the same Component when such actions avert the involuntary separation of surplus employees at the losing activity. The criteria for identifying surplus employees are prescribed in Section C.2.f.(3) above. This exception applies to the placement of a surplus employee from the losing activity directly into a gaining activity vacancy that was created through the payment of VSIP and the following conditions apply:

(1) Each reassignment or CLG must save an employee who otherwise would be separated by the losing activity.

(2) Funding responsibility for VSIP costs and, if applicable, relocation

expenses, shall be determined by the gaining and losing activities in accordance with controlling regulations.

(3) This exception does not apply if similarly situated surplus employees in the gaining competitive area could be placed in the incentivized vacancies.

3. **Modified Procedures for Statutory DHAs**. These modified PPP procedures apply only for the duration of the statutory authorities. Refer to Appendix B.

4. **Other Exceptions**. WS Administrators may approve other promotions, reassignments, etc., that are in keeping with the spirit and intent of the PPP.

D. QUALIFICATIONS DETERMINATIONS AND JOB OFFERS

1. Initiating PPP Qualifications Determination Process

a. ASARS Referrals

(1) Upon receipt of P1 and/or P2 referral resumes through ASARS, the gaining HRO shall contact the registering HRO within 1 business day to initiate a joint qualifications determination. The registering HRO shall respond to the gaining HRO with an initial qualifications determination or status of the qualifications determination within 2 business days after being contacted by the gaining HRO. Within an additional 2 business days, the gaining HRO must respond to the registering HRO's determination.

(2) In the absence of P1 and/or P2 referrals, or once these referrals have been worked, contact with the registering HROs of P3 referrals (non-NDOS) may be delayed until a tentative selection is made. If the tentative selection is from outside the Component, prompt contact with the registering HRO should be initiated as described in Section D.1.a.(1) above.

b. **Referrals of MSP Applicants**. These individuals will be rated and ranked along with all other competitive candidates who applied to the job announcement. When a position is being filled through competitive procedures (including merit promotion and competitive examining) and there are no well-qualified P1 or P2 referrals, BQ military spouses eligible for preference under Section 1784 of Title 10, U.S.C., and Volume 315 of DoDI 1400.25, preclude the selection of other competitive candidates. However, BQ MSP referrals do not preclude the selection of well-qualified P3 candidates or selections made using noncompetitive procedures.

2. Working PPP Referrals

a. ASARS referrals must be worked sequentially in priority order. Even when working within the same priority group, the gaining HRO is not authorized to request qualifications determinations on more than one referral at a time ***except as provided for NDOS referrals in Chapter 5, Section E.*** The HRO, with or without input from the gaining supervisor, must determine which referral will be worked first. To save time, it

may be advisable for the HRO and supervisor to identify alternate selections in case the first choice is unavailable or found not well qualified. When working multiple referrals from the same registering activity, the gaining HRO may advise the registering HRO as to the sequence to be followed in proceeding with the qualifications determinations. On a case-by-case basis, WS Administrators will consider requests to work multiple referrals simultaneously. Approval will be limited to those cases where the position has a high declination rate or requires unique skills that individuals who are registered for the occupational series typically would not possess.

b. Activities may continue to work through ASARS referrals on hand before working new referrals regardless of the priority of the new referrals. Conversely, activities may elect to work the new ASARS referrals provided they observe priority order and have not already initiated contact with a registering HRO regarding one of the referrals on hand.

c. If a registrant is referred to the same activity on the same business day for more than one position at different grade levels or pay bands, the match for the highest grade or pay band must be worked first. In no case shall an activity discontinue working one match (i.e., after the registering activity has been contacted) in order to begin working a match for a higher grade or pay band.

3. **Contact**

a. **Unauthorized Contact with ASARS Registrants**. ***Except as provided for NDOS employee registrants in Chapter 5, Section E.,*** no one representing the gaining activity may contact a PPP registrant without WS Administrator approval. Contact with the registrant's current or former supervisor or any other management official with knowledge of the registrant is also prohibited. If a PPP registrant initiates contact with the gaining activity, the person contacted should refer the PPP registrant to the restriction in Chapter 3, Section M., and then immediately report the contact to the gaining HRO. The HRO must then inform the WS Administrator.

b. **NDOS Employee Registrants**. Interviews of some, none, or all NDOS employee referrals are permitted.

c. **MSP Applicants**. When more than one BQ MSP applicant is referred, management has the option to conduct interviews. However, when a manager or selecting official contacts a BQ MSP applicant for an interview, such contact constitutes commitment. Therefore, the position is effectively committed unless the selection is made from a recruitment source not blocked by MSP. Approval to non-select an interviewed MSP applicant is considered a withdrawal of job offer and therefore must be requested in accordance with Section D.8.b. below.

d. **Contact Constitutes Commitment**. When a PPP registrant is referred to a gaining activity and the gaining HRO then contacts the registering HRO, the matched position is considered committed to that registrant unless the joint qualifications process results in a not-well-qualified determination.

4. **Job Requirements**. The gaining activity must advise the registering activity of all duties, responsibilities, skills, knowledge, and abilities required for the job. Any special job requirements must be reasonable and realistic. Normally, a very narrow scope of experience gained only in a specific command or Component will not be considered a valid selective or special qualification requirement. The gaining activity must provide any other pertinent information (e.g., position obligation, work schedule, security clearance, travel requirements, physical requirements, scheduled activity closure, status of contract studies, etc.). Normally, registrants must be evaluated using the information in their PPP and narrative resumes; however, if a mandatory registrant is referred without a narrative resume (see Chapter 3, Section I.3.), the gaining HRO may request a narrative resume or other supplemental information. The gaining activity may request copies of pertinent documents from the OPF of those registrants referred at grades GS-14 and GS-15. Regardless of the grade of the position, both registering and gaining activities should consult with SMEs for assistance in resolving disagreements before initiating formal qualifications disputes under Section D.6. below.

5. **Qualifications Determinations for ASARS Referral Registrants**

a. Qualifications are determined jointly by the gaining and registering HROs. Both HROs must actively participate in the process and documentation of their participation must be included in the audit trail. To be offered a position, the registrant must be well qualified. The registering HRO must provide a brief explanation as to why the registrant is well qualified or not well qualified in order for the gaining HRO to have a basis to agree or disagree. If the two activities disagree on the registrant's qualifications, they must use the qualifications dispute process described in Section D.6. below; however, when there is a mutual decision between the registering and gaining HROs, that decision is final. Also, except as provided in Sections D.5.a.(1) and (2) below, gaining activities are not authorized to unilaterally disqualify registrants.

(1) When working matches for positions in the GS-301 or 303 series requisitioned with the NOA option code, the gaining HRO has the option to screen out registrants who do not meet the basic qualifications requirements for the position as prescribed in OPM or DoD-unique qualifications standards, and these determinations do not require consultation with the registering HRO. This option does not apply to other series and can only be used when a narrative resume is attached to the basic PPP resume.

(2) When applying the procedures in Section D.5.a.(1) above, resumes of registrants who do not meet basic qualifications criteria may be cleared with RAC 46 (not basically qualified per gaining HRO). Whenever this code is used to clear a referral, the HRO must enter a narrative explanation as to why the registrant did not meet the basic qualification requirements of the position.

b. In addition to the information required in Section D.4. above, the gaining activity should provide the crediting plan/job analysis to the registering activity if the qualifications determination involves complex or unusual job requirements. In such cases, the registering activity must advise the gaining activity of the basis for determining a registrant to be well qualified, including clarification as to how the registrant meets any

special job requirements.

c. **Skills Mismatch Involving Overseas Registrants**. When overseas registrants are referred and there is an obvious mismatch of skills, the gaining HRO may consult the appropriate WS Administrator to determine whether further placement consideration is required.

d. Gaining and registering HROs may request assistance from the WS Administrator when one party or the other does not conduct a qualifications determination within a reasonable time. This includes cases in which the referred registrant has matched numerous positions and the registering activity has a backlog of qualifications determinations. Components may require requests to be submitted to the WS Administrator through Component channels.

e. **Unilateral Well-Qualified Determinations**. As an alternative to the joint qualifications process described in Section D.5.a. above, the gaining HRO has the authority to unilaterally determine whether a PPP registrant is well qualified for their position. This provision can only be used if the gaining HRO finds the PPP registrant ***well qualified***. If the gaining HRO does not determine the registrant is well qualified, the joint qualifications process must be initiated. As an alternative to initiating the joint qualifications process, the gaining HRO may follow the procedures outlined below:

(1) The gaining HRO makes an initial qualifications determination using the PPP narrative resume;

(2) If the PPP registrant is determined to be well qualified for the position, the gaining HRO must contact the registering HRO within 1 business day to extend the tentative job offer;

(3) If the PPP registrant is determined to be not well qualified for the position, within 1 business day the gaining HRO will:

(a) Request WS Administrator validation of the not-well-qualified determination by providing the completed WSO FORM 1800-01 (see Appendix B) along with a copy of the position description;

(b) If WSO does not validate the not-well-qualified determination or if the gaining HRO does not request WSO validation, the gaining activity must revert to standard PPP qualifications procedures (i.e., provide position description and pertinent position information to the registering HRO, the registering HRO makes the initial determination, the gaining HRO responds with qualifications determination and rationale).

f. For procedures regarding qualifications determinations on NDOS registrants, refer to Chapter 5, Section E.

g. **Relaxing the Well-Qualified Standard**. As an exception to the joint

qualifications process, gaining activities have the option to authorize job offers to PPP registrants who are not well qualified but, in the opinion of the gaining activity, could succeed in the job. When exercising this option, gaining activities agree to provide training, if necessary, in order to equip the registrant with all of the skills necessary to succeed in the job. When extending job offers based on relaxed qualifications, registering activities must notify PPP registrants of the following:

(1) They were found basically qualified for the position;

(2) Acceptance of the offer indicates that they are willing to complete training that may be necessary for successful performance in the position; and

(3) If such offers are declined, they will be considered invalid for all registrants except;

(a) NDOS employees; or

(b) Mandatory registrants when the offers are reasonable for severance pay purposes as prescribed in Section 550.703 of reference (a).

(c) Program R registrants, when the offers are reasonable for grade retention purposes as prescribed in Section 536.104 of reference (a).

h. **Positions Covered under DAWIA of 1990 (reference (b))**. As explained in Chapter 3, Section G.6., employees who are otherwise well qualified for positions in the GS-1102 series or for critical acquisition positions may register for such positions even though they do not meet all DAWIA qualifications and/or DAC membership requirements. The registrant's status with regard to these requirements is indicated in the "DEFENSE ACQUISITION" data element of the ASARS Registration Format. When requisitions are submitted with a "Y" in the "DEFENSE ACQUISITION" item of the ASARS Requisition Format, registrants will be referred without regard to the corresponding code on their registration. Within each of the three priorities, well-qualified registrants who meet all DAWIA and, if applicable, DAC membership requirements, will be offered positions first. If no registrants within a specific priority meet DAWIA and/or DAC membership requirements, the activity will seek a waiver, if needed, to place a registrant who is otherwise qualified. Waivers will be processed in accordance with established DoD and Component procedures.

i. **DAWIA Program Executive Officer, Program Manager, and Deputy Program Manager Positions**. Registrants who are matched against these positions must be among the BQ and meet DAWIA certification requirements for the position. This determination will be made by the gaining Component's Director of Acquisition Career Management in coordination with the PPP Component Coordinator by ranking the registrant against the BQ criteria. A registrant who is not ranked among the BQ and does not possess the required certification cannot be placed into the position.

6. **Qualifications Disputes**. When the registering activity and gaining activity

cannot agree on a qualifications determination, either activity can initiate a formal dispute by notification to the other activity stating, "A formal dispute is in process as of (date) and you must furnish your rationale, including all supporting documentation, for the qualifications dispute to your respective Regional Coordinator within 15 calendar days of this date." If the Regional Coordinators agree, their joint decision is final. If one Regional Coordinator is responsible for both activities, the Regional Coordinator's decision is final. Regional Coordinators must, within 10 business days, either issue a decision or refer the case to the next level. If the Regional Coordinators disagree, the decision of the Component Coordinator, when the activities are in the same Component, is final. If the Component Coordinators from different Components cannot reach an agreement, the dispute is forwarded to the appropriate WS Administrator who will make the final decision. The DoD Component Coordinator or the WS Administrator must issue a decision within 10 business days of receipt of the case from the Regional Coordinators. The Associate Director, Employment and Compensation, DCPAS, will monitor processing times, take action to ensure deadlines are met, and grant extensions when in-depth inquiries are necessary. This policy is not applicable to MSP applicants. MSP applicants that are referred on a referral certificate are considered to meet or exceed the BQ threshold.

7. **Job Offers**

a. **Requirement for Written Offers**. All PPP job offers and acceptance or declination of the offer must be in writing. When declination of an offer would result in loss of severance pay entitlement or grade or pay retention benefits, the offer must also conform to the requirements of Parts 536 and 550 of reference (a), respectively.

b. **Order of Offers**. Offers are made until positions are filled, PPP referrals are exhausted, or offers are not required because of the PPP candidate's priority. Within the three numerical priorities, offers are always made in priority order. In most cases, activities may select any individual PPP candidate within the priority. Exceptions include: DAWIA positions (see Section D.5.g. and h., above); positions for which RPL (see Chapter 2) candidates are available; the selection of certain RCMTs (see Chapter 11, Section E., and Chapter 16, Section D.); and selection of Air Force Civilian Spouses (see Chapter 20, Section E.). MSP applicants are entitled to preference if they are rated BQ under competitive procedures (merit promotion and competitive examining) and all P1 and P2 referrals have been cleared. See Chapter 14 for details on how to work MSP applicant referrals.

e. **Extending and Responding to Job Offers**

(1) Once a registrant is found to be well qualified, either unilaterally or jointly by both the registering and gaining activities (i.e., there was no qualifications dispute or it has been resolved in the registrant's favor), the gaining activity should authorize the registering activity to communicate the offer to the registrant immediately. The gaining HRO must ensure that the offer includes the requisition control number of the vacancy for which the offer is being made to facilitate report action coding. When placement consideration or a qualifications dispute is underway, additional offers are held in

abeyance pending resolution of the initial offer. If a qualifications dispute has been initiated, the registering activity should continue to work subsequent matches and hold only those for which the registrant is found to be well qualified and those for which agreement cannot be reached with the gaining activity. Activities may contact the WS Administrator for specific guidance on the disposition of offers. When GS-14 or GS-15 positions are involved, the appropriate Component Coordinator should be advised so that undue delays can be avoided.

(2) Beginning with the initial request from a gaining activity to evaluate the registrant's qualifications, the registering activity must work that match to conclusion. If contacted regarding additional matches before the first match has been resolved, the registering activity should proceed as follows:

(a) Continue to work the matches in sequential order. If the registrant is well qualified based on joint agreement with the gaining activity, advise the gaining HRO that the job offer will be held in abeyance until the previous match has been cleared. However, if there are factors that could render a potential offer invalid under the provisions of Section D.10. below, continue working subsequent matches in sequence.

(b) Upon identifying the first position for which the registrant is well qualified and that would clearly constitute a valid offer, no subsequent matches should be held in abeyance. Inform the remaining gaining activities that the registrant has a valid offer pending.

(c) If the original match does not result in termination of the registrant's PPP eligibility (e.g., registrant is not well qualified, declines an invalid offer, etc.), proceed to the first offer that is being held in abeyance. If more than one offer is being held due to the requirements of Section D.7.e.(2)(a) and (b) above, the offers must be worked in sequence.

Refer to Appendix C for examples of how the registering HRO should apply these procedures.

f. **Job Offers to MSP Applicants**. Once an MSP applicant has been determined BQ and is selected to fill the vacancy, the gaining HRO should communicate the job offer to the MSP applicant immediately. When the number of BQ MSP applicants exceed the number of vacancies, the gaining activity may select any MSP referral applicant.

g. **Response Time**. PPP candidates in CONUS must accept or decline offers from CONUS activities within 2 business days of having received the offer. Registrants outside CONUS must accept or decline offers within 3 business days of receipt. The timing does not start until the PPP candidate is in receipt of an offer, whether verbal, in writing, or via email, and has all of the information necessary to make an informed decision (e.g., conditions of employment, pay, work schedule, etc.). In all cases, the registrant's response must be reported immediately to the gaining activity.

h. **No Response**. Failure to receive a timely response is not a valid reason to consider a PPP registrant unavailable, and gaining activities will take no further placement action until the outstanding offer is resolved. If reasonable efforts do not produce a timely response, the gaining activity should contact the assigned WS Administrator for resolution. In the case of MSP applicants, failure to receive a timely response should be handled in accordance with the gaining HRO's standard operating procedures and annotated in the case file accordingly.

i. **Reporting Dates**. PPP candidates must normally report for duty within 2 weeks after accepting an offer in the same commuting area. If a PCS move is required, up to 30 calendar days are allowed for CONUS registrants and up to 45 calendar days for overseas registrants. These time periods apply unless another date is agreed to by the registrant, the registering activity, and the gaining activity.

8. **Withdrawal of Offer**. Activities cannot withdraw an offer under any circumstances. Offers must be honored unless a WS Administrator approves withdrawal. Likewise, activities shall not alter an offer or initially place a PPP candidate in an alternate position without WS Administrator approval.

a. When the gaining HRO contacts the registering HRO for the purpose of determining the registrant's qualifications, the position is effectively committed to that registrant, and the registrant must be placed in the position if all qualifications and appointment criteria are met and the registrant is otherwise eligible, unless he or she declines the job offer. In rare and unusual circumstances, an activity may request withdrawal of an offer.

b. Approval to non-select an interviewed MSP applicant is considered a withdrawal of job offer. As stated in Section D.3.c. above, when a manager or selecting official contacts an MSP applicant for an interview, such contact constitutes commitment and the position is effectively committed to selection of an MSP applicant unless selection is made from a recruitment source not blocked by MSP.

c. Requests to withdraw offers shall be submitted to the WS Administrator with jurisdiction over the HRO that is seeking withdrawal of the offer, and they must be signed at the HRO Director level or higher. Requests must be transmitted via email or fax within 5 business days of the job offer being made or, if applicable, having been accepted by the PPP candidate. A copy of the request must be simultaneously submitted to the Component Coordinator who shall then be allowed 5 business days to contact the WS Administrator and either endorse or withdraw the request. If the Component has established procedures for submitting requests through internal channels, the HRO must comply. However, the requirement to initially transmit the request to the WS Administrator and the 5-day deadline for Component Coordinator action still apply.

d. All requests must clearly state the rationale for withdrawing the offer and include the requesting activity's explanation as to how the circumstances meet the "rare and unusual" standard required for approval. If appropriate, the request must also include and provide information regarding possible alternate placement opportunities for the PPP

candidate. Also required is a copy of a notice from the requesting activity to the affected releasing or gaining activity that a withdrawal of offer is being pursued. The responsible WS Administrator shall approve or disapprove such actions within 10 business days of receipt of a request that includes all necessary supporting documentation.

9. **Valid Offers**. For PPP registrants, a valid offer is an offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. For NDOS employee registrants, a valid offer is an offer of a full-time permanent position that matches the series, grade, and location for which the individual is registered. Additionally, for all registrants, there must be no significant changes in working conditions or conditions of employment. Job offers with a drug testing requirement, a change in shift, or a change in locality or wage rate are considered valid. For employees whose work schedule is less than full-time, the work schedule of the offered position must equal or exceed the working hours of the individual's current position or the position last held prior to separation. An offer that meets these conditions is valid even if obtained outside the PPP. Before extending an offer, the registering activity must determine whether the offer is valid. If valid, the registering activity must advise the registrant that declination of the offer will result in removal from the PPP. Valid offers include, but are not limited to:

a. A position in the excepted service offered to a registrant who holds or last held a position in the excepted service;

b. A supervisory position offered to a registrant who currently holds a supervisory position, or to a registrant who is not currently a supervisor but has indicated availability for supervisory positions;

c. A part-time, intermittent, or seasonal permanent position offered to a registrant who, at the time of registration, occupied a position with essentially the same work schedule; and,

d. Positions with overtime pay offered to registrants whose current or last position included overtime pay, even if there is a reduction in the amount of overtime. For PPP purposes, such a reduction does not constitute a change in conditions of employment. This also applies to registrants whose established tours of duty exceed the standard 40-hour work week and who regularly receive overtime pay.

10. **Invalid Offers (applicable only to ASARS registrants)**. Except as specified in Sections D.5.f.(3) above, and D.10.h., D.12., and D.13., below, the following types of offers are invalid IF DECLINED:

a. An offer determined by the registering activity to constitute a significant difference in working conditions or conditions of employment, e.g., travel or deployment requirements, environmental factors, physical requirements, etc. (except as covered in Section D.10.i. below and absent other compelling circumstances, this does not include shift requirements);

b. An offer at a location remote from the gaining activity when the registrant's AOR did not include the remote site;

c. An offer of an obligated position;

d. An offer of a position in a function that is under commercial activity or privatization study;

e. An offer of a position that requires the employee to invest a substantial amount of money to purchase tools;

f. An offer of a time-limited appointment, whether accepted or declined;

g. An offer of a position that requires the employee to sign a mobility agreement, unless already on a mobility agreement;

h. An offer of an excepted service position to a registrant who currently holds or last held a competitive service position;

i. An offer of a position with a part-time, intermittent, seasonal, or rotating shift schedule to a registrant who currently holds or last held a position with a different work schedule;

j. An offer of a Department of the Army floating plant position (other than hopper dredge) to an employee who does not currently occupy such a position;

k. An offer of a position at an activity that has been approved by Congress for closure;

l. An offer of a position at an activity that has been approved by Congress for realignment, if the position is being realigned outside of the commuting area of the gaining activity;

m. An offer of a position without premium pay to a registrant whose current or last held position included premium pay, provided the offered position is in the same occupational series as the registrant's current or last held position;

n. An offer of a lower-grade position under an alternative personnel system or demonstration project that does not provide grade retention benefits, provided the registrant is not currently employed under the same type of system and would otherwise be entitled to grade retention;

o. Positions with no overtime pay offered to registrants whose current or last established tour of duty exceeded the standard 40-hour work week and who regularly received overtime pay, provided they did not voluntarily register for positions that typically do not include overtime pay;

p. An offer of a position made to a registrant who is not well qualified as covered in Section D.5.f above; or

q. Other offers determined invalid by the WS Administrator.

11. **Expired Eligibility**. Provided the registrant is appointable and otherwise eligible, a referral that is a valid match remains in effect even if the registration period for the registrant has expired.

12. **Security Clearances**

a. Offers must not be delayed or denied because the PPP candidate does not have a clearance or the required personnel security investigation has not been completed. In these circumstances, the PPP candidate may decline the job offer without penalty if the reporting date would be unreasonably delayed. For purposes of this provision, a delay is considered unreasonable when an appropriate representative of the gaining activity determines the PPP candidate cannot be permitted to enter on duty within the standard reporting period specified in Section D.7.i. above. Such a determination necessarily involves a preliminary review by the gaining activity's security function and constitutes an official finding that the security requirements cannot be waived and an interim clearance cannot be granted.

b. Upon being advised of an unreasonable delay as described above, PPP registrants in ASARS may exercise the following options:

(1) Decline the offer as invalid and remain in the PPP; or

(2) With the understanding that entrance on duty is contingent upon final adjudication of the security clearance, accept the offer as valid and be removed from the PPP. If still on the employment rolls, the registrant shall remain in place pending adjudication of the clearance, and shall be subject to any ongoing workforce reshaping actions. If 6 months pass without a final determination on the security clearance, the registrant has the option to re-register in the PPP for the remainder of the initial eligibility period. If a registrant exercises this option, the registering activity shall limit consideration to positions that do not require a clearance. If contacted by a gaining activity regarding a position that requires a clearance, the registering activity shall advise the gaining activity that the registrant has a valid offer pending and to clear the referral with RAC 38. This option is not available if the eligibility period expires 6 months or less after the registrant accepted the offer as valid. Re-registration under this provision does not relieve the gaining activity of its responsibility to continue the adjudication process to conclusion, as there is no guarantee that the registrant will receive another offer. If re-registration does result in another valid offer, the registrant has the option to accept the second offer, thereby relieving the initial gaining activity of any further responsibility other than fulfilling any remaining PPP clearance requirements, or decline the second offer and wait for the decision regarding the security clearance for the first offer. Registrants who decline a second valid offer have no further PPP eligibility if the security clearance for the first position is denied.

(a) When a registrant accepts an offer as valid pending adjudication of the clearance, the responsibilities of the parties are as follows:

1 The gaining HRO shall clear the resume with RAC 14 and pursue the clearance processing expeditiously;

2 The registering HRO shall delete the registration with RAC 03 and monitor the time period following acceptance of the offer to determine if and when the registrant should be given the option to re-register. The HRO must also advise the registrant that unjustified delays in submitting required security forms and documents could result in termination of PPP eligibility under the provisions of Chapter 3, Section C.17; and

3 The registrant shall complete all required security forms and return them to the registering HRO within 10 business days. Absent circumstances beyond the registrant's control, failure to meet this requirement could result in loss of PPP eligibility under the conduct provisions of Chapter 3, Section C.17.

(b) If the formal adjudication process has been completed and the security clearance has been denied, and if the registrant has not already reported for duty to the gaining activity under an interim clearance, the job offer is automatically nullified. The registrant may immediately re-register for the remainder of the original eligibility period provided he or she still meets all the eligibility requirements, with the understanding that future consideration will only be for positions that do not require a security clearance. However, care should be exercised in reviewing the basis for denial when considering eligibility for re-registration.

c. If the gaining activity agrees to waive the security requirements or grant an interim clearance, the time period used to determine if the registrant could report for duty within established PPP standards (see Section D.7.i. above) does not begin until the registering HRO informs the registrant of the gaining activity's decision. Since unreasonable delays should rarely occur in this situation, it is unlikely that registrants will have the option to decline the offers as invalid based on delayed reporting dates.

(1) A registrant who enters on duty at the gaining activity under an interim security clearance shall not be eligible for re-registration in the PPP solely because the final clearance is subsequently denied. The registering HRO shall advise the registrant of this provision when making such offers.

(2) If a registrant is offered a position with an interim clearance and has a valid reason to expect the final clearance will be denied (i.e., due to information that would be revealed in a full investigation but was not considered during the preliminary review by the gaining activity's security function), the registering HRO should contact the supporting WS Administrator for guidance.

13. **Child Care Positions**. When a PPP candidate receives an offer for a child care

position that requires a criminal history background check as a condition of employment, the candidate may, if not currently in such a position:

a. Decline the offer if the delay to complete the background check is unreasonable, and remain eligible for PPP; or,

b. Accept the offer and delay the reporting date until the background check is completed.

c. For ASARS registrants only: ASARS registrants have the option to accept the offer on a conditional basis and remain in PPP until the completion of the background check, or until accepting or declining one subsequent offer.

14. **Medical Examinations**

a. Following the tentative selection of a PPP candidate, gaining activities may require a medical examination in accordance with Part 339 of reference (a), Medical Qualification Determinations. A medical examination is appropriate only for a position that has specific medical standards, physical requirements, or is covered by a medical evaluation program. Decisions to require medical examinations for PPP candidates should be consistent with decisions to require medical examinations for other tentatively selected applicants. Failure to meet a properly established medical standard or physical requirement means that the individual is not qualified for the position absent a waiver or reasonable accommodation. When a medical examination is required, the gaining activity may request that the releasing activity arrange and pay for any necessary examination prior to the employee being reassigned or transferred to a new position in another commuting area. If the position is in the same commuting area, any medical examinations required will be the responsibility of the gaining activity. Disputes involving physical qualifications will be referred to the appropriate WS Administrator for resolution.

b**.** **Reasonable Accommodation**. If a PPP candidate requests accommodation, the job offer is considered tentative until the gaining activity conducts a complete and formal review as required by law and Equal Employment Opportunity Commission guidelines. If the activity is able to provide reasonable accommodation, the placement shall proceed. However, if the gaining activity is not able to provide reasonable accommodation after fulfilling all statutory and regulatory requirements, the tentative job offer is automatically rescinded and the placement shall not be made. In these cases, WSO approval is not required and the referral should be cleared with RAC 26 and a narrative explanation if the PPP candidate is an ASARS registrant. For MSP applicants, the gaining HRO should maintain appropriate documentation in the recruitment case file.

15. **Offers of Positions that Constitute Promotions**. With the exception of MSP applicants, job offers shall not be extended to PPP registrants if the placement would constitute a promotion. Promotion determinations are based on the rate of basic pay (as defined by OPM) for GS employees, or the basic rate of pay for other employees. Before a PPP candidate is offered a position in the same or a different pay system, the gaining

activity must determine whether the offer constitutes a promotion based on the applicable pay system for the new position. Positions with a TRA option may be offered only if the target grade of the position does not exceed the target grade of the PPP registrant's current position.

16. **Offers of Temporary (including Term) Employment**. Temporary employment offers will not be made to PPP candidates who live outside the commuting area of the position.

17. **Offers of Positions at Closing Activities or Realigning Activities**

a. If the position is located at an activity that has been formally announced and approved for closure, referral is limited to registrants with "C" or "B" in the "Base Closure/Realignment" data element of the ASARS Registration Format, and to BQ MSP applicants who have applied to the job announcement.

b. If the gaining activity has been formally announced and approved for realignment and the position is being realigned outside of the commuting area of the gaining activity, referral is limited to registrants with "R" or "B" in the "Base Closure/Realignment" data element of the ASARS Registration Format, and to BQ MSP applicants who have applied to the job announcement.

c. Even if registered with "C," "R," or "B," or if offered such positions outside the PPP, registrants may decline these offers as invalid in accordance with Sections D.10.k. and D.10.l. above. Job offers made to MSP applicants for permanent positions are considered valid.

18. **DTDPs**. If the position being offered is a DTDP under reference (c), the gaining activity may require a pre-appointment drug test at the gaining activity's expense. If the position is outside the commuting area, the gaining activity may arrange for the test to be administered by the losing activity, or the nearest activity of the gaining Component, at the gaining activity's expense. The effect of the drug test results on continued PPP eligibility will be determined in accordance with Chapter 3, Section C.17.

19. **Offers of Supervisory Positions**. Offers of second-level and higher supervisory positions are not required unless the PPP candidate has already successfully completed the supervisory probationary period.

20. **Stateside Job Offer to NDOS Registrants**. When communicating with overseas activities, the gaining activity should provide:

a. The fund citation for miscellaneous expense allowance and temporary quarters subsistence expenses;

b. The gaining activity code;

c. A desired reporting date;

d. The position description and other pertinent information such as position obligation, special physical requirements, and unusual conditions of employment, if any, e.g., excessive travel and mobility agreements; and

e. The name, telephone number, and email address of the HRO point of contact.

E. RECONSTRUCTION

1. When an activity discovers that a position was not cleared in accordance with this Chapter, the HRO must immediately request reconstruction of required PPP actions. This applies even if the position has already been filled. To initiate a reconstruction, the HRO must complete and submit the ASARS Reconstruction Format illustrated at Appendix D. Use the "Reconstructions" link on the ASARS main menu to access the Reconstruction Format.

2. PPSB will determine if any registrants missed consideration. The results will be sent to the activity and the appropriate WS Administrator. The HRO must contact the WS Administrator to discuss the disposition of all matching referrals and for instructions regarding corrective action. Reconstructions shall be considered unresolved until the WS Administrator determines that no further action is required.

3. If a correction is needed to an existing reconstruction, i.e., a second or subsequent reconstruction request must be submitted, ASARS will not allow use of a previously used RPA number. Instead, use the last five digits of the RPA and sequential alpha letters for any additional requests. For example: RPA 123123 was reconstructed, but it is discovered the option code was incorrect when initially submitted. When submitting the second reconstruction request, the RECONSTRUCT ID would be 23123A. In any scenario where more than one reconstruction request is submitted, annotate the full RPA number in the explanation block at the bottom of the request form.

F. REQUIREMENT TO RE-ANNOUNCE POSITIONS

When an activity discovers that a job announcement did not include MSP applicants under the area of consideration when competitive procedures were used, the position must be re-announced for a minimum of 3 business days to allow MSP applicants to exercise their priority status.

G. GAINING ACTIVITY RECORDS

Each HRO will maintain a clear audit trail in accordance with Chapter 1, Section G.5. These records will contain information on matching covered positions, applying program exceptions, making qualifications determinations, extending job offers, and reconstruction actions.

CHAPTER 4

APPENDIX A

MANAGING REFERRALS THROUGH ASARS AND THE APPLICATION-BASED PROCESS

The following examples illustrate the appropriate PPP clearance requirements and the proper procedures when working multiple referrals received via ASARS and the application-based process under various recruitment strategies. The examples below are based on the assumption that a PPP exception is not applicable.

Example 1. Management submits a Recruit/Fill RPA and wishes to consider internal and external competitive and noncompetitive recruitment sources.

PPP Clearance Requirements: The gaining HRO must submit a standard PPP requisition using Referral Code A. The job announcement must include consideration of MSP applicants.

PPP Results: The PPP requisition yields a combination of P1, P2, and P3 registrants. Likewise, the job announcement yields multiple MSP applicants.

Working of PPP Referrals: The gaining HRO must work the P1 registrants first, and if none of them are placed in the position, the gaining HRO must then proceed with working the P2 registrants. If the clearance of the P2 registrants does not result in a placement, the gaining HRO has the option to consider the well-qualified P3 registrants or the BQ MSP applicants. The presence of BQ MSP applicants precludes management's ability to select from any competitive recruitment source, while the presence of well-qualified P3 registrants precludes selection from outside the Component (including the conversion of a current Component employee).

Management may select from among the BQ MSP applicants or the well-qualified P3 registrants. Furthermore, if noncompetitive reassignment and CLG candidates were included in the competitive announcement but only the competitive candidates were evaluated using rating and ranking criteria, management would also have the option to select a qualified reassignment or CLG applicant within the Component.

Example 2. Management submits a Recruit/Fill RPA with the intent of filling the position within the Component via a competitive merit promotion announcement.

PPP Clearance Requirements: The gaining HRO must submit a standard PPP requisition using Referral Code P to clear the PPP for available P1 and P2 registrants. The job announcement must include consideration of MSP applicants.

PPP Results: The PPP requisition is unmatched. The job announcement identifies four MSP applicants.

Working of PPP Referrals: One of the MSP applicants does not rank among the BQ; however, the three remaining MSP applicants are determined to meet the BQ criteria. The BQ MSP applicants preclude the selection from any competitive recruitment source. Under this scenario, management may select from among the BQ MSP applicants. Furthermore, if noncompetitive reassignment and CLG candidates were included in the competitive announcement but only the competitive candidates were evaluated using rating and ranking criteria, management would also have the option to select a qualified reassignment or CLG applicant within the Component.

Example 3. Management submits a Recruit/Fill RPA for a Military Reserve Technician position (also referred to as a dual-status position).

PPP Clearance Requirements: The gaining HRO must submit a standard PPP requisition using Referral Code M. The gaining HRO is **NOT** required to open a job announcement to clear available MSP applicants because dual-status positions require the incumbent to maintain active reserve membership as a condition of employment.

PPP Results: The PPP requisition yields one P1 registrant.

Working of PPP Referrals: The gaining HRO must initiate the qualifications process for the P1 referral. If the joint qualifications process determines the registrant is well qualified for the civilian requirements of the position, the appropriate Military Reserve function at the gaining HRO must then determine whether the PPP registrant meets the military eligibility requirements of the position. If the PPP registrant does not meet the military requirements of the position, the individual is determined not qualified for placement in the position. If the PPP registrant meets the military requirements of the position, the job offer should be extended to the individual as an invalid PPP job offer.

Example 4. Management submits an RPA for the noncompetitive reassignment of an employee within the Component.

PPP Clearance Requirements: The gaining HRO must submit a one-time clear PPP requisition via ASARS using Referral Code P to clear the PPP for available P1 and P2 registrants. The gaining HRO is **NOT** required to open a job announcement to clear available MSP applicants since MSP applies to actions involving competitive recruitment procedures.

PPP Results: The PPP requisition yields two P2 registrants.

Working of PPP Referrals: These two P2 registrants must be cleared before the noncompetitive reassignment of the Component employee can be consummated.

Example 5: Management submits an RPA for the noncompetitive transfer of an employee from another Component.

PPP Clearance Requirements: The gaining HRO must submit a one-time clear PPP requisition using Referral Code A to clear the PPP for available PPP registrants. The gaining HRO is **NOT** required to open a job announcement to clear available MSP applicants since MSP applies to actions involving competitive recruitment procedures.

PPP Results: The PPP requisition yields one P1 registrant and multiple P3 registrants.

Working of PPP Referrals: The gaining HRO must work the P1 registrant first. The joint qualifications process determines the P1 registrant is not well qualified. A well-qualified P3 candidate will preclude selection from outside of the Component (including the conversion of a current Component employee).

Example 6. Management submits an RPA for a VRA name request.

PPP Clearance Requirements: The gaining HRO must submit a one-time clear PPP requisition using Referral Code A to clear the PPP for available PPP registrants. The gaining HRO is **NOT** required to open a job announcement to clear available MSP applicants since MSP applies to actions involving competitive recruitment procedures.

PPP Results: The PPP requisition yields one P1 registrant and one P3 registrant.

Working of PPP Referrals: The P1 registrant must be worked first via the joint qualifications process which determines the registrant not well qualified. A well-qualified P3 registrant precludes selection from outside the Component (including the conversion of a current Component employee).

Example 7. Management submits an RPA to make an additional selection from an existing register.

PPP Clearance Requirements: Provided that no additional rating and ranking occurs, the gaining HRO may submit a one-time clear PPP requisition via ASARS using the appropriate referral code to clear PPP for available PPP registrants. If additional rating and ranking is necessary, a one-time clear requisition is not appropriate and a standard PPP requisition should be submitted. The gaining HRO is **NOT** required to open a **new** job announcement to clear MSP applicants. Instead, the gaining HRO must consider the MSP applicants received against the initial job announcement from which the additional selection is being made.

PPP Results: The PPP requisition yields four P1, two P2, and three P3 registrants. The job announcement from which the referral certificate for the additional selection is being made identified 10 BQ MSP applicants.

Working of PPP Referrals: If all of the P1 registrants are cleared, and then both P2s are cleared, management may consider one of the BQ MSP applicants or P3 registrants, if well qualified. The BQ MSP applicants preclude the selection from any competitive recruitment source; however, a well-qualified P3 registrant only precludes selection from outside the Component (including the conversion of a current Component employee). Furthermore, if noncompetitive reassignment and CLG candidates were included on the referral certificate but only the competitive candidates were evaluated using rating and ranking criteria, management would also have the option to select a qualified reassignment or CLG applicant within the Component.

Example 8. Management submits a Recruit/Fill RPA with the intent of filling the position via DEU.

PPP Clearance Requirements: The gaining HRO must submit a standard PPP requisition using Referral Code H. The job announcement must include consideration of MSP applicants.

PPP Results: The PPP requisition yields a combination of P1, P2, and P3 registrants. Likewise, the job announcement yields multiple MSP applicants.

Working of PPP Referrals: The gaining HRO must work the P1 registrants first, and if the clearance of these registrants does not result in a placement, the gaining HRO must then proceed with working the P2 registrants. If the clearance of the P2 registrants does not result in a placement, the gaining HRO must then proceed with working the P3 registrants. A well-qualified P3 candidate will preclude a selection from outside the Component (including the conversion of a current Component employee).

As a reminder, in light of the fact that MSP cannot contravene veteran's preference, when filling a position via DEU, a BQ MSP applicant will only receive priority placement consideration in the absence of veteran's preference eligibles.

Example 9. Management submits a Recruit/Fill RPA with the intent of filling the position via an OPM DHA.

PPP Clearance Requirements: The gaining HRO must submit a one-time clear PPP requisition using Referral Code H. Because OPM DHAs do not involve competitive procedures* (i.e. no rating and ranking of candidates), MSP does not apply; therefore, the gaining HRO is not required to open a job announcement to clear MSP applicants.

PPP Results: The PPP requisition yields multiple P2 and P3 registrants.

Working of PPP Referrals: The P2 registrants must be worked first. If the clearance of the P2 registrants does not result in a placement, the gaining HRO must proceed with working the P3s. The presence of a well-qualified P3 candidate will preclude a selection

from outside the Component (including the conversion of a current Component employee).

Example 10. Management submits a Recruit/Fill RPA with the intent of filling the position via a statutory DHA for which modified PPP procedures IAW the DASD(CPP) Memo dated July 17, 2017, apply. If modified PPP procedures are not followed, the procedures outlined in Example 9 apply.

PPP Clearance Requirements: The gaining HRO must submit a one-time clear requisition using Referral Code H. The gaining HRO is **NOT** required to open a job announcement to clear available PPP applicants because the modified PPP procedures for statutory DHAs require only the clearance of P1 and displaced P2 registrants.

PPP Results: The PPP requisition yields one P1 registrant, two P2 registrants (one displaced and one NDOS), and multiple P3 registrants.

Working of PPP Referrals: The P1 and P2 registrants must be worked in priority order. If the clearance of the P1 registrant does not result in a placement, the displaced P2 must be worked next. If the clearance of the displaced P2 does not result in a placement and the Component does not require the NDOS P2 to be worked, the NDOS P2 may be cleared with RAC 26 and the narrative explanation "Modified Statutory DHA Procedures. Component does not require NDOS P2 to be worked." If the Component requires the clearance of NDOS P2s under the modified PPP procedures for statutory DHAs, the gaining HRO must work the NDOS P2 registrant. The P3 registrants may be cleared with RAC 26 and the narrative explanation "Modified Statutory DHA Procedures."

Example 11. Management submits an RPA for the reassignment of an employee within the Component based on a canvass announcement. A canvass announcement is a solicitation that management sends out within the organization for the purpose of identifying employees interested in reassignment or CLG to a vacant position. A canvass announcement takes place prior to the submission of the recruit/fill RPA. If the canvass announcement results in management's selection of an organization employee for reassignment or CLG, an RPA with the name request is then submitted to the HRO with the dates of the canvass announcement.

PPP Clearance Requirements: The gaining HRO must submit a reconstruction request using Referral Code P to cover the time period of the canvass announcement to receipt of the RPA in Staffing. The gaining HRO is **NOT** required to open a job announcement to clear available MSP applicants since MSP applies to actions involving competitive recruitment procedures.

PPP Results: The PPP reconstruction yields multiple P2 registrants.

