



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635**

Human Resources Regional Service Center

09-HRC-001  
May 15, 2009

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM**

**SUBJECT: DoD Program for Stability of Civilian Employment Expansion of  
Registration of Area of Referral**

**Reference: DoD Civilian Personnel Management Services Web Site, "DoD Priority  
Placement Program Operations Manual,"  
<http://dayton.cpms.osd.mil/public/manindex.cfm>**

It is Department of Defense Education Activity (DoDEA) policy that managers and supervisors accept displaced and non-displaced DoD employees placed under the provisions of the Department of Defense Priority Placement Program (PPP). The purpose of this memorandum is to specify procedures that apply to eligible non-displaced DoDEA employees in foreign areas. Eligible overseas employees are registered in Program A, the primary subprogram of the PPP which implements DoD policy, and all standard Program A procedures apply. Additional guidance concerning the registration of employees under the National Security Personnel System is available in Chapter 19 of the DoD PPP Operations Manual.

Eligible employees will be counseled by a Human Resources (HR) representative regarding registration procedures and informed of their conditions of registration. To register as a non-displaced overseas returnee, an employee must be employed in his/her own right and not as a family member whose employment is contingent upon that of the sponsor; be successfully completing an overseas tour, or the equivalent of a tour when locally recruited in the foreign area; and be on a permanent competitive or excepted service Veterans' Recruitment Appointment.

Upon notification of non-extension of the overseas tour, or a declination of tour extension, an eligible employee must contact the HR Office within 7 workdays to register in the PPP. If the employee is advised of the extension decision prior to the dates prescribed in chapter 5, section C.2. of the DoD PPP Operations Manual, the 7-workday period does not begin until the registration eligibility window opens (e.g., 6 months before completion of a 3-year tour).

Registration of DoDEA non-displaced overseas employees serving under a 5-year limitation may continue, provided the area of referral, skills, and grade/pay band expand

1. Initial registration for the first 90 days. As a minimum, employees must provide an updated resume and register for their current skill and for DoD activities within the zone last recruited or resided prior to the overseas tour or any zone closer to the overseas area, or within a broad area (e.g., states, region or the entire zone).

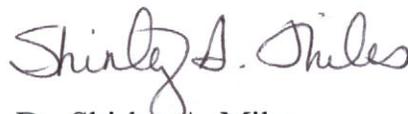
2. At the expiration of 90 days without a valid offer, the HR Office will amend an employee's registration to:

- Add up to five skills for which registrant is well-qualified and expand the registration area to two complete zones.
- Register (employees with return rights) for a lower grade/pay band for all grades/bands down to, but not including, the grade/band to which return rights exist.
- Register (employees without return rights) for the next lower grade/pay band. This applies only if stipulated in the employee's rotation agreement.

3. At the expiration of 180 days without a valid offer, the HR Office will amend an employee's registration to expand the registration area to all four zones for referral to include all of the Continental United States. Employees unwilling to expand their registration may be subject to separation from the Federal Government.

Employees with return rights to a lower grade/pay band remain in Program A until they are placed, decline a valid offer, renew their agreement, are within 30 days of departure from the overseas area to exercise return rights, or until they are directed to return, whichever occurs first. 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.

Questions concerning this policy should be addressed to the DoDEA Human Resources Regional Service Center, Policy and Evaluation Section, at (703) 588-3801.



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