

Defense Logistics Agency Instruction



DLAI 7202
Effective March 27, 2003
Certified Current August 30, 2011
DLA Human Resources,
Human Resource Policy, J14

DoD Program for Stability of Civilian Employment

References: Refer to [Enclosure 1](#).

1. PURPOSE:

a. The purpose of this instruction is to implement the requirements of DoD Instruction 1400.25, Civilian Personnel Management System, Volume 1800, DoD Priority Placement Program (PPP) which requires agencies to minimize the impact on employment to employees who have been affected adversely due to no fault of their own.

b. This instruction implements the requirements of the DoD Program for Stability of Civilian Employment, the DoD PPP that offers affected employees alternative employment opportunities within the DoD. This DoD-wide automated PPP provides a mechanism for the placement of employees adversely affected by actions such as, but not limited, Reductions in Force, base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function.

c. The requirements of the program are outlined in the DoD PPP Handbook.

d. The output of this instruction is enhanced stability of employment and maximum opportunity for placement in other DLA or DoD positions for civilian employees affected by changing manpower requirements.

2. APPLICABILITY:

a. This DLA Instruction applies to all DLA Headquarters and DLA Primary Level Field Activities (PLFAs), and other Defense activities serviced by the DLA Human Resources Services according to the terms of applicable support agreements.

b. This DLA Instruction establishes and implements policies, processes and procedures necessary to the effective, efficient and economical conduct of official Agency business.

3. POLICY:

a. It is DLA policy to comply with and implement statutory and DoD guidance that establishes procedures and assigns responsibilities necessary to support the DoD Program for the Stability of Civilian Employment.

b. DLA will implement the procedures of the DoD PPP to minimize the adverse impact of any downsizing and restructuring required to meet mission need. DLA will utilize the consolidated DoD PPP that offers affected employees alternative employment opportunities within DoD as the primary means for implementing this policy throughout DLA.

4. RESPONSIBILITIES:

a. The Director, DLA, will periodically provide written endorsement of the program to DLA Headquarters offices and PLFAs.

b. The Director, DLA Human Resources (J1) will provide management direction and control, as necessary.

c. The DLA Component Coordinator, DLA Human Resources, Policy (J14) will ensure the efficient operation of the program within DLA and provide advice and guidance to DLA Regional Placement Coordinators and individual DLA activities to assure their compliance with the program.

d. The DLA Component Coordinator, J14, and the DLA PPP Action Officer will periodically review field activity compliance with the procedures and requirements of the program.

e. The Directors of DLA Human Resources Services will implement this instruction for their respective serviced organizations according to the terms of the applicable civilian personnel servicing agreements, and will ensure compliance with the program.

f. The DLA Human Resources Services will implement the procedures of the program as outlined in the DoD PPP Handbook.

g. The DLA Human Resources Services will provide counseling regarding registration procedures, assistance with registration, and full information concerning their rights and obligations under the program to all DLA employees who become eligible for registration.

h. The DLA Regional Placement Coordinators, as designated herein, in coordination with the DLA Component Coordinator and the DoD Civilian Transition Programs Branch, Civilian Staffing and Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service will assist in assuring compliance with the program within their respective regions; and provide operational assistance to DLA activities in the areas specified below:

(1) The Deputy Director, DLA Human Resources Services at Columbus – Zone 1 and Zone 2

(2) The Deputy Director, DLA Human Resources Services at New Cumberland – Zone 3 and Zone 4

i. The 4th Estate Component Coordinator will be responsible for assigning Regional Placement Coordinators for 4th Estate Activities serviced by the DLA Human Resources Services, Department of Defense Customers.

j. DLA managers and supervisors will support the efforts of the program, and are expected to accept well-qualified DoD employees placed under the provisions of the program.

5. PROCEDURES: Refer to [Enclosure 2](#). Definitions are located at [Enclosure 3](#).

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Support Services
March 27, 2003

Deputy Director, Human Resources
August 30, 2011

3 Enclosures

Enclosure 1 – References

Enclosure 2 – Procedures

Enclosure 3 – Definitions

Enclosure 1
References

1. DoD 1400.25, DoD Civilian Personnel Management System, Volume 1800, DoD Priority Placement Program (PPP), administratively reissued April 6, 2009.
2. DoD Priority Placement Program (PPP) Handbook, July 2011.
3. DoD Instruction 1400.20, "DoD Program for Stability of Civilian Employment," September 26, 2006.

Enclosure 2 Procedures

1. The DLA Human Resources Services will administer the PPP at their locations and for all functions and activities they support utilizing the procedures outlined in the DoD PPP Handbook.
2. As identified in the procedures of the PPP Handbook, the DLA Human Resources Services will provide PPP counseling to eligible employees, ensure proper registration of eligible employees; ensure proper clearance of all personnel actions subject to the PPP; accomplish placement actions and program action reports; ensure that staff members have received mandatory PPP training; and inform commanders and managers of program requirements and their associated responsibilities.
3. The PPP operates through the Automated Stopper and Referral System (ASARS).
4. The DLA Human Resources Services offices will enter all covered actions into ASARS as soon as a Request for Personnel Action (RPA) is received in the Human Resources Recruitment/ Staffing Office, or once recruitment has begun in anticipation of the receipt of an RPA, whichever occurs first.
5. The requirement to submit a PPP requisition in conjunction with advance recruitment (i.e., prior to receipt of the RPA) applies to existing vacancies and positions that will be vacated by a known specific date. A PPP requisition is not required unless the activity is in a position to extend a job offer and negotiate a firm reporting date.
6. Using the procedures in Chapter 4 of the PPP Handbook, covered actions will be entered into ASARS for matching against individual PPP registrants. When matches occur, resumes are referred to activities and must be processed in accordance with the PPP Handbook.
7. Using the procedures outlined in the PPP Handbook, individuals defined as eligible under the PPP Handbook will be registered in the PPP.
8. Eligible Wounded Warriors may be registered in the Defense Outplacement Referral System (DORS) using the procedures outlined in Chapter 12 of the PPP Handbook.
9. Serviced Activities are not authorized to offer PPP registration when negotiating the settlement of employee complaints, grievances, or appeals.
10. The DLA Human Resources Services offices may not grant any exceptions to the PPP other than those specifically authorized in the PPP Handbook.
11. Each DLA Human Resources Services office will maintain sufficient documentation to provide a clear audit trail of program actions showing that all appropriate requirements were met in accordance with the PPP Handbook. This documentation must be maintained for 2 years after completion of the action.

12. The DLA Human Resources Services will have a written standard operating procedure (SOP) that assigns program responsibilities and specifies how the PPP will be administered. At a minimum, the SOP should address releasing activity procedures, gaining activity procedures, and self-audit procedures.

Enclosure 3
Definitions

For purposes of this DLAI, the following definitions apply:

1. Component Coordinator: The Official responsible for ensuring the proper operation of the PPP and associated programs within DLA. There are five Component Coordinators: Army, Navy, Air Force, Defense Logistics Agency (DLA) and Washington Headquarters Services. Washington Headquarters Services represents all DoD Fourth-Estate Defense agencies except DLA.

2. CTP: The Civilian Transition Programs (formerly CARE) Branch of the Civilian Staffing and Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service.

3. Regional Coordinators: Designated DLA officials who assist the CTP Program and Component Coordinators in the proper operation of the PPP within specific geographical regions.

4. ASARS: The **Automated Stopper and Referral System (ASARS)**. The centralized automated system through which programs covered under this DLAI are operated.