



OFFICE OF THE DEPUTY SECRETARY OF DEFENSE

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MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF  
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
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ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
DIRECTOR OF NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES  
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SUBJECT: Streamlining the DoD Priority Placement Program

The DoD civilian workforce is one of our most important assets and is indispensable to accomplishing the Department's mission. In our effort to reform the Department's business practices to enhance lethality and readiness, the DoD is focused on strengthening the recruitment and retention of the civilian workforce through simplifying and streamlining outdated civilian hiring processes and procedures.

Originally conceived in 1964 to place employees separated in connection with base closures and reductions-in-force into other positions throughout DoD, the Priority Placement Program (PPP) has evolved over the years to provide placement assistance to additional groups of employees. The program in its current form has contributed to increased hiring times and hindered the Department's ability to manage its workforce in an efficient and agile manner.

In order to improve the Department's civilian hiring practices and to provide the necessary flexibility to make adjustments to the PPP as needed, I direct the changes to DoD Instruction (DoDI) 1400.25, Volume 1800, "DoD Civilian Personnel Management System: DoD Priority Placement Program," and DoDI 1400.25, Volume 315, "DoD Civilian Personnel Management System: Employment of Spouses of Active Duty Military," set forth in the attachment, effective immediately. The Under Secretary of Defense for Personnel and Readiness



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will ensure that conforming changes are made to these DoD issuances as soon as practicable. DoDI 1400.20, "DoD Program for Stability of Civilian Employment," is hereby rescinded.

The Deputy Assistant Secretary of Defense for Civilian Personnel Policy will update the "Department of Defense Priority Placement Program Handbook" to remove change memoranda from the front of this publication. Any future information about changes will be disseminated separately.

My point of contact is Mr. Bobby Winn, Associate Director, Employment and Compensation, Defense Civilian Personnel Advisory Service, at (571) 372-1530, or [bobby.e.winn.civ@mail.mil](mailto:bobby.e.winn.civ@mail.mil).



David L. Norquist  
Performing the Duties of the  
Deputy Secretary of Defense

Attachment:  
As stated

## REVISIONS TO DoDI 1400.25, VOLUME 1800

Paragraph 3, "POLICY" of DoDI 1400.25, Volume 1800, is replaced with the following:

3. POLICY. It is DoD policy that adverse effects on employees caused by certain employment actions shall be mitigated to the extent possible through the DoD PPP. Such employment actions include, but are not limited to:

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

b. The PPP is the primary means for placing employees who have been adversely affected by these employment actions. DoD Component Heads shall not establish duplicate programs.

c. The PPP provides career transition assistance to individuals who are eligible for priority placement as prescribed in the "Department of Defense Priority Placement Program (PPP) Handbook" ("Handbook"). PPP eligibility may not be offered as a means to settle complaints, grievances, or appeals.

d. Except for positions in the Senior Executive Service and equivalent senior positions, all DoD civilian appropriated fund positions, including all positions in civilian pay systems established under the authority of the Secretary of Defense, are subject to the PPP unless specifically excepted in the Handbook, or by the USD(P&R) through an exception to policy. The Handbook will be updated immediately after any exception to policy is granted by the USD(P&R) to reflect the exception.

Paragraphs 1-3 of Enclosure 2 to DoDI 1400.25, Volume 1800, are replaced by the following:

UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) is authorized to prescribe PPP procedures. The USD(P&R) may delegate in writing to no lower than the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD CPP) the authority to establish, revise, and publish PPP procedures in the Handbook.

Enclosure 3 to DoDI 1400.25, Volume 1800, is replaced by the following:

- a. Procedures for the PPP are contained in the Handbook, available at: <https://www.dcpas.osd.mil/Content/documents/OD/PPPHandbook.pdf>.

b. The DASD(CPP) will ensure all changes to PPP procedures are published in the Handbook. A change in procedure is not effective until it is published in the Handbook.

**REVISIONS TO DoDI 1400.25, VOLUME 315**

Paragraph 1.c. of Enclosure 3 to DoDI 1400.25, Volume 315, is replaced by the following:

- c. To meet the appointability requirement for military spouse preference, spouses must:
- (1) Be current Federal career or career-conditional employees;
  - (2) Be currently serving under a Veterans Recruitment Appointment or Schedule A appointment for the disabled;
  - (3) Have reinstatement eligibility;
  - (4) Have appointment eligibility under section 315.608 or 315.612 of Reference (d);
  - (5) Have competitive service eligibility based on employment under other merit systems as prescribed by the applicable OPM interchange agreement (e.g., nonappropriated fund); or
  - (6) Apply to positions filled through competitive examining procedures (e.g., a DEU or OPM announcement).