Working of PPP Referrals: The gaining HRO has the option of determining the order in which they wish to clear the P2 registrants. A well-qualified P2 registrant will preclude the selection of the reassignment within the Component. In the absence of a well-qualified P2 registrant, the gaining HRO may process the reassignment of the employee within the Component.

*If competitive procedures are used, the JOA must include MSP applicants in accordance with standard PPP policy for filling positions under competitive procedures.

CHAPTER 4

APPENDIX B

MODIFIED PPP PROCEDURES FOR STATUTORY DHAs

The following operational guidance is provided to assist HROs with implementing PPP procedures for positions that will be filled through statutory DoD DHAs. The intent of these procedures is to support the Department's efforts in shaping the future workforce through the use of hiring flexibilities, while preserving the spirit and intent of the PPP by placing employees adversely affected through no fault of their own. These procedures apply to current and future DoD DHAs, unless a specific PPP exception has been granted. These procedures do not apply to OPM DHAs which are subject to standard PPP procedures or when the RPA does not meet the conditions for one-time clearing as per Chapter 8, Section B.1.c.(22) of the PPP Handbook. Whenever the recruitment source includes candidates other than those appointable under statutory DHAs, standard PPP procedures apply.

1. **Requisitioning**. Submit a requisition for a one-time clear using Referral Code H:

a. Within 2 business days of receipt of an RPA in the staffing office;

b. Within 1 business day prior to the start of the recruitment event when an RPA is not submitted to the staffing office, but recruitment for a valid vacancy will occur (i.e., job fair, campus recruitment event); or

c. When an activity is prepared to extend a job offer or issue a referral list from an open continuous announcement.

2. **Identifying applicable PPP Matches**. All P1 and displaced P2 registrants must be worked. P2 displaced registrants are easily distinguishable from NDOS P2 registrants by the separation and release dates in their PPP registrations. These fields are blank for NDOS registrants, while displaced registrants have entries in both fields.

Priority	Separation/Release Date Fields	Must be Worked	Comment
1	Dates entered	Yes	
2	Dates entered	Yes	
2	Blank	No	Component may require P2 NDOS be worked

3	Dates entered & blank	No	Return with RAC 26 and cite "Modified Statutory DHA Procedures"

3. **Qualifications determinations**. When PPP matches result, P1 and P2 displaced matches must be worked within 1 business day in priority order as follows:

a. The gaining HRO makes an initial qualifications determination using the PPP narrative resume;

b. If the PPP registrant is determined to be well qualified for the position, the gaining HRO must contact the registering HRO within 1 business day to extend the tentative job offer;

c. As an alternative to initiating the joint qualifications process with the registering HRO, if the PPP registrant is determined to be not well qualified for the position, within 1 business day the gaining HRO has the option to:

(1) Request WS Administrator validation of the not-well-qualified determination by providing the completed WSO Form 1800-01 along with a copy of the position description;

(2) If WSO does not validate the not-well-qualified determination or if the gaining HRO does not request WSO validation, the gaining activity must revert to standard PPP qualifications procedures (i.e., provide position description and pertinent position information to the registering HRO, the registering HRO makes the initial determination, then the gaining HRO responds with qualifications determination and rationale).

REQUEST FOR WSO VALIDATION OF PPP QUALIFICATIONS DETERMINATION FOR POSITIONS FILLED BY DOD STATUTORY DHAs OR THE UNILATERAL QUALIFICATIONS PROVISION

This form is to be completed and emailed to the servicing WS Administrator/Deputy WS Administrator within 1 business day of determining a PPP registrant not well qualified under modified PPP procedures.	
Requestor's Name	
Requestor's Phone	
Requestor's Email	
Applicable Statutory DHA *(cite NDAA year and section number)*	
Gaining Activity Code	
Requisition Number	
Registrant's Name	
Is position description attached?	_____Yes _____No (Explain)
Gaining Qualifications Determination	Not Well Qualified _____ Other (explain) _____ _____
Rationale for Qualifications Determination	
This section to be completed by WS Administrator **WSO Decision** WS Administrator: ____ Date: ____	_____ The qualifications determination is valid as documented above _____ The qualifications determination as documented above cannot be validated for the following reasons: _____ The rationale for the qualifications determination provided does not sufficiently support the not well qualified determination _____ The narrative resume reflects information that brings the determination into question _____ Other _____ _____

WSO FORM 1800-01

CHAPTER 4

APPENDIX C

MANAGING MULTIPLE QUALIFICATIONS DETERMINATION REQUESTS

The following examples illustrate the proper registering activity procedures for responding to multiple requests for qualifications determinations on the same PPP registrant. These procedures are found in Section D.7.e. of this Chapter.

Example 1. Registering Activity A just initiated a formal dispute with Activity B regarding registrant Jane Smith's qualifications for a WG-2604-12 position. Activities C through F, in that order, contact Activity A prior to resolution of the dispute and request qualifications determinations for Ms. Smith. In accordance with Section D.7.e., Activity A proceeds in the following sequence:

Activity C – The two HROs agree that Ms. Smith is not well qualified. Activity A proceeds to work the Activity D match.

Activity D – Although the HROs jointly agree that Ms. Smith is well qualified, the position requires frequent travel. Since Ms. Smith does not travel in her current job, she could decline the Activity D offer as invalid. Activity A advises Activity D that the offer will be held in abeyance, but proceeds to work the Activity E match.

Activity E – The two HROs agree that Ms. Smith is well qualified and there are no circumstances that could render the offer invalid if declined. Activity A advises Activity E to hold the offer in abeyance.

Activity F – Activity A advises Activity F that Ms. Smith already has a valid offer pending, and Activity F clears her referral with RAC 38.

Additional Requests – Additional requests for qualifications determinations are received from Activities G, H, and I, and Activity A also advises them of the pending offer.

Order of Offers – If the qualifications dispute is resolved in Ms. Smith's favor and results in a valid offer, Activity A advises Activities D and E, and they in turn clear her referral with RAC 38. If the dispute does not produce a valid offer, or if Ms. Smith declines the Activity B offer as invalid, Activity A proceeds to the Activity D offer, and the process is repeated.

Example 2. Using the same activities and sequence of matches described in Example 1 above, assume that Ms. Smith is found not well qualified for the Activity B position and declines the Activity D offer as invalid. Upon contacting Activity E to process the second and last offer that was held in abeyance, Activity A learns that the gaining organization has initiated a formal A-76 study, which would render the Activity E offer invalid if declined. Activity A extends the offer to Ms. Smith, but before she responds, Activities J, K, and L request qualifications determinations. Activity A works the requests sequentially as described above until the Activity E offer is resolved. The previous matches cleared with RAC 38 by Activities F, G, H, and I are not applicable.

CHAPTER 4

APPENDIX D

ASARS RECONSTRUCTION FORMAT

PPP RECONSTRUCTION

ACTIVITY CODE 000A
RPA # (last 6) 123456
DATE OF REQUEST .....
HRO CONTACT .....
COMMERCIAL PHONE .....
DSN PHONE .....
COMMERCIAL FAX .....
DSN FAX .....
EMAIL .....
POC EMAIL .....
PREVIOUS REQUISITION #....
CURRENT REQUISITION #.....

COMPONENT .....
PAY GROUP .....
SERIES ..... (use 4 digits)
GRADE ..... (use 2 digits)
OPTION CODES .....
REMOTE ACTIVITY CODE .....

REMOTE STATE .....
REFERRAL CODE .....
TEMPORARY ACTION ..... YES NO
PART TIME ..... YES NO
INTERMITTENT ..... YES NO
SEASONAL ..... YES NO
SUPERVISORY ..... YES NO
ROTATING SHIFTS ..... YES NO
EXCEPTED SERVICE ..... YES NO
BRAC .....

DATE OF RECONSTRUCTION

BEGINNING ..... (required) (YYYYMMDD)

ENDING ..... (required) (YYYYMMDD)

DATE OF REF LIST ..... (YYYYMMDD)

REASON FOR RECONSTRUCTION (*Check all that apply*)

- ☐ FAILED TO REQUISITION TIMELY
- ☐ WRONG REMOTE USED
- ☐ INCORRECT REFERRAL CODE
- ☐ OPTION CODE WRONG OR OMITTED
- ☐ REMOTE OMITTED
- ☐ OTHER (PLEASE EXPLAIN)
- ☐ ACTIVITY CLOSED REQUISITION EARLY
- ☐ ACTIVITY FAILED TO EXTEND REQUISITION, SYSTEM CLOSED
- ☐ RECRUITMENT CHANGED (PLEASE EXPLAIN)

EXPLANATION: (*do not exceed 10 typed lines*)

Submit

Submit

CHAPTER 5

PROCEDURES FOR OVERSEAS ACTIVITIES

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CHAPTER 5

PROCEDURES FOR OVERSEAS ACTIVITIES

References: (a) Joint Travel Regulations (JTR), October 1, 2014

(b) Title 5, United States Code

(c) Executive Order 12721, "Eligibility of Overseas Employees Noncompetitive Appointments," July 30, 1990

(d) Title 10, United States Code

A. PURPOSE

The purpose of this Chapter is to specify the DoD PPP procedures that apply to eligible DoD employees and family members in foreign areas, territories, and possessions of the U.S., including those in the states of Alaska and Hawaii. The term "overseas employees" will be used throughout this Chapter when referring to this group of employees. Eligible overseas employees and family members are registered in Program A, and all standard Program A procedures apply except as modified by this Chapter. The "Supervisory Certification of Performance and Conduct" (see Chapter 3, Section C.17) applies to all overseas PPP registrants, including those who were already registered when the requirement was implemented on July 7, 2008.

B. DISPLACED OVERSEAS EMPLOYEE PROCEDURES

1. **Registration Eligibility**. See Chapter 3, Section B.

2. **Registration Ineligibility**. See Chapter 3, Section C.

3. **Registration Period**.

a. Registrants scheduled for separation remain in Program A until they are placed, decline a valid offer, are otherwise deleted, or until 12 months after the date of separation, whichever occurs first.

b. Registrants scheduled for RIF demotion remain in Program A until they are placed, decline a valid offer, are otherwise deleted, or until the effective date of the position change, whichever occurs first. Employees scheduled for separation after declining RIF CLG offers may continue registration for 12 months after separation, unless otherwise deleted.

4. **Priorities**. HROs will assign priorities in accordance with Chapter 3, Section E.

5. **AOR**

a. **Employees Scheduled for Involuntary Separation - No Offer**. All eligible displaced overseas employees (including those in Guam) who are scheduled for involuntary separation without an offer should be registered for referral to the minimum number of activities (in the U.S. and/or intra-theater, as appropriate) likely to provide a job offer. If registered for the U.S. (including Alaska and Hawaii), the employee's AOR shall be based on a specific location within the zone from which the employee was recruited or where the employee last resided, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. The specific location within the zone shall be designated by the employee, and shall provide the basis for applying the standard policies prescribed in Chapter 3, Section H (e.g., the "no skipping over" rule). Registration outside the commuting area of the designated location is voluntary. In order to register within the current theater, employees must meet all other conditions of eligibility for registration and meet the tour requirements for each overseas activity, while still meeting the conditions of their agreement to return from an overseas area within 5 years. The intra-theater AOR must reflect individual activity codes, not broad country selections. The Component Coordinators may authorize expanded areas in the U.S. and Puerto Rico for displaced overseas employees, including those whose home of record is Guam. If approved, referral is limited to Component activities only. WSO approval is required for referral to all Components. PPP placement in either Alaska or Hawaii constitutes placement in the U.S. and eliminates any future PPP eligibility based solely on service in an overseas theater. Depending on the employee's individual status, the following conditions also apply.

(1) **Employees on Rotation Agreements Without Return Rights**. Except as specified in Section B.5.a.(2) below, these employees are not required to register in the PPP. However, when registering voluntarily, they MUST be available for referral to activities in the U.S. Employees who can complete the equivalent of a renewal tour prior to the 5-year foreign limitation may concurrently register for intra-theater referral.

(2) **Employees on Rotation Agreements Without Return Rights Who Are Eligible for Severance Pay**. In addition to the requirements in Section B.5.a.(1) above, these employees are subject to the mandatory registration provisions of Chapter 3, Section I. Mandatory registration applies in the U.S. commuting area from which recruited AND, for employees who can complete the equivalent of a renewal tour prior to the 5-year foreign limitation, in the overseas commuting area. An offer within two grades of the current grade in the commuting area of either the overseas or U.S. location will constitute a reasonable offer for severance pay purposes. The mandatory provisions do not apply to employees who voluntarily register on a reasonably broad basis outside of the overseas and/or U.S. commuting area.

(3) **Employees Not Serving Under a Rotation Agreement**. These employees may register for the U.S. or for intra-theater referral. If placed in a foreign area, they must sign a rotation agreement to return to the U.S. upon completion of the equivalent of one renewal tour and agree to register in Program A for return placement in accordance with Section C.2. below.

(4) **Employees Whose Home of Record is Guam**. Employees whose home of record is Guam may register for referral to Guam. They may also register for other activities in foreign areas within the current theater if they can complete the equivalent of a renewal tour within the 5-year limitation. They may concurrently register for referral to activities in the nearest zone in the U.S. When registering these employees for foreign countries in the Pacific Theater, enter "Displaced Employee – Guam" in the Employee Information/Special Qualifications" data element of the ASARS Registration Format.

(5) **Employees in Hawaii**. These employees may register for referral to activities in foreign areas in the Pacific Theater if they sign an agreement to remain at the new overseas location for at least one full tour of duty and return to the U.S. within 5 years after beginning that initial overseas tour. When registering these employees for foreign countries in the Pacific Theater, enter "Displaced Employee – Hawaii" in the Employee Information/Special Qualifications" data element of the ASARS Registration Format.

b. **Employees Offered a TOF or MDR**. When acceptance of the offer would result in a physical move to another location in the U.S. or overseas, overseas employees offered a TOF or MDR (under the conditions described in Chapter 3, Section B.1.b.(7)) outside the commuting area, may:

(1) Accept the TOF or MDR;

(2) Exercise return rights, if applicable; or

(3) If the overseas employee does not have return rights, they may decline the TOF or MDR and register as a P2 displaced employee in Program A. Registration is limited to activities in the employee's overseas commuting area, and is permitted only if the employee can complete the equivalent of a renewal tour within the 5-year limitation. Alternatively, the employee may register under the nondisplaced provisions in Section C below or may be provided return-to-residence transportation instead of accepting the assignment. In either case, employees who are not placed before the effective date of the TOF or MDR, and are returned to the U.S. after separation, will have overseas activities deleted from their AOR with continued registration as P2 registrants. Registration may continue for up to 12 months after the date of separation, but is limited to DoD activities in the employee's local commuting area. If the employee is eligible for severance pay, this continued registration will be under mandatory procedures in accordance with the provisions of Chapter 3, Section I. This applies whether or not the employee has completed the required tour of duty.

6. **Special Procedures for Displaced Employees**

a. An employee in a foreign area who accepts placement at another foreign overseas location must sign an agreement with the gaining activity to serve a minimum of one full renewal tour. If, at the time of selection, the registrant is eligible for and requests renewal agreement travel, such travel will be granted by the releasing activity before the effective date of the placement. An employee in a non-foreign overseas area who accepts placement at a

foreign overseas location must sign an agreement with the gaining activity to serve a minimum of one full tour.

b. Displaced overseas employees who are placed through the PPP at another overseas activity of a different Component retain return rights to which entitled.

c. Displaced overseas employees without return rights who return to the U.S. (including Alaska and Hawaii) after separation without a placement offer will have overseas activities deleted from their AOR. When such a break in service occurs, no travel or transportation expense is allowed from the place of actual residence or authorized alternate separation travel destination to the new duty station (reference (a)). Therefore, registration may continue for 12 months after the date of separation for activities in the local commuting area of the registrant's stateside location.

d. Displaced employees in foreign areas who stay in the overseas area after separation must have foreign overseas activities deleted from their registration when insufficient time remains within the DoD 5-year overseas employment limitation to complete a full renewal tour.

e. Displaced employees who are returning to the U.S. (including Alaska and Hawaii) for separation will have their registration changed as follows, provided they remain eligible for continued registration under the procedures in this Handbook:

(1) The overseas HRO will select an A-coded U.S. activity to serve as the point of contact and maintain the returning employee's registration. The selected activity will be either:

(a) The A-coded activity of the same Component nearest the location to which the employee is returning; or,

(b) The largest DoD activity in the vicinity of the location to which the employee is returning, if a Component activity is not in the vicinity.

(2) The overseas HRO will advise the selected U.S. activity of the employee's departure from the overseas area and provide the selected U.S. HRO a copy of the employee's PPP registration. The overseas activity will advise the registrant of his/her responsibility to contact the U.S. activity upon arrival and verify the address and telephone number where he/she may be contacted.

(3) Upon the registrant's arrival at the selected U.S. activity, the stateside HRO will notify the overseas HRO to delete the employee's PPP registration. Upon deletion of the employee's PPP registration by the overseas HRO, the selected stateside HRO will re-register the employee in the PPP under the new registering activity code. After the employee's re-registration by the stateside activity has been accomplished, the stateside registering HRO will notify the servicing WS Administrator of the transfer of the employee's PPP registration so the WS Administrator can determine the need for further action.

C. NONDISPLACED OVERSEAS EMPLOYEE PROCEDURES

1. Registration Eligibility

a. The following conditions must be met to register as an NDOS employee:

(1) Employed in his/her own right and not as a family member whose employment is contingent upon that of the sponsor;

(2) Successfully completing:

(a) An overseas tour (this includes employees released from the tour of duty requirement specified in the rotation and/or employment agreement for reasons beyond the employee's control that are acceptable to the DoD Component and/or the local Commander (e.g., personal hardship seriously affecting the health, welfare, and safety of the employee; serious illness/death in the immediate family; imminent breakup of the family group; etc.). If early release is due to personal cause such as questionable conduct and/or performance, or the employee is determined unsuitable for continued overseas and/or Federal employment, the individual is not considered to have "successfully" completed the overseas tour); or

(b) The equivalent of a tour when locally recruited in the foreign area or under no obligation to return to the U.S., provided that return transportation is authorized. Employees who are under no obligation to return to the U.S. are those who have been employed continuously in a foreign area since April 1, 1966, through the present, and those who were employed before August 24, 1988, in positions at GS-6 or below or in nonsupervisory wage grade positions, and who have remained continuously employed at those levels.

(3) On a career, career-conditional, or permanent excepted service appointment (includes employees serving under VRA and appointing authorities for the disabled), and fall under one of the following categories with regard to return rights:

(a) No return rights; or

(b) Return rights to a position that has been abolished as explained in Section C.7.d. below.

b. Eligibility and time of registration is based on the length of time served on an overseas tour and any authorized extensions, the registrant's proximity to the 5-year limitation, and the period allowed for Program A consideration (see Section C.2. below).

c. **Special Registration Requirements**

(1) Eligible employees must register in the PPP within 7 workdays after being notified that their tours are not being extended or after declining a tour extension. This

requirement includes submission of a narrative resume that complies with Chapter 3, Section B.3.

(a) If the employee is advised of the extension decision prior to the dates prescribed in Section C.2.a. below, the 7-workday period does not begin until the registration eligibility window opens (e.g., 6 months before completion of a 3-year tour).

(b) If the employee has not been advised of the extension decision when the registration window opens in accordance with Section C.2.a., the 7-workday period does not begin until notification is actually provided. The employee may voluntarily register when the window opens even though he or she has not yet been notified concerning extension of the tour.

(2) Any employee who fails to comply with Section C.1.c. above shall forfeit PPP registration eligibility as an NDOS employee. Additionally, the employee may be subject to appropriate involuntary action under the terms of their rotation agreement or Component regulations or policy.

2. **Registration Period**

a. **Initial Registration**. In addition to the requirements in Section C.1.c.(1) above, the following guidelines apply to the registration of eligible NDOS employees:

(1) Eligibility for employees completing a 1-year tour begins 2 months before the end of the tour. For employees completing a 1-year renewal tour after completion of an initial 1-year tour, eligibility begins 4 months before the end of the extension.

(2) Eligibility for employees completing one 18-month tour begins 3 months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 18-month tour, eligibility begins 5 months before the end of the extension.

(3) Eligibility for employees completing one 2-year tour begins 4 months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 2-year tour, eligibility begins 6 months before the end of the extension.

(4) Eligibility for employees completing one 3-year tour begins 6 months before the end of the tour. For employees completing a renewal tour of at least 1 year after completion of an initial 3-year tour, eligibility begins 6 months before the end of the extension.

(5) Employees who are not serving under an obligation to return to the U.S. or under a return transportation agreement are eligible to register when completing the equivalent of one standard tour using the criteria in Section C.2.a.(1), (2), (3), and (4) above.

b. **Termination of Registration**

(1) Employees without return rights who are completing an overseas tour may remain in Program A until they are placed, decline a valid offer, renew their agreement, or until directed to return, whichever occurs first.

(2) If they are under no obligation to return to the U.S., employees who decline valid offers are ineligible to re-register for 12 months unless subsequently adversely affected by RIF, TOF, or TOW. A second declination results in ineligibility for further registration unless approved by the WS Administrator.

3. **Priority**. All NDOS employees are registered as P2. ASARS refers these registrants as P2 within their own Component and as P3 to other Components.

4. **Registration Grades**. For employees who do not receive a valid offer within 90 days of registration, the registration must be amended to include one grade interval below their current permanent grade. However, required registration below the current grade will only apply when the employee's rotation agreement or extension to the rotation agreement informs the employee of this condition of employment and was signed after August 13, 2002. Employees recruited from the U.S. who forfeited their return rights are not required to register below the grade from which originally recruited.

5. **Skills**. Employees must be registered for all skills (up to five) for which well qualified, including appropriate special skill identifiers (i.e., GS-300, WG-0000, or WG-1111) and option codes.

6. **AOR**

a. Except as provided in Section C.6.g. below, NDOS employees are authorized to register within the zone from which recruited, or within the zone in which the employee last resided preceding overseas service, whichever is applicable. As an option, the employee may select a zone closer to the overseas activity. Employees may not skip over DoD activities or states and register for more distant locations.

(1) Upon initial registration, NDOS employees must be registered for a minimum of one entire U.S. region. The region must be in the U.S. zone in which the employee last resided or was recruited, or a zone closer to the employee's overseas duty station.

(2) After 60 days without a valid offer, the employee must be registered for at least two full zones. This includes the zone in which the employee initially registered plus one adjacent zone.

(3) The AOR must be expanded to all four zones after 120 days without a valid offer.

(4) NDOS employees will not be allowed to limit referral to their own

Component at any time during the registration period.

b. When completing an overseas tour other than in Guam, an employee whose home of record is Guam is eligible for Program A registration for Guam and the U.S.

c. If serving under a return transportation agreement to a location in the U.S., an employee who left Guam to accept another overseas tour has registration eligibility for the U.S. only.

d. Except for Section C.6.b. above, NDOS employees will be registered only for referral to the U.S.

e. Employees in Alaska or Hawaii who are serving under rotation agreements and/or return transportation agreements can only register for placement consideration in CONUS within the employing Component. Employees previously placed through the PPP at activities in Hawaii or Alaska to serve their current overseas tour are considered to have been placed in the U.S. and have no further PPP eligibility for return to CONUS. In this situation, return to CONUS becomes the responsibility of the Component.

f. Locally hired nondisplaced residents of Hawaii, Alaska, Guam, Puerto Rico, and other U.S. territories and possessions are not eligible for registration.

g. As an exception to Section C.6.a. above, former military members whose last U.S. residence prior to overseas civilian employment was a military duty station may register for the zone that includes their home of record or a zone closer to the overseas activity.

7. **Special Procedures for NDOS Employees**

a. Unless otherwise covered in preceding paragraphs, registration eligibility terminates when employment ends or when the employee departs the overseas area with no intent to return. For compassionate reasons, Component Coordinators may authorize exceptions for continued U.S. registration within the registrant's approved U.S. commuting area, but referral will be limited to the registrant's Component only. WS Administrator approval is required for referral to all Components.

b. Registration of employees serving under a 5-year limitation may continue beyond the current tour expiration date, provided that the AOR is expanded according to DoD policy. Employees who are unwilling to expand their registration as required are subject to separation.

c. An NDOS employee may not register for 6 months following a permanent promotion, unless the promotion resulted from the application of a new or revised position classification standard or the correction of a classification error. Registrants who are permanently promoted while registered in the PPP must have their registration deleted for a period of at least 6 months unless the promotion resulted from the application of new or revised position classification standards or the correction of a classification error.

d. An employee completing one or more tours has the following options when the position to which he or she has return rights is abolished and, after fulfilling all obligations of Section 1586(c) of reference (d), the U.S. Component or agency determines that the employee's return would initiate a RIF separation or demotion:

(1) Register in the PPP as P2 at the current grade or the grade to which return rights exist, whichever is higher, and remain in the program until placement or termination of eligibility. These registrants are referred as P2s to all Components; or

(2) Exercise return rights to participate in a RIF.

e. Individuals who are employed by one Component but serviced by a different Component may register as employees of the servicing Component or under their own Component Code. Employees who exercise this option cannot subsequently change the Component designation. Employees registering for the following occupational series must register using Component Code "D": Commissary Store Management, GS-1144; Sales Store Clerical, GS-2091; Store Working, WG-6914; and Meatcutting, WG-7407.

f. Employees who request to cancel their registration may not be registered without Component Coordinator approval .

g. Employees will be removed from Program A if their overseas tours are extended more than 6 months.

h. As specified in Chapter 3, Section C.17.b., an employee whose performance or conduct is in question is considered to be less than fully satisfactory for registration and/or placement purposes. If the issue is resolved in the employee's favor, registration will be permitted provided the employee is otherwise still eligible. Upon re-registration, the time for expansion of the employee's AOR under Section C.6. above will resume from the point at which eligibility was suspended. Timing will also resume for mandatory registration for lower grades and other skills under Sections C.4.a. and C.5. above.

8. **Registration Procedures**. Registering activities should complete ASARS Registration Format with the following modifications:

a. **Return Rights**. Enter an "A" if the position to which the employee has return rights has been abolished and the employee's return would initiate a RIF separation or demotion.

b. **Separation/Effective Date and Release Date**. Leave blank.

c. **Priority**. Enter Priority 2.

D. SPECIAL PROCEDURES FOR BOTH DISPLACED AND NONDISPLACED OVERSEAS EMPLOYEES

1. Displaced or NDOS employees who, prior to September 1, 1977, left a DoD position

to accept a lower grade overseas may register for the grade held immediately preceding the overseas service provided that the employee does not have return rights and has not been re-promoted to that grade while employed overseas. Also, employees who remained overseas following a demotion without personal cause that occurred prior to September 1, 1977, may be registered for the grade from which demoted. In either case, the AOR at the higher grade is limited to activities in the U.S. and Puerto Rico (and Guam for those whose home of record is Guam). Placement at the higher grade is an exception to merit promotion procedures.

2. When the function to which an employee has return rights is transferred within the same geographic area and the employee would have been offered a transfer had he or she not been overseas, the gaining activity shall assume the obligation to restore the employee's return rights up to the five-year limitation. If the employee would not have been offered an opportunity to transfer with the function, the losing Component shall retain the responsibility to extend the return rights to which the employee is entitled up to the five-year limitation.

3. When the U.S. position to which an overseas employee has return rights is functionally transferred to another geographic area, the employee may decline to exercise return rights to any grade and register for the U.S. geographic area from which the function was transferred. At the time of registration, the overseas HRO must notify the U.S. activity of the employee's decision and obtain a written statement from the employee specifying that:

a. The employee does not wish to exercise return rights to the new location; and

b. The employee understands that he or she remains subject to Program A, AOR procedures, and DoD expansion policy.

4. Displaced or NDOS employees are not eligible to register for part-time, intermittent, or seasonal employment in the U.S., even if currently serving under such work schedules. Chapter 3, Section G.13., restricts eligibility for part-time, intermittent, and seasonal positions to registrants who already reside in the commuting area of the vacancy. Therefore, overseas employees registering for the U.S. in accordance with Sections B and C above can only register for full-time positions. When completing the ASARS Registration Format, the "PART-TIME" data element should be coded "N" (not available) and the "INTERMITTENT" and "SEASONAL" data elements should be coded "NO."

E. SPECIAL PROCEDURES FOR CLEARING REFERRAL OF NDOS EMPLOYEES

1. **P2 NDOS Employee Referrals**. The following streamlining initiatives may be used:

a. Component Coordinators may waive well-qualified P2 NDOS matches or the requirement to work any P2 NDOS referral;

b. Gaining activities may place any P2 NDOS employee who meets minimum qualifications standards;

c. Gaining HROs may make unilateral qualifications determinations of any P2 NDOS employee referral received against a requisition;

d. P2 NDOS employee referrals may be cleared in any order or simultaneously;

e. P2 NDOS employee referrals may be placed based on an HRO or SME "best fit" determination. An example of a "best fit" determination is when the employee's knowledge, skills and abilities, generally match the requirements of a particular job and work environment;

f. Interviews of some, none, or all P2 NDOS employee referrals are permitted. In accordance with Chapter 4, Section D, such contact does not constitute commitment;

g. Using the above flexibilities, job offers extended to P2 NDOS employees for the series, grades, and locations for which registered are considered valid unless there are significant changes in working conditions or conditions of employment;

h. For all other P2 referrals, standard PPP procedures apply.

2. **P3 NDOS Employee Referrals**. The following procedures apply to P3 NDOS referrals:

a. Unlike the referral of P3 registrants, P3 NDOS employee referrals are considered an optional recruitment source;

b. As an optional recruitment source, coding of P3 NDOS employee referrals against requisitions is only required to annotate placements. As such, the referral of P3 NDOS registrants will not block the selection of candidates from ANY recruitment source, internal or external to the Component;

c. Gaining activities may place any P3 NDOS employee who meets minimum qualifications standards;

d. Gaining HROs may make unilateral qualifications determinations of any P3 NDOS employee referral;

e. P3 NDOS employee referrals may be cleared in any order or simultaneously;

f. P3 NDOS employee referrals may be placed based on an HRO or SME "best fit" determination. An example of a "best fit" determination is when the employee's knowledge, skills and abilities, generally match the requirements of a particular job and work environment;

g. Interviews of some, none, or all P3 NDOS employee referrals are permitted. In accordance with Chapter 4, Section D, such contact does not constitute commitment;

h. Using the above flexibilities, job offers extended to P3 NDOS employees for the series, grades, and locations for which registered are considered valid unless there are significant changes in working conditions or conditions of employment;

i. For all other P3 referrals, standard PPP procedures apply.

F. DISPLACED OVERSEAS FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility**. Eligible displaced overseas family member employees on non-temporary (including excepted indefinite) appropriated fund appointments may register for any overseas activity within the commuting area of the sponsor's overseas duty location. This includes displaced family members who relocate with their sponsor to another overseas permanent duty station, provided that they travel on their sponsor's orders. The priority for displaced overseas family member employees will be determined on the basis of the applicable RIF action.

2. **Registration Procedures**. The following modifications to the Registration Format will apply when registering family members without status under this provision.

a. **Appointment Eligibility**: Enter "Z" for Other.

b. **Excepted Service**: Enter "YZ" for Other.

c. **Employee Info/Special Qualifications**: Enter "Displaced O/S Fam Mbr – Avail for FM Appt. only."

G. NONDISPLACED OVERSEAS FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility**

a. **Employment Status**. NDOS family members of DoD personnel, as defined in Chapter 1, Section D, may register for placement in the U.S. or its territories or possessions if they are in one of the following categories:

(1) Current career, career-conditional, or excepted service (includes VRA and special appointing authorities for the disabled) employees serving in Alaska, Hawaii, or outside the U.S.

(2) Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return to the U.S.

(3) Family members having no 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 EO 12721 (reference (c)). Family members who become

their own sponsor or are subject to an overseas employment rotation agreement have registration eligibility in their own right.

b. **Relocation of Sponsor**. Registration for otherwise eligible family members is authorized when the sponsor:

(1) Is notified of another permanent duty assignment in the U.S. or assignment to another overseas location where family members are not permitted;

(2) Is being involuntarily separated from the overseas post of duty through no fault of his/her own;

(3) Is retiring or being otherwise separated;

(4) Is being permanently evacuated from overseas; or

(5) When the family member returns to the U.S. due to the sponsor's death. In this case, the family member is eligible to register within the commuting area in which he or she establishes residence.

2. **Registration Period**. Eligibility does not begin until the family member is residing in the U.S., and registration is not allowed more than 30 days prior to the sponsor's reporting date to his or her permanent U.S. duty station. Family member employees may remain in the program until they are placed or decline a valid offer, or for 1 year from the date of registration, whichever occurs first.

3. **Priority**. Register as Priority 3.

4. **AOR**. The AOR is limited to the commuting area of the sponsor's new assignment, the sponsor's retirement or other authorized destination, or, if the sponsor is being placed on an unaccompanied tour, the family member's place of actual residence. Family members whose sponsor is moving to Alaska, Hawaii, Puerto Rico, or Guam are registered for those locations as if they were current residents.

5. **Registration Procedures**

a. **Overseas HRO**. The family member's overseas HRO is responsible for initiating the registration as follows:

(1) Select an appropriate A-coded HRO in the U.S. to serve as the family member's registering activity. One of the following will be selected:

(a) The A-coded activity where the sponsor is assigned;

(b) Any A-coded activity chosen by the family member, regardless of Component, that is in the commuting area where the sponsor is assigned;

(c) The HRO of the largest DoD activity nearest the sponsor's new permanent duty station; or

(d) If the sponsor is on an unaccompanied tour or is relocating for retirement or separation, the HRO of the largest DoD activity nearest the place of actual U.S. residence.

(2) Provide the registrant with a completed SF-75, "Request for Preliminary Employment Data," or equivalent, and information verifying eligibility under EO 12721 (reference (c)), which the individual hand carries to the selected U.S. registering HRO along with an ASARS Registration Format. The overseas HRO will complete the ASARS Registration Format with the following modifications:

(a) **Separation/Effective Date and Release Date**. Leave blank, as these dates will be completed by the registering U.S. activity.

(b) **Employee Information/Special Qualifications**. Enter the overseas Activity Code followed by "Overseas Family Member."

b. **U.S. Registering Activity**. The HRO of the selected U.S. registering activity will confirm that the family member is eligible to register and verify all information on the registration prior to its submission. The ASARS Registration Format will be completed as follows:

(1) **Separation/Effective Date**. Enter the date of registration.

(2) **Release Date**. Enter the date that is 1 year from the registration date.

H. OVERSEAS INTRA-THEATER FAMILY MEMBER EMPLOYEE PROCEDURES

1. **Registration Eligibility**. Overseas family member employees serving on appropriated fund appointments whose military or DoD civilian sponsors relocate within the overseas theater due to base closure or personnel reduction may register in Program A for referral to activities within the commuting area of the sponsors' new overseas duty assignment. In accordance with Section E above, displaced family members may alternatively register on the basis of their own displacement action.

2. **Registration Period**. Registration must be within 7 working days after arrival at the sponsor's new duty station. Registrants remain in Program A until placed, until a valid offer is declined, or for 1 year from the date of registration, whichever occurs first.

3. **Priority**. Register as a Priority 3.

4. **AOR**. The AOR is limited to the commuting area of the sponsor's new overseas duty location.

5. **Registration Procedures**

a. **Losing Activity**. The HRO of the "losing activity" (i.e., the activity from which the family member is departing) provides a partially completed ASARS Registration Format for the family member to hand-carry to the registering activity in the new commuting area. The registration should be completed with the following modifications:

(1) **Registering Activity, HRO Point of Contact, and HRO Phone**. Leave blank.

(2) **Separation/Effective Date and Release Date**. Leave blank.

(3) **Activities**. Leave blank.

(4) **Employee Information/Special Qualifications**. Enter "Overseas Intra-Theater Family Member."

b. **Registering Activity**. The registering activity is the HRO at the sponsor's new activity unless the HRO is not within the commuting area of the new duty location. In this case, the employee may register with any HRO within the commuting area, preferably with the same Component. The registering activity will complete the unfinished data elements on the ASARS Registration Format and upload the registration to the PPSB.

I. SPECIAL PROCEDURES FOR OVERSEAS EVACUATIONS. Overseas employees who are permanently evacuated or are scheduled to be permanently evacuated may be registered for placement assistance under Program A upon prior approval of the Under Secretary of Defense (Personnel and Readiness). At the time of approval, the DASD(CPP) will determine the appropriate priority in accordance with Chapter 3 as well as any other special requirements or procedures that apply.

J. REQUIREMENTS FOR MATCHING OVERSEAS POSITIONS

1. Supporting HROs with overseas positions will follow the procedures in Chapter 8, ASARS Procedures.

2. In Guam, standard P1, P2, and P3 restrictions apply only when filling vacancies from outside Guam. Vacancies will be filled by locally-available, qualified U.S. citizens without regard to PPP referrals, unless the following are also available:

a. Displaced PPP registrants of activities in Guam;

b. Displaced PPP registrants in any theater whose home of record is Guam;

c. NDOS family members;

d. Any NDOS employee whose home of record is Guam; or

e. Military spouses exercising their priority status via the application-based process.

3. Under Sections B.5.a.(6) and (7) above, eligible displaced employees in the non-foreign overseas areas of Guam and Hawaii may register for activities within the Pacific Theater (excluding Alaska). When these registrants are referred to activities in foreign areas, they are not eligible for mandatory placement consideration under standard PPP procedures unless the gaining activity is recruiting candidates from outside the foreign country. These registrants can be identified by their mailing addresses and the remark, "Displaced Employee – Guam/Hawaii," in the "Special Qualifications" section of their referral resumes. When the gaining Pacific Theater activity is recruiting to fill a position from within the foreign country only, these referrals should be cleared with RAC 26 and a narrative explanation.

K. PAYMENT OF TRANSPORTATION EXPENSES OVERSEAS FOR OVERSEAS REGISTRANTS

Payment of transportation and moving expenses of registrants placed within overseas areas will be according to the JTR (reference (a)).

1. If placed in a different Component within foreign areas, the gaining activity pays necessary costs incident to the move. Gaining activities must pay such costs because of the statutory limitation in Section 5724(e) of reference (b), relating to transfers between Components.

2. A displaced employee not serving under a transportation agreement who relocates through the PPP to a position within the overseas theater is eligible for a transportation agreement and the payment of transportation costs and other related allowances.

CHAPTER 6

PAY SETTING AND PERMANENT CHANGE OF STATION COSTS

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CHAPTER 6

PAY SETTING AND PERMANENT CHANGE OF STATION COSTS

References: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

(c) Joint Travel Regulations (JTR)

A. PURPOSE

The purpose of this Chapter is to provide instructions for pay setting and determining eligibility for reimbursement of travel expenses when effecting placements through the DoD PPP.

B. PAY SETTING

1. **Counseling Registrants**. PPP registrants should be counseled by the registering HRO regarding Federal pay setting regulations and how their pay will be affected if they are placed in a lower-grade position or in a different wage or locality area. Once a registrant has been properly counseled, declining an otherwise valid offer will terminate eligibility even if the registrant's pay will be set at a rate lower than he or she is willing to accept. When extending offers, the gaining HRO should advise the registering HRO as to the actual rate of pay so that the information can be conveyed to the registrant with the job offer.

2. **Grade Retention**. Grade retention will be granted to otherwise eligible employees affected by RIF who are placed through the PPP, including those placed during early registration prior to the receipt of a specific RIF notice. The criteria under which grade retention must be applied are specified in Part 536 of reference (a). This regulation also authorizes agencies to grant grade retention on a discretionary basis under certain circumstances. DoD policy regarding agency-specific grade retention is embodied in Volume 536 of reference (b).

3. **Pay Retention**. When an employee who is not eligible for grade retention is placed through the PPP in a DoD position at a lower grade, the employee will be granted pay retention if otherwise eligible under Part 536 of reference (a), Volume 536 of reference (b), or under DoD Component regulations. Examples of registrants who are ineligible for grade retention but eligible for pay retention under Volume 536 of reference (b) include NDOS employees (Program A); Reserve and NG Technicians (Programs C, D, and K); and employees who decline TOF outside of the commuting area (Program A).

4. **Other Circumstances**. For PPP candidates placed through the PPP at a lower grade but who are not eligible for grade or pay retention, pay will be set to preserve the rate of the last permanent assignment to the fullest extent permitted under the maximum payable rate rules in Part 531 or 532 of reference (a). The same policy applies when the PPP candidate is placed through the PPP at the same grade following a break in service. This requirement may not be revised or amended due to local pay setting policy. However, if the PPP candidate may otherwise be provided a greater benefit under highest previous rate rules, the gaining activity may use the highest previous rate as authorized under Part 531 or 532 of reference (a).

C. PAYMENT OF TRAVEL EXPENSES

1. **PPP Placements within the U.S.** Within the U.S., registrants placed through the PPP who have been or will be involuntarily separated, or who have been authorized a PCS move in conjunction with a PPP offer, will have their transportation expenses paid by the releasing activity to the maximum extent permitted under the provisions of reference (c).

2. **Other U.S. Placements**. Registrants who obtain employment within the Federal government on their own initiative are entitled to have their transportation expenses paid in accordance with reference (c), provided they have been or will be separated, have not previously declined a valid offer, and:

a. The position is in an area for which the employee is registered in the PPP; or

b. The position is outside the area for which the employee has registered, the releasing activity certifies the employee has neither declined to accompany his or her function nor can be assured of a suitable offer within the area for which registered, and the WSO Administrator approves. Certification that a suitable offer cannot be assured is unlikely if the individual has not registered in the PPP, has registered for a relatively confined geographic area, or obtains Federal employment far beyond the area for which registered. Employees who relocate to accept positions in Alaska, Hawaii, Guam, or Puerto Rico from outside the respective state or commonwealth will have their transportation expenses paid by the releasing activity only if the releasing activity can certify that a suitable offer cannot be assured elsewhere within their respective zones or in an intervening zone.

If the registrant is placed in a non-DoD Federal agency before or within 1 year after separation, the PCS cost is borne by the releasing activity if the gaining agency will not assume the expense.

3. **Overseas to CONUS via PPP**. When an overseas registrant is placed within the CONUS without a break in service, payment of relocation expenses must be determined in accordance with reference (c).

4. **Travel Time**. Registrants placed through the PPP who are authorized PCS moves will travel to the new activity while on the rolls of the releasing activity unless the travel occurs after the employee has been separated.

