

# DEPARTMENT OF DEFENSE



## PRIORITY PLACEMENT PROGRAM (PPP) HANDBOOK

Defense Civilian Personnel Advisory Service  
July 2011



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
1400 KEY BOULEVARD, ARLINGTON, VA 22209-5144

July 26, 2011

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: Department of Defense (DoD) Priority Placement Program (PPP) Handbook

This memorandum transmits the PPP Handbook, which replaces the PPP Operations Manual in its entirety. There are several reasons for reissuing these official operational procedures.

- De-clutter the document by eliminating all previous change annotations (i.e., text boxes and change arrows).
- Reflect the following organizational and functional title changes:
  - Deputy Under Secretary of Defense for Civilian Personnel Policy (DUSD (CPP)) is now Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD (CPP)).
  - Civilian Personnel Management Service (CPMS) is now Defense Civilian Personnel Advisory Service (DCPAS).
  - Director, CPMS, is now Director, Human Resources Operational Programs and Advisory Services Directorate.
  - Civilian Assistance and Re-Employment (CARE) Division and CARE Program Coordinator are now Staffing and Civilian Transition Programs Division and Civilian Transition Programs (CTP) Administrator.
  - Chief, CARE Division, and Deputy Chief CARE Division, are now Chief, Staffing and Civilian Transition Programs Division, and Chief, Civilian Transition Programs.
- Amend Chapter 12, "Defense Outplacement Referral System (DORS)," by extending registration eligibility to Wounded Warriors.
- Amend Chapter 7, Section B.4., and the ASARS Registration Format by adding a "Wounded Warrior" data element.
- Amend Chapter 8, Section C, by adding a new Referral Code for Wounded Warrior requisitions.

The Priority Placement Program Handbook will be posted to the ASARS website at (<http://dayton.cpms.osd.mil/public/manindex.cfm>) and on the Civilian Assistance and Re-Employment Division website at <http://www.cpms.osd.mil/care/>. If you have any questions concerning these revisions, please contact your assigned CTP Coordinator.

//SIGNED//

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**CHAPTER 10**

**OPTION CODES**

**TABLE OF CONTENTS**

**SECTIONS**

	<b><u>Page</u></b>
A. Purpose	10-1
B. Procedural Requirements	10-1

**APPENDICES**

A. Option Codes	10-A-1
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## CHAPTER 10

### OPTION CODES

#### **A. PURPOSE**

The purpose of this Chapter is to explain the proper use of option codes, which are used in registration to more specifically define qualifications and in requisitioning to clarify job requirements.

#### **B. PROCEDURAL REQUIREMENTS**

Except for the six generic options (see B.6., below) and the NOA option code (see B.2. below), option codes may be used only with the specific occupational series under which they are listed in Appendix A.

1. The registration format will accommodate up to 10 option codes per skill line. Decisions as to which options, if any, may be used, are based solely on a registrant's qualifications. An option code should never be entered more than once for the same occupational series.

➔ 2. NOA, which equates to "No Option Applicable," may only be used when the registrant has experience in a particular series that does not correspond to an existing option code, and it may be used in combination with other option codes. NOA is never appropriate when all of the registrant's experience in a given series can be categorized with some other option code(s).

a. **Example 1.** A GS-501 employee currently specializes in civilian pay, and this work corresponds to option code CVY. She previously held a GS-501 position in the travel pay section, and this experience can be reflected with option code TPY. In between these two jobs, she performed GS-501 duties that do not correspond to any of the available option codes in Appendix A. Base on these three assignments, the employee can register with option codes CVY, TPY and NOA.

b. **Example 2.** A GS-501 co-worker of the employee in Example 1 currently specializes in civilian pay (CVY) and in a prior assignment worked exclusively with military pay (MPY). He has no other GS-501 experience. The employee can register with option codes CVY and MPY, but is not eligible to register with NOA.

