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READINESS AND FORCE
MANAGEMENT

JUN 27 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Priority Placement Program Flexibilities for the Rotation of Overseas Employees Affected by Erroneous Living Quarters Allowance Payments

As briefed to the Civilian Personnel Policy Council on June 12, 2013, I am authorizing special Priority Placement Program (PPP) procedures to facilitate the timely rotation of overseas employees who were erroneously paid Living Quarters Allowance (LQA). The attached operational guidance includes instructions for implementing modified PPP registration procedures, a temporary exception to standard PPP clearance requirements, and a summary of pre-existing management flexibilities that may prove helpful. My staff will provide regular progress reports so that I can determine if more aggressive measures are necessary to effect the return of these employees from overseas.

If you require additional information, my point of contact is Mr. Steve Wooley. You may reach Mr. Wooley at (478) 926-3706, DSN 468-3706 or steven.wooley@cpms.osd.mil.

Paige Hinkle-Bowles
Deputy Assistant Secretary
Civilian Personnel Policy

Attachment:
As stated

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Special Priority Placement Program Procedures for the Rotation of Overseas Employees Affected by Erroneous Living Quarters Allowance Payments

As approved by the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, these special Priority Placement Program (PPP) procedures shall apply to overseas employees who received Living Quarters Allowance (LQA) erroneously and have been granted a 1-year eligibility for the allowance. These procedures are effective immediately and shall remain in effect until June 1, 2014. For the purpose of applying these procedures, the term "affected employee" means an overseas employee who has been granted a 1-year LQA extension as a result of Acting Under Secretary of Defense for Personnel and Readiness memoranda dated January 3, 2013, or May 15, 2013, and elects to return to the United States rather than remain overseas without the allowance. This does not include employees with return rights to the same or higher grade.

a. **Temporary Limited PPP Exception**. A temporary PPP exception is authorized as an option for U.S. activities with vacancies that have not been approved for recruitment due to the hiring freeze. Affected employees may be placed in U.S. vacancies via noncompetitive reassignment or change-to-lower grade as an exception to the PPP provided that:

(1) The vacancy in which the employee is placed is not already approved for recruitment; and

(2) The appropriate Component official certifies to the Component Coordinator, in accordance with standard procedures established by the Coordinator, that the vacancy otherwise would not be approved as an exception to the hiring freeze. In other words, the Component must certify that the vacancy is not cleared for fill unless filled by an affected overseas employee.

b. **PPP Registration**

(1) **Registration Timing**

(a) Affected employees must be registered in the PPP not later than November 15, 2013, six months prior to expiration of the 1-year LQA extension. However, they may voluntarily register at any time prior to November 15, 2013.

(b) Employees who become subject to the standard PPP registration requirements in Chapter 5, Section C, of the PPP Handbook prior to November 15, 2013, must register in accordance with those requirements unless they have already exercised the option to register in b(1)(a) above. However, beginning on November 15, 2013, the requirements in paragraph b(2) below for expanding the PPP area of referral must be applied retroactively to the date of initial registration. For example, assume that an employee has not exercised the option in paragraph b(1)(a) to register in the PPP. On September 16, 2013, six months prior to completing a 3-year tour, the employee is required to register in the PPP due to having been informed in writing that the tour will not be extended. If the employee has not received a valid offer within 60 days (i.e., by November 15, 2013) the PPP area of referral must be expanded at least as broadly as the minimum area required in paragraph b(2)(c) below.

(2) **Area of Referral**. In order to facilitate as many placements as possible prior to expiration of the LQA extension, affected employees shall be subject to an accelerated expansion of their U.S. area of referral. The following procedures shall be applied as an exception to the standard requirements in Chapter 5, Section C, of the PPP Handbook, with the understanding that individual Components may further accelerate expansion of the registrants' area of referral.

(a) Initial registration must include at least the entire U.S. Region in which the employee last resided or a Region closer to the overseas theater. However, employees may voluntarily register for the entire Zone.

(b) For employees who initially limit their registration to a single Region, the area of referral must be expanded to the entire Zone after 30 days without a valid job offer. The employee may voluntarily include an adjoining Zone.

(c) After 60 days without a valid offer, an adjoining Zone must be added so that the employee is then registered for two full Zones. The employee may voluntarily register for all four Zones.

(d) After 90 days without a valid offer, all four Zones must be included.

(e) Employees whose last service with the Department of Defense (DoD) prior to overseas civilian employment was military may use their official home of record as the Region of last U.S. residence.

(3) **Registration Skills**. Employees within six months of expiration of their tour or tour extension must be registered for all skills for which well qualified, up to the maximum of five allowed by PPP policy. Employees who register voluntarily more than six months before expiration of their tour or tour extension must register for their current skill, but are not required to register for additional skills prior to the six month window.

(4) **Registration Coding**. When registering affected employees, the supporting human resources office (HRO) shall select code "L" in the "Return Rights" data element of the PPP registration format.

c. **Gaining Activity Procedures**. With respect to affected employees who are referred through the PPP, the provision in Chapter 5, Section C.6.g., of the PPP Handbook, which authorizes Components to allow non-selection of Priority 3 non-displaced overseas employees of the same Component, is suspended until June 1, 2014.

d. **Other Flexibilities**. The following options do not require a variance from standard PPP policy and may be used at the Components' option.

(1) **Job Swaps**. Job swaps involving two DoD employees are a standard exception to the PPP. The Components may establish procedures to advertise and execute swaps between affected overseas employees and qualified employees in the U.S.

(2) **Hiring Freeze Exceptions**. Components have the authority to approve blanket or case-by-case hiring freeze exceptions for placing affected employees in U.S. vacancies and for backfilling the resulting overseas vacancies.

(3) **Unmatched PPP Requisitions**. When a vacancy has been approved for recruitment and there are no well-qualified Priority 1 or Priority 2 PPP registrants available, the position may be offered to any current permanent appropriated-fund employee of the same Component.