5. **PPP Placements via the Application-Based Process**. Typically, preference exercised through the application-based process is limited to the PPP applicant's commuting area. Therefore, there are no PCS entitlements for individuals who exercise their priority placement status through the application-based process unless an authorized exception is applicable or PCS is being offered outside of the PPP.

CHAPTER 7

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) REGISTRATION FORMAT CODING INSTRUCTIONS

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CHAPTER 7

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) REGISTRATION FORMAT CODING INSTRUCTIONS

References: (a) DoD Activity Description Guide

A. PURPOSE

The purpose of this Chapter is to provide instructions for coding the ASARS Registration Format.

B. REGISTRATION CODING INSTRUCTIONS

Registration information is coded using the data elements that appear on the ASARS Registration Format. References to data elements will be used on Daily Reports and other data sent through the ASARS website. The sequence of the following coding instructions corresponds to the order in which the data elements are arranged on the ASARS Registration Format. However, you must refer to the applicable chapters of this Handbook for information on procedural requirements that govern specific coding decisions.

1. "**General Information" Data Elements**

a. **DoD ID Number/EDIPI**. Enter the registrant's DoD ID Number, which is also known as the EDIPI.

b. **REG ACT**. Enter the four-character code assigned to the registering activity. The last character MUST be "A."

c. **LOC ACT**. Enter the four-character activity code assigned to the physical location of the registrant. If the registrant is located at a non-coded site, leave blank. An entry in this block enables PPSB to provide separate reports and statistics for various locations serviced by an activity.

d. **NAME**. Enter last name, first name, then middle initial of registrant, in that order. Leave a space between each entry and DO NOT use punctuation.

e. **HRO POC**. Enter the last then first name of the individual POC at the registering HRO who should be contacted for information or offers.

f. **HRO COMMERCIAL PHONE**. For the U.S., enter the HRO area code and commercial number. For overseas, enter the country code, city code, and telephone number.

g. **HRO DSN PHONE**. Enter the DSN telephone number. For overseas, enter the three-digit DSN country code followed by the DSN prefix and number.

h. **HRO COMMERCIAL FAX**. Enter the commercial area code and fax number. For overseas, enter the country code, city code, and fax number.

i. **HRO DSN FAX**. Enter the DSN fax number. For overseas, enter the three-digit DSN country code followed by the DSN prefix and number.

j. **HRO EMAIL**. Enter the email address of the primary HRO POC in the data element labeled "HRO E-Mail." To avert delays when the primary POC is unavailable, enter the email address of an alternate POC in the "Alternate POC E-Mail" data element.

k. **PROG**. Enter one of the following Program Codes:

Code	Program
A	Primary program of the PPP; applies to displaced employees, NDOS employees, and eligible family member employees
C	Air Force Reserve Military Technician Program
D	Army Reserve Military Technician Program
F	Army Family Member Program
G	Reserve Component Military Technician Disability Placement Program
K	National Guard Technician Program
N	Air Force Civilian Spouse Placement Program
R	DoD Retained Grade Placement Program
Z	Defense Outplacement Referral System

l. **PRIORITY**. Indicates the registrant's referral priority. Leave blank for Program Z. For all other programs, enter Priority 1, 2, or 3, as required. As a reminder, NDOS employees should be registered as P2. ASARS will automatically refer them as P3 to Components other than their owning Component.

m. **MISC**. This two-character space is for optional use by the registering activity for individual tracking or other miscellaneous identification.

n. **COMPONENT DATA**. This entry is optional. If used, enter up to 15 alpha and/or numeric characters. Using this data element allows tracking of PPP data by serviced organizations.

2. "**Personal Data" Data Elements**

a. **ADDRESS**. Enter registrant's current street or mailing address. Abbreviations may be used. For overseas registrants, use the appropriate unit mailing address.

b. **CITY**. For overseas registrants, enter APO or FPO and appropriate theater

identifier (e.g., APO AE, FPO AP, etc.).

c. **STATE**. Enter the State or Country Code (see Appendices C and D).

d. **ZIP**. If overseas, enter APO/FPO number.

e. **PHONE**. For the U.S., enter registrant's area code and commercial number. For overseas, enter the registrant's commercial phone number.

f. **COMPONENT**. Enter appropriate code of present or last DoD employer. Refer to the Component Code table in Appendix E.

(1) NDOS registrants may use either the "owning" or "host" Component.

(2) For Program Z, enter alpha "O" if the registrant is not currently a DoD employee.

(3) For NGTs: If the position the NGT occupies is owned and funded by the National Guard Bureau, use X. If the position the NGT occupies is owned and funded by the Army, use A. If the position the NGT occupies is owned and funded by the Air National Guard, use F.

g. **SEPARATION/EFFECTIVE DATE**. For Program A registrants, enter the four-digit year, two-digit month, and two-digit day, in that order. For example, if the date to be entered is July 1, 2019, enter "20190701." Information on other programs is in the respective chapters of this Handbook.

(1) **Displaced Employees**. For employees registered based on involuntary separation due to RIF, TOF, TOW, or MDR, enter the effective date of the separation. Employees MUST be registered prior to this date unless otherwise approved by the WS Administrator.

(2) **NDOS Employees**. Leave Blank.

(3) **NDOS Family Members, DoD Civilian Spouses, and Excepted-Indefinite Family Member Employees**. Enter the date of registration.

h. **RELEASE DATE**. For Program A registrants, enter the eight-digit date as instructed in B.2.g. above. Information on other programs is in the respective chapters of this Handbook.

(1) **Displaced Employees**. For employees registered based on involuntary separation due to RIF, TOF, TOW, or MDR, enter the date that is 12 months following the date in the "Separation/Effective Date" data element. For employees facing a RIF resulting in a CLG, enter the SAME date as that used in the "Separation/Effective Date" data element.

(2) **NDOS Employees**. Leave blank.

(3) **NDOS Family Members, DoD Civilian Spouses, and Excepted-Indefinite Family Member Employees**. Enter the date that is 1 year from the date in the "Separation/Effective Date" data element.

3. "**Position Data" Data Elements**

a. **POSITION**. Enter the pay group, series, and grade of the current or last permanent Federal position (i.e., the position on which eligibility is based). If on retained grade, enter the data of the retained grade position rather than the position to which the individual is actually assigned.

(1) **Pay group**. Enter the pay group.

(2) **Series**. Enter the occupational series and leave unused blocks blank.

(3) **Grade**. Enter the current or retained grade. If the grade is below 10, enter "0" before the grade number.

b. **JOB TITLE**. Enter the registrant's job title and parenthetical phrase, if any (e.g., Equipment Specialist (Electrical)). Abbreviations may be used.

c. **SALARY**. Enter the employee's basic annual salary. For GS employees, this is the base salary plus any applicable locality pay. For hourly employees, compute the annual salary by multiplying the hourly rate by 2087. For employees in other pay systems, enter the employee's annual salary as defined in the applicable pay regulation.

d. **SECURITY CLEARANCE**. Select the registrant's security clearance status using one of the following codes. The code used should reflect the active security clearance of the registrant, not the position.

Code	Clearance
T	Top Secret or Higher
S	Secret
C	Confidential
N	None

e. **TENURE GROUP**. For competitive and excepted service employees, select one of the following RIF tenure groups based on the information shown on the employee's SF-50, Notification of Personnel Action: 1AD, 1A, 1B, 2AD, 2A, or 2B. Tenure Group 3 is not applicable to the PPP or the RPL. Below are the definitions of the RIF subgroup codes:

RIF Subgroup Code	Definition
AD	Preference eligible with 30 percent or more compensable service-connected disability
A	Preference eligible with less than 30 percent compensable service-connected disability
B	Non-preference eligible

f. **SCD**. Enter the unadjusted leave SCD. For all programs, enter the eight-digit date as instructed in Section B.2.g. above. Leave blank if the registrant is not currently employed in the Federal service or is registering under EO 12721.

g. **OVERSEAS COUNTRY**. For overseas displaced and NDOS employees/family members, enter the appropriate Country Code (see Appendix C) to indicate the country in which the registrant is located.

h. **RETURN RIGHTS**. This data element is used for OVERSEAS EMPLOYEES ONLY. Enter one of the following codes to indicate the employee's return rights status:

Code	Return Rights Status
N	Registrant has no return rights
A	Registrant has return rights to a position that has been abolished and return would initiate a RIF resulting in a separation or CLG

i. **RETURN RIGHTS AK-HI-RQ-GQ**. Enter AK (Alaska), HI (Hawaii), RQ (Puerto Rico), or GQ (Guam), as appropriate, if the registrant: last resided in one of these locations prior to the overseas assignment; has return rights to an abolished position at one of these locations; is presently or was last employed and still resides in one of these locations; or is registered as a family member whose sponsor is relocating to a duty station in one of these locations.

4. **"Eligibility/Availability" Data Elements**

a. **RETAINED GRADE**. Enter one of the following codes:

Code	Registrant Status
A	Currently on retained grade (if this code is used, the "Position" and "Job Title" data elements must show the retained grade position)

B	Eligible for retained pay but not retained grade
C	Eligible for retained grade if changed to lower grade without a break in service
N	Not applicable

b. **APPOINTMENT ELIGIBILITY**. Enter the code below that best identifies the registrant's appointment eligibility:

Code	Registrant Status
A	Current career employee
B	Current career-conditional employee
C	Executive Order 12721 eligible
D	Reinstatement eligible
E	Non-status
F	Excepted service
G	Currently under VRA appointment
Z	Other

c. **EXCEPTED SERVICE**. If the registrant is currently in the excepted service, enter one of the following:

Code	Registrant Status
YA	Eligible only for excepted service positions
YB	DCIPS employee
YC	Attorney
YD	Has personal competitive status
YZ	Other

If the registrant is not currently in the excepted service, enter one of the following:

Code	Registrant Status
NE	Available for excepted service
NF	Not available for excepted service

d. **VSIP**. Indicates the registrant’s eligibility for referral under the VSIP Phase II Program. APPLIES ONLY TO P1 REGISTRANTS WHO HAVE NOT REACHED THEIR SEPARATION DATE. Enter one of the following codes, if appropriate; otherwise, leave blank:

Code	Registrant Status
01	Registrant is within 120 days of separation and has either already received a RIF separation notice or is scheduled to receive such a notice.
02	Registrant has not received a RIF separation notice and/or is within 121-180 days of separation, but has been approved for referral to all Components by the Component Coordinator.
03	Same as “02” except the registrant is not within 180 days of separation. Approval is required by Component Coordinator only and referral is restricted to same Component. Registrants referred with “03” may be considered only if no “01” or “02” registrants have been referred.

e. **TEMPORARY**. Enter one of the following codes to indicate the registrant’s availability for term or temporary employment:

Code	Registrant Availability
Y	Any
N	Not available

f. **PART-TIME**. Enter one of the following codes to indicate the registrant’s availability for part-time employment. Select “N” for NDOS registrants.

Code	Registrant Availability
Y	Available for part-time employment.
A	Current part-time employee; part-time offer valid if work hours equal or exceed current work hours.
N	Not available for part-time employment.

g. **INTERMITTENT**. Select "Yes" if available for intermittent employment or "No" if not. Select “No” for NDOS registrants.

h. **SEASONAL**. Select "Yes" if available for seasonal employment or "No" if not. Select “No” for NDOS registrants.

i. **SUPERVISORY**. Select "Yes" if available for supervisory positions or currently occupying a supervisory position, or "No" if not.

j. **SUPERVISORY PROBATION**. Select “Yes” if the registrant has completed a supervisory probationary period. Otherwise, select “No.”

k. **DEFENSE ACQUISITION**. Enter one of the following:

Code	Registrant Status
Y	Meets all DAWIA qualification requirements.

D	Currently a member of DAC.
B	Meets all DAWIA requirements and currently a member of DAC.
N	Does not meet all DAWIA requirements and not currently a member of DAC.

l. **DoD OVERSEAS**. Complete for Programs A and Z only. Select "YES" if the registrant is available for voluntary referral to DoD activities overseas. Select "NO" if the registrant is not available.

m. **RESERVE TECHNICIAN**. Enter a "Y" if tentatively eligible for and willing to actively participate in the active MR or NG as a condition of employment (see Chapter 3, Section G.5.). Enter "N" if not available/eligible.

n. **BASE CLOSURE/REALIGNMENT**. Enter one of the following codes to indicate the registrant's availability for activities that have been formally approved for closure or for realignment outside the commuting area of the gaining activity.

Code	Registrant Availability
C	Available for activities that have been formally approved for closure.
R	Available for activities that have been formally approved for realignment outside the commuting area of the gaining activity.
B	Available for both.
N	Available for neither.

o. **ROTATING SHIFTS**. Select "YES" if the registrant is available for rotating shifts as defined in Chapter 1, Section D. Select "NO" if the registrant is not available.

p. **WOUNDED WARRIOR**. Select "YES" when registering a Wounded Warrior in Program Z in accordance with Chapter 12.

5. "**Education" Data Elements**

a. **EDUCATION**. Enter one of the following codes to indicate education completed:

Code	Education Level
1	Not a high school graduate
2	High school graduate (or equivalent)
3	Some college - no degree

4 Junior college graduate - 2 years

5 College graduate

b. **DEGREE**. Enter "A" (Associate Degree) if "4" is entered in the "Education" data element. If "5" is entered in the "Education" data element, enter one of the following codes to indicate the highest degree held by the registrant: "B" (Bachelor's), "M" (Master's), or "D" (Doctorate).

c. **MAJOR**. Enter the major field of study if "4" or "5" is in the "Education" data element.

6. "**Experience/Skills" Data Elements**

a. **JOB EXPERIENCE**. Use the "Add Experience" button to enter up to five relevant work experience entries in reverse chronological order. For each experience entry, enter the FROM and TO dates by year and month (e.g., June 2018 would be entered as "201806") followed by the JOB TITLE. Do not leave the dates blank. Select "Delete" to remove an experience line. If an attempt is made to upload a registration with more than five experience entries, an error message will appear.

b. **SKILL 1-5**. Use the "Add Skill" button to enter up to five skill lines. Select "Delete Skill" to remove a skill line that has already been entered. If an attempt is made to upload a registration with more than five skill lines, an error message will appear. Complete the skill lines as follows:

(1) **PG**. Enter the actual pay group, except use:

(a) GS in lieu of GM, GL, or GG;

(b) WG in lieu of XF, WY, and WU;

(c) WL in lieu of XG, WO, and WR; and

(d) WS in lieu of XH, WA, and WQ.

Registration may be for GS, WG and WL (grade 15 and below), WS (grade 19 and below), and special FWS pay groups (e.g., WD, WJ, WK, etc.) with the applicable grade levels. When registering for AD, WB, and WT positions, enter the pay plan and series and double zeros ("00") for the grade.

(2) **SERIES**. Enter the occupational series from left to right beginning in the first space and leave unused spaces blank. The following special/generic skill identifiers may be used:

Special Skill Identifier	Positions Covered
GS-0300	General Clerical and Administrative Support, Grades 1-4

WG-0000	General Wage Grade, Grades 1-4
WG-1111	Trades Helper, WG-5 only (see Appendix F for series not covered)

(3) **OPTION 1-10**. This data element automatically defaults to NOA. To enter a different option code, delete NOA and type in the desired code. Select the "Add Option" button and repeat the process to add more option codes. To delete an option that has already been entered, select "Delete." Enter up to 10 option codes per skill line, if appropriate. If you attempt to upload a registration with more than 10 option codes on a skill line, an error message will appear on your screen.

(4) **HI GRADE**. Enter the registrant's highest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB, or AD, the grade must be "00."

(5) **LO GRADE**. Enter the registrant's lowest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB, or AD, the grade must be "00."

(6) **EXPR**. Enter the amount of qualifying or credible experience in years for each skill. If the total is less than 10 years, a zero must precede the number. Six months or more is counted as a full year.

(7) **HI HELD.** Enter the highest permanent grade held by the registrant in the specific series WITHIN THE FEDERAL SERVICE. Leave blank if the registrant has never held a FEDERAL position in the series. Grades lower than 10 must be preceded by a zero.

c. **AWARDS**. Enter "Y" for "Yes" or "N" for "No" to indicate awards received during the past 10 years that are pertinent to the qualifications for registered position(s). When "Y" is entered, show the awards and dates of awards in the "Employee Information/Special Qualifications" data elements (e.g., QSI 2015, SSP 2018).

d. **SPECIAL QUALIFICATIONS**. Enter pertinent information or special qualifications such as licenses (e.g., Commercial Driver's License, Wastewater Treatment Plant Operator's License, etc.), training, awards, ratings, certificates, etc., related to positions for which employee is registering. For civilian spouses registering in Program A under Chapter 3, Section B.2.d., enter "CIV SPOUSE/NO PCS."

7. **AOR Data Elements**

The DoD Activity Description Guide (reference (a)), which is available via the ASARS website, contains descriptions of DoD activities by assigned activity codes and by state, region, zone, and overseas theater. It also includes an index of activities in both alphabetical and numerical order, a table of activities listed by labor market areas, and a list of "pseudo" activity codes that have been assigned to overseas countries that have DoD employees but

no coded activities. This information is used to assist in counseling and registering employees in the PPP.

Appendix G, ASARS Interactive Map Tool User Instructions, may also be used in the counseling and registration process. In addition, the "Launch AOR Wizard" button can be used to autopopulate the AOR data field of the employee's registration.

a. **GENERAL INSTRUCTIONS**

(1) Exercise caution in coding the AOR to avoid duplication resulting from the selection of zone(s), region(s), state(s), and individual activities that are included in the same geographical area. For example, entering "3" in the "Zone" data element and "OH" in the "States" data element is a duplication, since Ohio is in Zone 3. Likewise, entering "CA" in the "States" data element and the code of an activity in California in the "Activities" data element is a duplication. Duplication of the geographic area results in rejection of the registration by ASARS.

(2) Registration for Alaska, Hawaii, and Puerto Rico is accomplished by selecting individual activities or by entering AK, HI, or RQ in the "States" data elements. Registration for Zone 4 or the Seattle Region DOES NOT provide referral to activities in Alaska. Registration for Zone 4 or the San Francisco Region DOES NOT provide referral to activities in Hawaii. Registration for Zone 2 or the Atlanta Region DOES NOT provide referral to activities in Puerto Rico.

(3) Registration for Cuba or Canada is accomplished by selecting individual activities in those countries. Registration for Zone 1 or the Boston Region DOES NOT provide referral to activities in Canada, nor does registration for Zone 2 or the Atlanta Region provide referral to activities in Cuba. Entering the two-letter Country Code for Cuba or Canada in the "Countries" data element provides referral through DORS only (see Chapter 12).

b. **ZONE**. As appropriate, enter one or more of the following codes for referral to all DoD activities in each selected zone (except as indicated in B.7.a.(2) and (3) above). Leave blank if the registrant's AOR does not comprise an entire zone:

Code	Description
1	Boston, Philadelphia, and New York Regions, including the Washington D.C. metropolitan area
2	Atlanta and Dallas Regions
3	Chicago and St. Louis Regions
4	Seattle, San Francisco, and Denver Regions

c. **REGION**. As appropriate, enter one or more of the two-character codes from Appendix D for referral to all DoD activities in each selected Region. Leave blank if the registrant's AOR does not comprise an entire region.

d. **STATES**. Enter states using the codes in Appendix D.

e. **AOR COMPONENT**. To limit referral to a single Component (must be the registrant's own Component), enter the appropriate Component Code from Appendix E. If the registrant does not wish to restrict referral to positions within his or her own Component, this data element should be left blank. This data element cannot be used for mandatory registrants who are registered solely for their commuting area. Use of Component O is not appropriate in this field.

f. **ACTIVITIES.** Entries in this data element provide referral to individual activities. Complete as follows:

(1) Select the "Add Activity Codes" button and select the desired codes from the dropdown menu. This field will accept as many activity codes as needed to construct the desired AOR. To delete a code that has already been entered, simply click on the activity code in the field to the right of the drop box.

(2) Overseas registrants who desire PPP referral within the overseas theater must enter individual activity codes. The "Countries" data element is coded only for DORS referral and does not provide PPP referral.

g. **COMMUTING AREA ONLY**. Select "Yes" if the registrant's AOR includes activities in the commuting area only. Select "No" if the registrant's AOR includes activities outside the commuting area. This is a mandatory entry used for statistical tracking purposes only and does not affect referral.

h. **COUNTRIES**. FOR DORS REFERRAL ONLY. Enter Country Codes from Appendix C for voluntary referral to overseas locations. Only Program A and Z registrations may have entries in this data element.

8. **Approving Official**. Only if the registration required an exception to standard PPP policy, enter one of the following codes to indicate PPP Administrator/Coordinator approval; otherwise, leave blank:

Code	Approval Level
Z	WS Administrator
C	Component Coordinator
R	Regional Coordinator

9. **Registration Comments**. This 800-character space is for optional use by the registering activity for miscellaneous information. Examples include explanations for possible discrepancies or time delays in entering a registration, information regarding file maintenance changes, or any other data that may assist in maintaining a complete audit trail.

C. FILE MAINTENANCE INSTRUCTIONS

1. Except as explained in Sections C.2. and C.3. below, changes, additions, and deletions to active registrations are effected by submitting file maintenance actions through the ASARS website. File maintenance actions are processed in the nightly cycle before requisitions are matched with registrations. To submit a file maintenance action, access the active registration and enter the change by typing over or deleting existing entries, or by adding new data. Then select the "Submit This Registration Now" button to complete the transaction.

2. The DoD ID Number, Program Code, and Registering Activity Code cannot be changed by file maintenance. To change any of these data elements, delete the registration by submitting RAC 11 ("Removal-HRO Request") and enter a new, correctly coded ASARS Registration Format through ASARS.

3. The following data elements can be changed in real time: Name, Address, City, State, ZIP, Telephone, Salary, Tenure Group, SCD, Education Code, Degree Code, Major, Experience, and Awards. Although the file maintenance procedures in Section C.1. above must be used to enter changes to these items, the data is processed immediately rather than being held until the nightly cycle. Real-time changes do not appear on the registering activity's daily report. Therefore, copies of amended registrations retained in accordance with the requirements in Section C.4. below serve as the official audit trail for such changes.

4. HROs should obtain the registrant's signature on hard copies of all registrations that have been amended either by real-time changes or file maintenance.

D. REGISTRANT AND HRO CERTIFICATION

1. Upon completion of registration, file maintenance, or real-time changes, a printed copy of the ASARS Registration Format should be signed and dated by the registrant and by a representative of the registering HRO and filed in the activity's employee registration file. A copy of the registration data accepted by PPSB must be provided to the registrant. When an employee is at a location remote from the registering activity and it is difficult to obtain a signature, the employee's signature may be obtained by facsimile, or omitted and a note to this effect entered on the registration.

2. The PPP Registration/Counseling Checklist at Appendix H outlines most of the important policies that should be addressed during the registration counseling session. A checklist **must** be completed for initial registration in all programs. The checklist must be signed and dated by the registrant and the registering HR specialist and retained in the registration file.

E. DAILY REPORT

The ASARS Daily Report contains data processed for the previous 10 cycle days. Any data sent to PPSB through the ASARS website is reflected the following day in the

activity's Daily Report. Activities MUST review their Daily Report each day to ensure that registration and file maintenance data submitted the previous day was received and processed.

CHAPTER 7

APPENDIX A

ASARS REGISTRATION FORMAT

The ASARS Registration Format shown on pages 7-A-3 through 7-A-5 is used for all PPP registrations and file maintenance.

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ADDING A NEW REGISTRATION

RSN ..... To Be Assigned
REGISTERING ACTIVITY .....
LOC ACT .....
DoD ID/EDIPI .....
NAME (Last First MI) .....
E-MAIL ADDRESS.....
HRO POC (Last First MI) .....
Submit
HRO PHONE .....
HRO DSN PHONE .....
HRO FAX .....
HRO DSN FAX .....
HRO E-MAIL .....
Alternate HRO POC E-Mail:
PROGRAM .....
PRIORITY .....
MISC .....
COMPONENT DATA .....
ADDRESS .....
CITY .....
STATE .....
ZIP .....
TELEPHONE .....
COMPONENT .....
SEPARATION DATE .....
RELEASE DATE .....
CURRENT POSITION:
PG .....
SERIES .....
GRADE .....
JOB TITLE .....
SALARY .....

SECURITY CLEARANCE .....

TENURE GROUP .....

SERVICE COMPUTATION DATE ..

OVERSEAS COUNTRY .....

RETURN RIGHTS .....

RETURN RIGHTS AK-HI-RQ-GQ .

RETAINED GRADE .....

APPOINTMENT ELIGIBILITY .....

EXCEPTED SERVICE .....

VSIP Phase II .....

TEMPORARY .....

PART TIME .....

INTERMITTENT ..... YES NO

SEASONAL ..... YES NO

SUPERVISORY ..... YES NO

SUPERVISORY PROBATION..... YES NO

DEFENSE ACQUISITION .....

DoD OVERSEAS ..... YES NO

RESERVE TECHNICIAN ..... YES NO

BASE CLOSURE .....

ROTATING SHIFTS ..... YES NO

WOUNDED WARRIOR ..... YES NO

EDUCATION:

EDUCATION CODE .....

DEGREE CODE .....

MAJOR .....

JOB EXPERIENCE:			
FROM DATE (YYYYMM)	**TO DATE (YYYYMM)**	**JOB TITLE**	- ACTIONS -

Submit

SKILLS								
PAY GROUP	SERIES	OPTION CODES	HI GRADE	LO GRADE	EXPR	HI HELD	- ACTIONS -	
		Delete					Add Option	Delete Skill

Submit

AWARDS ..... YES NO
SPECIAL QUALIFICATIONS:
QUALIFICATION 1 .....
QUALIFICATION 2 .....
ZONE .....
REGION .....
STATES .....
AOR COMPONENT .....

ACTIVITIES

Click button below to activate Activity Code Selection Box - to remove one once added, just click on it

Submit

COMMUTING AREA ONLY ..... YES NO
COUNTRIES .....
APPROVING OFFICIAL .....

Submit Submit

REGISTRANT SIGNATURE/DATE

HRO REPRESENTATIVE SIGNATURE/DATE

REGISTRATION COMMENTS:

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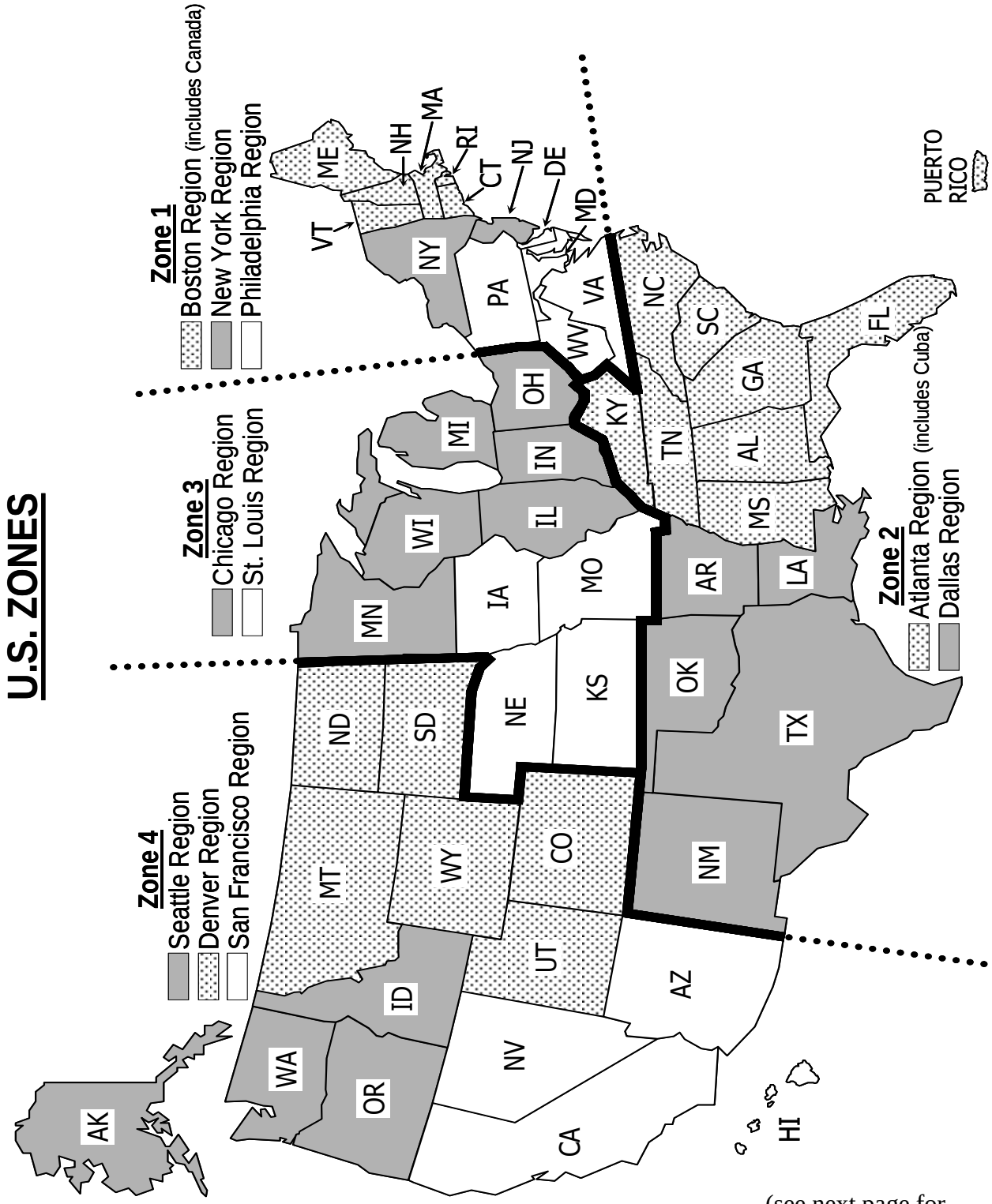
CHAPTER 7

APPENDIX B

ZONES AND OVERSEAS THEATERS

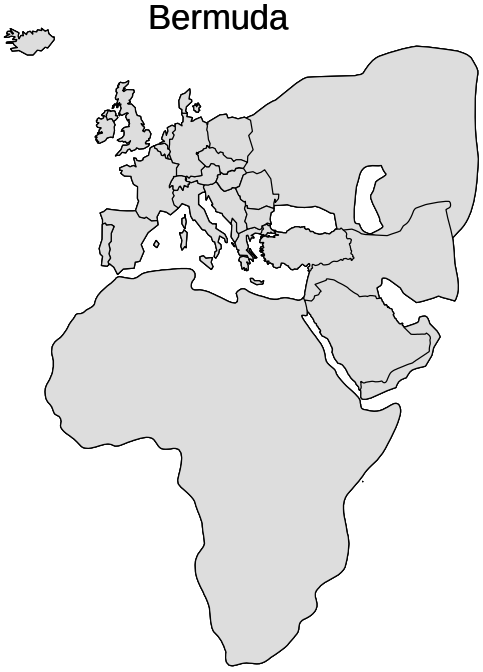


(see next page for Overseas Theaters)

OVERSEAS THEATERS

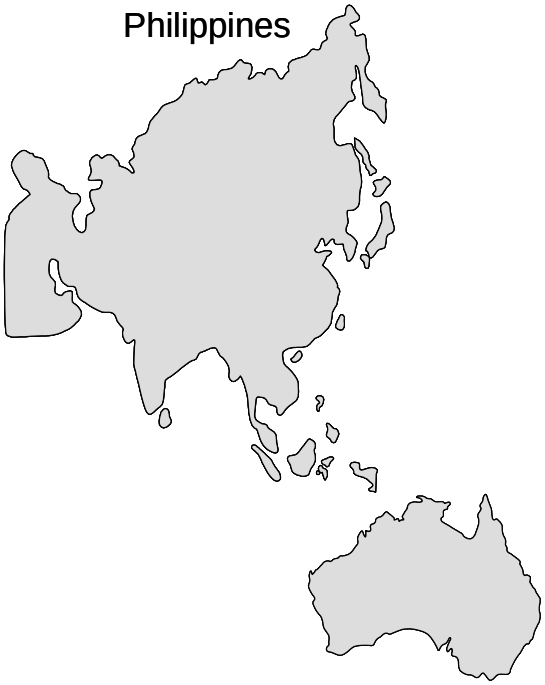
European Theater

Europe
Western Asia
Africa
Azores
Iceland
Bermuda



Pacific Theater

Australia
Guam
Japan
Korea
Okinawa
Philippines



CHAPTER 7

APPENDIX C

COUNTRY CODES

AF	Afghanistan	GL	Greenland	NW	Newfoundland
AK	Alaska	GQ	Guam	NU	Nicaragua
AR	Argentina	GT	Guatemala	NO	Norway
AS	Australia	GY	Guyana	OK	Okinawa
AZ	Azores	HA	Haiti	MU	Oman
BF	Bahamas	HI	Hawaii	PK	Pakistan
BA	Bahrain	HO	Honduras	PM	Panama
BB	Barbados	HK	Hong Kong	PA	Paraguay
BE	Belgium	IC	Iceland	PE	Peru
BH	Belize	IN	India	RP	Philippines
BD	Bermuda	ID	Indonesia	PO	Portugal
BK	Bosnia-Herzegovina	IR	Iran	RQ	Puerto Rico
BL	Bolivia	IZ	Iraq	QA	Qatar
BR	Brazil	IS	Israel	RS	Russia
BM	Burma	IT	Italy	SA	Saudi Arabia
CA	Canada	JA	Japan	SE	Seychelles
PQ	Canal Zone	JQ	Johnston Island	SN	Singapore
CI	Chile	JO	Jordan	SO	Somalia
CH	China	CB	Kampuchea	SD	Scotland
CO	Colombia	KE	Kenya	SP	Spain
CS	Costa Rica	KS	Korea	SU	Sudan
CR	Crete	KU	Kuwait	NS	Suriname
HR	Croatia	NQ	Kwajalein Islands	SZ	Switzerland
CU	Cuba	LB	Labrador	TW	Taiwan
DA	Denmark	LA	Laos	TH	Thailand
DG	Diego Garcia	LE	Lebanon	TD	Trinidad
DR	Dominican Republic	LY	Libya	TS	Tunisia
EC	Ecuador	LU	Luxembourg	TU	Turkey
EG	Egypt	MY	Malaysia	TC	United Arab Empire
ES	El Salvador	CQ	Mariana Islands	UK	United Kingdom
UK	England	MX	Mexico	UY	Uruguay
ET	Ethiopia	MQ	Midway Island	VE	Venezuela
FI	Finland	MO	Morocco	VM	Vietnam
FR	France	NL	Netherlands	VQ	Virgin Islands
FG	French Guiana	NA	Nether Antilles	YS	Yemen
GM	Germany	NZ	New Zealand	CG	Zaire
GR	Greece				

CHAPTER 7

APPENDIX D

ZONES, REGIONS, AND STATE CODES

ZONE 1

BOSTON REGION (BN)

CT - Connecticut
ME - Maine
MA - Massachusetts
NH - New Hampshire
RI - Rhode Island
VT - Vermont
*CA - Canada

NEW YORK REGION (NY)

NJ - New Jersey
NY - New York

PHILADELPHIA REGION (PH)

DC - District of Columbia
DE - Delaware
MD - Maryland
PA - Pennsylvania
VA - Virginia
WV - West Virginia

ZONE 2

ATLANTA REGION (AT)

AL - Alabama
*CU - Cuba
FL - Florida
GA - Georgia
KY - Kentucky
MS - Mississippi
NC - North Carolina
*RQ - Puerto Rico
SC - South Carolina
TN - Tennessee
*VQ – U.S. Virgin Islands

DALLAS REGION (DA)

AR - Arkansas
LA - Louisiana
NM - New Mexico
OK - Oklahoma
TX - Texas

ZONE 3

CHICAGO REGION (CH)

IL - Illinois
IN - Indiana
MI - Michigan
MN - Minnesota
OH - Ohio
WI - Wisconsin

ST. LOUIS REGION (SL)

IA - Iowa
KS - Kansas
MO - Missouri
NE - Nebraska

ZONE 4

DENVER REGION (DE)

CO - Colorado
MT - Montana
ND - North Dakota
SD - South Dakota
UT - Utah
WY - Wyoming

SAN FRANCISCO REGION (SF)

AZ - Arizona
CA - California
*HI - Hawaii
NV - Nevada

SEATTLE REGION (SE)

*AK - Alaska
ID - Idaho
OR - Oregon
WA - Washington

* Registration with Region/Zone Codes will not provide referral for activities in these areas. For PPP referral to all activities in Alaska, Hawaii, or Puerto Rico, use the State Code. For PPP referral to Canada or Cuba, use Activity Code 999V or 986A, respectively. For PPP referral to the U.S. Virgin Islands, use Activity Code 399A. The two-letter codes for Canada (CA) and Cuba (CU) are Country Codes used for DORS referral only.

CHAPTER 7

APPENDIX E

COMPONENT CODES

These codes are used to identify the registrant's employing (rather than servicing) department or agency. Each of the five DoD Components (Army, Navy, Air Force, WHS, and DLA) is assigned a separate Component Coordinator. WHS represents all Defense Agencies and Field Activities except DLA, and has been designated to provide coordination assistance to the remaining Defense organizations and operates with the same authority.

COMPONENT	CODE	COORDINATOR OFFICE
Department of the Army	A	Department of the Army, AG-1 CP, Ft Belvoir VA
Department of the Air Force	F	Headquarters, AF/A1CP, Washington DC
Department of the Navy (including Marine Corps)	N	Director, Recruitment Division (011), Office of Civilian Human Resources, Washington DC
Defense Logistics Agency	S	DLA Human Resources , HQ DLA Policy Office (J14), New Cumberland PA
Department of Defense (OSD, DFAS, DeCA, DISA, OJCS, DoDEA, TRICARE, DoDIG, WHS, Uniformed Services University of the Health Sciences, Defense Security Service, Defense Threat Reduction Agency, Defense Contract Audit Agency, etc.)	D	WHS Human Resources Directorate, Alexandria VA
National Guard Bureau	X, A, or F, as appropriate	Air National Guard – Air Force Component Coordinator Army National Guard – Army Component Coordinator
Other Non-DoD Federal Service or Non-Status	O	For use as a registrant's Component in DORS when no other code applies. This code is not identified with a Component Coordinator.

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CHAPTER 7

APPENDIX F

WG-01111-5 EXCLUSIONS

3105 Fabric Worker	6907 Materials Handler
3111 Sewing Machine Operator	6910 Materials Expediter
3314 Instrument Maker	6912 Materials Examiner and Identifier
3502 Laborer	6914 Store Worker
3511 Laboratory Worker	7002 Packer
3566 Custodial Worker	7006 Preservation Servicer
3869 Metal Forming Machine Operator	7009 Equipment Cleaner
3910 Motion Picture Projectionist	7304 Laundry Worker
4416 Platemaker	7305 Laundry Machine Operator
4602 Blocker or Bracer	7402 Baker
4604 Woodworker	7404 Cook
4616 Patternmaker	7405 Bartender
4714 Model Maker	7407 Meatcutter
4754 Cemetery Caretaker	7408 Food Service Worker
4804 Locksmith	7420 Waiter
4819 Bowling Equipment Repairer	7603 Barber
4850 Bearing Reconditioner	8862 Aircraft Attendant
5003 Gardener	
5031 Insects Production Worker	
5048 Animal Caretaker	
5406 Utility Systems Operator	
5423 Sandblaster	
5426 Lock and Dam Operator	
5435 Carton/Bag Making Machine Operator	
5438 Elevator Operator	
5703 Motor Vehicle Operator	
5704 Fork Lift Operator	
5705 Tractor Operator	
5716 Engineering Equipment Operator	
5725 Crane Operator	
5736 Braker-Switcher or Conductor	
5738 Railroad Maintenance Vehicle Operator	
5806 Mobile Equipment Servicer	
6502 Explosives Operator	
6505 Munitions Destroyer	
6517 Explosives Test Operator	
6610 Small Arms Repairer	
6904 Tools and Parts Attendant	

APPENDIX G

Automated Stopper and Referral System (ASARS)
Interactive Map Tool
User Instructions

A. OVERVIEW. The ASARS interactive map tool was created as an aid for determining appropriate AOR for PPP registrants. It simplifies the task of establishing the AOR by showing the location of coded activities on a map; listing all activities within a state, region, zone, or specific mileage radius; providing direct links to activity descriptions and HRO point of contact information; and automatically populating the AOR fields in the registration format.

B. ACCESSING THE MAP TOOL. There are two methods for accessing the ASARS interactive map tool. One is to use the AOR Wizard in the AOR section of the Registration Format, and the other is to select the blue "MISC" button on the left side of the ASARS home page.

1. **AOR Wizard**. For HROs that counsel and register employees using the on-screen registration format, the map tool is accessible through the AOR Wizard. When using this method, the Zone, Region, States, and Activities data elements of the registration format may be autopopulated. To launch the AOR Wizard, open the registration format using the Enter A Registration/File Maintenance hyperlink on the ASARS Main Menu, then scroll down through the registration format and select the "Launch AOR WIZARD" button (see Figure 1).