3. The requisition format will accommodate up to 3 option codes. If a position legitimately requires more than 3 option codes, the HRO must use the 3 that are most essential to the position. NOA must be used when there are no applicable option codes in Appendix A, and it cannot be used in combination with any other option codes. ←

4. Normally, requisitions submitted with NOA will not match registrations unless the corresponding skill line includes NOA. The only exceptions are DAT (Data Transcription), OAA (Office Automation), STC (Stenography), FLP (Foreign Language Proficiency), or IST (Scientific & Technical Intelligence Production). When registered with these generic option codes, registrants will match positions in the same series that are requisitioned with NOA.

5. If registered with two or more options, registrants will match requisitions submitted with one or both of the options. If registered with three or more options, registrants will match requisitions submitted with one, two, or all three of the options.

6. An option code should not be used when it does nothing more than duplicate the series title (e.g., ELD (Electronics)) should not be used with the GS-855, Electronic Engineer, series).

7. DAT, OAA, STC and FLP may be used with any appropriate GS series, except as prohibited by B.5. above. IST may be used with multiple series, but positions requiring this option are normally limited to the GS-132 series and the GS-400, 800, 1300, and 1500 occupational groups. Unless identified in Appendix A of this Chapter, not counting the preceding generic option codes, the use of other option codes for GS-04 and below positions is inappropriate. TRA (Trainee) may be used with any pay plan except WT and with any appropriate series to identify registrants/positions in formal training programs as defined in Chapter 1, Section D. Registrants who are assigned to formal training program positions must register using the TRA option but may also register without the TRA option for the same or other appropriate series.

8. For registration and file maintenance, OAA and STC may be entered on the same skill line except as prohibited by B.5. above.

9. For registration and requisitioning purposes, either OAA or STC must be used with the GS-318 series.

➔ 10. **GS-800 Job Family**

a. **General Engineer, GS-801 positions.** The GS-801 series normally must have at least two option codes, but a single option may be appropriate when using TRA or one of the authorized commodity options. If more than three options codes are necessary, use the three that are most essential to the position as explained in B.3. above.

b. **Commodity Options.** Commodity options codes are unique to the GS-800 job family, and unlike other options codes, they describe the environment in which the work is performed rather than the occupation skills required to perform the work. These codes do not correspond with traditional engineering disciplines, nor would they necessarily be included in specific job titles or parentheticals. When used properly, a commodity option code indicates that the duties of the position cannot be performed successfully unless the incumbent has applied his or her engineering or engineering

technical skills in that particular work environment. Commodity options may be used in conjunction with other option codes. ←

11. **Special Procedures for 301 and 303 Series.** In order to register for positions in the 301 series with the NOA (no option applicable) option code, registrants must have previously held a position in the 301 series. The same restriction applies to 303 positions at grades GS-5 and above. Registrants who have never held a 301 or 303 position may register for either series if they are otherwise eligible and well qualified for one or more of the corresponding option codes (i.e., other than NOA) listed in this Chapter. For example, an employee whose experience has been entirely in the 560, Budget Analyst series, could register for 301 positions with the BUD (Budget) option code.

12. To better understand the relationship between options codes and their respective series, refer to applicable classification and qualifications standards. Recommendations to alter, add, or delete the option codes contained in Appendix A may be referred for consideration through DoD Component channels to PPSB.





**CHAPTER 10**

**APPENDIX A**

**OPTION CODES**

<b>Series</b>	<b>Series Title</b>	<b>Option Code</b>	<b>Option Title</b>
	Any Appropriate Series	NOA	No Option Applicable
	Any Appropriate GS Series	DAT	Data Transcription
	(see Chapter 10, Section B.6.)	OAA	Office Automation
		STC	Stenography
		TRA	Trainee
		FLP+	Foreign Language Proficiency
		IST	Scientific & Technical Intelligence Production
	Any Appropriate WG Series	TRA	Trainee
018	Safety & Occupational Health	ORB	Ordnance
		MDC	Medical
080	Security Administration	FOC	Foreign Ownership, Control & Influence
		INA	Industrial
		INB	Automation
		IND	Disclosure
		INF	Information Security/ Classification Management
		INO	Operations Security
		INS	Information Systems
		INT	Technical
		PEB	Personnel
		PHB	Physical
081	Fire Protection and Prevention (GS-05 and above only)	AIG	Airfield
		EMT	Emergency Medical Technician
		FIC	Fire Inspection
		HAZ	Hazardous Materials
		PAR	Paramedic

