



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

DEC 18 2013

MEMORANDUM FOR COMPONENT COORDINATORS

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

Reference: DCPAS Memorandum, Subject: Priority Placement Program Procedures for Organizations under Civilian Hiring Freezes, January 16, 2013

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) Administrator, these procedures do not apply to freezes imposed by local commanders or activity heads. This memorandum replaces the reference and adds a provision pertaining to overseas registrants that have been adversely affected by erroneous Living Quarters Allowance payments.

The attached procedures specifically apply to positions that are in the recruitment pipeline at the time a hiring freeze is implemented. Positions that are approved for fill after a hiring freeze is imposed are subject to standard PPP clearance requirements (i.e., work matches in accordance with PPP policy absent CTP approval to return matches unused). Audit trails must include documentation to indicate the date a hiring freeze was imposed and the level of command of the approving authority.

If you have questions, please contact Mr. Steve Wooley, Chief, Civilian Transition Programs, at 478-926-3706, DSN 468-3706, or via email at steven.wooley@cpms.osd.mil. If your activities have questions, they should contact their supporting CTP Administrator.


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

Attachment:
As stated

cc:
Chief, CTP Branch
CTP Administrators

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

The following standard PPP procedures apply to organizations under civilian hiring freezes imposed by a Component or major command.

As noted below, unless cancelled or extended by the Staffing & Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service, the procedures regarding LQA-affected employees will remain in effect until June 1, 2014.

- 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
 - Until June 1, 2014, Priority 3 referrals of LQA-affected employees from the same Component must be worked to facilitate their return to the U.S. prior to the loss of LQA. Under special PPP procedures approved by the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) on October 25, 2013, these registrants are mandatory selections within their own Component if well qualified and there are no well-qualified Priority 1 or 2 registrants available.
 - Other 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 for positions not approved for fill due to hiring freeze”
 - RPAs on r15b Daily Report

- Submit requisition and follow procedures for “Cancelling PPP requisitions for positions not approved for fill due to hiring freeze” above; 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