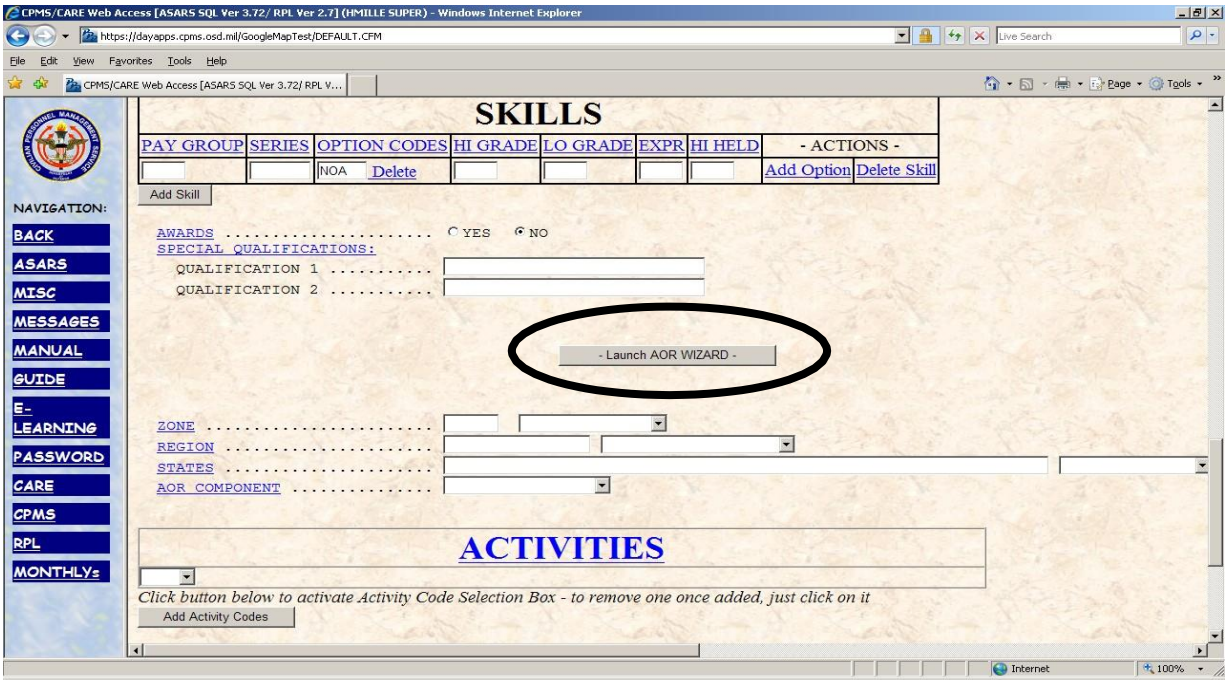

Figure 1 – Registration Format

2. **MISC Menu Page**. The interactive map tool is also accessible on the MISC Menu Page (see Figure 2). This version of the map tool, which is not linked to the registration format, was designed for HROs that counsel and register employees using hard-copy forms and as a general source of activity information.

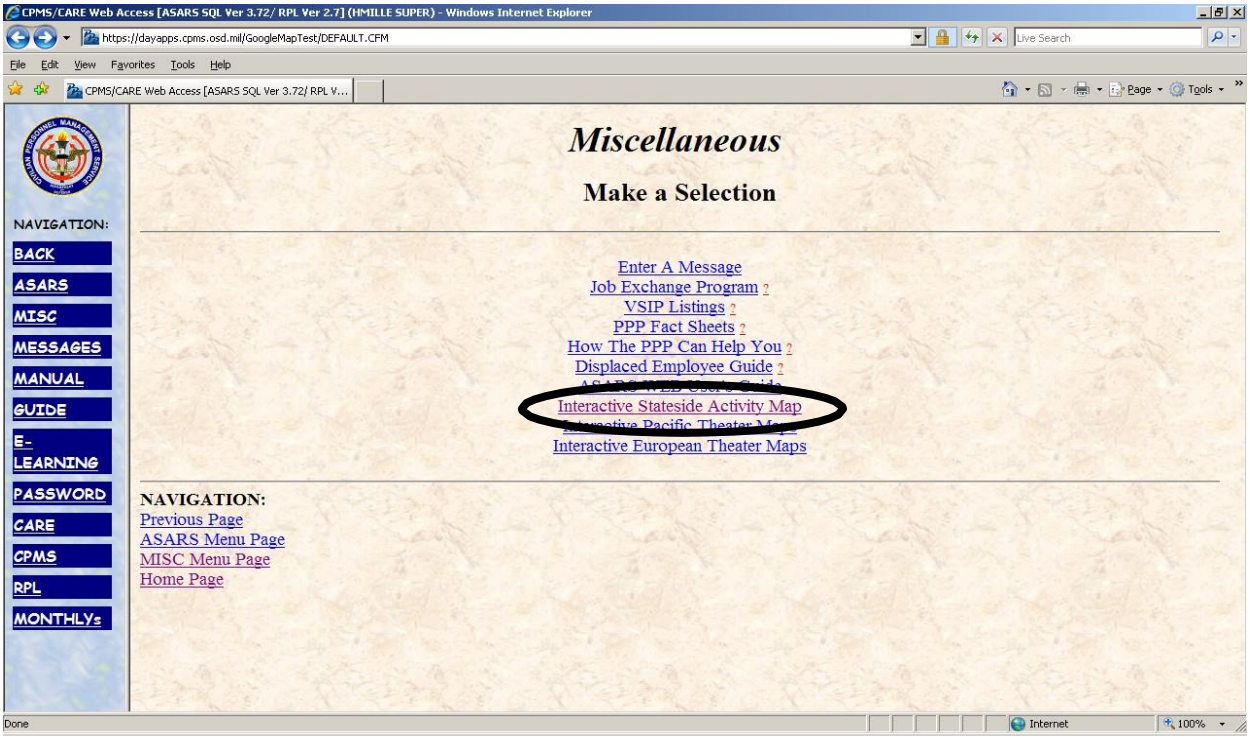

Figure 2 – MISC Menu Page

C. USING THE MAP TOOL. The U.S. interactive map screen is shown in Figure 3 below. Maps for the Pacific and European Theaters are also available. You will note in Figure 3 that the four U.S. zones and their respective regions are hyperlinked in the margins of the map. When viewing the Interactive Map, hyperlinked PPP zones and regions are displayed in the margins surrounding the map (see Figure 3). Specific activities may be viewed by selecting a state on the map (scroll over the map to the desired state, then select on the state). A list of coded activities within the state will appear (see Figure 4).

1. **Autopopulating the AOR**. When using the AOR Wizard, the AOR may be autopopulated in the registration format as described below.

a. When hyperlinked zones or regions (Figure 3) are selected, the zone or region codes will automatically be entered in the respective fields of the registration format. After selecting the desired zone(s) and/or region(s), touch the *Click here when finished* hyperlink to return to the registration format. Verify that the appropriate codes have populated in the ZONE and/or REGION fields.

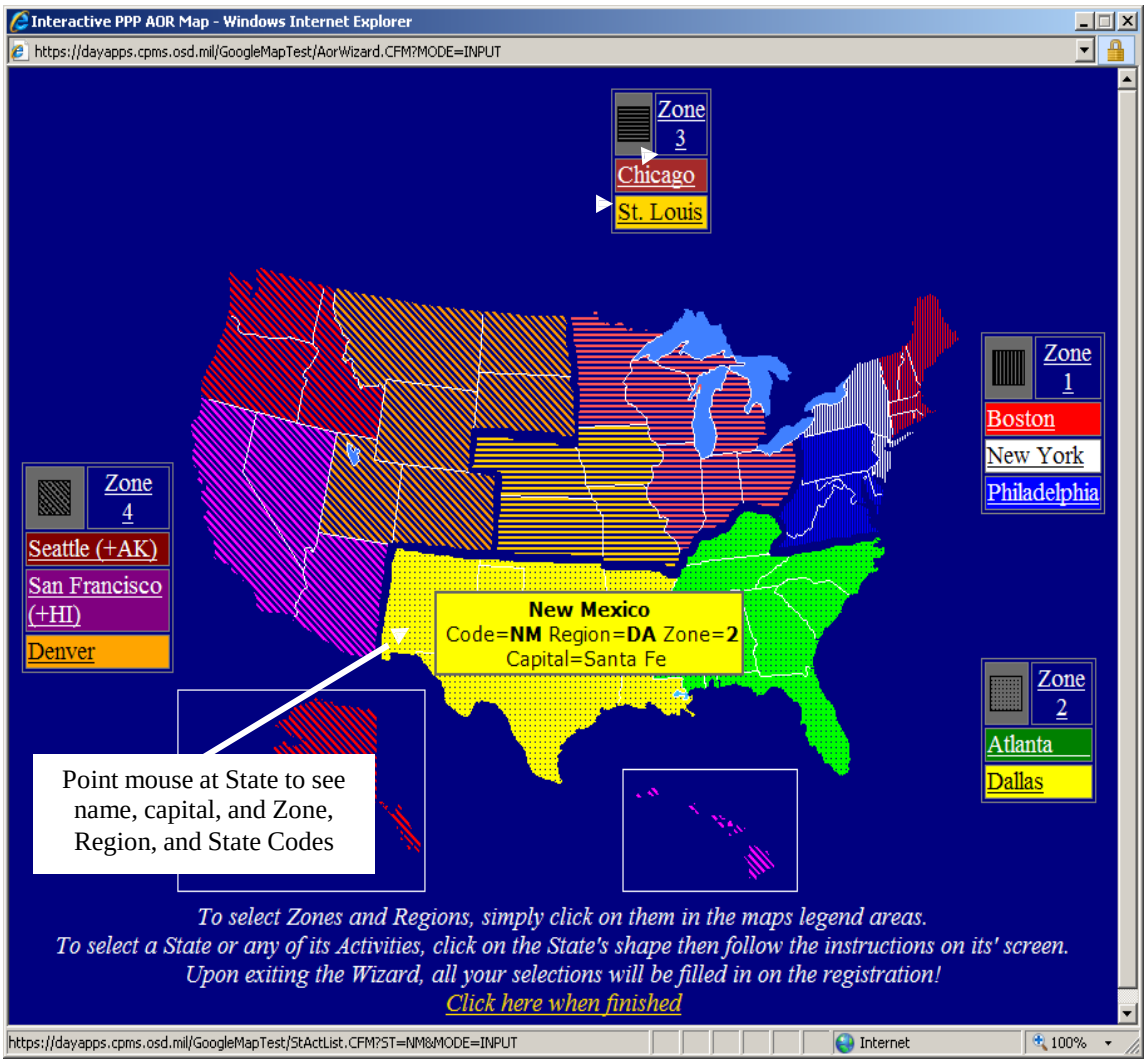

Figure 3 – Interactive Map

b. When hyperlinked state and/or activity codes (Figure 4) are selected, the codes will be automatically entered in the respective fields of the registration format. After selecting the desired state and/or activity codes, touch the Back to Interactive Map hyperlink, then touch the *Click here when finished* hyperlink to return to the registration format. Verify that the appropriate codes have populated in the STATES and/or ACTIVITIES fields.

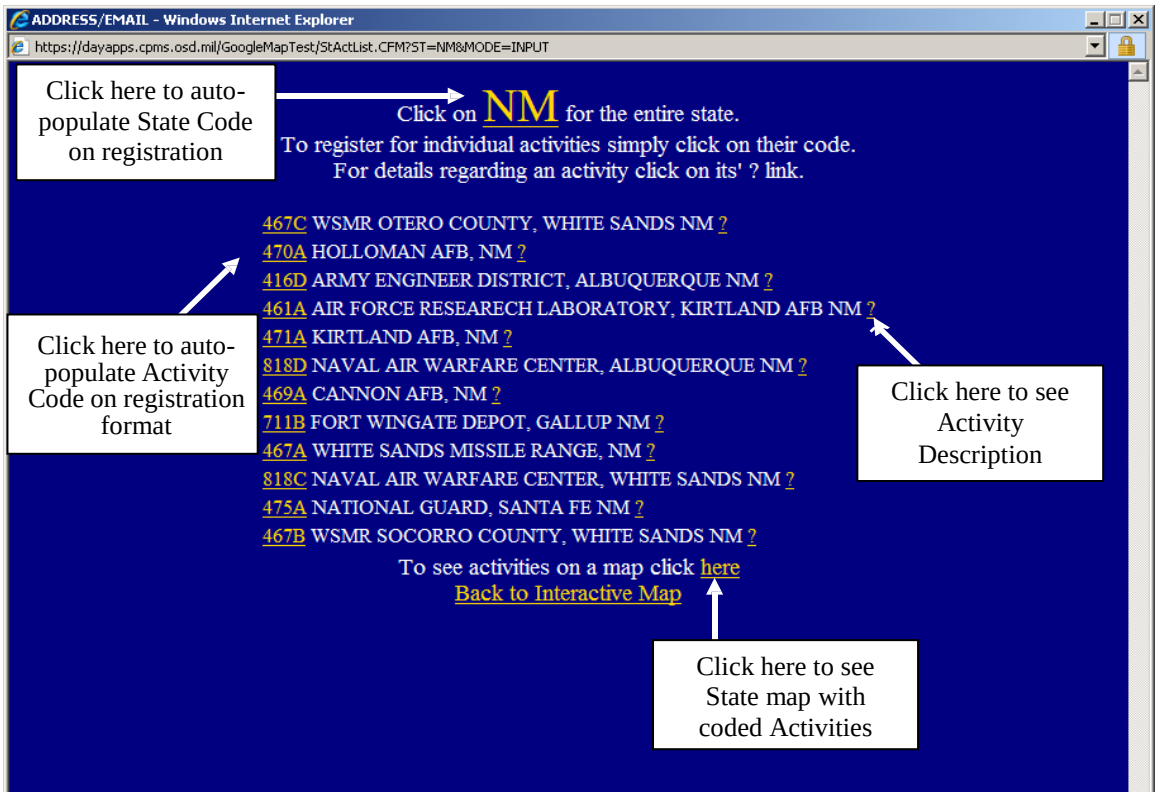

Figure 4 – List of activities within a state

2. **Viewing Activities on a Map**. All activities within a state may be viewed on a map by clicking on the "here" hyperlink below the list of activities (see Figure 4). A map of the state pinpointing the location of each of the listed activities will appear. Scroll over each of the pins on the map to see the name and activity code of each activity on the map (see Figure 5).

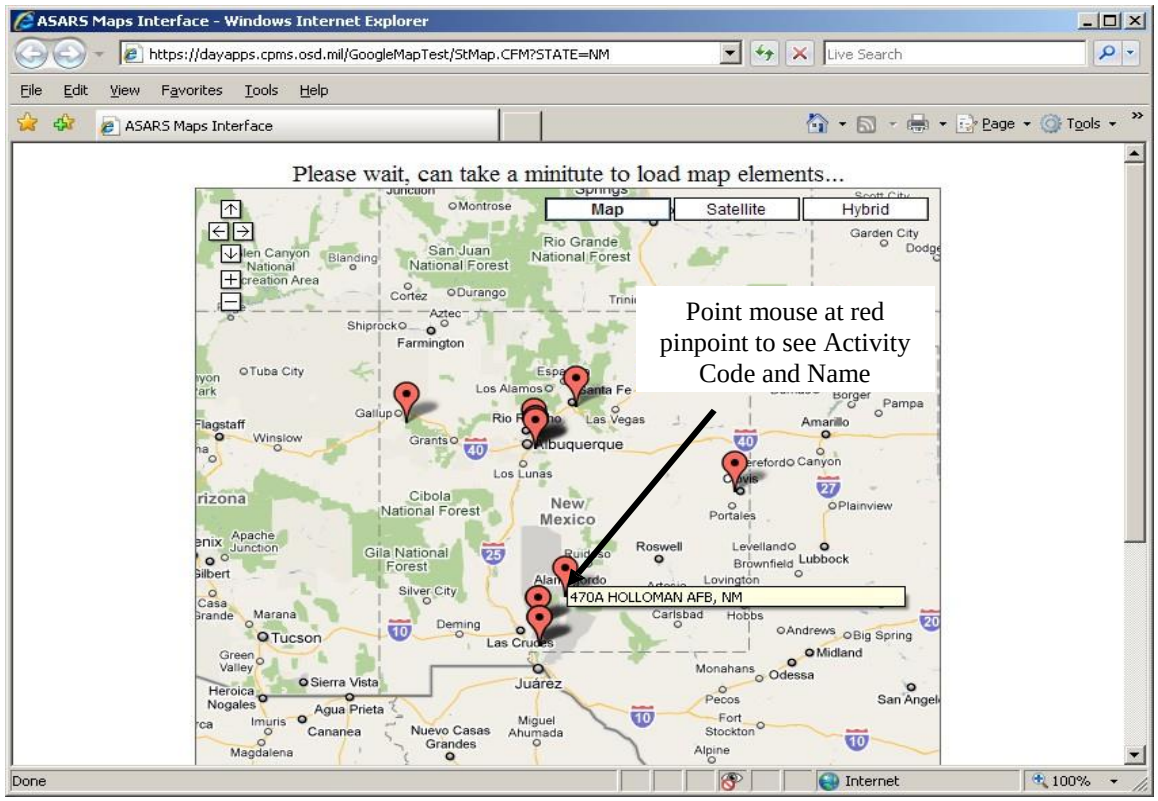

Figure 5 – Map of activities within a state

3. **<u>Distance Tool</u>**. This tool shows the location of activities within a specified radius of the registrant's current activity, and is especially beneficial in cases where registrants are restricted to a commuting area. To use the distance tool, follow the steps below.

a. Locate the city closest to the current activity's pinpoint on the map and click it with the cursor; this will be the center point. (You may have to zoom in/enlarge the map for the nearest city to show.)

b. Enter the desired number of miles in the box below the map (see Figure 6).

c. Touch the "Show" button and a circle encompassing all of the activities within the specified radius will appear (see Figure 6). Depending on the size of the circle, you may have to enlarge the map to see its entirety.

d. If a new radius is entered in the box, a new circle will overlay the initial circle (as seen in Figure 6).

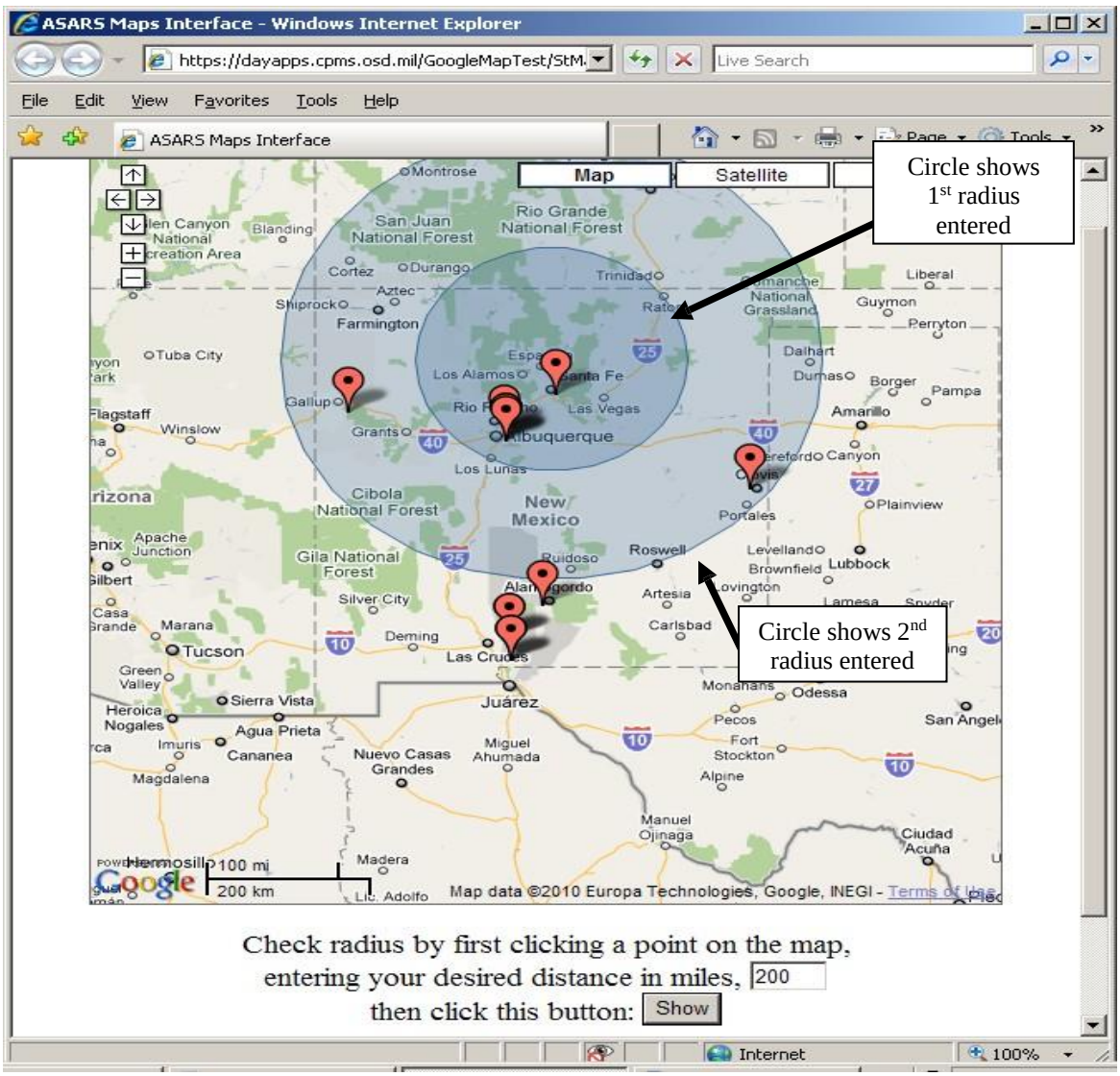

Figure 6 – Distance tool

4. **<u>Activity Description Information</u>**. As shown in Figure 4, there is a hyperlinked "?" to the right of each activity's name. Selecting this link opens the demographic information contained in the Activity Description Guide (see Figure 7). In addition to this helpful information, the activity's map location can be viewed by selecting the hyperlinked activity name.

a. It is important to note that HROs are responsible for keeping information for their serviced activities up to date. This information may be updated by anyone possessing an ASARS user account with authorized access to effect PPP actions on behalf of the activity. To update the information, touch the "I want to Update My Activities Information or Map Location" button (see Figure 7). When the activity description form appears (see Figure 8), enter only the information that needs to be updated.

b. To check/update the map location of an activity, select the "Check My Map Location" button and look in the new window to verify that the activity location is accurate. If the location is not accurate, right click on the proper location on the map and select "What's Here?" This will update the coordinates in the search maps box. Copy and paste these into the form in the "Latitude, Longitude" box. After all fields that require update have been completed, select the "Send Updated Information" button.

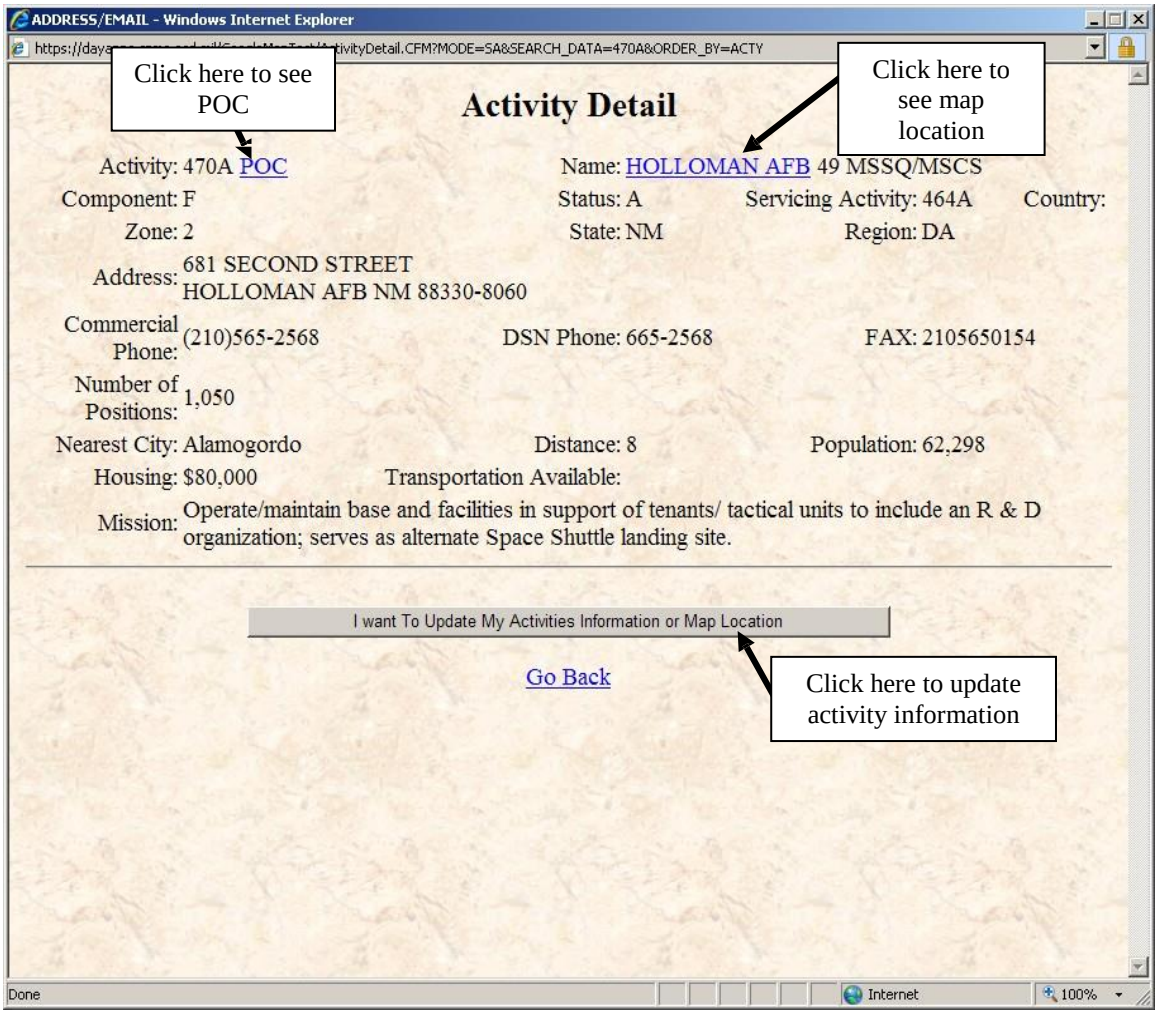

Figure 7—Activity description information

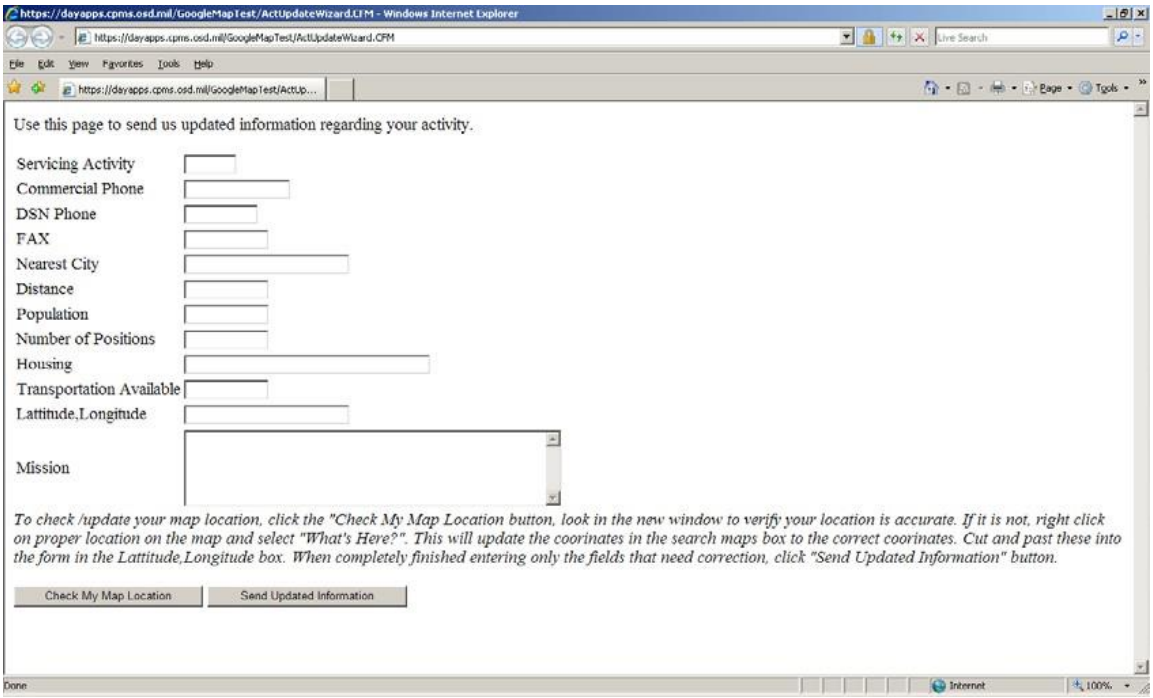

Figure 8 – Activity description form

CHAPTER 7

APPENDIX H

PPP REGISTRATION/COUNSELING CHECKLIST

Registrant's Name: _____

INSTRUCTIONS - Initial the blank to the left of each applicable item and indicate responses by circling the appropriate options. The items with an asterisk (*) correspond with data elements on the ASARS Registration Format. Your initials indicate verification that the entries on the Registration Format correspond with the options circled below.

REGISTRANT AVAILABILITY

1.____* I am / am not available for excepted service positions. I understand that availability for excepted service positions is mandatory if I am currently in an excepted service position. I also understand that an excepted service position may be declined as an invalid offer if I am not currently in an excepted service position.

2.____* (**Separatees and eligible family members only**) I am / am not available for temporary or term employment. I understand that if I accept or decline such an offer, I will remain in the PPP for permanent positions.

3.____* My availability for each of the following work schedules is as follows (check appropriate items):

Part-time: Yes / No (**Separatees only**)
Intermittent: Yes / No (**Separatees only**)
Seasonal: Yes / No (**Separatees only**)
Rotating Shifts: Yes / No

_____ I understand that positions with the above work schedules are not valid offers if declined unless I currently have the same type of work schedule and, in the case of part-time employment, if I am currently working the same or less hours. I also understand that if I am currently in a full-time permanent position and accept permanent employment under one of these work schedules, I will be deleted from the PPP.

4.____ (**NDOS employees only**) I understand I am not eligible for temporary or term employment, or part-time, intermittent, or seasonal work schedules.

5.____* I am / am not available for supervisory positions. I understand that availability for supervisory positions is mandatory if I am currently in a supervisory position.

6.____* I am / am not eligible for Defense Acquisition positions. If I meet the DAWIA

qualification requirements, I will provide the necessary documentation to the HRO.

7.____* (CONUS registrants only) I am /am not available for DoD positions overseas. If available, I understand that offers from overseas activities are not valid for PPP purposes.

8.____* I am / am not available for dual-status National Guard and Military Reserve Technician positions. If available, I acknowledge that these positions require membership in the National Guard or Reserve as a condition of employment, and that a job offer will be considered valid regardless of the military rank of the position.

9.____* I am / am not available for referral to closure activities.

10.____* I am / am not available for referral to activities that are being realigned out of the commuting area.

11.____* (If appropriate) I have been counseled regarding registration for (check applicable items):

___ WG-0000 - General Wage Grade, WG-1 through WG-4 (does not include series 5703, 3105, or 3111)

___ WG-01111- Trades Helper, WG-5 only (excludes series in Chapter 7, Appendix F)

___ GS-300 - General Clerical and Administrative Support, GS-1 through GS-4, with or without STC/OAA/DAT option codes (does not include series 675, 679, 1702, or 2091)

GENERAL POLICY/PROCEDURES

12.____ (**Separatees only**) I understand that I may be able to expand my area of referral prior to the effective date of the RIF action. If I restrict myself to the commuting area, I cannot expand my area of referral after separation without the approval of the WS Administrator.

13.____ I understand that I must not contact other DoD activities regarding positions for which I am registered in the PPP, and that failure to observe this restriction could result in loss of eligibility in accordance with Chapter 3, Section M, of the PPP Handbook.

14.____ The definition of a "valid job offer" has been explained to me.

15.____ I understand that I am eligible for only one valid job offer and I am expected to accept or decline this offer within 2 business days. Overseas registrants must accept or decline within 3 business days.

16.____ (**NDOS employees only**) I understand that if I am granted approval of a tour extension after receipt of a valid job offer, I am effectively declining the valid job offer previously accepted.

17.____ (If appropriate) I have been counseled regarding early registration procedures. I understand if I decline a valid offer during early registration and am eligible for severance pay, I will be mandatorily re-registered in the PPP when I receive a specific separation notice, but only for activities in my commuting area.

18.____ I understand that I must keep the HRO informed of my whereabouts and/or changes in my employment status so they can contact me regarding job offers or advise me of required changes to my registration or eligibility status. Failure to keep the HRO informed may lead to removal from the PPP.

19.____ I understand if I accept a position in a different locality or wage area, my pay will be set based on the rates that apply in that area.

20.____ I understand that Chapter 3, Section B.3., of the PPP Handbook requires me to submit a current, complete, and accurate resume in order to register in the PPP.

OTHER INFORMATION

21. ___ (**Separatees only**) I am / am not a retired military member.

22. ___ (**Separatees only**) I will / will not be eligible for retirement as of my separation date. (If you will be eligible, please specify the type of retirement): _____.

23. ____* The DoD ID Number entered on my ASARS Registration Form is correct.

24. ____ I am / am not on workers' compensation or light duty.

25.____ I have not had performance or conduct problems within the last 12 months.

26.____ I understand that the PPP and the Reemployment Priority List (RPL) are separate programs. I also understand that I must submit a separate application to receive consideration under the RPL (see 5 CFR 330).

27.____ I certify that all information I have provided, including the information in my narrative resume, is accurate and truthful to the best of my knowledge.

_____ _____

Registrant's Signature Date

_____ I certify that this employee's last official rating of record is at least fully satisfactory/successful (or at least Level 3 on a 5-point scale) in accordance with the requirements in Chapter 3, Section C.17. of the PPP Handbook.

_____ _____
Counselor's Signature Date

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.

Your DoD ID Number will only be used to ensure accurate program registration. Furnishing your number is voluntary, but failure to do so will result in not obtaining placement consideration.

MAY BE REPRODUCED LOCALLY

CHAPTER 8

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) PROCEDURES

TABLE OF CONTENTS

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B. ASARS Pre-requisitioning Guide	8-B-1

CHAPTER 8

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) PROCEDURES

Reference: (a) DoD Activity Description Guide

A. PURPOSE

1. The purpose of this Chapter is to prescribe procedures for requisitioning the Automated Stopper and Referral System (ASARS), which consists of two elements: the Automated Stopper, through which activities must match positions that are subject to the PPP; and the Automated Referral System, which may be used as a recruitment source whenever the Automated Stopper is clear.

2. **Pre-requisitioning**. Activities using ASARS pre-requisitioning procedures in Chapter 8, Appendix B, shall adhere to the requisitioning requirements in this Chapter when notified of a potential match or when recruiting under one of the pre-requisitioning default scenarios described in Appendix B.

B. ASARS PROCEDURES

1. Requisitioning

a. Requisitions for positions that are subject to the PPP (see Chapter 4) must be submitted to PPSB through the ASARS website. Requisitions received by 10:00 p.m. Eastern Standard Time/Eastern Daylight Time are processed so that any matched referral resumes or unmatched notifications are available the following business day.

b. On any given day, activities may not issue a referral list before downloading available resumes through ASARS, as appropriate.

c. When clearing positions, activities must submit requisitions through the ASARS website using the ASARS Requisition Format (see Appendix A). Requisitions remain active for 90 days, and a system-generated notice of expiration is posted on the ASARS Daily Report after 60 days. As a special feature, VSIP Phase II requisitions with Referral Codes V or X and requisitions for positions encumbered by reemployed annuitants remain active for 12 months with a system-generated expiration notice posted after 11 months. Coding instructions for each item of the ASARS Requisition Format are as follows:

(1) **Requisition Control Number**

(a) Activities should use a locally developed control number to identify each requisition. The number may consist of up to seven alpha or numeric characters, or a combination of both, but must not include the alpha “O” character. A DIFFERENT CONTROL NUMBER MUST BE ASSIGNED TO EACH REQUISITION. ASARS will reject duplicate control numbers.

(b) **Alaska (AK), Hawaii (HI), and Puerto Rico (RQ)**. Activities requisitioning to fill positions in AK, HI, and RQ with the expectation of filling the positions from within the specific state or commonwealth must enter a pound sign (#) in the FIRST space of the requisition control number. This will result in the referral of only those registrants with an entry in the "Return Rights AK-HI-RQ" data element of the ASARS Registration Format. If an activity in AK, HI, or RQ clears the PPP using a requisition with the pound sign (#) and subsequently selects a candidate from outside the state or commonwealth, a commitment cannot be made until the activity completes an ASARS reconstruction in accordance with Chapter 4, Section E.

(2) **Requisitioning Activity**. Enter the requisitioning activity's "A" code as listed in reference (a), available via the ASARS website.

(3) **RPA Number**. Enter the RPA number associated with this requisition.

(4) **Component Code**. Enter the code of the DoD Component that owns the position (see Chapter 7, Appendix E). This may not necessarily be the same DoD Component as that of the requisitioning activity.

(5) **Number of Vacancies**. Enter the number of vacancies. If the requisition is for more than one vacancy, the positions must be identical, i.e., same pay group, series, grade, option codes (if any), and conditions of employment and duty location. If requests to fill additional identical vacancies are subsequently submitted, this number may be increased using the procedures in Section B.1.b.(10)(b)1 b below.

(6) **Pay Group, Series, and Grade**

(a) **Pay Group**. Enter the pay group of the position (e.g., GS, WG, etc.). Refer to Chapter 3, Section F.5., for additional procedures for other pay plans (e.g., for floating plant and lock and dam positions). For DoD Domestic Elementary and Secondary Schools non-educator positions, change the AD pay group to GS. For GG, GL, or GM positions, use GS.

(b) **Series**. Enter the specific series. DO NOT enter special skill identifiers, i.e., GS-300, WG-0000, or WG-1111.

(c) **Grade**. Enter the grade and precede with a zero if less than 10. If requisitioning for WT, WB, or AD, enter "00." Refer to Chapter 3, Section F.6., for more information about these pay systems. When requisitioning for DoD Domestic Elementary and Secondary Schools non-educator positions under the AD pay group, enter the actual grade instead of "00."

(7) **Option Codes**. This field automatically defaults to NOA. If the position can be adequately described using one, two, or three option codes from Chapter 10, Appendix A, delete NOA and enter the first option code. To enter up to two additional codes, click the "Add Option" button and repeat the same steps. If there are no applicable option codes in Chapter 10, submit the requisition using the default NOA code. If the position requires

more than three option codes, enter the three that are most essential. NOA is a stand-alone option code. Requisitions submitted with NOA cannot include any other option codes. See special instructions for GS-801 in Chapter 10, Section B.10.

(8) **Remote Activity Code**

(a) Complete only when requisitioning outside the commuting area of the requisitioning activity (does not include vacancies at coded activities whose support has been transferred to a regional or consolidated service center). When an activity code is entered in these spaces, the Remote State Code data element must be left blank.

(b) If the vacancy is located within the commuting area of the requisitioning activity but in another state, two requisitions should be submitted. One requisition should be submitted using the requisitioning activity and no remote activity or state code. The second requisition should be submitted using a remote activity in the state where the vacancy is located, or the remote state where the vacancy is located, as appropriate. Referrals must be worked in priority order. If the position is located at a coded activity (i.e., located at an activity with its own activity code or co-located with some other coded activity) that code should be entered. If the location is uncoded, use the code of an activity in the commuting area, if available. When there is more than one coded activity in the commuting area, use the code of an activity from the same Component, if available. If there are no coded activities in the commuting area, follow the procedures in Section B.1.c.(9)(a) below.

(c) When requisitioning for positions located outside the U.S. in countries where there are no coded DoD activities, use the appropriate "pseudo" activity code from reference (a).

(9) **Remote State/Country Code**

(a) **State**. If the vacancy is at an uncoded activity in a commuting area with no coded activities, enter the code for the state in which the vacancy is located. Registrants registered for that state or for the corresponding region or zone will match a requisition coded with the remote state. Registrants registered only for individual activities in the state will not match a requisition coded with the remote state.

(b) **Country**. Country Codes may be used only for DORS referral as described in Section C.2. below.

(10) **Referral/Alter/Cancel Codes**

(a) **Referral Codes**. A referral code is used on the initial requisition to indicate the type of referrals needed based on how the activity anticipates filling the vacancy. Caution must be used when selecting a referral code since an inappropriate choice may result in failure to properly consider a priority registrant. Only one referral code can be used for each requisition; it may NOT be changed during the life of the requisition. Erroneous referral codes require cancellation and resubmission of the requisition and/or

reconstruction of the action. Enter one of the following:

1 **Referral Code A**. Refers P1, P2, and P3 registrants and is appropriate if planning to fill a position from outside the DoD Component owning the position.

2 **Referral Code H**. Refers P1, P2, and P3 registrants and is only appropriate when filling positions from OPM or delegated examining certificates, or under OPM DHA or EHA authorities, or modified procedures for statutory DHAs.

3 **Referral Code P**. Refers P1 and P2 registrants only and is appropriate if planning to fill a position from within the DoD Component owning the position using competitive or non-competitive procedures. Also use this code when continually clearing positions encumbered by reemployed annuitants as required in Chapter 4, Section B.6.

4 **Referral Code M**. Refers all P1, P2, and P3 registrants available for RCMT positions.

5 **Referral Code U**. Refers P1, P2, P3, and DORS registrants and is only appropriate for hard-to-fill positions located in the U.S.

6 **Referral Code V**. Refers registrants eligible for the VSIP Phase II Program who are currently employed at the grade for which the requisition is submitted.

7 **Referral Code X**. Refers all eligible VSIP Phase II Program registrants who are registered for the grade for which the requisition is submitted.

(b) **Alter/Cancel Codes**.

1 **Alter Codes**. Alter codes are used to change a requisition under the following circumstances:

a **Alter Code C**. Use this code to extend/continue a requisition that has already been active for 60-90 days, after confirming that extension is appropriate. Submitting this code extends matching for an additional 90 days. Alter code C will extend VSIP Phase II requisitions submitted with referral codes V or X and requisitions submitted for positions encumbered by reemployed annuitants for an additional 12 months.

b **Alter Code I**. This code increases the number of vacancies on an active requisition and initiates a new 90-day requisition period. Enter the number of positions TO BE ADDED to the requisition in "Number of Vacancies." Keep complete audit trail documentation on each individual position. The number of vacancies MAY NOT be decreased using an alter code. The number is decreased only when referrals are returned with RACs 14, 16, 17, 19, 20, 41, or 45 showing that a position was properly filled.

2 **Cancel Codes**. The codes listed below are used to cancel a requisition.

a **Cancel Code F**. Use to cancel a requisition when the position has been filled or a referral list/certificate has been issued.

b **Cancel Code N**. Use in either of the following circumstances:

(1) The position will not be filled. If there are outstanding referrals, first obtain WS Administrator approval and then return the referrals using the appropriate RAC and an appropriate narrative explanation.

(2) The requisition contained incorrect data (e.g., wrong series, wrong grade, omission of option codes, etc). Submit RAC 39 to clear outstanding referrals, and re-requisition with a new requisition control number if recruitment is still ongoing. If more than 3 business days have passed since the initial requisition, a reconstruction must also be requested from PPSB. If a registering activity has already been contacted regarding an outstanding referral, the requisitioning activity must obtain WS Administrator approval before using this code.

c **Cancel Code K**. Use when the requisition has been continuously unmatched since initial submission and the RPA is either canceled or is no longer subject to PPP (e.g., authorized PPP exception invoked). Do not use this code if any ASARS referrals were issued, even if the referrals have been properly cleared and the requisition is currently unmatched.

