



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 Mark Center Drive  
ALEXANDRIA, VA 22350-1100

JAN 16 2013

**MEMORANDUM FOR COMPONENT COORDINATORS**

**SUBJECT:** Priority Placement Program Procedures for Organizations under Civilian Hiring Freezes

**Reference:** SECDEF Memorandum, Subject: Handling Budgetary Uncertainty in Fiscal Year 2013, January 10, 2013

Reference authorized the Components to initiate a number of actions, including civilian hiring freezes, to offset impending budgetary constraints. The attachment to this memorandum outlines the standard Priority Placement Program (PPP) procedures for personnel actions in organizations that are or will be subject to hiring freezes imposed by a Component or major command. Absent approval by a Civilian Transition Programs (CTP) Coordinator, these procedures do not apply to freezes imposed by local commanders or activity heads.

If you have questions, please contact Mr. Steve Wooley, Head, Civilian Transition Programs, at 478-926-3706, DSN 468-3706, or via email at [steven.wooley@cpms.osd.mil](mailto:steven.wooley@cpms.osd.mil).

A handwritten signature in black ink, appearing to read "W. M. Mann III".

**WILLIAM M. MANN III**  
Chief, Staffing & Civilian Transition Programs Division

**Attachment:**  
PPP Procedures for Organizations under Hiring Freezes

**cc:**  
Chief, CTP Branch  
CTP Administrators  
CTP Deputy Administrators  
Component Action Officers

## **Priority Placement Program (PPP) Procedures for Organizations under Hiring Freezes**

The following PPP procedures apply to organizations under civilian hiring freezes imposed by a Component or major command. Unless canceled or extended by the Staffing & Civilian Transition Programs Division, Defense Civilian Personnel Management Service, the procedures shall remain in effect until September 30, 2013.

- Positions approved for fill
  - Standard PPP requirements apply even when filling positions with internal candidates, i.e., when a selection would not add to the organization's strength
  - Mirrors long-standing practice of exempting PPP placements from hiring freezes
- Cancelling PPP requisitions for positions not approved for fill due to hiring freeze
  - No outstanding matches – Close requisition with Cancel Code N and annotate with reason for closure
  - Outstanding matches
    - Priority 1 and 2 matches must be worked, as these employees have been scheduled for involuntary separation through no fault of their own
    - Priority 3, S and N referrals may be cleared with Report Action Code 36; cite this guidance in narrative explanation
    - If contact has already been made with a registering activity to initiate a qualifications determination, the match must be worked to conclusion, regardless of the registrant's priority
- Closing RPAs from pre-requisitioning for positions not approved for fill due to hiring freeze (i.e., requisition not yet submitted)
  - Matched RPAs on r15a Daily Report – Submit requisition and follow procedures for “cancelling PPP requisitions due to hiring restrictions”
  - RPAs on r15b Daily Report
    - Submit requisition and follow procedures for “cancelling PPP requisitions due to hiring restrictions”; *or*
    - Correct erroneous information, wait for next Daily Report, and follow procedures above for r15a or r15b as applicable
  - Unmatched RPAs on r15c Daily Report – Close RPA with code C01 (CTP Approval) and narrative explanation citing this guidance
- Questions should be directed to the activity's supporting Civilian Transition Programs Administrator