(11) **Temporary Only**. Click "YES" if the action to fill the position or extend the incumbent is temporary or term. Click “NO” if it is permanent.

(12) **Part-Time Position**. Click “YES” if the position has a part-time work schedule. Click “NO” if it does not.

(13) **Intermittent Position**. Click “YES” if the position has an intermittent work schedule. Click “NO” if it does not.

(14) **Seasonal Position**. Click “YES” if the position is being filled on a seasonal basis. Click “NO” if it is not.

(15) **Supervisory Position**. Click “YES” if the position is supervisory. Click “NO” if it is nonsupervisory. If the pay group is WS, always click “NO.”

(16) **Defense Acquisition**. Click “YES” if the position is subject to DAWIA requirements. Click “NO” if it is not. This coding will be used for tracking purposes only. All individuals registered for the position will be referred and the gaining activity must determine eligibility using the procedures in Chapter 3, Section G.6.

(17) **Reemployed Annuitant**. Click “YES” if the requisition is being submitted for continual clearance of a permanent position encumbered by a reemployed annuitant.

(18) **Demo Position**. Click “YES” if requisitioning for a demonstration project position.

(19) **Base Closure/Realignment**. Click "C" if the position is located at an activity that has been formally approved for closure. Click "R" if it is located in an organization that has been formally approved for realignment outside of the commuting area. Click "N" if the position is located at an activity that has not been formally approved for either closure or realignment outside of the commuting area.

(20) **Rotating Shifts**. Click "YES" if the incumbent of the position will be subject to a rotating shift requirement as defined in Chapter 1, Section D. Click "NO" if there is no such requirement.

(21) **Excepted Service**. Click "YES" if the position is in the excepted service or "NO" if it is not.

(22) **One-Time Clearing**. One-time clearing requisitions are appropriate only when the position will be filled immediately (e.g., extending a temporary action, management reassignment, reinstatement, etc.) or when the activity is prepared to issue a referral list/certificate from an "open continuous" announcement. Click "YES" if the action being taken to fill the position meets this requirement; otherwise, click "NO."

(23) **MISC**. This entry is optional. If used, enter the requisitioning specialist's initials or other appropriate identifying information.

(24) **Component-specific data element**. This entry is optional. If used, enter up to 15 alpha and/or numeric characters as an organizational identifier code. This data element will track PPP data by serviced organizations.

2. **Matching and Referral**. Activities with HROs that have PPP registration and requisitioning authority must access the ASARS website each business day to review daily reports and ASARS messages. Matching resumes are referred through the ASARS website. If the number of P1 and/or P2 resumes referred is less than the number of vacancies on the requisition, matching automatically continues until the number of P1/P2 referrals equals or exceeds the number of vacancies or the requisition is canceled. On initial requisitioning, the following conditions apply:

a. **No Resumes Referred**. Daily matching continues until P1 and/or P2 referrals are issued or, if no P1/P2 resumes are referred, until the requisition is closed.

b. **Only P1 and/or P2 Resumes Referred**. Requisition remains active but on hold for 21 calendar days or until all referrals are cleared with an appropriate RAC.

c. **Only P3 Resumes Referred**. Daily matching continues until P1 or P2 matches are referred (in which case, see P1/P2 above) or, if no P1/P2s are referred, until the requisition is closed.

d. **P1, P2, and P3 Resumes Referred**. Requisition remains active but on hold for 21 calendar days or until all P1 and P2 referrals are cleared with an appropriate RAC.

e. Daily matching continues until the total number of P1 and P2 referrals equals or exceeds the number of vacancies entered on the requisition.

f. If RACs reduce the number of outstanding P1/P2 referrals to less than the number of vacancies, daily matching for P1/P2 referrals again occurs. As long as outstanding P1 or P2 referrals equal or exceed the number of vacancies, no new referrals are issued until 21 calendar days pass from initial requisition. At that time, the system matches and refers ALL new P1 and P2 resumes regardless of the number already received. However, regardless of the number of referrals, no new P3 registrants are referred until the beginning of a new 21-day cycle.

g. If the total number of ALL outstanding referrals reaches or exceeds 25, no new P3 resumes are referred until the number of outstanding referrals decreases to less than 25.

h. **Example of Referral/Recycle Process**. In this example, an activity requisitions for four vacancies and initially receives nine referrals as follows: three P1s, one P2, and five P3s. Since the number of P1/P2 referrals equals the number of vacancies, the requisition is put on hold and matching is suspended. Four days before the 21-day recycle, the activity submits RACs to clear two not-well-qualified P1 registrants. There are now only two outstanding P1/P2 referrals, which is less than the number of vacancies (four), so ASARS automatically resumes daily matching for P1/P2 referrals. Two new P1/P2 resumes are referred the next day. The requisition is again placed on hold. The requisition recycles on the 21st day from the initial requisition regardless of the number of resumes already referred (except for Section B.2.g. above) and, as a minimum, refers all new P1 and P2 registrants that are available.

i. Requisitions, except those coded for "One-Time Clearing," remain active until canceled by the requisitioning office or the requisition expires.

3. **Requisition Notice**. Notices are sent through the ASARS website 60 days after a requisition is submitted if the requisition has not been closed by that time. VSIP Phase II and reemployed annuitant requisition notices are sent during the 11th month. In either case, if no action is taken within the next 30 days, the requisition is automatically canceled.

4. **Automatic Requisition Cancellation**. Under certain conditions, requisitions are automatically canceled by ASARS; however, all outstanding referrals must still be addressed according to standard procedures and returned with appropriate RACs. Automatic cancellation occurs when:

a. RACs 14, 16, 17, 19, 20, 41, or 45 are submitted in sufficient numbers to equal the number of vacancies; or

b. The requisitioning activity fails to extend a requisition within 30 days of receipt of an overdue requisition notice.

5. **Error Reports**. If there is a problem with data on a requisition, the system generates

an error report through the ASARS Daily Report. The Daily Report explains the problem and prompts the activity to correct and resubmit the requisition.

6. **Reconstruction**. Activities failing to properly clear positions must request a reconstruction using the procedures in Chapter 4, Section E.

C. DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) PROCEDURES

ASARS may be used at any time to access DORS registrants. However, commitments to individuals referred through this system may only be made while ASARS is clear. Requisitions are matched once against active registrants in DORS and then automatically canceled. Refer to Chapter 12 for detailed information on the different types of DORS registrants. Submit requisitions in accordance with Section B.1.b. above with the following modifications:

1. **Remote Activity**. Always leave blank.

2. **Remote State/Country Code**. Use a State Code (Chapter 7, Appendix D) if the position is located outside the state of the requisitioning activity. Use a Country Code (Chapter 7, Appendix C) if the position is overseas. When a State Code is used, enter "Z" in the Referral Code block if requisitioning for DoD employees and their spouses. When using a Country Code, enter "B" as the Referral Code if requisitioning for DoD employees and their spouses.

3. **Referral/Alter/Cancel Code**

a. **Referral Code Z**. Refers employees and spouses who are registered for positions located in the U.S. and Puerto Rico.

b. **Referral Code B**. Refers employees and spouses who are registered for positions located overseas.

c. **Referral Code Y**. Refers employees and spouses from within the same DoD Component.

d. **Referral Code W**. Refers Wounded Warriors. Do not use this code for DoD employee registrants and/or their spouses.

D. DAILY REPORT

1. The ASARS Daily Report contains data processed for the previous 10 cycle days. Any data sent to PPSB through the ASARS website is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that requisition data submitted the previous day was received and processed.

2. Activities MUST also review the Narrative Resume Daily Report showing registrations without narrative resumes and take appropriate action.

CHAPTER 8

APPENDIX A

ASARS REQUISITION FORMAT

REQUISITION

CONTROL NUMBER	
ACTIVITY	
RPA NUMBER	
COMPONENT	
NUMBER OF VACANCIES	
PAY GROUP	
SERIES	
OPTIONS	
GRADE	
REMOTE ACTIVITY	
REMOTE STATE	
REFERRAL CODE	
TEMPORARY ACTION	YES NO
PART TIME POSITION	YES NO
INTERMITTENT POSITION	YES NO
SEASONAL POSITION	YES NO
SUPERVISORY POSITION	YES NO
DEFENSE ACQUISITION	YES NO
REEMPLOYED ANNUITANT	YES NO
DEMO POSITION	YES NO
BASE CLOSURE	

ROTATING SHIFTS	YES NO
EXCEPTED SERVICE	YES NO
ONE-TIME CLEARING	YES NO
MISC	
COMPONENT DATA	

Submit

CHAPTER 8

APPENDIX B

ASARS PRE-REQUISITIONING GUIDE

A. OVERVIEW

Pre-requisitioning is an ASARS enhancement designed to reduce PPP workload for DoD HROs. Rather than submitting a requisition for every fill action upon receipt of the RPA in staffing, requisitions are required only when the HRO is notified via ASARS that potential PPP matches are available, when the RPA is incomplete or incorrectly coded, or in certain default scenarios. Pre-requisitioning mimics the old "Stopper List" system, which required HROs to screen incoming RPAs against lists of potential PPP matches to determine whether requisitions were necessary; however, pre-requisitioning automates the screening process. Even though potential matches may not prove to be exact matches, workload reduction is achieved by eliminating the requirement to submit and close requisitions for positions that have no potential for matches throughout the recruitment cycle.

B. OPERATIONAL CONCEPTS

1. **ASARS/DCPDS Interface**. The key component of the pre-requisitioning process is an interface between ASARS and DCPDS. ASARS receives a daily DCPDS interface file consisting of 15 data elements from RPAs that have been submitted for the purpose of filling positions (see Figure 1). This data is extracted from all DCPDS regional databases and compiled into a single interface file for transfer to ASARS.

ASARS/DCPDS Interface Data Elements	
Request Num	Gaining PPP Activity Code
Pay Plan	Servicing Office ID
Series	Personnel Office ID
Grade	PAS Code
Duty Station Code	Unit ID Code
Region	Current Inbox
ART ID	Update HR
Event Code	

Figure 1: DCPDS Interface File Data Elements

2. **Pre-requisitioning Matching**

a. **Start-Matching Trigger**

(1) The DCPDS interface file provides the necessary data (e.g., pay plan, series, grade, duty location, etc.) for the pre-requisitioning cycle, which operates independently from the standard ASARS matching cycle. Pre-requisitioning for a given

position is triggered when a fill RPA is updated with one of the "in staffing" event codes shown in Figure 2.

(2) HROs must use one of the "in staffing" event codes in Figure 2 in order to use the pre-requisitioning process. Otherwise, requisitions must be submitted for all fill actions subject to PPP clearance upon receipt of the RPA in staffing or when recruitment begins prior to receipt of the RPA in staffing (i.e., in accordance with standard PPP requirements).

"In Staffing" Event Code (Start-Matching Trigger)	**Descriptor**
Y100_Staffing	Staffing process initiated
LS03002	RPA received for recruitment using Internal Recruitment (Non-OCA)
LS03003	RPA received for recruitment using External Recruitment

Figure 2: Pre-requisitioning "In Staffing" Event Codes

b. **Duty Location Crosswalk**. PPP registrants indicate geographic availability using activity, zone, region, and state codes, none of which are data elements on the RPA. To enable pre-requisitioning matching, ASARS uses an internal equivalency table, or crosswalk, to match duty location codes on RPAs with the corresponding activity, zone, region, and state codes.

c. **Stop-Matching Trigger**

(1) Pre-requisitioning continues on a daily basis until specific events trigger termination of the cycle. Matching terminates when the HRO submits a standard PPP requisition, responds to a potential match notice (see Section C.2. below) with an explanation as to why a requisition is not required, issues a referral list/certificate and updates the RPA with one of the event codes in Figure 3, closes the RPA (see Section C.3.a.(2) below), or when processing has been completed as signified by an "Update HR" transaction in DCPDS.

(2) In order to use the pre-requisitioning process, HROs must use one of the event codes in Figure 3 when issuing referral lists/certificates. Otherwise, requisitions must be submitted for all fill actions upon receipt of the RPA in staffing in accordance with standard PPP requirements.

"Referral List Issued" Event Code (Stop-Matching Trigger)	**Descriptor**
LS05000	First Referral List Issued
LS06000	First OPM/DE/TERM/TLA/Student Referral List Issued
R40000	Referral Cert Issued
S0500020	DEU Cert
Y401A*	Issuing Referral List
Y402A*	Issuing Referral List
*additional text follows but matching is based on the first five characters	

Figure 3: Pre-requisitioning "Referral List Issued" Event Codes

d. **"Potential" Matches**. The fundamental purpose of pre-requisitioning is to determine if any current PPP registrants are *potential* matches for a position and, if so, to notify the servicing HRO to either submit a requisition or explain why a requisition is not required. The type of matching used for pre-requisitioning is less refined than standard matching because some of the information needed on a PPP requisition is not included on the RPA. Since pre-requisitioning simply identifies potential matches, requisitions submitted in response to potential match notifications may actually be unmatched. However, HROs will spend significantly less time submitting, monitoring, and closing requisitions that never yield matches.

e. **Saving Your Work**. When updating RPAs with start-matching or stop-matching event codes (see Sections B.2.a. and B.2.c. above), it is absolutely critical to immediately save your work. If you enter an event code but do not save the RPA, the change will not be reflected in the daily DCPDS interface file. Failure to save the RPA after entering a start-matching event code will exclude the RPA from the pre-requisitioning cycle. If you do not save the RPA after entering a stop-matching code, the RPA will continue to match after a referral list/certificate has been issued.

3. **Pre-requisitioning Notifications**

a. The results of the daily pre-requisitioning matching cycle are forwarded to the HRO via the activity's ASARS Daily Report r15. This "Pre-requisition Results" report includes three types of notifications listed in separate sections: RPAs with potential matches, RPAs that could not be processed because of missing or erroneous data, and RPAs that are currently unmatched. All three sections of this report are critical to pre-requisitioning as they guide the HRO in determining when and what type of immediate PPP action is required.

b. **Notification Routing**. Daily Report data for each A-coded activity is routed to the servicing office based on the SOI and POI codes on the RPA. If RPAs are missing from your Daily Report, contact PPSB to ensure that the A-coded activity is associated with the proper SOI/POI combination.

4. **Responding to Pre-requisitioning Notifications**. After reviewing the "Pre-requisition Results" Daily Report, the HRO must promptly determine the appropriate response for each RPA listed. Procedures for responding to the three types of notifications are detailed in Section C.

C. OPERATING INSTRUCTIONS

1. **Access to Pre-requisitioning Results**. To view complete results of the daily pre-requisitioning matching cycle, on the ASARS Daily Report Selection screen (see Figure 4) select the appropriate activity code from the dropdown menu, and then click the "Submit" button. To search for a specific RPA, enter the last six characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button.

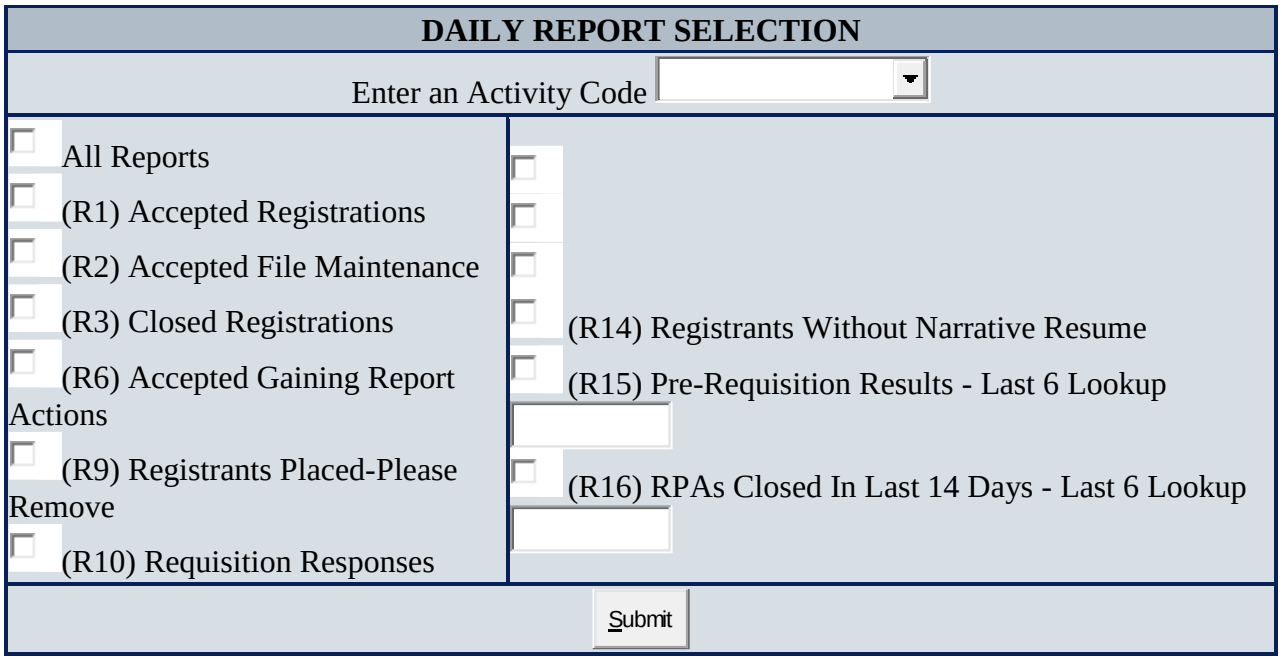


Figure 4: ASARS Daily Report Screen

2. **Reviewing ASARS Daily Report r15**

a. HROs must establish effective operating procedures to ensure proper monitoring of the pre-requisitioning notifications in ASARS Daily Report r15, "Pre-requisition Results." This report is the nucleus of the pre-requisitioning process. As shown in Figure 5, it provides all of the information necessary for the HRO to determine whether requisitions must be submitted for active RPAs. All sections of the report must be reviewed on a daily basis.

b. Daily Report r15 is divided into subsections, each of which includes a different type of notification for the HRO.

(1) Report r15a lists RPAs with potential matches, and each of these actions require a requisition or a valid explanation as to why a requisition is not needed.

(2) RPAs listed in Report r15b are incompatible with pre-requisitioning due to missing or erroneous data, and all such actions that are subject to PPP clearance must be requisitioned unless the errors can be corrected immediately, allowing pre-requisitioning to occur in a timely manner.

(3) Report r15c lists RPAs that were unmatched in the most recent pre-requisitioning cycle. RPAs in this report do not require action, but the HRO has the option to close any that are not subject to PPP clearance.

c. **Sorting.** Figure 5 shows the default configuration of the r15 report data. You may use any of the columns as sort factors by simply clicking the column header.

DAILY REPORT FOR ACTIVITY 500A

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

Report for 2018/08/01

(r15a) The following RPAs have potential matches. Submit requisitions or close with valid explanation.

	RPA	UIC/PAS	POI/SOI	POSITION	DUTYLOC	INBOX	MATCHDATE
close	*18JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-2001-12*	*134715153*	*SMITHR/HRS*	08/01/18
close	*18JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-2001-11*	*134715153*	*BROWNJ/HRS*	08/01/18

The following records are over 3 days old and considered OVERDUE. Please address immediately.

	RPA	UIC/PAS	POI/SOI	POSITION	DUTYLOC	INBOX	MATCHDATE
close	*18JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-0343-12*	*134715153*	*JONESG/HRS*	07/26/18

Figure 5. ASARS Daily Report r15

(r15b) The following RPAs could not be processed due to missing/erroneous data. Standard PPP requisitioning rules apply

Error Code Legend

EC - Event Code	PP - Pay Plan	SER - Series
GR - Grade	DL - Duty Location	

RPA	UIC/PAS	POI/SOI	POSITION	DUTYLOC	INBOX	INITDATE	ERRMSG
close *18JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS-0301-12*	*1347151ZZ*	*JONESGR/HRS*	*08/01/18*	*DL*
close *18JUL9Rxxxxxxxxxxxxx*	*XXH9ZZ*	*9999 ZZ*	*GS- -09*	*134715153*	*SMITHR/HRS*	*08/01/18*	*SER*

(r15c) The following RPAs have no matches and are processing nightly. Close with valid explanation if not subject to PPP

	RPA	UIC/PAS	POI/SOI	POSITION	DUTYLOC	INBOX	INITDATE
close	19R1209142	RX1MF6D8	23789R	WG-5408-09	134715153	R9RDEU-BST	2018/02/02

Data Field	Full Text	Description
RPA	RPA Number	Self-explanatory
UIC/PAS	Unit Identifier Code/Personnel Accounting	Identifies organization owning the position
POI/SOI	Personnel Office ID/Servicing Office ID	POI/SOI combination determines where the Daily Report data is routed
POSITION	Pay Plan/Series/Grade	Self-explanatory
DUTYLOC	Duty Location	Duty location/duty station code used to match position with registrations
INBOX	DCPDS Inbox	Indicates the DCPDS inbox where the RPA resided when the daily interface file was compiled*
MATCHDATE	Matching Date	Date of pre-requisitioning matching cycle in which potential match occurred
ERRMSG	Error Message	Indicates why RPA could not be pre-requisitioned
INITDATE	Initiation Date	Date RPA entered pre-requisitioning cycle
*The "INBOX" column on the r15 report shows the inbox of the last person to save the RPA, whether it was saved in a personal inbox or a group inbox. If the r15 report shows a group inbox instead of a personal inbox, the RPA has not been saved by any member of the group.		

Figure 6: Daily Report r15 Data Elements

3. **Responding to Pre-requisitioning Notifications**

a. **Daily Report r15a - RPAs with Potential Matches**. For every RPA listed in this section of the report, the HRO must either submit a requisition or close the RPA (i.e., terminate pre-requisitioning matching). Closing the RPA is appropriate only when the action is not subject to PPP clearance (e.g., when a PPP exception is being applied).

(1) **Submitting a Requisition**

(a) The RPA number in the second column of Daily Report r15 is hyperlinked and may be used to initiate requisitions for RPAs listed on the report. It opens a modified "Requisition Lookup" screen (see Figure 7) that is pre-populated with the requisitioning activity code; the pay group, series, and grade of the position; and the RPA number. Requisitions are required for all positions on the report that are not covered by a PPP exception or valid explanation. The only entry required on this screen is a Requisition Control Number assigned by the HRO. Using this direct link from Daily Report r15 to initiate requisitions is not mandatory. HROs still have the option to submit requisitions from the ASARS main menu.

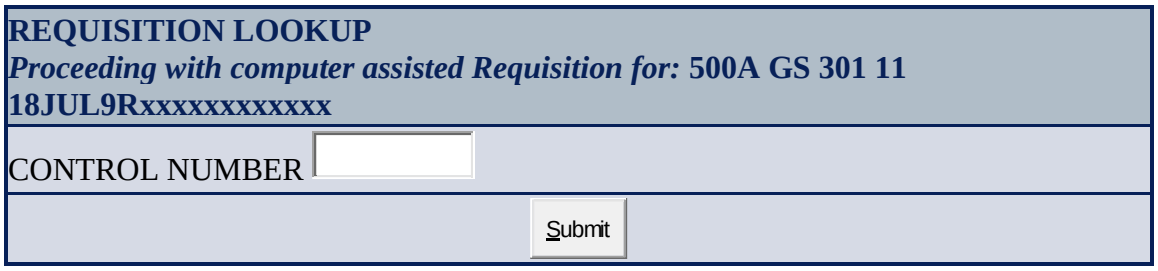


Figure 7: Modified Requisition Lookup Screen

(b) Clicking the button on the Requisition Lookup screen opens a Requisition Format (see Figure 8) that is pre-populated with the RPA number, the Component code, and the pay group, series, and grade of the position. The remainder of the format should be completed in accordance with standard PPP procedures. *(Note: The Component Code automatically defaults to the requisitioning activity's Component, which in some cases may not be the same as the owning Component. The HRO must verify this is the correct code for the Component that owns the position as required in Section B.1.b.(4), of this Chapter and change the code if necessary.)*

REQUISITION

CONTROL NUMBER	1234567
ACTIVITY	500A
RPA NUMBER	18JUL9Rxxxxxx
COMPONENT	
NUMBER OF VACANCIES	
PAY GROUP	
SERIES	301
OPTIONS	**Delete**
GRADE	

Figure 8: Pre-populated Requisition Format (truncated for illustration purposes)

(2) **Closing an RPA**. If any of the RPAs listed in Daily Report r15a are not subject to PPP clearance, pre-requisitioning can be terminated using the "close" hyperlink in the first column of the report. This link opens the "RPA Report Action" screen shown in Figure 9. RPAs cannot be closed without a narrative explanation, which is entered using a series of drop-down menus.

(a) The first step in entering a narrative explanation is to click the drop-down arrow in the "Select Category" box and then click the applicable category. Menu options include four categories of standard PPP exceptions--Promotions, Reassignments, Appointments and Conversions, and Miscellaneous Placements--and three categories to cover all other scenarios: WSO Approval, RPA Canceled, and Other.

(b) After selecting the appropriate explanation category, use the drop-down menu in the category box to view available options for the specific explanation. Refer to Section C.7. for a complete list of explanation categories and specific actions. In the example in Figure 9, the HRO is processing a position change for an employee who is being repromoted to her retained grade. As indicated, some of these options require you to type a narrative explanation in the "Explanation" box. You will also notice that narrative explanations for the four categories of standard PPP exceptions are followed by

the corresponding reference in Chapter 4, Section C., of the PPP Handbook. DO NOT BASE YOUR SELECTION SOLELY ON THE NARRATIVE TEXT IN THE EXPLANATION BOX. In most cases, these are abbreviated versions of the full text in Chapter 4 and may not convey the full meaning of the exception or any conditions that may apply to its use.

RPA REPORT ACTION

RPA NUMBER:	18JUL3FPCPACS0985213
REASON:	Select Category:
EXPLANATION	
IMPORTANT: This action is **immediate**, **permanent,** and **may require** an explanation.	

Submit

Click here to abort and go back to RPA listing

Figure 9: RPA Report Action Screen

(c) The last step in closing an RPA from the r15 report is to confirm that you have entered the correct explanation and then click the "Close RPA Now" button. In the example in Figure 9, the HRO is processing a position change to re-promote a retained grade employee to her former grade. HROs must exercise caution when closing an RPA. Since these actions are processed immediately and closed RPAs will not be subject to further pre-requisition matching, improper use of the closure function is a serious program violation.

(3) **Overdue Actions**. The last section of the r15a report lists RPAs that have had potential matches for more than 3 business days but have not been requisitioned or closed by the HRO. Identifying these actions as "overdue" does not supersede the standard timeliness requirement for submitting requisitions and requesting reconstructions as prescribed in Chapter 4 of the PPP Handbook. The information is reported in this manner solely to alert the HRO to RPAs that require immediate attention.

b. **Daily Report r15b - RPAs with Missing/Erroneous Data**

(1) If any of the information in the RPA data elements used to build the DCPDS interface file is missing or invalid, the RPA is not compatible with the pre-requisitioning process. In such cases, standard PPP requisitioning requirements apply unless the erroneous or missing data can be corrected immediately to allow pre-requisitioning to occur in a timely manner. The data element with missing or invalid information is indicated in the "ERRMSG" field of the r15b report. In the first example shown in Figure 5, the duty location code was unknown, as indicated by the "DL" entry

in the "ERRMSG" column. The remaining codes for missing or invalid data are "EC" (Event Code), "PP" (pay plan), "SER" (series), and "GR" (grade).

(a) **Error Code DL**. Except in the case of typographical input errors, code DL indicates that the duty location code on the RPA has not been added to the ASARS table that matches duty location codes with PPP activity codes. Whenever this code appears in the "ERRMSG" column, the HRO must notify PPSB so the code can be added to the ASARS table.

(b) **Error Code PP**. This code indicates a missing pay plan, one that is not recognized by ASARS, or one that is not compatible with pre-requisitioning.

(c) **Error Code SER**. This code indicates a missing occupational series or one that is not recognized in the ASARS table of occupational series.

(d) **Error Code GR**. This code indicates a missing, invalid, or unrecognizable grade.

(2) The "close" option is available for RPAs on the r15b report. However, these RPAs are dropped from the report when the HRO submits a requisition, updates the RPA with a valid "referral list issued" event code, adds the missing RPA data, or corrects the erroneous data, or upon automatic deletion 21 days after the RPA "start matching" trigger, whichever occurs first. Also, if the HRO updates the RPA to add the missing data or correct erroneous data, the RPA will be added to the matching cycle and the results will appear on either the r15a or r15c report (i.e., if the RPA has not already been closed due to submission of a requisition, entry of a valid "referral list issued" event code, or expiration of the 21-day period). If an RPA on the r15b report is not subject to PPP clearance, the HRO is not required to take any action other than properly annotating the RPA in accordance with standard PPP procedures.

c. **Daily Report r15c - RPAs Currently Unmatched**. RPAs listed in Daily Report r15c were unmatched in the most recent pre-requisitioning matching cycle. The HRO has the option to close RPAs that are not subject to PPP clearance with explanations in order to shorten the report, but this is not required. The HRO is not required to take any action for r15c RPAs that are subject to PPP clearance.

d. Daily Report r15 also includes a lookup tool. To search for a specific RPA, enter the last six characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button on the Daily Report Selection screen (see Figure 4.)

4. **Daily Report r16 – RPAs Closed in the Last 14 Days**

a. Daily Report r16 (see Figure 10) lists RPAs that were closed from pre-requisitioning during the last 14 days. Each entry includes a two-digit code indicating the specific action that closed the RPA. When combined with the r15 reports, the r16 report provides the HRO a complete record of pre-requisitioned RPAs. Please note that RPAs closed with Action Code 92 were submitted with demonstration project pay plans, and

have been automatically closed because the positions are not compatible with pre-requisitioning.

DAILY REPORT FOR ACTIVITY 500A
THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED
Report for 2018/08/01

(r16) The following RPAs were closed in the last 14 days							
Action Code Legend							
00 – Closed by DCPAS			96 – Error RPA With HR Update Record		92 – Error RPA With DEMO Project Pay Plan		
99 – Closed By Activity With Explanation			95 – Good RPA With Closing Event Code		91 – Error RPA With Local National Pay Plan		
98 – Error RPA With Closing Event Code			94 – Good RPA With Submitted PPP Req.				
97 – Error RPA With Submitted PPP Req.			93 – Good RPA With HR Update Record				
RPA	**UIC/PAS**	**POI/SOI**	**POSITION**	**INBOX**	**ERRMSG**	**ACTION**	**CLOSE DATE**
18JUL9Rxxxxxxxxxxxxxx	XXH9ZZ	9999ZZ	GS-0201-12	WHITEM/HRS		95	2018/07/28
18JUL9Rxxxxxxxxxxxxxx	XXH9ZZ	9999ZZ	GS-0301-09	WHITEM/HRS	PP	97	2018/07/26
18JUL9Rxxxxxxxxxxxxxx	XXH9ZZ	9999ZZ	WG-2604-11	SMITHJ/HRS		95	2018/07/26

Figure 10: ASARS Daily Report r16

b. Daily Report r16 also includes a lookup tool. To search for a specific RPA, enter the last 6 characters of the RPA number in the "Last 6 Lookup" box before clicking the "Submit" button on the Daily Report Selection screen (see Figure 4). Even though Daily Report r16 only includes RPAs closed within the last 14 days, the lookup tool searches all closed RPAs in the pre-requisitioning history file.

5. **Default Scenarios**. There are a number of default scenarios in which the nature of a particular recruit action is incompatible with the pre-requisitioning process. Unless these actions are exempt from PPP clearance, HROs are required to submit requisitions in accordance with standard PPP requirements without regard to Daily Report r15. HROs must default to standard requisitioning procedures when:

a. Using "in staffing" and "referral list issued" event codes other than those listed in Figures 2 and 3;

b. RPAs are not used to initiate staffing or when staffing work is completed prior to initiation of the RPA;

c. Recruitment begins prior to receipt of the RPA in staffing;

d. Recruiting at multiple grade levels for positions in formal training programs;

f. Recruiting for interdisciplinary or multi-series positions;

g. Recruiting for multiple duty locations or for virtual positions;

h. Recruiting for pay-banded positions (i.e., when the HRO must determine the equivalent GS grade of the position);

i. Clearing permanent positions encumbered by reemployed annuitants;

j. Requisitioning under VSIP Phase II;

k. A "placeholder" RPA is submitted to initiate recruitment for multiple identical positions;

l. Re-requisitioning is required for RPAs that have already been closed (e.g., when a subsequent list is issued or additional names are added to the initial list);

m. An RPA has been dropped from pre-requisitioning due to erroneous or premature closure by the HRO; and

n. When one-time clearance is appropriate. In this case the HRO has the option to submit a one-time clearing requisition or wait for the next pre-requisitioning matching cycle to see if the RPA is matched or unmatched.

6. **Pre-requisitioning Audit Trail**

a. For any given RPA, PPP clearance can be tracked through ASARS. Therefore, it is not necessary to annotate RPAs with requisition control numbers or PPP exceptions. However, when RPAs are invisible to ASARS (e.g., in the case of "placeholder" RPAs when only one RPA is submitted to initiate action for multiple vacancies, resulting in only one RPA number being identified in ASARS), the audit trail for remaining RPAs must reference the "placeholder" RPA or provide information pertaining to PPP clearance or exceptions. Also, it is imperative in all cases that audit trails continue to include any resulting documentation such as joint qualifications determinations and job offers. Associated documentation, such as RPA checklists, vacancy announcements, referral certificates, or documents to support use of exceptions may also be required for purposes of program evaluation.

b. **RPA History Report**. The RPA History report, which can be accessed from the ASARS "Reports" menu, is an archive of RPAs that have cycled through pre-requisitioning. The options on the lookup screen (see Figure 11 below) allow users to review all RPAs that were pre-requisitioned during a specific time period of up to 1 year or to search for individual RPAs by entering the last six characters of the RPA number. In addition to the RPA number and position data, the report shows the dates the RPA entered and exited pre-requisitioning; the Action Code indicating how the RPA was

closed; the matching results (i.e., whether or not there were potential matches); an error code, if applicable; and in cases where a PPP requisition was submitted, the requisition control number, number of vacancies, and number of referrals.

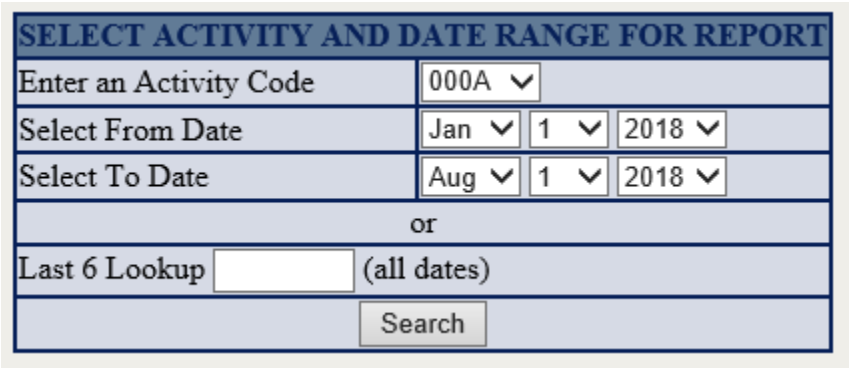


Figure 11: RPA History Report Lookup Screen

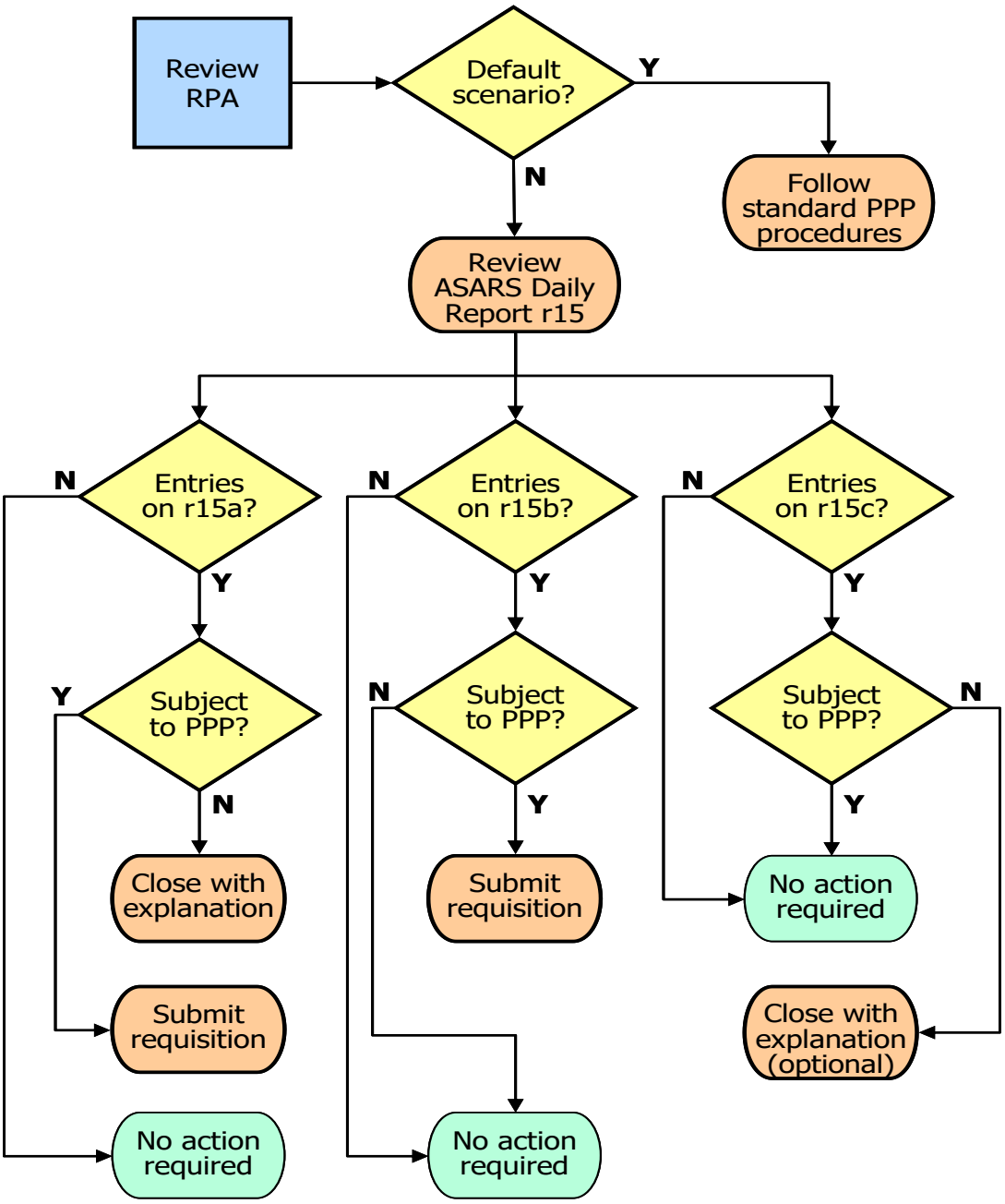
7. **<u>Explanations for Closing RPAs</u>**. The following codes are authorized for closing RPAs from the r15 report:

CATEGORY	SPECIFIC ACTION
Promotion	P1 - Previous competition; 4.C.2.a.(1)(a)
	P2 - Career-ladder promotion after non-comp. conversion of Pathways Intern and Recent Graduates Program; 4.C.2.a.(1)(b)
	P3 - Re-class due to additional duties and responsibilities; 4.C.2.a.(1)(c)
	P4 - DCIPS, same band & line of work; 4.C.2.a.(1)(d)
	P5 - Re-promotion/position change following no-fault demotion; 4.C.2.a.(2)
	P6 - Prom. to rectify missed consideration; 4.C.2.a.(3)
	P7 - Comp. prom. due to planned management action; 4.C.2.a.(4)
	P8 - Noncompetitive promotion due to reclassification; 4.C.2.a.(5)
	P9 - Placement into pos. with prom. potential as permitted by RIF; 4.C.2.a.(6)
	P10 - Noncompetitive temporary promotion - 120 days or less (180 days for demo); 4.C.2.a.(7)
	P11 - Temp prom. up to 1 year during downsizing or major reorganization; 4.C.2.k.
	P12 - Extend temporary promotion beyond 1 year (within 24 mo. of base closure); 4.C.2.k.(1)

CATEGORY	SPECIFIC ACTION
Reassignment	R1 - Job swap, no vacancy; 4.C.2.c.
	R2 - Management-directed reassignment with no promotion potential; 4.C.2.f.(1)
	R3 - Part-time employee to full-time position subsequent to RIF displacement; 4.C.2.f.(2)
	R4 - Surplus employee; 4.C.2.f.(3)
	R5 - Employee's position being downgraded - class. error or new class. standard; 4.C.2.f.(4)
	R6 - Position review; 4.C.2.f.(5)
	R7 - Medically disqualified employee; 4.C.2.f.(6)
	R8 - VRA, Schedule A Disabled, or 30% DAV employee reached in RIF; 4.C.2.f.(7)
	R9 - Employee occupying obligated position; 4.C.2.f.(8)
	R10 - Job exchange between BRAC & non-BRAC activity; 4.C.2.p.
Appointment/ Conversion	A1 - Appt. or conversion of Pathways Interns, Recent Graduates, and Presidential Management Fellows; 4.C.2.j.(4)
	A2 - Conversion of VRA, Schedule A, and 30% DAV employees; 4.C.2.j.(6)
	A3 - Conversion of disabled veteran from certain temp. appointments; 4.C.2.j.(7)
	A4 - 30-day critical-need appt. or extension; 4.C.2.j.(12)
	A5 - (*reserved for future use*)
	A6 - *(reserved for future use)*
	A7 - Appt. of SMART/NSEP/IASP Fellows; 4.C.2.j.(14)
	A8 - *(reserved for future use)*
	A9 - Conversion of SMART/NSEP/IASP Fellows; 4.C.2.j.(15)
	A10 - Any action at activity within 6 months of closure; 4.C.2.l.(2)
	A11 - Same-desk NAF to AF conversion; 4.C.2.o.
	A12 - Disabled persons under Subpart 213.3102(u) of Title 5, CFR; 4.C.2.r.
	A13 - Appt. or placement to academic faculty positions; 4.C.2.s.(1)
	A14 - Experts or consultants under Part 304 of Title 5, CFR; 4.C.2.t.
	A15 – (r*eserved for future use)*
	A16 - Temp. appt. of combat-injured disabled vets (exception to P2 & P3); 4.C.2.u.
	A17 - Appt. or other placement to law clerk & attorney positions; 4.C.2.q.

Miscellaneous Placement	M1 - CLG, no greater promotion potential; 4.C.2.b.
	M2 - Temporary promotion/reassignment/CLG - developmental or training; 4.C.2.d.
	M3 - Reassignment/CLG outside commuting/competitive area - employee is following the work; 4.C.2.e.
	M4 - Reassignment/CLG across Component lines - same installation, serviced by the same HRO; 4.C.2.h.
	M5 - Details and temporary reassignments within an activity; 4.C.2.i.
	M6 - Reassignment/CLG failure to complete supervisory probation; 4.C.2.j.(1)
	M7 - Placement to satisfy assignment rights; 4.C.2.j.(2)
	M8 - Placement of centrally-funded interns; 4.C.2.j.(3)(a), (b), or (c)
	M9 - Placements due to negotiated agreements or 3rd-party decisions; 4.C.2.j.(8)
	M10 - Follow-on placement of employee in key/critical position at BRAC activity; 4.C.2.j.(9)
	M11 - Placement across Components under merit promotion cross-servicing agreement (exception to P3 referrals); 4.C.2.j.(10)
	M12 - Return to duty placement from OWCP; 4.C.2.j.(11)
	M13 - Reassignment or CLG across DoD for reasonable accommodation; 4.C.2.j.(13)
	M14 - Work schedule change - same position; 4.C.2.n.
	M15 - Realignment; 4.C.2.v.
	M16 - Reassignment or CLG to incentivized vacancies across activity lines within the Component; 4.C.2.w.
WSO Approval	C1 - *(Enter explanation; include WSO approving authority & date)*
RPA Canceled	X1 - Close on Daily Report r15a *(Enter brief explanation; include WSO approving authority & date approved)*
	X2 - Close on Daily Report r15c *(Enter brief explanation)*
Other	Z1 - Multiple Vacancies *(Enter control # of requisition used to clear multiple identical vacancies)*
	Z2 - 1-time clearing; requisition not required
	Z3 - Other *(Enter brief explanation as to why RPA is being closed)*
	Z4 - Position committed; no referral list issued

8. **<u>Pre-requisitioning Flowchart</u>**.



CHAPTER 9

REPORT ACTIONS

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CHAPTER 9

REPORT ACTIONS

A. PURPOSE

The purpose of this Chapter is to provide instructions on the proper use of report actions which are required in PPP when terminating registrations or documenting the disposition of referrals in ASARS.

B. REGISTERING/RELEASING ACTIVITY REPORT ACTIONS

Using the format at Appendix B, registering (i.e., releasing or losing) activities must submit appropriate RACs from Appendix A to terminate PPP registrations. Placement in a non-DoD Federal agency, service, or corporation should be documented using the appropriate agency code from Appendix E. Delays in submitting RACs may result in unnecessary referrals.

C. GAINING ACTIVITY REPORT ACTIONS

1. Using the format at Appendix D, gaining activities must use the RACs in Appendix C to document the action taken with regard to each referral issued. These codes should be submitted promptly using the individual eight-digit serial number assigned to each referral. Failure to immediately report on referrals that have been worked can alter the matching cycle, resulting in a program violation. Once the disposition is finalized, RACs should be submitted no later than the following business day.

2. When a registering activity submits a releasing RAC (Codes 02 through 12) to delete a registration, ASARS automatically generates RAC 44 to clear all matches on which that registrant has been referred. Notification that the registrant is no longer available will be included in the Daily Report for each activity to which the registrant has been referred. If a referral is automatically cleared by RAC 44, the gaining HRO is required to overwrite RAC 44 with a gaining RAC if:

a. The referral has already been worked; or

b. The HRO had already determined (i.e., before ASARS generated RAC 44) that the referral would not block selection from the final recruitment source. In this case, even though the HRO is not required to review the registrant's qualifications or contact the registering HRO, the referral has effectively been "worked" because the HRO has determined it is not applicable. For example, a Program A, P3 referral is outstanding when internal and external referral lists/certificates are issued. The selecting official returns the external list/certificate and advises the HRO that a selection will be made from the internal list/certificate. Prior to the selection, the PPP referral is cleared by a system-generated RAC 44. The position is then filled by a noncompetitive reassignment

of a current, permanent employee from within the Component. The gaining HRO is now required to overwrite RAC 44 with RAC 16 (vacancy filled by reassignment or CLG).

3. If an activity intentionally delays working/clearing existing PPP referrals due to anticipated RAC 44 transactions, the automatic clearing process may be suspended for that activity.

4. RAC 43 is used to simultaneously clear all outstanding referrals that have not been worked. Referrals that have been worked MUST be cleared with appropriate individual RACs. A narrative explanation may be included if further explanation is necessary. If RAC 14 is not included among the report actions submitted prior to use of RAC 43, a narrative explanation MUST be included. If RAC 43 is used in error to clear referrals that have been worked, the HRO is required to overwrite each RAC 43 with the RAC that corresponds to the actual disposition of the referrals.

D. OVERDUE REFERRAL REPORT ACTIONS

Referrals remain outstanding until appropriate RACs have been submitted. Outstanding referral resumes or a list of such resumes may be viewed/printed at any time from the ASARS website by selecting the Open Referral Resumes/Open Referrals menu item(s) on the main ASARS website screen. From the Open Referral Resumes/Open Referrals screen(s), select the activity code and leave the date blank to see all outstanding referral resumes/list of outstanding referral resumes.

E. OVERDUE REGISTRANT REPORT ACTIONS

Gaining activities cannot delete a registration from the PPP. Upon submission of gaining RACs 14, 15, 21, 23, 24, or 25, ASARS anticipates a corresponding RAC from the registering activity. The following day, a notice appears on the registering activity's Daily Report advising that an appropriate report action may be required to delete the registration.

F. DAILY REPORT

The ASARS Daily Report contains data processed for the previous 10 cycle days. Any data sent to PPSB through the ASARS website is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that report action data submitted the previous day was received and processed.

CHAPTER 9

APPENDIX A

REGISTERING/RELEASING ACTIVITY REPORT ACTION CODES

Code	Report Action	Remarks
02	Declination of offer	Indicates declination of a VALID offer. The "Pay Group, Series, Grade," "Gaining Activity" (i.e., the activity code of the requisitioning activity, even though it may not be the same as the actual duty location), and "Commuting Area" (enter a "Y" if the position is in the registrant's commuting area or an "N" if not) items of the Report Action Format must also be completed. If the offer resulted from referral through the PPP, the registering HRO must also obtain the corresponding requisition control number from the gaining HRO and enter it in the "Gaining Activity Requisition" item.
03	Placement - DoD activity	Indicates permanent placement within DoD. If the offer resulted from referral through the PPP, the position information required for RAC 02 above must also be coded.
04	Placement - Other Federal agency	Indicates placement in a non-DoD Federal agency, service, or corporation. The position information required for RAC 02 above must also be coded with the exception of the gaining activity requisition control number. The appropriate code from Appendix E should be entered in the "Gaining Activity" item.
05	Placement - Private industry	Indicates the registrant was placed outside of the Federal government and no longer desires Federal employment. Except for the "Commuting Area" item, the position information required for RAC 02 above should not be coded.
06	Retired	Indicates the registrant elected optional retirement, DSR, or disability retirement. No other coding is required. DO NOT USE THIS CODE if the registrant elects DSR after receiving a specific separation notice and desires continued placement consideration.

07	Resigned	Indicates that the registrant resigned and does not desire further placement assistance. No other coding is required.
08	Deceased	No other coding is required.
09	Removal for cause	Indicates that the registrant is being removed from his or her position for cause (i.e., when the nature of action is “Removal”) and is no longer eligible for registration. No other coding is required.
10	Removal - Registrant request	Indicates that a voluntary registrant requested removal from the PPP. No other coding is required.
11	Removal - HRO request	This code is used when no other code is appropriate (e.g., to remove an erroneous registration) and requires a full narrative explanation.
12	RIF canceled	RIF canceled or registrant placed through RIF.
28	Release Date Up	System-generated report action indicating that the registrant's eligibility has expired and the registration is no longer active.
31	Registrant removed from Program Z due to registration in Program A.	System-generated report action indicating removal from Program Z due to registration in Program A.
NOTE: When a registering activity submits one of the above RACs (except for 28 and 31, which are system-generated) to delete a registration, ASARS generates RAC 44 which automatically clears all of the registrant’s outstanding referrals.		

CHAPTER 9

APPENDIX B

REGISTERING/RELEASING ACTIVITY REPORT ACTION FORMAT

REGISTERING ACTIVITY	
RSN	
REPORT ACTION	02- DECLINATION OF OFFER
EXPLANATION	
PG	
SERIES	
GRADE	
GAINING ACTIVITY	
GAINING ACTIVITY REQUISITION	
COMMUTING AREA	

Submit This Releasing Action

CHAPTER 9

APPENDIX C

GAINING ACTIVITY REPORT ACTION CODES

Code	Report Action	Remarks
13	Accepted/Declined time-limited appointment	Indicates that the registrant either accepted or declined a temporary or term appointment.
14	Placed at this activity in this position	Indicates that the registrant accepted a valid offer and is being placed in this position, at this activity, and against this requisition.
15	Declined this position	Indicates declination of a VALID offer.
16	Vacancy filled by reassignment or CLG	Appropriate only when the registrant's referral priority permits reassignments or CLG without an increase in promotion potential.
17	Vacancy filled by promotion	Appropriate only when the registrant's referral priority permits promotions.
19	Vacancy filled by another registrant.	Indicates that another PPP registrant was placed in the position.
20	Vacancy filled from RPL	Appropriate only when the selected candidate's placement rights precede those of the PPP registrant.
21	Registrant already placed per registering HRO	
22	Registrant found not well qualified by joint agreement between registering and gaining HROs	
23	Registrant no longer eligible per registering HRO	This code is appropriate under circumstances that result in loss or suspension of eligibility, e.g., RIF cancellation, performance or conduct problems, VSIP approval, etc.
24	Registrant reported placed at this activity in a different position	Registrant placed at this activity against a different requisition. The requisition control number must be entered in the narrative explanation field.
25	Previously declined identical position at this activity	The requisition control number must be entered in the narrative explanation field.
26	Use of resume not required	This code requires a full narrative explanation and is appropriate only when no other RAC is applicable. If the registering HRO has already been contacted, WS Administrator approval is also required.

27	Position canceled	Use of this code **requires WS Administrator approval** and a full narrative explanation that includes the initials of the approving Administrator and date of approval. Appropriate for use only when the POSITION itself is being canceled, not just the recruitment action.
32	Temporary/Part-Time/ Seasonal or Intermittent position	Indicates that the registrant does not reside within the commuting area of the position.
33	Registrant not interested in/available for excepted service	
34	Declined invalid offer	
35	Forgot to close requisition – referral list/certificate issued	If the registering HRO has already been contacted, WS Administrator approval is required.
36	Consideration not required per approval of WS Administrator	Use of this code **requires WS Administrator approval** and a full narrative explanation that includes the initials of the approving Administrator and date of approval.
37	Military spouse – not "best qualified" under competitive procedures	Use of this code is appropriate only when a candidate is being selected from a competitive referral certificate.
38	Registrant has another valid offer pending	Use when a valid offer has been extended or when a valid offer is being held in abeyance under the procedures in Chapter 4, Section D.7.e.(2).
39	Original requisition data incorrect	Use of this code is appropriate only if a new requisition has been submitted and/or a reconstruction has been requested. If a corrected requisition is submitted within 3 business days of the error, a reconstruction is not required. If the registering HRO has already been contacted, WS Administrator approval is also required.
40	Registration file maintained to delete skill/grade/activity	
41	Surplus employee of this activity placed in this position	Use of this code requires WS Administrator approval if the registering HRO has already been contacted.
42	Authorized PPP exception invoked after requisition	Use of this code requires WS Administrator approval if the registering HRO has already been contacted.
43	Clear remaining referrals	This code is used to simultaneously clear all remaining referrals that have not been "worked." Referrals that have been worked must be cleared with appropriate individual RACs. A narrative explanation may be included if further explanation is necessary. If RAC 14 is not included among the report actions submitted prior to use of RAC 43, a narrative explanation MUST be included.

45	Position filled noncompetitively or MSP was not applicable	Appropriate only when reporting on Program S referrals.
46	Registrant not basically qualified per gaining HRO	Only used for 301 and 303 positions using NOA. The requisition audit trail must include a clear explanation as to why the registrant did not meet basic qualification requirements.
47	Registrant previously determined not well qualified on former requisition for an IDENTICAL position (same series, grade or pay band, duties and responsibilities, etc.)	Use of this code is appropriate only if the registrant was determined not well qualified on an identical position in the past 120 calendar days. The previous requisition control number must be entered in the narrative explanation field.
NOTE: When a registering activity submits a releasing RAC (Codes 02 through 12) to delete a registration, ASARS generates RAC 44 which automatically clears all of the registrant's outstanding referrals. However, gaining activities are still required to submit gaining RACs for any referrals that have already been worked or if the HRO had already determined (i.e., before ASARS generated RAC 44) that the referral would not block selection from the final recruitment source. A clear audit trail must be maintained for all referrals cleared with RAC 44.		

CHAPTER 9

APPENDIX D

GAINING ACTIVITY REPORT ACTION FORMAT

REQUISITIONING ACTIVITY	
SERIAL/CONTROL NUMBER	
NAME	
REPORT ACTION	13- ACCEPT/DECLINE TEMP POSITION
EXPLANATION	
	REMINDERS **Report Actions 26, 35, 39, 41, and 42:** If the registering activity has been contacted, WS Administrator approval is required, and it must be documented in the narrative explanation. **Report Action 27:** Always requires WS Administrator approval and a narrative explanation, and WS approval must be documented in the narrative. **Report Action 43:** A narrative explanation must be entered if RAC 14 has not already been submitted for as many referrals as the number of vacancies on the requisition. In other cases, a narrative is still helpful to document that RAC 43 was appropriate. **Report Action 47:** The previous requisition control number must be entered in the narrative explanation field and is appropriate only if the registrant was determined not well qualified on an identical position in the last 120 calendar days.
Submit Gaining Action	

CHAPTER 9

APPENDIX E

NON-DoD FEDERAL AGENCY/SERVICE/CORPORATION CODES

Agency/Service/Corporation	Code
Atomic Energy Commission	AE
Department of Agriculture	AG
Soil Conservation Service	SC
Forest Service	FS
Department of Commerce	CM
Department of Education	ED
Department of Energy	DN
Bonneville Power Administration	BA
Department of Health & Human Services	HE
National Institutes of Health	NI
Social Security Administration	SA
Department of Housing & Urban Development	HU
Department of Interior	IN
National Park Service	NP
Bureau of Indian Affairs	BI
Bureau of Land Management	BL
Department of Justice	DJ
Bureau of Prisons	BP
Federal Bureau of Investigation	FB
Immigration & Naturalization Service	IM
Department of Labor	DL
Department of State	ST
Department of Transportation	TD
Federal Aviation Administration	FA
Federal Highway Administration	FH
U.S. Coast Guard	CG

Agency/Service/Corporation	Code
Department of Treasury	TR
Internal Revenue Service	IR
U.S. Customs Service	CT
U.S. Mint	MT
Department of Veterans Affairs	VA
Equal Employment Opportunity Commission	EO
Federal Communications Commission	FC
Federal Deposit Insurance Corporation	FD
Federal Trade Commission	FT
General Accounting Office	LG
General Services Administration	GS
Government Printing Office	LP
Interstate Commerce Commission	IC
Library of Congress	LC
National Aeronautics & Space Administration	NN
National Labor Relations Board	NL
Office of Economic Opportunity	OE
Office of Personnel Management	CS
U.S. Postal Service	PO
Selective Service System	SS
Small Business Administration	SB
Tennessee Valley Authority	TV
U.S. Information Agency	IA
Other Federal Agencies	OA

CHAPTER 10

OPTION CODES

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CHAPTER 10

OPTION CODES

A. PURPOSE

The purpose of this Chapter is to explain the proper use of option codes, which are used in registration to more specifically define qualifications, and in requisitioning to clarify job requirements.

B. PROCEDURAL REQUIREMENTS

Except for the six generic options (see Section B.7. below) and the NOA option code (see Section B.2. below), option codes may be used only with the specific occupational series under which they are listed in Appendix A. Option codes for DCIPS positions in the 0080 and 0132 series are listed in Appendix B.

1. The ASARS Registration Format will accommodate up to 10 option codes per skill line. Decisions as to which options may be used, if any, are based solely on a registrant's qualifications. An option code should never be entered more than once for the same occupational series.

2. NOA, which equates to "No Option Applicable," may only be used when the registrant has experience in a particular series that does not correspond to an existing option code, and it may be used in combination with other option codes. NOA is never appropriate when all of the registrant's experience in a given series can be categorized with some other option code(s).

a. **Example 1**. A GS-501 employee currently specializes in civilian pay, and this work corresponds to option code CVY. She previously held a GS-501 position in the travel pay section, and this experience can be reflected with option code TPY. In between these two jobs, she performed GS-501 duties that do not correspond to any of the available option codes in Appendix A. Based on these three assignments, the employee can register with option codes CVY, TPY, and NOA.

b. **Example 2**. A GS-501 co-worker of the employee in Example 1 currently specializes in civilian pay (CVY) and in a prior assignment worked exclusively with military pay (MPY). He has no other GS-501 experience. The employee can register with option codes CVY and MPY, but is not eligible to register with NOA.

3. The requisition format will accommodate up to three option codes. If a position legitimately requires more than three option codes, the HRO must use the three that are most essential to the position. NOA must be used when there are no applicable option codes in Appendix A, and it cannot be used in combination with any other option codes.

4. Normally, requisitions submitted with NOA will not match registrations unless the corresponding skill line includes NOA. The only exceptions are the following generic option codes: DAT (data transcription), OAA (office automation), STC (stenography), FLP (foreign language proficiency), and IST (scientific and technical intelligence production). Option code TRA is to be used when appropriate (see Section B.7. below). When registered with these generic option codes, registrants will match positions in the same series that are requisitioned with NOA.

5. When a requisition is submitted with option codes, the registrant must be registered with ALL of the option codes in order to be referred. If registered with two or more options, registrants will match requisitions submitted with one or both of the options. If registered with three or more options, registrants will match requisitions submitted with one, two, or all three of the options.

a. **Example 1**. An employee is registered in PPP for the GS-301 series for high grade -11 and low grade -09, and with the option codes BUD (budget), PER (personnel/manpower administration), PRO (protocol), and RMA (resource management). An activity submits a requisition for a GS-301-11 position with the option codes BUD and RMA. This employee will match the activity's requisition as she is registered for the two options they used.

b. **Example 2**. An activity submits a requisition for a GS-301-09 position with the BUD, RMA, and REC (reports/forms/files) option codes. The registrant from Example 1 above would not match this requisition as she is not registered with the REC option code.

c. **Example 3**. An activity submits a requisition for a GS-301-09 position with the PRO, REC, and PUA (publications) option codes. The registrant from Example 1 above would not match this requisition as she is not registered with the PUA or the REC option codes.

d. **Example 4**. An activity submits a requisition for a GS-301-11 position with the PER option code. The registrant from Example 1 above will match this requisition as she is registered with the PER option code.

6. An option code should not be used when it does nothing more than duplicate the ***series*** title, e.g., the ELD (Electronics) option code should not be used with the GS-855, Electronics Engineer series. However, if the ***position*** title includes a parenthetical word/phrase that coincides with an option code, then the option code must be used. For example, you must enter the MIL (military) option code if you are filling a GS-203-07, Human Resources Assistant (Military) position.

7. Option codes DAT, OAA, STC, and FLP may be used with any appropriate GS series, except as prohibited by Section B.6. above. IST may be used with multiple series, but positions requiring this option are normally limited to the GS-132 series and the GS-400, -800, -1300, and -1500 occupational groups. TRA (Trainee) may be used with any

pay plan except WT and with any appropriate series (except XX99) to identify registrants/ positions in formal training programs as defined in Chapter 1, Section D. Registrants who are assigned to formal training program positions must register using the TRA option, but may also register without the TRA option for the same or other appropriate series. The TRA option code cannot be used in combination with any other option code(s).

8. For registration and requisitioning purposes, either OAA or STC must be used with the GS-318 series.

9. Unless identified in Appendix A of this Chapter, not counting the preceding generic option codes, the use of other option codes for GS-04 and below positions is inappropriate.

10. **GS-800 Job Family**

a. **General Engineer, GS-801 positions**. The GS-801 series normally must have at least two option codes, but a single option may be appropriate when using TRA or one of the authorized commodity options. If more than three option codes are necessary, use the three that are most essential to the position as explained in Section B.3. above.

b. **Commodity Options**. Commodity option codes are unique to the GS-800 job family and, unlike other option codes, they describe the environment in which the work is performed rather than the occupational skills required to perform the work. These codes do not correspond with traditional engineering disciplines, nor would they necessarily be included in specific job titles or parentheticals. When used properly, a commodity option code indicates that the duties of the position cannot be performed successfully unless the incumbent has applied his or her engineering or engineering technical skills in that particular work environment. Commodity options may be used in conjunction with other option codes.

11. **Special Procedures for GS-301 and GS-303 Series**. In order to register for positions in the 301 series with the NOA option code, registrants must have previously held a position in the 301 series. The same restriction applies to 303 positions at grades GS-5 and above. Registrants who have never held a 301 or 303 position may register for either series if they are otherwise eligible and well qualified for one or more of the corresponding option codes (i.e., other than NOA) listed in this Chapter. For example, an employee whose experience has been entirely in the 560, Budget Analyst series, could register for 301 positions with the BUD (budget) option code.

12. To better understand the relationship between option codes and their respective series, refer to applicable classification and qualifications standards. In addition, Appendix A contains definitions of option codes that were established on or after May 2010. Recommendations to alter, add, or delete the option codes contained in Appendices A or B may be referred for consideration through DoD Component channels to PPSB.

CHAPTER 10

APPENDIX A

OPTION CODES

Series	Series Title	Option Code	Option Title	Definition
	Any Appropriate Series	NOA	No Option Applicable	
	Any Appropriate Series	TRA	Trainee	
	Any Appropriate GS Series (see Chapter 10, Sections B.4 and B.7.)	DAT	Data Transcription	
		OAA	Office Automation	
		STC	Stenography	
		FLP+	Foreign Language Proficiency	Foreign Language Proficiency covers positions in any series whose duties REQUIRE proficiency in a foreign language.
		IST	Scientific and Technical Intelligence Production	Scientific and Technical Intelligence Production normally covers positions in the Biological Sciences group, GG/GS-400; Engineering and Architecture Group, GG/GS-800; Physical Sciences Group, GG/GS-1300; Mathematics and Statistics Group, GG/GS-1500; and certain GG/GS-132 series positions.
	Any Appropriate WG Series	TRA	Trainee	
018	Safety and Occupational Health	ORB	Ordnance	Ammunitions and explosives operations and storage.
		MDC	Medical	Performs safety surveys and inspections and investigates accidents in medical treatment facilities.
080	Security Administration	FOC	Foreign Ownership, Control and Influence	Develops, coordinates, and publishes DoD policies and regulations relating to foreign ownership, control, and influence (FOCI) matters.

080	(cont.)	INA	Industrial	
		INB	Automation	
		IND	Disclosure	
		INF	Information Security/ Classification Management	Determines the security classification level and required marking for various sensitive and classified materials, documents, and information.
		INO	Operations Security	
		INS	Information Systems	Determines the security vulnerability of various information technology (IT) systems, e.g., penetration from external parties.
		INT	Technical	
		PEB	Personnel	
		PHB	Physical	
081	Fire Protection and Prevention (GS-05 and above only)	AIG	Airfield	
		EMT	Emergency Medical Technician	Provides emergency medical services of basic life support level or higher to care for patients at accident scenes and in transport by ambulance to a hospital.
		FIC	Fire Inspection	
		HAZ	Hazardous Materials	Technicians who respond up close to a release, as needed, using specialized chemical protective clothing and specialized control equipment. Trained at the awareness and operational levels and undergoes specialized training to be able to analyze situations and to plan and implement a response.
		PAR	Paramedic	First responder or emergency medical service technician who responds to medical and trauma emergencies in the pre-hospital environment, providing emergency treatment and, when appropriate, transporting the patient(s) to definitive care, such as a hospital, for further assessment or follow-up care.
		STE	Structural	
086	Security Assistant (GS-05 and above only)	SPF	Support Police Force	Documents and analyzes crimes, reports, and status of discipline.

101	Social Service	ADC	Alcohol and Drug Control Officer	Alcohol and Drug Control Officer (ADCO) is the program manager who provides direct supervision, management, and administration over all non-clinical personnel staff and programs. Manages a comprehensive substance abuse program throughout the region for military and civilian personnel.
		EAP	Employee Assistance Program Coordinator	Employee Assistance Program Coordinator (EAPC) assesses, plans, and establishes local procedures for providing comprehensive employee assistance program services.
		EFM	Exceptional Family Member Program	Assesses, plans, and directs local services for family members who have physical, developmental, emotional, or intellectual special needs.
		FAP	Family Advocacy Program	Plans, develops, and executes preventive education and training for military and civilian personnel on the family dynamics of spouse/child abuse.
		FSP	Family Support Services	Plans, organizes implements, directs, and evaluates diverse social programs that assist active duty, active duty family members, civilian, and the retired population.
		SAR	Sexual Assault/Harassment Response	Manages a program for sexual harassment and assault response and prevention.
		VAR	Victim Advocate	Provides advocacy services to victims of sexual harassment or sexual assault.
180	Psychology	CLI	Clinical	
		PIO	Industrial/Organizational Psychology	Applies principles of psychology to personnel, administration, and management. Activities may include training and development, organizational development and analysis, and/or working with management to reorganize the work setting to improve worker productivity.
		RES	Research	
185	Social Worker	ADV	Family Advocacy	Family/Victim advocate in a hospital or clinical setting.
		SAB	Substance Abuse	Serves as substance abuse counselor providing chemical dependency services requiring knowledge of individual and organizational behavioral concepts and

				principles of chemical dependency dynamics and interventions, and program management methodologies and practices.
188	Recreation Specialist	ARB	Arts	
		CIN	Institutional	Plans and administers a recreation program in a Federal correctional institution which requires innovative approaches and major adaptations because of a combination of such factors as (1) limitations in available funds, facilities, volunteers, paid staff, or other resources; (2) the wide range of participants from the standpoint of ages, socio-economic backgrounds, and recreation interests and skills; (3) the requirement to integrate recreation program activities with the institution's education, training, and rehabilitation program for purposes of the overall rehabilitation and social and academic education of inmates; and (4) the need for leisure counseling services as a major motivational and rehabilitation tool.
		COD	Community Activities	
		SEB	Service Club Activities	
		SPB	Sports	
		YOA	Youth Activities	
201 & 203	Human Resources Management/Assistance (GS-05 and above only)	HRO	Human Resources Officer/Director, Assistant Human Resources Officer/Director (GS-201 REQUISITIONS ONLY; cannot be used with any other option code)	
		BEN	Employee Benefits	
		CLA	Classification	
		CMP	Compensation (GS-201 ONLY)	
		EMC	Employee Relations	
		HRD	Human Resources Development	
		INS	Information Systems	

201 & 203	(cont.)	LBR	Labor Relations	
		MIL	Military	
		MOB	Mobilization (GS-201 ONLY)	Paramount duties involve formulation of policy and/or procedures for the development of mobility and operations plans to support contingency operations, development, planning, coordination, and execution of functional responsibilities in command post and field training exercises. Contingencies include limited war, diverse wartime operations and crisis situations, and evacuation operations.
		NAF	Non-Appropriated Funds (GS-201 ONLY)	Performs the full range of personnel management services for a NAF human resources office.
		OCA	Occupational Analysis (GS-201 ONLY)	
		PFM	Performance Management	
		STF	Staffing	Advises management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission. Specializes in recruiting, examining, selecting and placing employees; performing job analysis; and workforce planning and analysis. Experience in managing human resources actions, special selections authorities, and priority placement program processes to address workforce transformation challenges, such as reduction in force, base closure, realignment, consolidations, contracting, rotation from overseas, and/or transfers of function.
		SWA	Salary and Wage Administration (GS-201 ONLY)	
		WFS	Workforce Shaping (GS-201 ONLY)	Involved in workforce shaping activities to leverage available human resources to ensure maximum use of skills and efficiency of operations which include at least three of the following: the use of reduction in force (RIF), transfer of function (TOF), Priority Placement Program (PPP), and RIF avoidance methods/programs such as Voluntary Early Retirement Authority/Voluntary Separation Incentive Pay (VERA/VSIP).

301 & 303	Miscellaneous Administrative and Program Management, Miscellaneous Clerk and Assistant (GS-05 and above only)	AIM	Aircraft Maintenance and Operations	
		ANA	Analysis and Planning	
		BUD	Budget	Involves analytical, technical, and administrative duties in one of several phases of the budgetary process, such as budget formulation and justification, presentation, and enactment or execution of budget.
		CAT	Community Activities	
		CLB	Club Management	
		CBD	Combat Development	
		CDC	Child Development Clerk (GS-303 ONLY)	Assists in developing plans and creating schedules for the Child Development Center programs and related programs such as Family Child Care, US Department of Agriculture Food Program, Pre-School and Youth Activities.
		COF	Configuration	
		COR	Communications	
		DPC	Drug Program Coordinator	
		DRR	Disaster Response and Recovery (GS-301 Only)	Specialists trained in responding to major disasters, i.e., hurricane response, flooding, earthquakes, etc.
		EMS	Emergency Management Specialist	
		FAC	Facilities	
		FIB	Financial Management	
		FOA	Food Service	
		FOI	Freedom of Information Act/PAs (GS-301 ONLY)	Covers positions whose paramount duties are determining/advising on the reliability of documents and information under the FOIA and PA.
		FOP	Flight Operations	
		FOR	Force Structure	

301 & 303	(cont.)	FMS	Foreign Military Sales	
		FSP	Family Support Services	
		FUL	Fuels/Energy	
		HCA	Health Care	Experience in the Military Healthcare System/Defense Healthcare System (MHS/DHS), with Health Insurance Portability and Accountability Act (HIPAA) and health care contract oversight of managed care contracts. Provides advice, assistance, recommendations, and decisions on health care delivery and policy for the MHS/DHS/TRICARE health care systems. (This may be used for Uniformed Services University of the Health Sciences (USUHS), TRICARE Management Activity (TMA), and the military service health care providers to include Surgeon General's office, military dispensaries, out-patient clinics, and hospital units.)
		HOA	Housing	
		INS	Information Systems Management	
		ITN	International Affairs	
		LOA	Logistics	
		MED	Medical	
		MLP	Military Planning/Training	
		MOA	Mortuary Affairs	
		MOB	Mobilization	
		MPS	Missile Propulsion Systems	
		MWR	Morale, Welfare, and Recreation Programs (GS-301 ONLY)	Responsible for general administrative oversight for the development, implementation, and operation of hospitality, recreation, resource management, family member support, and combat support functions of morale, welfare, and recreation functions.
		OMM	Open Mess Manager	
		ORB	Ordnance	
		PER	Personnel/Manpower Administration	
		PRC	Procurement	Work that supports the procurement of supplies, service, and/or construction.

301 & 303	(cont.)	PRO	Protocol	
		PUA	Publications	
		REC	Reports/Forms/Files	
		REK	Recreation Services	
		RMA	Resource Management	Conducts analyses of program provisions and operations, and controls resources such as facilities, equipment, manpower, etc.
		ROA	Range Operations	
		SAR	Sexual Assault/Harassment Response	Manages a program for sexual harassment and assault response and prevention.
		SUB	Supply	
		SVC	Contract Services	Work involves inspecting, evaluating, and accepting the work of contractors involved in performing the repair, maintenance, overhaul, or modification of weapons systems, engines, major equipment, or components, spare parts, assemblies, and subassemblies, as well as other non-construction contracts.
		TRB	Training/Education	
		YOA	Youth Activities	
318	Secretary	OAA	Office Automation	
		STC	Stenography	
340	Program Management	ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance and disposal/termination.
		FMS	Foreign Military Sales	Performs the full range of the systems acquisition management process for foreign military sales programs.
		MWR	Morale, Welfare, and Recreation Programs	Responsible for general administrative oversight for the development, implementation, and operation of hospitality, recreation, resource management, family member support, and combat support functions of morale, recreation, and welfare functions.
		PHR	Personnel	Personnel/Human resources experience used to manage and/or analyze a human resources program.

343	Management and Program Analyst	ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance and disposal/termination.
		COZ	Cost Analyst	
		FMS	Foreign Military Sales	
		HCA	Health Care	Experience in the Military Healthcare System/Defense Healthcare System (MHS/DHS), with HIPAA and health care contract oversight of managed care contracts. Provides advice, assistance, recommendations, and decisions on health care delivery and policy for the MHS/DHS/TRICARE health care systems. (This may be used for Uniformed Services University of the Health Sciences (USUHS), TRICARE Management Activity (TMA), and the military service health care providers to include Surgeon General's office, military dispensaries, out-patient clinics, and hospital units.)
		IMG	Information Management Specialist	Responsible for enterprise information management, publishing, administrative communications, records management, etc.
		MAL	Manpower	
		MBR	Manpower/Budget (Resource) Management	
		MOB	Mobilization	Paramount duties involve formulation of policies and/or procedures for the development of mobility and operations plans to support contingency operations, development, planning, coordination, and execution of functional responsibilities in command post and field training exercises. Contingencies include limited war, diverse wartime operations and crisis situations, and evacuation operations.
		PHR	Personnel	Personnel/Human resources experience used to manage and/or analyze a human resources program.
		REC	Reports/Forms/Files	
		ORB	Ordnance	
		ORG	Organization and Mission	
		STI	Statistical Analysis	
		STP	Strategic Planning	Consults with managers on workforce structure, succession planning, diversity initiatives, hiring goals and initiatives, etc., in order to ensure a healthy, technologically capable workforce.

343	(cont.)	TEV	Test and Evaluation	Development and use of test materials such as those used to measure aptitudes, skills, abilities and other instruments and the adequacy of instruction. Writes, reviews, revises, and rewords test items as necessary. Conducts statistical studies of examinations results and individual test items and develops recommendations from study results.
		WCF	Working Capital Fund	
344	Management Clerical and Assistance (GS-05 and above only)	MAL	Manpower	
		REC	Reports/Forms/Files	
		WOC	Work Measurement	
		SPR	Systems Programmer	
		MBR	Manpower/Budget (Resources) Management	
346	Logistics Management	ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance, and disposal/termination.
		ALS	Automation of Logistics Systems	
		AIB	Aircraft	
		FAC	Facilities	
		FMS	Foreign Military Sales	
		AUD	Automotive	
		CEL	Communications-Electronics	
		ILS	Integrated Logistics	Conducts planning, logistic analysis, and coordination for a portion of major systems acquisitions and transfer into operational use.
		MEL	Medical Logistics	Experience with the logistics of pharmaceuticals, medical and surgical supplies, medical devices and equipment, and other products needed worldwide to manage and support the acquisition life cycle for medical materials.
		MIB	Missile	

346	(cont.)	MNT	Maintenance	Coordinates integrated logistics analysis and support for equipment, ground, vehicle or transportation aspects, and material maintenance at an installation or activity.
		MOB	Mobilization	Paramount duties involve formulation of policies and/or procedures for the development of mobility and operations plans to support contingency operations, development, planning, coordination, and execution of functional responsibilities in command post and field training exercises. Contingencies include limited war, diverse wartime operations and crisis situations, and evacuation operations.
		NUA	Nuclear	Coordinates integrated logistics analysis/support for nuclear reactor spare equipment and/or vesicles.
		ORB	Ordnance	
		SHB	Ships	Coordinates integrated logistics analysis/support for spare and repair items on non-nuclear ships/submarines/shore.
391	Telecommunications Specialist	ANT	Antenna	Experience with antennas, transmission lines, matching systems and/or other ancillary equipment.
		DWT	Data Networks	Experience in data networks to include multiplexers, digital subscriber line (DSL) equipment, modems, timing systems, and/or asynchronous transfer mode (ATM) switches.
		MSG	Message	Experience in the administration of defense messaging systems.
		RDO	Radios	Experience in radio frequency (RF) transmitters, receivers and/or associated equipment.
		TCN	Tech Control	Experience in tech control equipment, facilities, and circuits necessary for the reliable interconnection of communications signals (i.e., automated patch panels, crypto, and test equipment).
		TEL	Telephones/Voice	Administration of telephone switches, operation and maintenance of inside and outside cable plant, knowledge of voice trunking, and installation of telephone instruments and other custom previous equipment.
		VVD	Voice/Video/Data	Experience in project management, program management, or policy planning requiring knowledge of electronic systems and components and knowledge of their relationship in supporting voice, video and data.
392	General Communications (GS-05 and above only)	EQD	Equipment Operation	

401	General Biological Science	ENV	Environmental	
		REG	Regulatory	Permit processing and enforcement.
		RMO	Range Land Management	Develops, reviews, analyzes, and provides recommendations on the environmental impact of different base projects to determine the possible effects on the environment.
		RSH	Research	Laboratory research
		WLD	Wildlife	Designs procedures and performs field surveys on wildlife habitats to determine conditions and/or trends.
408	Ecology	REG	Regulatory	Permit processing and enforcement
501	Financial Administration and Programs	COQ	Cost Analyst	Determines, evaluates, and documents total cost and resource studies in support of planning programs and operations, budgeting, and procurement concerning personnel, material, and facilities. Develops independent cost analyses, cost estimates, and special cost and source selection evaluation studies.
		CPY	Contractor Payments	Studies, reviews, analyzes, evaluates and interprets financial operations related to contractor payments.
		CVY	Civilian Pay	Studies, reviews, analyzes, evaluates and interprets financial operations related to civilian pay entitlements.
		FSY	Financial System	Plans, designs, revises, implements, or maintains a financial system which supports a functional/technical area.
		MPY	Military Pay	Studies, reviews, analyzes, evaluates and interprets financial operations related to military pay and entitlements.
		NAF	Nonappropriated Funds	Studies, reviews, analyzes, evaluates and interprets financial operations related to nonappropriated pay and entitlements.
		TPY	Travel Pay	Studies, reviews, analyzes, evaluates and interprets financial operations related to travel pay and entitlements.
503	Financial Clerk and Technician (GS-05 and above only)	DIS	Disbursing	Reconciliation, verification, preparation, and disbursement of payments.
		MDA	Medical	Assignment of medical codes for diagnosis and procedures, level of patient intensity for medical billing.
510	Accounting	ADT	Auditing	Auditing

510	(cont.)	COQ	Cost	
		INE	Internal	
		OPB	Operating	
		SYA	Systems	
		WCF	Working Capital Funds	Concepts, principles, practices, laws, and regulations which apply to budgeting and executing a working capital fund.
511	Auditor	COK	Contract	
		FIN	Financial	
		INE	Internal	
560	Budget Analyst	WCF	Working Capital Funds	Concepts, principles, practices, laws, and regulations which apply to budgeting and executing a working capital fund.
		WSP	Acquisition of Weapons/ Support Systems	Develops cost analyses/estimates or improved methods and techniques, as appropriate, relating to the acquisition (i.e., development and procurement) or the modification of weapon/support systems.
601	General Health Sciences	CGT	Cytogenetic Technologist	Harvests specimens and cell cultures to prepare slides with analyzable metaphases. Performs chromosome banding and staining techniques to identify specific abnormalities. Performs chromosome analysis, including recording microscopic identification, stage coordinates and numerical/structural chromosome abnormalities, and relates these implications for the diagnosis and exclusion of disease.
		CYT	Cytotechnologist	Gathers and reports information collected from the special staining and microscopic examination of cells from gynecological brushings and non-gynecological cell collections/body fluids for the diagnosis, exclusion and monitoring of disease.
		EXP	Exercise Specialist	Fitness/health consultant and trainer for the installation who helps ensure Health and Wellness Center (HAWC) and Health Promotion Program (HPP) mission, goals, objectives, and strategic plans are developed and met. Plans, coordinates, implements, and evaluates targeted fitness and health enhancement programs, and provides support to a comprehensive fitness program that meet the community needs.
		HPM	Health Promotion Manager	Provides leadership for and manages/oversees all Health and Wellness Center (HAWC) functions and Health Promotion Program (HPP) activities for the installation. Consults and advises installation leadership and organizations on issues that affect the health and well-being of the community. Teaches individuals and groups on a variety of health-related topics employing age specific and behavioral learning theories. Informs, involves, and integrates other health professionals and installation representatives in community health promotion issues.

601	(cont.)	NEC	Necropsy	Performs highly complex functions of surgical pathology and autopsy services.
602	Medical Officer	ADM	Administration	
		ANE	Anesthesiology	
		DER	Dermatology	
		EME	Emergency Medicine	Performs diagnosis and treatment of patients in an emergent, urgent setting covering a variety of medical specializations.
		FAM	Family Practice	
		GPR	General Practice	
		GER	Geriatrics	
		IMN	Internal Medicine	
		NUR	Neurology	
		OBG	Obstetrics/Gynecology	
		OCH	Occupational Health	
		OPH	Ophthalmology	
		OTH	Orthopedics	
		PAT	Pathology	Provides transfusion medicine, core lab, and microbiology services.
		PDS	Pediatrics	
		PSY	Psychiatry	
		PUH	Public Health	
		RAD	Radiology	
		SRG	Surgery	
		URO	Urology	
610	Nursing (GS-08 and above only)	ADM	Administration	
		AMB	Ambulatory	
		ANE	Nurse Anesthetist	
		CLI	Clinical Nurse	
		CHN	Community Health Nurse	
		CNC	Nurse Consultant	
		CNM	Nurse Midwife	Professional knowledge and expertise in prenatal delivery care.

610	(cont.)	CNS	Nurse Specialist	
		CRI	Critical Care	Provides comprehensive nursing care to critically ill patients. Patient acuity ranges from seriously ill to extremely ill with many complicating problems. Serves as a specialist in a critical care unit, (i.e., pediatric, neonatal, surgical, neurosurgical, medical, coronary) providing comprehensive care to patients.
		DIB	Diabetes	
		EDU	Nurse Educator	
		EMR	Emergency Room	Identifies requirements for emergency room nursing expertise.
		LND	Labor and Delivery	Professional medical knowledge and expertise in child birthing/labor/delivery experience/expertise.
		MSG	Medical-Surgical	
		NEO	Neonatal	Professional medical knowledge and expertise in the care and feeding of newborn infants.
		NFA	First Assistant	
		NIC	Neonatal Intensive Care	Identifies requirements for neonatal intensive care unit experience/expertise.
		OBG	Obstetrics/Gynecology	Performs professional nursing care of a specialized nature for the female client and her family to include obstetrical and/or gynecologic health care to further include all aspects of maternal, newborn, and gynecologic nursing.
		OCH	Occupational Health	
		ONC	Oncology	Cares for patient with the diagnosis of cancer in various settings, utilizes an empathic and caring approach to patients whose diagnosis and treatment are often painful and life-threatening, administers chemotherapy, conducts patient teaching, and manages illness and treatment-related symptoms.
		OPR	Operating Room	
		NPR	Nurse Practitioner	
		PDS	Pediatrics	Provides comprehensive care to children, adolescents, and their families in various settings. Responds to the physical and psychosocial aspects of health and illness, concern for health promotion and disease prevention, management of physical and mental disabilities, and response to acute and chronic illness.
		PSY	Psychiatric Nurse	
		RES	Research	Develop and apply concepts of research to improve or change nursing practice, validate the appropriateness of current practice, implement evidence-based practice, and educate clinical staff to enhance understanding of clinical situations.

610	(cont.)	SCB	Cardiac	Practices in settings such as intensive care, cardiac care, neonatal intensive care, post anesthesia care, interventional radiology, and emergency rooms where patients require complex assessment, high intensity therapies and interventions, and continuous nursing vigilance. Requires a specialized body of knowledge, skills, and experience to provide care to patients and families and create environments that are healing, humane, and caring.
640	Health Aid and Technician (GS-05 and above only)	DER	Dermatology	Nonprofessional work of a technical, specialized, or support nature in the treatment of the skin, its structure, functions, and diseases.
		EMT	Emergency Medical Tech	Provides emergency medical services of basic life support level or higher to care for patients at accident scenes and in transport by ambulance to a hospital.
		HTI	Industrial Hygiene	Supports the industrial hygienist by performing and documenting environmental sampling of industrial contaminants in the workplace.
		HTA	Audiology	Supports the examination, diagnosis and evaluation of hearing disorders.
		HTC	Cardiovascular	Nonprofessional work of a technical, specialized, or support nature in the treatment of study of the heart and blood vessels.
		HTM	Mental Health	Supports the examination, diagnosis, treatment of mental illness disorders and behaviors.
		HTO	Optometry	Supports the optometrist from the initial examination and treatment of patients to dispensing corrective lenses.
		HTP	Physical Therapy	Supports the physical therapist in the treatment and prevention of physical disabilities or diseases.
		NUT	Nutrition	Supports the dietician by planning, analyzing and implementing food requirements and counseling patients to ensure proper menu processing to promote healthy food services.
		OTL	Otolaryngology	Nonprofessional work of a technical specialized or support nature in the medical specialty concerned with the treatment of the ear, nose, and throat.
		PAR	Paramedic	First responder or emergency medical service technician who responds to medical and trauma emergencies in the pre-hospital environment, providing emergency treatment and, when appropriate, transporting the patient(s) to definitive care, such as a hospital, for further assessment or follow-up care.
		URO	Urology	Nonprofessional work of a technical, specialized, or support nature in the treatment of the urinary or urogenital tract.
644	Medical Technologist	MTC	Chemistry	Supports the laboratory operations by processing, testing, and documenting biochemical procedures.

644	(cont.)	MTH	Hematology	Supports the laboratory operations by drawing, testing, and processing blood, body fluids, and tissue specimens and/or overseeing quality assurance procedures and services.
		MTM	Microbiology	Supports the laboratory operations by processing, testing, and documenting microbiological specimens.
647	Diagnostic Radiological Technologist (GS-05 and above only)	CTI	Computed Tomography (CT) Imaging	Performs a wide variety of complex CT imaging examinations.
		MAM	Mammography	Serves as a registered mammographer performing routine to very difficult radiographic examinations of well and diseased breasts. Performs radiological procedures and examinations such as film screen mammography and digital mammography as well as mammogram guided needle biopsy procedures and core biopsies.
671	Health Systems Specialist	CTR	Contract Administration	Contracting Officer's Technical Representative (COTR) providing administrative oversight and support in implementing, monitoring, and providing contract surveillance.
		HCA	Health Care	Experience with Military Healthcare System/Defense Healthcare System (MHS/DHS), HIPAA, or health care contract oversight of managed care contracts. Provides advice, assistance, recommendations, and decisions on health care delivery and policy for the MHS/DHS/TRICARE health care systems. (This may be used for Uniformed Services University of the Health Sciences (USUHS), TRICARE Management Activity (TMA), and the military service health care providers to include the Surgeon General's office, military dispensaries, out-patient clinics, and hospital units.)
		RSK	Risk Management/ Patient Safety/ Compliance	Oversees the internal and external risk management program for risk identification, investigation and analysis, planning and coordinating and managing all processional claims, and handling activities in conjunction with legal counsel.
680	Dentist	PRS	Prosthodontist	Specializes in prosthodontics, the specialty of implant, esthetic and reconstructive dentistry.
		PED	Periodontics	Specializes in the diagnosis and surgical and non-surgical treatment of diseases and conditions of the periodontium, as well as the surgical placement and maintenance of dental implants to replace teeth lost to periodontal diseases.
8XX	Includes the following professional	AAB	Navigation Systems	Installation, maintenance and repair of navigation systems and equipment.

	Engineering and Engineering Technician series: 801, 802, 806, 810, 818, 819, 830, 840, 850, 854, 855, 856, 861, 871, 893, 896			
		ACA	Acoustics	
		ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance, and disposal/termination.
		ACS	Aircraft Systems	Design, development, modification, and/or maintenance of a variety of aircraft systems.
		AEC	Aerospace	
		ARA	Architecture	
		AUD	Automotive	Specialization in wheeled, tracked and/or crawler vehicles, and related materials-handling equipment. Vehicles may include, but are not limited to, trucks, cars, buses, tanks and special-purpose vehicles (e.g., fire-fighting equipment, mobile maintenance shops, reconnaissance vehicles, etc.).
		CAL	Calibration	
		CCC	Command, Control, Communications and Computers	Installation, maintenance, and repair of combat weapon systems/equipment.
		CHA	Chemical	
		CHD*	Computer Hardware	
		CIB	Civil	
		CTL	Coastal	Waterways and shore.
		COH	Construction	
		COJ	Cost Estimating	
		COR	Communications	
		COS	Contracts	Provides administrative oversight and support in implementing, monitoring, and providing contract surveillance.
		CST*	Computer Software	

8XX	(cont.)	CWO	Civil Works Operation and Maintenance	
		CWP	Civil Works Planning	
		DEB	Design	
		DEV	Development	Product development.
		ELA	Electrical	
		ELD	Electronics	
		ELF	Electronic Warfare	
		ENV	Environmental	
		FAC	Facilities	
		GEO	Geotechnical	Foundations, ground water, soils, and rock.
		HVC	Heating, Ventilation, and Air Conditioning (HVAC)	Design and layout of HVAC and other systems.
		HYD	Hydraulic	Hydraulic design of cofferdams for lock and dam constructions: hydrographic surveys, and/or hydraulic/hydrologic and water control management studies and projects.
		HYP	Hydropower	
		HZW	Hazardous Waste	
		INA	Industrial	
		INC*	Instrumentation	
		LAB	Laser	
		MAH	Materials	
		MAS	Machinery Systems	Researches, develops, tests, evaluates, installs, maintains, and repairs machinery systems.
		MEA	Mechanical	
		MIB*	Missile	
		NAV	Naval	
		NUA	Nuclear	
		ORB*	Ordnance	
		PET	Petroleum	Ordering, receiving, storing, quality-control testing petroleum, oils, and lubricants, and/or infrastructure operations and maintenance.

8XX	(cont.)	PUL	Propulsion	Installation, maintenance and repair of propulsion systems, including turbine diesel engines, broilers, reduction gears, shafting, and propellers and associated controls.
		RDR	Radar	
		REG	Regulatory	Permit processing and enforcement.
		RES	Research	
		SCM	Satellite Communications	Technology pertaining to wireless digital communications that will support voice, data, and networking requirements of the digital battlefield.
		SHB*	Ships	
		SIM	Simulation	
		STE	Structural	
		TCS	Tactical Communications Software	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance, and disposal/termination.
		TEV	Test and Evaluation	
		TRS	Training Systems	Provides technical management of the concept formulation, contract definition, acquisition, and operational phases of complex training systems, including the design, development, fabrication, assembly, checkout, inspection, and acceptance and subsequent modification of training systems.
		UTA	Utilities	
		WAB*	Water Resources Development	
1083	Technical Writing and Editing	AIB	Aircraft	
		DAC	Data Automation	
		ELD	Electronics	
		LOA	Logistics	
		ORB	Ordnance	
1101	General Business and Industry	ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance, and disposal/termination.
		CIR	Contract Industrial Relations	

1101	(cont.)	CLB	Club Management	
		MKT	Marketing Programs	Installation marketing programs.
		MTP	Military Programs	Conducts market research and develops strategies for targeting specific demographic groups for military recruiting stations.
		OMM	Open Mess Manager	
		PTM	Production Management	
		QAS	Quality Assurance	
		REK	Recreation Services	
		RPM	Real Property Management	Real property management/LSA support.
		WCF	Working Capital Fund	
1102	Contract and Procurement	ACQ	Systems Acquisition	Knowledge of the full range of systems acquisition management process including research, development, test, evaluation, integration, implementation, modification, maintenance, and disposal/termination.
		COL	Contract Administrator	
		CON	Contract Negotiator	
		COO	Contract Specialist	
		COP	Contract Termination Specialist	
		PRD	Price Analyst	
		PRG	Procurement Administrator	
		PRH	Procurement Analyst (Staff)	
		PRI	Procurement Analyst (Small Business)	
1150 & 1152	Industrial Specialist, Production Control	AIB	Aircraft	

1150 & 1152	(cont.)	AUT	Automotive (GS-1152 ONLY)	Performs functions that require specialized knowledge of automotive equipment operations, maintenance, and/or repair.
		COH	Construction (GS-1152 ONLY)	
		ELA	Electrical	
		ELD	Electronics	
		MAI	Materials Handling	
		MEA	Mechanical	
		MIB	Missile	
		ORB	Ordnance	
		PUL	Propulsion Systems (GS-1150 ONLY)	Installation, maintenance, and repair of propulsion systems, including turbine diesel engines, boilers, reduction gears, shifting and propellers, and associated controls.
		SHB	Ships	
1301	General Physical Science	ACA	Acoustics	
1310	Physics	ACA	Acoustics	
		EOP	Electro-Optics	
		IOA	Ion Implantation	
		LAB	Laser	
		NUA	Nuclear	
		OPE	Optical	
		SOF	Solid State Electronics	
		SYC	Systems Analysis	
		THE	Thermal Physics	
1320	Chemist	RES	Research	
1360	Oceanography	ACA	Acoustics	

1410	Librarian	ENG	Engineering	
		LAW	Legal	Collects, organizes, preserves, and retrieves printed, digital, electronic, audiovisual, film, tape, multimedia, or other media in support of legal functions and/or legal treatment facilities.
		MED	Medical	Collects, organizes, preserves, and retrieves printed, digital, electronic, audiovisual, film, tape, multimedia, or other media in support of medical functions and/or medical treatment facilities.
		PHS	Physical Science	
1550	Computer Science	COR	Communications	
		DEB	Design	
		NET	Network	
		STY	Security	
1601	Facilities and Equipment	ELI	Electrical Inspection	Inspects facilities for electrical code violations and surveys components for current condition of building's electrical system.
1603	Equipment, Facilities, and Services Assistant (GS-05 and above only)	CEM	Cemetery	
		FAC	Facility	
		PTG	Printing	
		LAU	Laundry	
		FOA	Food	
		EFS	Equipment, Facilities, and Services	
1670	Equipment Specialist	AIB	Aircraft	
		AIF	Aircraft Propulsion Equipment	
		AIH	Airframe	
		AUD	Automotive	

1670	(cont.)	COR	Communications	Installation and maintenance of field communications electronics equipment/systems, security devices, test sets and associated devices, including using test, measurement, and diagnostic equipment to determine the cause and location of malfunctions, extent of faults, and category of maintenance required. Repairs systems, equipment, and subassemblies by adjusting, aligning, repairing, and replacing defective components, cryptographic items, or line-replaceable units.
		ELA	Electrical	
		ELD	Electronics	
		MAB	Machinery	
		MAC	Machine Tools	
		MAG	Marine	
		MAI	Materials Handling	
		MIE	Missile Electronics	
		NUA	Nuclear	Knowledge of characteristics, properties, and use of nuclear ordnance and nuclear ordnance weapons. Trains others in the use of such equipment as the technical manager for technical problems during pre/post-production, usage, and disposal of nuclear ordnance.
		ORB	Ordnance	
		SHB	Ships	
17XX	General Education and Training (GS-1701, 1702, 1710, and 1750) (GS-05 and above only)	CDS	Child Development	
		EDS	Education Services	
		GUC	Guidance Counselor	
		TDD	Training Design and Development	
		TEA	Training Program Effectiveness Analysis	
		TEM	Tests and Measurements	
		YOA	Youth Activities	Youth activities including social, cultural, and educational after-school activities for ages 6 to 18 years.

1712	Instruction	AIB	Aircraft	
		ATC	Air Traffic Control (ATC)	Instructs ATC functions.
		AUD	Automotive	
		CBE	Combat Engineer	Provide instruction on combat engineer equipment and tactics.
		CSI	Computer Science	Plans, coordinates, develops, reviews, or evaluates education/training programs and provides training in computer science area based on knowledge of computers, computer language, interface, and analysis of the interrelationships of pertinent components of the system, and planning the sequence of actions necessary to accomplish the assignment.
		ELR	Electrical and Refrigeration	Positions primarily involved in training/instructions related to electrical and refrigeration maintenance.
		ELD	Electronics	
		FAE	Field Artillery	Provides instruction on field artillery equipment and tactics.
		FCS	Fire Control Systems	
		FLE	Flight Simulator	
		HEB	Health Services	
		HME	Heavy Mobile Equipment Mechanics	Platform instructor in current heavy equipment (not automobiles).
		LOA	Logistics	Plans, coordinates, develops, reviews, or evaluates education/training programs and provides training in areas requiring knowledge of supply, maintenance, acquisition, and transportation.
		MAG	Marine	
		MIP	Military Police/Security Forces	Provide instruction on military police/security forces equipment and tactics.
		MIT	Military Training Administration	Exercises administrative oversight of military personnel formal training. Interprets, analyzes, evaluates, and administers policies and procedures ensuring compliance. Executes plans for military training courses, programs, and functions. Identifies new courses and provides guidance based on prescribed military topics.
		NBC	Nuclear, Biological, Radiological, and Chemical	Provide formal instruction in nuclear, biological, radiological, and chemical courses.
		NWI	Nuclear Weapons	Plans, coordinates, develops, reviews, or evaluates education/training programs

				and provides training dealing with nuclear weapons (missiles and bombs) and their related support systems.
1712	(cont.)	ORB	Ordnance	
		PGE	Power Generating Equipment (Field)	
		SEC	Security	Plans, coordinates, develops, reviews, or evaluates education/training in areas dealing with information security.
		TGI	Target Interdiction	
		WPN	Weapons	Provides instructions in installation, maintenance, and repair of combat weapon systems/equipment.
18xx	Investigation	ACQ	Acquisition Systems	Investigation of procurement fraud involving weapons systems acquisition process. May employ the multiagency task force concept major contactors. Substantiated allegations are typically prosecuted by the Justice Department rather than DoD Components.
		CCI	Computer Crime	Investigations involving a crime in which the computer has a role, i.e., either a computer was used to commit a crime or was the target of a crime, or the computer contains evidence of a crime. Employs computers as investigative tools to identify or uncover criminal activity.
		ICI	Counterintelligence	Investigating violations of espionage, sabotage, treason, sedition, major security violations, protective service matters, terrorism, special inquiry, criminal violations of directives, refugee or defector matters, classified projects, space systems, operations security, technology transfer, anti-terrorism matters, office of foreign missions-related investigations, over flight security violations, and counter espionage. Includes information and criminal intelligence, undercover operations, associated briefings, and reciprocal investigative assistance to other agencies.
		PLH	Polygraph Examiner	Manages or supervises polygraph programs or conducts polygraph examinations to corroborate the veracity of subjects' and witnesses' statements during an investigation or an applicant's statements during an employment process.
1910	Quality Assurance	AEC	Aerospace	
		AIB	Aircraft	
		AMA	Ammunition	
		AUD	Automotive	
		CHA	Chemical	

1910	(cont.)	CLG	Clothing	
		COH	Construction	Construction or the monitoring and control of construction operations which requires knowledge of construction practices, methods, techniques, costs, materials, and equipment.
		CST	Computer Software	
		ELA	Electrical	
		ELD	Electronics	
		MAH	Materials	
		MEA	Mechanical	
		NUA	Nuclear	
		PRE	Process	
		SHA	Shipbuilding	
		SUA	Subsistence	
2001	Supply Specialist	ORB	Ordnance	Experience with ammunition and explosives operation and storage.
2003	Supply Program Management	FMS	Foreign Military Sales	
		ORB	Ordnance	Experience with ammunition and explosives operation and storage.
2005	Supply Clerical and Technician (GS-05 and above only)	AMO	Ammunition	Knowledge of properties and handling of ammunition.
		MED	Medical	Knowledge of properties and handling of pharmaceuticals, and medical supplies and equipment.
2010	Inventory Management Specialist	ORB	Ordnance	Experience with ammunition and explosives operation and storage.
2150	Transportation Operations	AFM	Airfield Manager	

2150	(cont.)	MCO	Marine Cargo Operations	Performs cargo operation practices/procedure,; pre-stowage plans, loading/discharging operations, etc.
		MFP	Maritime Force Protection/Anti-terrorism	Performs maritime anti-terrorism/force protection, vessel vulnerability assessments, and regional threat assessments.
		MTO	Marine Transportation Operations	Performs ship operations, marine navigation, afloat pre-positioning, commercial ocean transportation, vessel operational readiness, scheduling of vessels, ships systems and operating practices, surveillance of fleet performance, and ship design/capability.
		PSE	Physical Security	
		SHB	Ships	
2152	Air Traffic Control	STA	Station	Positions concerned with relaying information.
		TOW	Terminal	Experience in terminal air traffic control (ATC) services, weather and facilities use, and nonprecision approach aids.
		TWR	Radar Approach Control	Experience in ATC services with radar approach control (RAPCON) duties.
2181	Aircraft Operations	FID	Fixed Wing	
		FLB	Flight Instructor	
		FLD	Flight Test Pilot	
		HEA	Helicopter	
		PIA	Pilot	
2210	Information Technology Management	ASW	Application Software	Involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.
		CSP	Customer Support	Work that involves planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training in response to customer requirements.
		DMT	Data Management	Involves planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.
		EAR	Enterprise Architecture	Involves planning, design, implementation, documentation, assessment, and management of enterprise structural framework to align information technology (IT) strategy, plans, and systems with the mission, goals, structure, and processes of the organization.
		INX	Internet	Involves technical planning, design, development, testing, implementation, and management of internet, intranet, and extranet activities, including systems/applications development and technical management of websites.

2210	(cont.)	NET	Network Services	Involves planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats.
		OSY	Operating Systems	Involves planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.
		STY	Security	Involves ensuring the confidentiality, integrity, and availability of system, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security program, policies, procedures, and tools.
		SYA	Systems Administrator	Involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.
		SYC	Systems Analysis	Involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations.
4749	Maintenance Mechanic/Worker (except for TRA, the use of only one option code is not allowed)	CRP	Carpentry	
		COH	Construction	
		HVC	Heating, Ventilation, Air Conditioning	
		ELA	Electrical	
		ELD	Electronics	
		MSN	Masonry	
		PNT	Painting	
		PLM	Plumbing	
		SHM	Sheet Metal Fabrication	
		UTA	Utilities	

* Commodity Options (See Section 10.b. of this Chapter)

+ For registration purposes, enter language proficiency in the “Special Qualifications” data element of the ASARS Registration Format. (NOTE: The gaining activity determines qualifications for language proficiency after referral.)

CHAPTER 10

APPENDIX B

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) SPECIFIC OPTION CODES

Series	Series Title	Option Code	Option Title
	Any Appropriate Series	ING	Intelligence
		IST	Scientific and Technical Intelligence Production
080	Security Administration	INB	Automation
		IND	Disclosure
		INI	Industrial
		IIN	Information
		INO	Operations Security
		IPE	Personnel
		IPH	Physical
		INT	Technical
132	Intelligence Specialist	COA	Collection Analysis
		COM	Communications Security
		FME	Foreign Military Exploitation
		IPR	Intelligence Production
		IOP	Intelligence Operations
		ICD	Intelligence Combat Developments
		ITH	Intelligence Threat Support
		ICI	Counterintelligence (CI)
		IAC	Acoustics Intelligence (ACINT)
		ICO	Communications Intelligence (COMINT)
		IEL	Electronic Intelligence (ELINT)

132	(cont.)	IHU	Human Intelligence (HUMINT)
		IMI	Imagery Intelligence (IMINT)
		IMS	Measurement and Signature Intelligence (MASINT)
		IRA	Radar Intelligence (RADINT)
		ISI	Signals Intelligence (SIGINT)
		POL	Political/Military
		SCT	Scientific and Technology
		TEC	Technology Transfer

CHAPTER 11

RESERVE COMPONENT MILITARY TECHNICIAN (RCMT) PLACEMENT PROGRAMS (PROGRAMS C, D, AND K)

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CHAPTER 11

RESERVE COMPONENT MILITARY TECHNICIAN (RCMT) PLACEMENT PROGRAMS (PROGRAMS C, D, AND K)

References: (a) Title 10, United States Code

(b) Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992

(c) Public Law 104-106, "National Defense Authorization Act for Fiscal Year 1996," February 10, 1996

(d) Public Law 98-212, "Department of Defense Appropriations Act, 1984," December 8, 1983

(e) Public Law 106-65, "National Defense Authorization Act for Fiscal Year 2000," October 5, 1999

(f) Public Law 99-586, "Noncompetitive Appointment of National Guard Technicians," October 29, 1986

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and referral of eligible MR and NG technicians. When used in this Chapter, the term "Reserve Component Military Technicians" (RCMTs) as defined in reference (a) is a common reference to both MR and NG technicians. All Program A procedures apply except as modified by this Chapter.

B. APPLICABILITY

1. This Chapter applies to RCMTs who are eligible under the following programs:

a. **Air Force Reserve (AFR) Military Technician (MT) Program (Program C)**. This program applies to non-dual status technicians (NDSTs) and dual status MTs who are subject to Public Law 106-65 (reference (e)) and lose their Selected Reserve membership through no fault of their own. This Chapter provides for registration and referral of these employees to non-MT positions within the Air Force.

b. **Army Reserve (AR) Military Technician (MT) Program (Program D)**

(1) This program applies to dual status AR MTs initially employed after December 8, 1983, who are scheduled to be separated from their civilian positions as a result of loss of Selected Reserve membership and/or compatibility through no fault of their own. This Chapter provides for registration and referral of AR MTs who are subject to

Public Law 104-106 (reference (c)) and Public Law 98-212 (reference (d)) to non-AR MT positions within the Army.

(2) This program also applies to AR NDSTs and dual status MTs who are subject to reference (e) and lose their Selected Reserve membership through no fault of their own. This Chapter provides for registration and referral of these employees to non-AR MT positions within the Army.

c. **National Guard Technician (NGT) Program (Program K)**. This program applies to NGTs who are being involuntarily separated, for reasons other than cause or disability, who are afforded competitive status for purposes of transferring to the competitive service by Public Law 99-586 (reference (f)) and provides registration and referral for non-technician positions within DoD.

2. This Chapter also applies to RCMTs who are covered by Section 544 of Public Law 102-484 (reference (b)) as amended by reference (c). In accordance with references (b) and (c), this includes RCMTs who lose their military membership through no fault of their own after completing at least 15 years of technician service and a minimum of 20 years of service creditable for non-regular retirement. Unlike other PPP registrants, these RCMTs are eligible to register up to 1 year after separation. Eligibility terminates 1 year from the separation/effective date or 6 months after registering, whichever results in the longest period of registration.

3. This Chapter does not apply to:

a. RCMTs who request and are permitted to be retained beyond their mandatory separation date for the purpose of obtaining military retirement eligibility.

b. RCMTs whose separations are considered voluntary in nature in accordance with Component regulations.

C. REGISTRATION ELIGIBILITY

1. **RCMTs Eligible under References (b) and (c)**. RCMTs may register upon receipt of a notice of proposed separation under the conditions of Section B.2. above. Registration may occur at any time up to 1 year after the separation date. RCMTs who register after separation must submit an SF-50, "Notification of Personnel Action," documenting the involuntary separation.

2. **AFR MT Program**. NDSTs and dual status MTs hired on or before February 10, 1996, may be registered 12 months prior to their unreduced retirement annuity eligibility date. NDSTs and dual status MTs hired after February 10, 1996, may be registered 12 months prior to their anticipated separation date.

3. **AR MT Program**

a. Current AR MTs are eligible for registration in Program D upon receipt of a proposed separation notice under conditions described in Section B.1.b.(1) above. AR MTs scheduled to be separated by reason of military retirement may be registered up to 12 months prior to the mandatory retirement date.

b. NDSTs and dual status MTs described in B.1.b.(2) above who were hired on or before February 10, 1996, may be registered 12 months prior to their unreduced retirement annuity eligibility date. NDSTs and dual status MTs described in Section B.2. above who were hired after February 10, 1996, may be registered 12 months prior to their anticipated separation date.

4. **NGT Program**. NGTs in receipt of a notice of proposed separation meeting the conditions of Section B.1.c. above are eligible to register in Program K 30 days prior to separation. However, technicians with non-competitive eligibility under reference (f) may not be appointed to competitive service positions on or before the date of separation. If registration eligibility continues more than 1 year after separation under the provisions of Section B.2. above, the HRO must determine if the registrant is still eligible for competitive service positions in accordance with reference (f). If not eligible, the registration must be file maintained to reflect eligibility for excepted service positions only.

D. REGISTERING ACTIVITY PROCEDURES

1. Upon the identification of RCMTs for involuntary separation under the authorities referenced in this Chapter, the registering HRO must counsel eligible technicians regarding their entitlements and obligations.

2. **Registration Procedures**. The registering HRO will complete the ASARS Registration Format in accordance with Program A procedures except as follows:

a. **Program**

(1) **AFR MTs** . Enter "C."

(2) **AR MTs**. Enter "D."

(3) **NGTs**. Enter "K."

b. **Priority**. Enter Priority 2.

c. **Component**. For NGTs: If the position the NGT occupies is owned and funded by the National Guard Bureau, enter "X." If the position the NGT occupies is owned and funded by the Army, enter "A." If the position the NGT occupies is owned and funded by the Air National Guard, enter "F."

d. **Separation/Effective Date**

(1) **AFR MTs**. Enter separation date.

(2) **AR MTs**. Enter separation date.

(3) **NGTs**. Enter separation date.

e. **Release Date**

(1) **RCMTs Eligible under References (b) and (c)**. Enter date 1 year from separation date or 6 months from the registration date, whichever is later.

(2) **AFR MTs**. Enter date 1 year from separation/effective date.

(3) **AR MTs**. Enter date 1 year from separation/effective date.

(4) **NGTs**. Enter date 1 year from separation/effective date.

f. **Reserve Technician**. Enter "N."

g. **Appointment Eligibility**. For NGTs, enter "D" for registrants with personal competitive status and "Z" for those without status.

h. **Excepted Service**. For NGTs, enter "YD" for registrants with personal competitive status and "YZ" for those without status.

i. **Skills 1-5**. For AFR MTs and AR MTs, the highest grade may be no higher than the current permanent grade, and the lowest grade is determined by the registrant. For all others, the highest grade may be no higher than the current permanent grade, and the low grade will be the lowest acceptable grade subject to the three GS grade (or equivalent) limitation.

j. **AOR**. The AOR for all AFR MTs, AR MTs, and NGTs is restricted to activities within their commuting area only in accordance with Section D.2.k. below.

k. **AOR Component**

(1) **RCMTs Eligible under References (b) and (c)**. Leave blank.

(2) **AFR MTs**. Enter "F."

(3) **AR MTs**. Enter "A."

(4) **NGTs**. Leave blank.

3. **Special Registration Authority**. The Air Force has designated Headquarters, Air Force Reserve Command as the sole releasing activity (Activity Code 394A) for registering MTs occupying officer-level positions.

E. GAINING ACTIVITY PROCEDURES

Registrants referred through Programs C, D, and K receive P2 consideration after all other P2 referrals.

CHAPTER 12

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

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CHAPTER 12

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

A. PURPOSE

The purpose of this Chapter is to specify guidelines for the voluntary registration of DoD appropriated fund employees, their spouses, and Wounded Warriors in DORS. DORS provides referral to DoD activities worldwide, and is one of two programs that comprise ASARS. ASARS is the program through which activities must match positions that are subject to the PPP. DORS, which is synonymous with the Automated Referral System component of the ASARS title, is solely a voluntary referral system. Unlike those registered in other subprograms of the PPP, DORS registrants do not have mandatory placement status. NAF employees and their spouses are registered and referred in accordance with the DORS NAF Users Guide. All Program A procedures apply to DORS, except as modified in this Chapter.

B. PROGRAM REQUIREMENTS

1. Eligibility

a. **Civilian Employees and Spouses**. Current civilian DoD employees may register. The spouse of a DoD employee may also register as long as the DoD employee is registered in the PPP (including DORS). Registration is limited to U.S. citizens, except that non-U.S. citizen eligibles occupying DoD excepted service positions may register for appropriate consideration.

b. **Wounded Warriors**. Honorably discharged DAVs who have a compensable service-connected disability of 30 percent or more may register, provided the disability resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war and was incurred in the line of duty during a period of armed conflict or war.

2. Registration

a. Current DoD civilian employees may register in DORS through either Program A or Z. Spouses and Wounded Warriors may register only in Program Z.

(1) Employees may simultaneously be registered in Program Z and any other program except Program A. Submission of a Program A registration automatically deletes a Program Z registration from ASARS.

(2) An employee registering in Program A may indicate availability for referral through DORS to DoD activities overseas by completing the “DoD Overseas” data element of the registration format. The employee may then register for overseas locations by placing

appropriate country codes from Chapter 7, Appendix C, in the "Countries" data element. Such registrants receive consideration for placement at DoD activities in the U.S. through Program A only.

b. The following registration procedures apply to Program Z only:

(1) **Series**. Determine qualifications based on education and experience in accordance with the applicable qualification standards. Special skill identifiers, e.g., GS-300, may be used for referrals if appropriate.

(2) **Highest Grade**. The highest grade for which eligible employees may register is determined as follows:

(a) **For current employees on permanent appointments**. No higher than the current permanent grade.

(b) **For employees on temporary appointments with prior Federal service or spouses with prior Federal service**. The last permanent grade held.

(c) **For registrants without status or with no prior Federal service**. The highest grade for which eligible based on the applicable qualification standards.

(3) **Lowest Grade**. The lowest grade may not be lower than three grades below the high grade for which registered. If registering for different pay plans, each pay plan is treated separately, e.g., a WG-8 may register as low as WG-5, a GS-11 may register as low as GS-8.

(4) **Geographic Area**. Employees and Wounded Warriors may register for any location in the U.S. and/or overseas. The AOR for the spouse of a DoD employee must be the same as the employee's. Under Program Z, zone, region, state, and country codes may be entered but individual activity selections are not permitted.

3. **Registration Duration**. Program A registrants remain in DORS as long as their registration continues to show availability for DORS (see Section B.2.a.(2) above). Program Z registrants remain in DORS until:

a. They are removed at their request;

b. They are no longer on the rolls of the registering activity (if placed within DoD, the employee may re-register at the gaining activity);

c. Their performance/conduct becomes less than satisfactory;

d. They are registered in Program A;

e. One year has passed since registration or since a file maintenance action has been processed; or

f. The sponsoring employee is no longer registered in the PPP (including DORS). If the DoD sponsor employee relocates as a result of placement through the PPP, the spouse may remain in Program Z for 1 year following the move, even if the sponsor employee is not registered in PPP. In this case, the AOR for the spouse must be limited to the commuting area of the new location.

C. REGISTERING ACTIVITY PROCEDURES

1. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "Z."

b. **Position**. Enter pay group, series, and grade of current or last permanent Federal civilian position. If none, leave blank.

c. **Job Title**. Enter title of current or last position occupied. For spouse registrants not employed, leave blank.

d. **DoD Overseas**. Click "Yes" if the registrant is available for positions overseas.

e. **Wounded Warrior**. Click "Yes" for Wounded Warrior registrants. Skip this data element for all other registrants.

f. **Zone/Region/States**. Enter zone, region, and/or state for referral to DoD activities in the U.S. (Chapter 7, Appendix D).

g. **Activities**. Leave blank since individual activity selections are not permitted.

h. **Countries**. For overseas referral, enter one or more country codes from Chapter 7, Appendix C.

2. **Extending Registration**. Eleven months after initial registration or the last file maintenance action, registering HROs are notified of the impending expiration of a registration on ASARS Daily Report r12. Registrants are notified by mail from PPSB. Before extending a registration, the registering HRO should review the data to determine if any of the data elements require update. Any successful file maintenance action extends the registration for 1 year. Otherwise, the registration must be extended by selecting the 30-Day Notices menu item from the ASARS main menu. This option may only be used within the 30-day period immediately prior to the registrant's scheduled release from Program Z.

3. **Report Actions**. Releasing RACs should be submitted in accordance with Chapter 9. Note: RAC "02" does not remove a DORS registrant from Program Z.

4. **Counseling**. The DORS Counseling Checklist (Appendix A) must be signed by the registrant and the counselor. A copy should be given to the registrant, and a copy kept in the registrant's file. This documents that necessary information was provided to the registrant. It also serves as the Privacy Act release notification. If the registrant and spouse are both registering, they should be counseled simultaneously whenever possible.

D. GAINING ACTIVITY PROCEDURES

1. Submitting Requisitions

a. For any given position, a DORS requisition is allowed only if a requisition has been submitted and there are no outstanding P1, P2, or P3 matches. If there are MSP applicants, a DORS requisition may be submitted but the position may not be committed to a DORS registrant if the position is being filled through competitive procedures and one or more MSP applicants are rated BQ.

b. If a P1, P2, or P3 PPP registrant is referred after a DORS requisition has been submitted but before the position has been committed to a DORS registrant, the HRO is obligated to suspend consideration of all DORS candidates and work the priority matches.

c. Wounded Warriors who meet the criteria in Chapter 4, Section C.2.u., of this Handbook may be selected as an exception to P2 and P3 PPP referrals. If an activity is targeting recruitment for a specific position to Wounded Warriors who meet the exception criteria, the DORS requisition may be submitted concurrently with the PPP requisition. If no P1 registrants are referred, or if all such referrals have been cleared, the position may be offered to an eligible Wounded Warrior using the Chapter 4 exception.

d. The procedures for coding DORS requisitions are prescribed in Chapter 8, Section C.

2. **Job Offers**. Offers to DORS registrants are not mandatory. Like other PPP offers, however, WS Administrator approval is required before an offer may be withdrawn.

3. **Appointing Authorities**. Referral through the PPP does not confer eligibility for immediate appointment to registrants who are not already covered by an existing noncompetitive authority. Unlike those who register in DORS via Program A, Program Z registrants are not always immediately appointable. Gaining activities should understand that DORS is solely a referral system and registrants referred through this program must meet all applicable pre-employment requirements before they can be appointed.

4. **ICTAP**. Since DORS registrants are not always current DoD employees, HROs must ensure that all ICTAP requirements have been fulfilled before making job offers.

E. MOVING EXPENSES

Because of the variety of placement actions that may result from Program Z consideration, reimbursement of relocation expenses for DoD employee registrants is not guaranteed. When a move results from the placement of a registered spouse or a Wounded Warrior, any potential reimbursement must accrue from other existing authorities, as placement through DORS in and of itself does not establish such an entitlement.

F. RECORDS

DORS registration files must be retained for 1 year after registration terminates. The file should contain: signed copies of the completed registration format and counseling checklist; all file maintenance actions; and documentation of all job offers, including a record of the registrant's acceptance or declination.

CHAPTER 12

APPENDIX A

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) COUNSELING CHECKLIST FOR EMPLOYEES AND SPOUSES

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

_____ DORS is a voluntary referral program for both the registrant and the potential employer. Unlike other programs within the DoD Priority Placement Program (PPP), it is not a mandatory placement program.

_____ Spouses of DoD employees who are currently registered in DORS through Programs A or Z may also register in DORS. This includes spouses who have never worked for the Federal government.

_____ Performance and conduct of DORS registrants must be satisfactory or better.

_____ Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

_____ Registrants may elect referral to Department of Defense activities in the U.S. and/or overseas.

_____ Geographic area of referral is unrestricted except as specified for spouses of registered employees; however, payment of moving expenses is not guaranteed.

_____ Registration is permitted for up to five skills for which qualified.

_____ Acceptance or declination of offers under DORS does not result in removal from the program.

_____ Registration data provided to prospective employers include name, address, home telephone number, education level, current position, grade level, and experience. These data must be kept current by informing the HRO of any changes.

CHECKLIST (CONTINUED)

_____ A current employment resume is required for DORS registration.

_____ Registrants should respond within 4 calendar days to any offer of employment.

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings.

_____

Registrant Signature Date

_____

HRO Signature Date

MAY BE REPRODUCED LOCALLY

CHAPTER 12

APPENDIX B

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) COUNSELING CHECKLIST FOR WOUNDED WARRIORS

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

_____ DORS is a voluntary referral program for both the registrant and the potential DoD employer. Unlike other programs within the DoD Priority Placement Program (PPP), it is not a mandatory placement program.

_____ Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

_____ Registrants may elect referral to Department of Defense activities in the U.S. and/or overseas.

_____ Geographic area of referral is unrestricted; however, placement through DORS does not confer eligibility for reimbursement of moving expenses.

_____ Registration is permitted for up to five skills for which qualified.

_____ Acceptance or declination of offers under DORS does not result in removal from the program.

_____ Registration data provided to prospective employers include name, address, home telephone number, education level, current position, grade level, and experience. These data must be kept current by informing the HRO of any changes.

_____ A current employment resume is required for registration in DORS.

_____ Registrants should respond within 4 calendar days to any offer of employment.

_____ The purpose of allowing Wounded Warriors to voluntarily register in DORS is to provide a centralized referral source for DoD activities to use in conjunction with affirmative employment initiatives for individuals with service-connected disabilities.

CHECKLIST (CONTINUED)

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS website. We must have your DoD ID Number to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities. Providing your DoD ID Number or any other information is voluntary. However, your registration cannot be processed if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings.

_____

Registrant Signature Date

_____

HRO Signature Date

MAY BE REPRODUCED LOCALLY

CHAPTER 13

DEPARTMENT OF THE ARMY (DA) FAMILY MEMBER PLACEMENT PROGRAM (PROGRAM F)

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CHAPTER 13

DEPARTMENT OF THE ARMY (DA) FAMILY MEMBER PLACEMENT PROGRAM (PROGRAM F)

References: (a) Army Regulation (AR) 690-990-2, Book 630.S12, "Leave Without Pay," May 15, 1985

(b) Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the systematic referral of eligible DoD employees whose DA sponsor is involved in a PCS. It applies when DA activities are filling competitive or excepted service positions within the U.S. All Program A procedures apply except as modified in this Chapter.

B. ELIGIBILITY

1. For the purposes of this Chapter, DA family members are current DoD employees in the U.S. who are family members of a DA civilian (includes nonappropriated fund, but not Army and Air Force Exchange Service) or military personnel (includes Army National Guard). DoD family members who are currently on career or career-conditional appointments, and those in the excepted service (includes employees on VRA and Schedule A appointments for the disabled), are eligible for registration and referral when their DA civilian or military sponsor:

a. Makes a PCS move to a new commuting area within the U.S., whether or not travel expenses are paid by the government;

b. Makes a PCS move overseas and the DA family member remains in the U.S. for reasons considered beneficial to the family and wishes to relocate (e.g., near family) within the U.S.;

c. Makes a PCS move overseas on an unaccompanied tour and the DA family member wishes to make a PCS move within the U.S., or, upon the sponsor's return from an overseas unaccompanied tour, the family member wishes to relocate from within the U.S. to the sponsor's new U.S. duty station;

d. Is on temporary assignment for 9 months or longer under either permanent or temporary duty orders (includes assignments to service schools and developmental assignments to a new commuting area);

e. Is a temporary DA employee selected for a permanent position at another Army duty station in a new commuting area with no break in service;

f. Is assigned to a DoD activity and there is a DA activity in the new commuting area;

g. Is a DA reservist called to active duty or a civil service reemployed annuitant if the assignment is for 9 months or more; or

h. Retires from active military service or the service term has expired and the family is moving to the location designated in the PCS orders, provided the sponsor's active military service obligation or enlistment contract has been satisfied.

2. For the purposes of this program, family members are: 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. Additionally, the family members must be able to travel as dependents on their sponsor's orders.

C. PROGRAM REQUIREMENTS

1. Eligible employees may be registered for a maximum of 1 year. This eligibility is applicable regardless of whether LWOP continues beyond 90 days. Registration must occur at the new location within 30 calendar days after arrival or the employee is subject to forfeiture of eligibility.

2. Family members must be counseled on the provisions of this Chapter, their responsibility to register within 30 calendar days of arrival at the new location, and the importance of keeping registration data current.

3. Family member registrants must read and sign the letter at Appendix A. A copy of the completed letter must be forwarded to the selected HRO at the new duty location. A copy of the sponsor's PCS orders or verification of position change to the new location must be attached to the letter.

4. A minimum of 90 days LWOP is granted to each family member, as required. Requests for extensions should be considered in accordance with reference (a) to provide the registrant with 1 full year of registration at the new duty station. Likewise, the registrant should be afforded adequate LWOP to accommodate reasonable requests for leave during relocation to the new duty station.

5. Registrants who accept temporary or term employment may remain registered only for permanent employment. However, they may re-register for time-limited employment upon expiration of their temporary or term appointments provided they are otherwise still eligible and the 1-year registration period has not expired. Registrants who decline temporary or term offers are no longer eligible to be registered for time-limited employment, and their registrations must be changed accordingly.

D. <u>REGISTRATION PROCEDURES</u>. The losing activity will:

1. Confirm registration eligibility by receipt of a copy of the sponsor's PCS orders (or qualifying temporary assignment orders) to a new commuting area;

2. Select the servicing activity that is:

a. The supporting HRO of the DA activity where the sponsor is reassigned;

b. The nearest DA servicing activity in the commuting area of the new duty station;

c. The DoD activity that supports the DA activity to which the sponsor is assigned; or

d. The DA activity in the new commuting area when:

(1) The family member remains in the U.S. and chooses to relocate to another location in the U.S. while the sponsor PCS's overseas;

(2) The sponsor retires and the family member relocates with the sponsor (with documentation of retirement date and destination) to the retirement destination; or,

(3) The family member accompanies the sponsor on a qualifying temporary assignment (see Section B.1.d. above);

3. Complete the SF-75, “Request for Preliminary Employment Data.”

4. Complete and provide to the DA family member the letter at Appendix A and a hard copy of the ASARS Registration Format with the following modifications:

a. **<u>Registering Activity Code, Separation Date, and Release Date</u>**. Leave blank. This information will be completed by the registering DA activity at the new duty location.

b. **<u>Program</u>**. Enter "F."

c. **<u>Skills 1-5</u>**. A family member may register at a grade no higher than that previously held on a permanent basis, and down to any grade for which qualified and available. Family members whose only Federal service was overseas and under time-limited appointment(s) may register for the highest grade held down to the lowest grade for which qualified and available, if they have appointment eligibility under EO 12721 (reference (b)). Individuals, who have reinstatement ***AND*** EO 12721 eligibility may register under whichever option is more beneficial.

d. **<u>Return Rights</u>**. Enter HI, AK, or RQ if the sponsor is making a PCS move to

one of these locations.

e. **Activities**. Limit registration to activities in the commuting area.

f. **Area of Referral Component**. Enter "A."

E. RESPONSIBILITIES

1. **Employee (Family Member)**. The employee will:

a. Hand-carry the registration and SF-75 to the registering HRO within 30 calendar days of arrival or forfeit registration eligibility; and

b. Continue to advise the registering office of any changes to the registration.

2. **Registering Activity**. The selected supporting HRO (see Section D.2. above) at the new duty location will complete the unfinished items on the ASARS Registration Format and submit the registration and retain the documents required by this Chapter with the employee's registration file. The Registration Format should be completed in accordance with Program A procedures using the following modifications:

a. **Separation Date**. Enter date of registration.

b. **Release Date**. Enter date 1 year from date of registration.

c. **Activities**. Review for appropriate activity selection and revise as necessary.

CHAPTER 13

APPENDIX A

SAMPLE CONFIRMATION OF COUNSELING DEPARTMENT OF THE ARMY (DA) FAMILY MEMBER PLACEMENT PROGRAM

Notification for Gaining HRO and Confirmation of Employee Counseling

SUBJECT: PPP Registration of DA Family Member –

_____
(Name)

TO: Servicing HRO

The above-named Department of Army (DA) family member, currently employed as _____, is eligible for Priority 3
(Title, Series, Grade)
registration and referral as provided in the PPP Handbook, Chapter 13. A copy of the PCS orders or verification of position change of the DA sponsor is attached for confirmation of this eligibility and your record keeping purposes. He/she will leave this duty station on _____ in LWOP status not to exceed _____.
(Date) (Date)
The employee has been counseled regarding the provisions of this entitlement (see statement below). The Automated Stopper and Referral System (ASARS) Registration Format has been partially completed and will be hand carried with an SF- 75 to your office by the employee who will arrive on or about _____.
(Date)

_____ _____
(Signature - Losing HRO Representative) (Telephone Number)

For Registering Employee:

I have been counseled regarding the provisions in the PPP Handbook, Chapter 13. I agree that the above proposed date of arrival is correct, and I understand that if I do not register within 30 calendar days of the above arrival date, I will forfeit my registration eligibility.

_____
(Signature of Employee) (Date)

1 Encl
PCS Orders/Verification of Position Change

CHAPTER 14

DOD MILITARY SPOUSE PREFERENCE (MSP) APPLICANTS

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CHAPTER 14

DOD MILITARY SPOUSE PREFERENCE (MSP) APPLICANTS

References: (a) Section 1784, Title 10, United States Code, Employment Opportunities for Military Spouses

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System"

(c) Title 5, Code of Federal Regulations

(d) Section 3330d, Title 5, United States Code, Appointment of Military Spouses, as amended

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the certification and referral of military spouses eligible for priority placement consideration as an MSP applicant. This program is intended to provide career opportunities for spouses of active duty military members who relocate to accompany their sponsor on a PCS move. Authority for this program is provided by reference (a) as implemented by Volume 315 of reference (b).

B. APPLICABILITY

1. This Chapter applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time NG or MR, who desire priority consideration for competitive and excepted service positions at DoD activities in the U.S., and in U.S. territories and possessions under the conditions specified in Section C. below.

2. When positions are filled using competitive procedures, including merit promotion and competitive examining, in any location, MSP shall be applied reciprocally across DoD Components for spouses of active duty military members when they apply for appropriated fund positions in the excepted and competitive services at GS-15 and below, or equivalent positions in other pay systems.

3. This Chapter DOES NOT apply to positions described below:

a. Positions covered by a mandatory mobility agreement;

b. Positions in DCIPS, and those in organizations that have as a primary function intelligence, counterintelligence, or national security;

c. NAF positions;

d. Positions in foreign areas, whether in the competitive or excepted service;

e. Positions filled through noncompetitive procedures, including those filled under DHA or EHA;

f. Educator positions within the DoD Dependents Schools system; or

g. Any DoD position for which a spouse applies or is referred after the spouse has already obtained Federal employment in an appropriated fund or NAF permanent position within the commuting area of the sponsor's duty station.

4. **Permanent and Temporary Positions**

a. MSP applies to both permanent and temporary positions. Permanent positions are those to which appointments are made without time limitation and which have fixed full-time or part-time work schedules. Temporary positions include:

(1) Positions filled by temporary or term appointment, including NAF time-limited appointments, regardless of duration or work schedule;

(2) Positions filled by permanent appointment with intermittent or seasonal work schedules; and

(3) NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

b. There is no limit to the number of times MSP may be used for temporary positions. Provided they meet all other eligibility requirements, spouses retain preference for permanent and temporary positions until acceptance or declination of a permanent position as explained in Section C.7.a., below. Declination of a temporary position has no effect on eligibility for other temporary positions. Accepting a permanent appointment to a position with an intermittent work schedule, including a permanent NAF position with a flexible employment category or work schedule, has no effect on continued eligibility for other temporary or permanent positions.

C. ELIGIBILITY/INELIGIBILITY

1. Spouses whose only eligibility is under the noncompetitive appointing authority for military spouses (5 CFR 315.612) are eligible for MSP and priority placement status through the application-based process if they accompany and reside with their military sponsor who:

a. Marries the spouse on or prior to the date of the military sponsor's orders authorizing the PCS, or amended orders authorizing the spouse to travel as a dependent; and

b. Relocates via a PCS move;

c. Relocates to a new and permanent duty station after completing basic and advanced individual training;

d. Is permanently assigned to the same duty station where initial entry training was received.

2. Spouses whose eligibility is based on a different valid noncompetitive appointing authority (e.g., EO 12721, reinstatement, or interchange agreement) may exercise their spouse preference and priority status through the application-based process if they accompany and reside with their military sponsor who:

a. Marries the spouse prior to the military sponsor's reporting date to the new duty station; and

b. Relocates via a PCS move;

c. Relocates to a new and permanent duty station after completing basic and advanced individual training;

d. Is permanently assigned to the same duty station where initial entry training was received.

e. Is assigned by PCS to a service school, regardless of the duration of training;

f. Is a former military member who re-enlists and is placed directly in a permanent assignment; or

g. Is reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment, except when the sequential assignment is in the same commuting area from which the sponsor was reassigned. Once the spouse has actually established a residence and relocated to the commuting area of the sponsor's sequential assignment, he or she may exercise priority status for vacancies in positions in that area if otherwise eligible.

3. Spouses may exercise their spouse preference and priority status through the application-based process up to 30 calendar days prior to the military sponsor's reporting date to the new duty station or upon relocation anytime thereafter during the sponsor's tour. Spouses who do not initially relocate with their sponsor cannot exercise spouse preference and priority status until they are actually residing in the commuting area of the sponsor's duty station.

4. Spouses must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service.

5. Spouses may exercise their priority status through the application-based process at any grade level for which qualified and available.

6. Priority placement entitlement is limited to vacancies in the commuting area of the military sponsor's permanent duty station or, if the spouse is eligible under Section C.2.g above, the commuting area of the sponsor's sequential assignment. There are no PCS entitlements for MSP applicants who exercise their priority placement status via the application-based process.

7. Eligibility for MSP and priority placement status through the application-based process terminates upon:

a. Acceptance or declination of a permanent position in the Federal service in the commuting area of the sponsor's new permanent duty station, including a NAF position (includes positions in the military exchange services), whether or not preference was applied.

b. Loss of spousal status due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty; or

c. Failure to maintain immediate appointability as required by Section C.4. above.

8. Spouses are not eligible for MSP or priority placement through the application-based process when their military sponsor's PCS orders are for purposes of retirement or separation.

D. CERTIFICATION PROCEDURES

1. MSP applicants must complete the Military Spouse PPP Self-Certification Checklist at Appendix A in order to exercise their priority status through the application-based process. This document must be included with the application.

2. To receive MSP and exercise their priority status through the application-based process, spouses must:

a. Create a login.gov account to sign in to USAJOBS (first time users). Login.gov is a service that offers secure and private online access to government programs, such as Federal benefits, services, and applications. To establish a login.gov account, the MSP applicant must:

(1) Use the same email address for login.gov and USAJOBS.

(2) Create a new password.

(3) Have a working phone number (mobile or landline); login.gov will send a unique security code each time the account is accessed.

b. Create a USAJOBS profile using the same email address for the login.gov account (first time users).

c. Build or post a resume to the USAJOBS profile and upload essential documents. Examples of essential documents may include, but are not limited to, the following:

(1) Proof of noncompetitive appointment eligibility (i.e., EO 12721 appointability, reinstatement eligibility, serving on a current VRA appointment, applicable interchange agreement, etc.);

(2) Sponsor's PCS orders;

(3) Proof of military member's current active duty status;

(4) Marriage certificate.

d. Apply to the JOA for which interested and available and submit all required documentation referenced in the JOA to include the self-certification checklist (see Appendix A).

3. If MSP applicants have questions about how to exercise their MSP and priority status, they can request counseling at any DoD HRO or Military Community and Family Policy office in their commuting area.

E. GAINING ACTIVITY PROCEDURES

1. Eligible spouses must be considered as MSP applicants when they exercise their priority status via the application-based process for positions being filled through competitive procedures. These MSP applicants are eligible for spouse preference and priority placement if they rank among the best qualified (BQ). As defined in Volume 315 of reference (b), a BQ military spouse possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position. Except as stipulated in Sections E.3. through E.5. below, and provided that all P1 and P2 registrants have been cleared, a BQ military spouse blocks the selection of other competitive candidates. When more than one BQ military spouse is referred, selection from the group may be made in any order.

a. For positions being filled through competitive procedures and subject to PPP clearance, the HRO must submit a requisition in ASARS using Referral Code A, M, or P, as appropriate (see Chapter 8). HROs must also include PPP DoD MSP eligibility in their vacancy announcement to allow MSP applicants to exercise their priority status. When a vacancy announcement includes PPP DoD MSP eligibility, it must be opened for a minimum of 3 business days.

b. **DHA/EHA.** Positions being filled via OPM or statutory DHAs/EHAs do not require the application of competitive procedures (rating and ranking of candidates) and therefore MSP does not apply. However, if competitive procedures (rating and ranking) are used, MSP would apply. In these instances, PPP DoD MSP eligibility must be included in the vacancy announcement and the vacancy announcement must be opened for a minimum of 3 business days.

c. **Failure to Include PPP DoD MSP Eligibility**. When an activity discovers that a vacancy announcement did not include MSP applicants under the area of consideration when competitive procedures were used, the position must be re-announced for a minimum of 3 business days to allow MSP applicants to exercise their priority status.

d. **Developmental or Restructured Positions**. As indicated in Chapter 4, Section B.13, for positions being restructured for recruitment purposes, MSP applicants must receive priority consideration at the FPL. As such, the job announcement will include a statement that MSP applicants, if determined BQ and selected, must be placed at the FPL.

Example: Management submits a fill RPA for a GS-07 (target 11). The JOA is open for recruitment at the GS-07 level only. Under this scenario, MSP applicants would receive priority consideration at the FPL of GS-11. Therefore, the JOA must include a statement that MSP applicants will receive priority consideration at the FPL, and if selected, must be placed at the FPL. If the MSP applicant is determined BQ at the GS-11 FPL, the spouse would block ALL competitive selections.

e. **Eligibility Flag**. The eligibility flag, "Priority Placement Program (PPP) DoD Military Spouse Preference (MSP) Eligible," must be used in the eligibility assessments of the job announcement in USA Staffing to allow MSP applicants to exercise their priority placement status.

The eligibility flag will state: Priority Placement Program (PPP) DoD Military Spouse Preference (MSP) Eligible: I am a military spouse who is currently married to my active duty sponsor. I am exercising my preference eligibility for positions within the local commuting area of my sponsor's current duty station. I certify that I have not accepted nor declined a permanent, continuing Federal or non-appropriated fund position in the local commuting area of our current duty location. NOTE 1: Military spouses are eligible for one permanent noncompetitive appointment using their preference eligibility for the duration of the active duty sponsor's assignment to a permanent duty station, as long as the military spouse has not declined or accepted a permanent Federal or non-appropriated fund position in the commuting area of the sponsor's current duty location. If you certify that you have not used your preference at your sponsor's current duty location and it is discovered to be untrue, you may be subject to loss of MSP and possible disciplinary action. NOTE 2: You must include a copy of the Military Spouse PPP Self-Certification Checklist along with the documents identified in the vacancy announcement to verify your eligibility for MSP.

2. **Interviews of BQ MSP Applicants**. When more than one BQ MSP applicant is referred, management has the option to conduct interviews. However when a manager or selecting official contacts a BQ MSP applicant for an interview, such contact constitutes commitment. Therefore, the position is effectively committed unless the selection is made from a recruitment source not blocked by MSP. Approval to non-select an interviewed BQ MSP applicant is considered a withdrawal of job offer, and must be requested in accordance with Chapter 4, Section D.8.b. of this handbook.

3. MSP applicants do not preclude the activity from filling a position using noncompetitive recruitment procedures. For the purposes of this Chapter, all candidates who are evaluated using a merit promotion crediting plan/job analysis or other competitive screening factors are considered competitive candidates. The following examples illustrate the relationship between recruitment procedures and the applicability

of MSP.

a. **Example 1.** An activity issues a competitive announcement, and the area of consideration includes reinstatement, reassignment, and CLG eligibles. All applicants, including those who could be assigned to the position noncompetitively, are evaluated against standard competitive rating criteria. Fifteen candidates are referred to the selecting official on a single referral certificate, and the certificate includes a BQ military spouse who exercised his or her priority preference through the application-based process. The selecting official wants to select a noncompetitive reassignment candidate from the competitive certificate. Even though the reassignment candidate could be placed noncompetitively, the recruitment procedures are considered to be competitive because all applicants were rated against the same competitive criteria. Therefore, the BQ military spouse blocks the selection of any of the other candidates on the certificate.

b. **Example 2.** An activity issues a competitive announcement that includes noncompetitive reassignment eligibles in the area of consideration, but only the competitive candidates are evaluated using the rating and ranking criteria. A military spouse applicant is ranked in the BQ category and referred to the selecting official. The selecting official wants to offer the position to a noncompetitive reassignment candidate. Since the HRO did not rate and rank the noncompetitive applicants with the competitive applicants, the selecting official can select the reassignment candidate without regard to the BQ spouse.

4. MSP does not apply if granting preference would:

a. Result in the CLG or separation of a current permanent, term, or temporary DoD employee of the activity; or

b. Violate statutes or regulations governing veteran's preference (e.g., delegated examining) or nepotism;

5. Military spouses whose sponsors are within 6 months of their tour rotation date may be non-selected for permanent positions.

6. Gaining activities have final responsibility for verifying eligibility for spouse preference and priority placement entitlement prior to appointment.

7. The HRO must advise the selecting official that a BQ MSP candidate may not be passed over to select a non-spouse candidate, unless;

a. Spouse preference is not applicable as stipulated in Section E.4. above;

b. Selection is not mandatory as stipulated in Section E.5. above; or

c. A selection is made using noncompetitive procedures as stipulated in Section E.3. above.

8. A job offer extended to an MSP applicant must include the following self-certification statements: By accepting this job offer, I am certifying that I have not accepted nor declined another offer of permanent, Federal employment (to include NAF and the military exchange services) in the commuting area of my military sponsor's current duty station. Furthermore, I certify the information on my self-certification checklist is still up to date and accurate.

F. COMPONENT EXCEPTIONS

As stipulated in Volume 315 of reference (b), heads of DoD Components may establish guidelines for approving exceptions to spouse preference procedures. Officials who exercise personnel appointing authority shall approve exceptions to MSP selections. Exceptions shall be rare and based only on compelling hardship to the organization mission or applicant. This authority may be delegated within the Component.

CHAPTER 14

APPENDIX A

MILITARY SPOUSE PPP SELF-CERTIFICATION CHECKLIST

IMPORTANT: This form must be submitted with your application each time you apply to a Department of Defense (DoD) position on USAJOBS in order to receive Military Spouse Preference.

Applicant's Name: Click here to enter text.

Military Sponsor's Name: Click here to enter text.

Date of Marriage to Military Sponsor: Click here to enter a date.

Military Sponsor's Last or Current Duty Station: Click here to enter text.

Military Sponsor's New (or Future Sequential) Duty Station: Click here to enter text.

Date of relocation or anticipated relocation to Sponsor's New Duty Station: Click here to enter a date.

INSTRUCTIONS - Read items 1-12 and click on each "Choose an Item." Choose the words from the drop-down menu that best describes your status as a military spouse. Completion of each item is verification that you have read and understand that the information you provide is truthful and can be used to help to verify your eligibility as a military spouse preference applicant. A new self-certification checklist must be submitted with each application and must be dated within the last 30 days. Upon completion of this form, we recommend saving a copy to your USAJOBS account for future use.

1. I Choose an item.(am or am not) a U.S. Citizen.

2. Choose an item. (Yes, my sponsor is or No, my sponsor is not) an active duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Reserve).

3. My sponsor's Permanent Change of Station (PCS) orders Choose an item. (are or are not) in conjunction with retirement or separation from active duty.

4. Choose an item. (I understand) that preference only applies to positions within the commuting area of my sponsor's current permanent duty station.

5. Choose an item. (I understand) that loss of spousal status due to divorce, death of my sponsor, or my sponsor's retirement or separation from active duty will result in

terminating my eligibility for spouse preference.

6. Choose an item. (I understand) that the acceptance or declination of a temporary position does not impact my priority placement status. "Temporary" positions include:

a. Positions filled by temporary or term appointment, including Non-Appropriated Fund (NAF) time-limited appointments, regardless of duration or work schedule;

b. Positions filled by permanent appointment with intermittent or seasonal work schedules; and

c. NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

7. Choose an item. (I understand) that I am only eligible for preference for ONE job offer of a permanent position. A "permanent position" is defined as a Federal appropriated or non-appropriated position which has a fixed full-time or part-time work schedule.

8. Choose an item. (I understand) that accepting or declining a permanent position will result in terminating my eligibility for military spouse preference at my current location.

9. Choose an item. (I have or I have not) received a job offer for a permanent position within the commuting area of my military sponsor's current permanent duty station.

10. Choose an item. (I am or I am not) currently occupying a permanent appropriated or non-appropriated position at the current duty station.

11. Choose an item. (I am or I am not) on a telework agreement with my current Federal job that allows me to work for them on a permanent basis after relocating to my military sponsor's current duty station.

12. Choose an item. (I have or I have not) had on-the-job performance or conduct problems within the last 12 months.

Certification Statement: I, Click here to enter text.(Name) certify that I have read and understand the information contained in this self-certification checklist and my responses are accurate and truthful.

Date: Click here to enter a date.

<u>Documents that may be required to be submitted with each application</u>: (Note: DoD agencies may require some or all of these documents. Please refer to the job announcement to ensure all required documentation is submitted with your application. It is highly recommended that you save all these documents to your USAJOBS account in order to facilitate applying to multiple positions.

- **<u>Military Spouses without prior Federal work experience</u>**
  - Narrative resume
  - PCS orders
  - Marriage certificate or license
  - Signed self-certification checklist
  - Veteran's preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
  - Transcripts, if applicable

- **<u>Military Spouses with prior Federal work experience</u>**
  - Narrative resume
  - PCS orders
  - Marriage certificate or license
  - SF-50s, if applicable (e.g., LWOP, highest grade held, overseas appointments, etc.)
  - Documentation of performance rating of record (dated within the last 12 months), if applicable
  - Signed self-certification checklist
  - Veteran's preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
  - Transcripts, if applicable

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information.

Gaining and releasing activities use this information to place registrants, report actions, and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.

CHAPTER 15

DoD RETAINED GRADE PLACEMENT PROGRAM (PROGRAM R)

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CHAPTER 15

DoD RETAINED GRADE PLACEMENT PROGRAM (PROGRAM R)

References: (a) Title 5, Code of Federal Regulations

(b) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," as amended, authorized by DoD Directive 1400.25, November 25, 1996

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and placement of DoD employees with entitlement to grade retention. All Program A procedures apply except as modified in this Chapter.

B. APPLICABILITY

This Chapter applies to employees granted grade retention under Part 536 of reference (a) as supplemented by Volume 536 of reference (b). This Chapter does not apply to employees receiving retained grade who are placed initially or subsequently into a position which has promotion potential to a grade equal to or higher than the retained grade.

C. PROGRAM REQUIREMENTS

Program R is the only means by which employees under grade retention are afforded consideration for mandatory placement and, except as covered under Section C.2.a, below, it only provides referral for positions at DoD activities in the registrant's commuting area. Registration in Program R is only for the 2-year period authorized for grade retention.

1. **Mandatory Registration in Program R**. Registration in Program R is mandatory for all DoD employees who are serving under retained grade. Activities must register employees as soon as they enter the grade retention period.

a. **Special Provision for Overseas Employees**. Employees on retained grade who are on an overseas tour or serving under a rotation agreement must be registered for their own activity as well as all other activities in their commuting area, so long as:

(1) The employee can complete 1 year of service prior to the expiration of the tour; or,

(2) The employee's tour has been extended and he or she can complete 1 year of service prior to the expiration of the 5-year limitation on overseas employment.

b. **Exceptions to Mandatory Registration**. Employees may not be registered simultaneously in Programs A and R. Employees eligible for both programs should be registered as follows:

(1) Program R registrants who receive a RIF separation notice, and those who receive a separation notice after declining a TOF out of the commuting area or an MDR covered under Chapter 3, Section B.1.b.(7), are subject to mandatory registration in Program A if entitled to severance pay (see Chapter 3, Section I).

(2) Program R registrants who receive RIF CLG notices may voluntarily change to Program A during the notice period.

(3) Program R registrants who decline a TOF out of their commuting area or an MDR covered under Chapter 3, Section B.1.b.(7) may voluntarily change to Program A upon submitting a written declination.

(4) NDOS Program R registrants who are nearing tour completion must be changed to Program A at the appropriate time.

c. **Formal Appeals of Downgrade Actions**. Employees who elect to initiate formal appeals of their downgrade actions will not be required to register in Program R while the appeal is pending; however, they may be registered at their option. If such an employee is placed via Program R, the placement action will be considered final regardless of the outcome of the appeal. Should such a registrant decline a valid and reasonable offer while the appeal is still pending, he or she will be released from Program R and eligibility for grade retention ceases.

2. **Area of Availability**

a. Except as modified in Section C.3 below, initial registration MUST be for all DoD activities in the commuting area that have not been formally announced for closure. When placement in the commuting area is unlikely, the Component Coordinator may authorize expansion outside the commuting area within that DoD Component. If such expansion is approved, the WS Administrator may approve expansion across DoD Component lines. Registrants placed outside of their commuting area will have PCS costs paid by the losing activity.

b. Registrants authorized an expanded AOR who decline valid offers outside of their commuting area may not be subsequently referred beyond the commuting area. However, such declinations do not terminate grade retention.

c. For overseas employees, see Section C.1.a. and b., above.

3. **Restricted Registration of Retained Grade Employees Placed at Other DoD Activities**. Employees entitled to grade retention who are placed through Program A at a different DoD activity will be registered by the new activity in Program R only for

organizations of the gaining activity (i.e., those serviced by the A-coded HRO located in the same commuting area) if a PCS was involved. This restriction applies for 1 year following the effective date of placement after which registration will be for all DoD activities in the commuting area.

4. **Skills**. The registration must include the retained grade position and all other skills in the same pay group for which the registrant is well qualified.

5. **Job Offers**. Valid and reasonable offers must be made in writing and conform to the requirements of Part 536 of reference (a). If the registrant declines the offer, grade retention is terminated and the registrant must be removed from Program R.

D. REGISTERING ACTIVITY PROCEDURES

1. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "R."

b. **Priority**. Enter Priority 3.

c. **Separation Date**. Enter effective date of retained grade entitlement.

d. **Release Date**. Leave blank. ASARS will automatically populate this data field.

e. **Position**. Enter the pay group, series, and grade of the retained grade position.

f. **Job Title**. Enter the title of the retained grade position.

g. **Temporary**. Enter “N.” Program R registrants are not eligible to be referred for temporary or term positions.

h. **Supervisory**. For GS registrants, enter "Y" if the retained grade position is supervisory, or if the registrant is qualified and available for supervisory positions. For WS, WL, and WG registrants, enter “N.”

i. **Skills 1-5**.

(1) **Pay Plan**. The pay plan for all skills is restricted to the pay plan of the retained grade, i.e., Wage Grade (WG) can register for WG but not WL, WS, etc. However, employees downgraded from a special wage category that no longer exists should be registered in other pay systems and for skills for which they are well qualified.

(2) **High Grade and Low Grade**. Enter the retained grade only. However, if employees who register in other pay plans after being downgraded from a special wage

category that no longer exists are not qualified for the equivalent grade in the new pay plan, they should be registered for the highest intervening grade for which qualified.

j. **Activities**. Enter according to Section C.2. above.

2. Delete registrants in accordance with Program A procedural requirements. In addition, delete those placed in a position with promotion potential to a grade equal to or higher than the retained grade.

3. **Excepted Service Employees**. Excepted service employees who do not have personal competitive status are eligible to register in Program R for excepted service positions only, unless they are immediately appointable to competitive service positions under an interchange agreement or other special authority.

E. EXPIRED REGISTRATION

Provided they are still otherwise eligible, registrants referred prior to the expiration of their grade retention entitlement and Program R eligibility period remain valid matches.

CHAPTER 16

RESERVE COMPONENT MILITARY TECHNICIAN DISABILITY (RCMT – DISABILITY) PLACEMENT PROGRAM (PROGRAM G)

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CHAPTER 16

RESERVE COMPONENT MILITARY TECHNICIAN DISABILITY (RCMT – DISABILITY) PLACEMENT PROGRAM (PROGRAM G)

References: (a) Title 5, United States Code

(b) Title 10, United States Code

(c) Title 5, Code of Federal Regulations

(d) Public Law 99-585, "Noncompetitive Appointment of National Guard Technicians," October 29, 1986

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the registration and referral of eligible MR and NGTs who have applied for or are receiving an annuity under the provisions of Sections 8456 or 8337(h), respectively, of reference (a). When used in this Chapter, the term "Reserve Component Military Technicians" (RCMTs) as defined in reference (b) is a common reference to both Reserve and NGTs. All Program A procedures apply except as modified by this Chapter.

B. PROGRAM REQUIREMENTS

1. **Registration Eligibility**. The supporting HRO will mandatorily register eligible current or former RCMTs who will be or have been separated due to a service connected medical disability that disqualifies them from military membership or from holding their required military grades provided:

a. OPM has determined that the technician is not disabled under the provisions of Sections 8337(a) or 8451 of reference (a);

b. The technician has either applied for or is receiving an annuity under Sections 8337(h) or 8456 of reference (a); and,

c. In the case of NGTs, separation must have occurred on or after December 31, 1979.

2. The supporting HRO will document each case with all data pertaining to the registrant's eligibility.

3. **Period of Registration**. Technicians must be registered as soon as the conditions in Section B.1. above have been meet. Registration terminates only when the registrant:

a. Is placed in a permanent Federal position;

b. Declines a Federal position for which qualified, provided the position is the same grade or equivalent level, tenure, work schedule, and commuting area as the former technician position;

c. Has been restored to earning capacity as determined by OPM; or

d. Is no longer eligible for an annuity.

4. **AOR**. Technicians must register for all DoD activities within the commuting area of the last duty station and may not register for any DoD activity that would result in a PCS move. NGTs should be registered for the National Guard registering activity if that HRO also provides support for positions that do not require National Guard membership.

C. REGISTRATION PROCEDURES

1. The supporting HRO will act as the registering activity, except that Air Reserve Technicians who currently occupy or formerly occupied officer-level positions will be registered by Headquarters, Air Force Reserve Command (Activity 394A). The registration should be completed in accordance with Program A procedures except as follows:

a. **Program Code**. Enter "G."

b. **Priority**. Enter Priority 2 for registrants whose separation was based on a combat-related disability as defined in Section 1413(3) of reference (b). Enter Priority 3 for all other registrants.

c. **Separation and Release Dates**. Leave blank.

d. **Appointment Eligibility**. For NGTs, enter “D” for registrants with personal competitive status and “Z” for those without status.

e. **Excepted Service**. For NGTs, enter “YD” for registrants with personal competitive status and “YZ” for those without status. For NGTs initially registered with “YZ,” the code must be changed to “YA” if the technician is still in Program G when noncompetitive appointment eligibility expires 1 year after separation.

f. **Skills 1-5**. Both the high and low grades must be the same grade held upon separation.

g. **Activities**. Enter only individual activity selections within the commuting area in accordance with Section B.4., above. When no DoD activities exist within the commuting area of the last duty station, register the technician using the state code and enter "Available for commuting area of (specify last duty station)” in the “Employee Information/Special Qualifications” data element.

2. Offers must be in writing and include a statement that declination, failure to reply, or any indication that the registrant does not wish to be considered for the position may result in termination of annuity.

3. Upon appointment or declination of an offer, the registering activity will provide the following to OPM, Employee Service and Records Center, Boyers, PA, 16017: name and social security number of registrant; date of appointment or declination; title, pay plan, series, grade, and rate of pay of the position; and name and address of the gaining activity.

D. GAINING ACTIVITY PROCEDURES

1. P2 RCMTs referred through Program G have the same mandatory placement status as other non-RCMT P2 registrants. They must be considered after P1 referrals and before P2 RCMTs referred through Programs C, D, and K. P3 RCMTs referred through Program G must be considered after all other P1, P2, and P3 referrals have been cleared.

2. NGTs placed under the provisions of this Chapter will be employed noncompetitively under the authority of Part 213.3102(j) of reference (c) or other appropriate excepted authority under reference (d). NGTs will be placed using other appropriate competitive appointing authority if they have reinstatement eligibility.

E. RECORDS MAINTENANCE

Registering HROs are responsible for day-to-day maintenance of registrant records. In addition, the National Guard Bureau (NGB) will annually request NGT information from the OPM Bureau of Retirement. On the basis of this information, the NGB will notify registering HROs of needed registration updates.

CHAPTER 20

DEPARTMENT OF THE AIR FORCE CIVILIAN SPOUSE PLACEMENT PROGRAM (PROGRAM N)

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CHAPTER 20

DEPARTMENT OF THE AIR FORCE CIVILIAN SPOUSE PLACEMENT PROGRAM (PROGRAM N)

Reference: Air Force Instruction (AFI) 36-815, "Absence and Leave"

A. PURPOSE

The purpose of this Chapter is to prescribe procedures for the systematic referral of eligible DoD employees whose Air Force appropriated fund civilian sponsor is involved in a PCS. It applies when Air Force activities are filling competitive or excepted service positions within the U.S. or its territories. All Program A procedures apply, except as modified in this Chapter.

B. REGISTRATION ELIGIBILITY

Registration in Program N is limited to DoD civilian spouse employees who meet the following requirements:

1. **Appointment Type**. Eligibility is limited to civilian spouses who are on an appointment without time limitation in the competitive service with career or career-conditional status, or in the excepted service (with or without personal competitive status). This includes, but is not limited to, employees on VRA and special appointments of the severely disabled.

2. **Relocation of Civilian Sponsor**. Eligibility for Program N is based on PCS relocation of the civilian spouse's Air Force appropriated fund civilian sponsor to another Air Force appropriated fund position in a different geographic area within the U.S. or its territories. The civilian spouse is eligible when included on the travel orders or by providing proof that the PCS relocation meets the requirements in Section C below.

C. PROGRAM REQUIREMENTS

1. Eligible spouses may be registered for a maximum of 1 year. Registration may be accomplished once the sponsor's PCS orders or SF-50/firm job offer and proof of dependent status is provided. A marriage license or certificate is also required. A spouse may register at any Air Force A-coded activity up to 30 calendar days prior to the sponsor's reporting date, or within 30 calendar days of relocation at the sponsor's new Air Force duty location. Spouses who do not initially relocate with their sponsor cannot register until they are residing in the commuting area of the new duty station.

2. Civilian spouses must be counseled on the requirements of this Chapter, their responsibility to register within 30 calendar days of arrival at the new duty location, and the requirement to keep program registration data current.

3. All civilian spouse registrants must read and sign the applicable letter at Appendix A or B, and a copy of the sponsor's PCS travel orders or SF-50/firm job offer must be attached to the letter, along with a marriage license/certificate.

4. The employing Component's regulatory guidance on LWOP will apply.

5. Registrants who accept temporary or term employment may remain registered only for permanent employment. However, they may re-register for time-limited employment upon expiration of their temporary or term appointments provided they are otherwise still eligible and the 1-year registration period has not expired. Registrants who decline temporary or term offers are no longer eligible to be registered for time-limited employment, and their registrations must be changed accordingly.

D. REGISTRATION PROCEDURES

1 **Registering Activity**. The losing or gaining Air Force CPS may complete the ASARS Registration Format for civilian spouses employed by Air Force. The gaining Air Force CPS at the sponsor's new duty station will counsel and register civilian spouses employed by another DoD activity. The gaining Air Force CPS shall submit the registration and retain the documents required by this Chapter with the spouse's registration file. The ASARS Registration Format will be completed in accordance with Program A procedures unless modified in this Chapter.

2. **Civilian Spouse Employed by Air Force**. The spouse may be counseled by the losing or gaining Air Force CPS.

a. The losing or gaining Air Force CPS determines registration eligibility by obtaining a copy of the sponsor's PCS travel orders or SF-50/firm job offer, proof of dependency, and a copy of the marriage license/certificate as prescribed by Section C above.

b. The losing Air Force CPS advises the registrant of program requirements, and the requirement to report to the gaining servicing Air Force CPS within 30 calendar days of arrival at sponsor's new duty station.

c. The losing Air Force CPS provides the Air Force civilian employee with the SF-75, Request for Preliminary Employment Data, and the completed letter at Appendix A.

d. The losing or gaining Air Force CPS completes a hard copy of the ASARS Registration Format in accordance with Program A procedures with the following modifications:

(1) **Registering Activity Code**. Leave Blank.

(2) **Separation/Effective Date**. Enter the date of registration (to be completed by gaining Air Force CPS).

(3) **Release Date**. Leave blank since ASARS automatically populates the release date to reflect 12 months from the registration date.

(4) **Program**. Enter "N."

(5) **Priority**. Enter "3."

(6) **Skills**. A civilian spouse may register at a grade no higher than that previously held on a permanent basis and down to any grade for which well qualified and available.

(7) **Return Rights**. Enter HI, AK, RQ, or GQ if the sponsor's new duty station will be in one of these locations.

(8) **Activities**. Registration is limited to activities in the commuting area of the sponsor's new duty location. The gaining Air Force CPS reviews for appropriate activity selection and revises as necessary.

(9) **AOR Component**. Enter "F."

e. The losing CPS counsels the employee to submit the information to the new supporting Air Force CPS after arrival.

3. **Civilian Spouse Employed by Another DoD Activity**. The gaining Air Force CPS will:

a. Determine registration eligibility by obtaining a copy of the sponsor's PCS travel orders or SF-50/firm job offer, proof of dependency, and a copy of the marriage license/certificate.

b. Contact the losing HRO for SF-75 information.

c. Complete the letter at Appendix B with a copy to the registrant.

d. Complete a hard copy of the ASARS Registration Format with the following modifications:

(1) **Registering Activity Code**. Leave blank.

(2) **Separation/Effective Date**. Enter date of registration.

(3) **Release Date**: Leave blank since ASARS automatically populates the release date to reflect 12 months from the registration date.

(4) **Program**. Enter "N."

(5) **Priority**. Enter "3."

(6) **Skills**. A civilian spouse may register at a grade no higher than that previously held on a permanent basis and down to any grade for which well qualified and available.

(7) **Return Rights**. Enter HI, AK, RQ, or GQ if the sponsor's new duty station will be in one of these locations.

(8) **Activities**. Registration is limited to activities in the commuting area of the sponsor's new duty location.

(9) **AOR Component**. Enter "F."

E. GAINING ACTIVITY PROCEDURES

Registrants referred through these procedures will receive P3 consideration along with other P3 referrals and do not preclude the activity from filling a position using one of the following alternate recruitment sources:

1. Appointment of a 30% DAV;

2. VRA appointment;

3. Transfer, reassignment, or CLG;

4. Placement to correct an EEO deficiency;

5. Placement of a person with disability; or

6. Placement of an employee returning from an overseas tour of duty.

F. REGISTRANT RESPONSIBILITIES

1. **Civilian Spouse Employed by Air Force**. The civilian spouse will hand carry the ASARS Registration Format, copy of the sponsor's PCS travel orders or SF-50/firm job offer, proof of dependency, marriage license/certificate, and the SF-75 to the gaining Air Force CPS within 30 calendar days of arrival at the sponsor's new duty location or forfeit registration eligibility. The registrant must advise the registering Air Force CPS of any changes of the registration prepared by the releasing Air Force CPS.

2. **Civilian Spouse Employed by Another DoD Activity**. Civilian spouses are responsible for registering within 30 calendar days of their arrival at the sponsor's new

duty location or forfeit registration eligibility. At the time of registration, the spouse must provide a copy of the sponsor's PCS travel orders or SF-50/firm job offer, proof of dependency, and marriage license/certificate. Registrants must advise the Air Force CPS of any changes to their registration as they are required to keep program registration data current.

CHAPTER 20

APPENDIX A
(Civilian Spouse Employed by Air Force)

AIR FORCE CIVILIAN PERSONNEL SECTION (CPS) NOTIFICATION AND EMPLOYEE COUNSELING CONFIRMATION FOR THE AIR FORCE CIVILIAN SPOUSE PLACEMENT PROGRAM

SUBJECT: PPP Registration – Air Force Civilian Spouse Placement Program

_____
(Registrant's Name)

TO: Gaining CPS

1. The above-named Air Force civilian spouse, currently employed as_____ _____ with _____is eligible for
(Title/Series/Grade) (Employer)
Priority 3 registration and referral as provided in DoD PPP Handbook, Chapter 20. A copy of the PCS orders or SF-50/firm job offer, proof of dependency, and marriage license/certificate are attached for confirmation of eligibility and your record keeping purposes. The employee is scheduled to leave this duty station on _____in an LWOP status not to exceed _____(if LWOP granted).

2. The employee has been counseled regarding the provisions of this entitlement (see statement below). The ASARS Registration Format has been partially completed and will be hand-carried with an SF 75 to your office by the employee who will arrive on or about _____.

_____	_____	_____
(Signature of Losing Air Force CPS Representative)	(Email Address)	(Telephone Number)

For Registering Employee:

I have been counseled regarding the provisions of the DoD PPP Handbook, Chapter 20. I agree that the above date of arrival is correct to the best of my knowledge and I understand that if I do not register within 30 calendar days of the above arrival date, I will forfeit my registration eligibility.

_____ _____
(Signature of Employee) (Date)

Attachments:
PCS Travel Orders or SF-50/Firm Job Offer
Proof of Dependency
Marriage License/Certificate

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CHAPTER 20

APPENDIX B
(Civilian Spouse Employed by Another DoD Activity)

GAINING AIR FORCE CIVILIAN PERSONNEL SECTION (CPS) NOTIFICATION AND EMPLOYEE COUNSELING CONFIRMATION FOR THE AIR FORCE CIVILIAN SPOUSE PLACEMENT PROGRAM

SUBJECT: PPP Registration – Air Force Civilian Spouse Placement Program

_____
(Registrant's Name)

TO: HRO

1. The above-named DoD civilian spouse, currently employed as _____ with _____is eligible for
(Title/Series/Grade) (Employer)
Priority 3 registration and referral as provided in DoD PPP Handbook, Chapter 20. A copy of the PCS orders or SF-50/firm job offer, proof of dependency, and marriage license/certificate are attached for confirmation of eligibility and for record keeping purposes. The employee is scheduled to leave this duty station on _____in an LWOP status not to exceed _____(if LWOP granted).

2. The employee has been counseled regarding the provisions of this entitlement (see statement below). The ASARS Registration Format has been partially completed and will be hand-carried with an SF 75 to your office by the employee who will arrive on or about _____.

_____	_____	_____
(Signature of Gaining Air Force CPS Representative)	(Email Address)	(Telephone Number)

For Registering Employee:

I have been counseled regarding the provisions of the DoD PPP Handbook, Chapter 20. I agree that the above date of arrival is correct to the best of my knowledge, and I understand that if I do not register within 30 calendar days of the above arrival date I will forfeit my registration eligibility.

_____	_____
(Signature of Employee)	(Date)

Attachments:
PCS Travel Orders
Proof of Dependency
Marriage License/Certificate

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