081	(cont'd)	STE	Structural
086	Security Assistant (GS-05 and above only)	SPF	Support Police Force
101	Social Service	ADC	Alcohol & Drug Control Officer
		EAP	Employee Assistance Program Coordinator
		EFM	Exceptional Family Member Program
		FAP	Family Advocacy Program
		FSP	Family Support Services
180	Psychology	CLI	Clinical
		PIO	Industrial/Organizational Psychology
		RES	Research
185	Social Worker	ADV	Family Advocacy
		SAB	Substance Abuse
188	Recreation Specialist	ARB	Arts
		CIN	Institutional
		COD	Community Activities
		SEB	Service Club Activities
		SPB	Sports
		YOA	Youth Activities
201 & 203	Human Resources Management/Assistance (GS-05 and above only)	HRO	Human Resources Officer/Director, Assistant Human Resources Officer/Director (GS-201 REQUISITIONS ONLY, cannot be used with any other option code)
		BEN	Employee Benefits
		CLA	Classification
		CMP	Compensation (GS-201 ONLY)
		EMC	Employee Relations
		HRD	Human Resources Development
		INS	Information Systems

201 & 203	(con't)	LBR	Labor Relations
		MIL	Military
		MOB	Mobilization (GS-201 ONLY)
		NAF	Non-Appropriated Funds (GS-201 ONLY)
		OCA	Occupational Analysis (GS-201 ONLY)
		PFM	Performance Management
		STF	Staffing
		SWA	Salary & Wage Administration (GS-201 ONLY)
		WFS	Workforce Shaping (GS-201 ONLY)
301 & 303	Misc Admin and Program Management, Misc Clerk and Assistant (GS-05 and above only)	AIM	Aircraft Maintenance and Operations
		ANA	Analysis and Planning
		BUD	Budget
		CAT	Community Activities
		CLB	Club Management
		CBD	Combat Development
		CDC	Child Development Clerk (GS-303 ONLY)
		COF	Configuration
		COR	Communications
		DPC	Drug Program Coordinator
		DRR	Disaster Response & Recovery (GS-301 Only)
		EMS	Emergency Management Specialist
		FAC	Facilities
		FIB	Financial Management
		FOA	Food Service
		FOI	Freedom of Information Act/ Public Affairs (GS-301 ONLY)
		FOP	Flight Operations
		FOR	Force Structure
		FMS	Foreign Military Sales

301& 303	(con't)	FSP	Family Support Services
		FUL	Fuels/Energy
		HCA	Health Care
		HOA	Housing
		INS	Information Systems Management
		ITN	International Affairs
		LOA	Logistics
		MED	Medical
		MLP	Military Planning/Training
		MOA	Mortuary Affairs
		MOB	Mobilization
		MPS	Missile Propulsion Systems
		MWR	Morale, Welfare, and Recreation Programs (GS-301 ONLY)
		OMM	Open Mess Manager
		ORB	Ordnance
		PER	Personnel/Manpower Admin.
		PRC	Procurement
		PRO	Protocol
		PUA	Publications
		REC	Reports/Forms/Files
		REK	Recreation Services
		RMA	Resource Management
		ROA	Range Operations
		SUB	Supply
		SVC	Contract Services
		TRB	Training-Education
		YOA	Youth Activities
318	Secretary	OAA	Office Automation
		STC	Stenography
340	Program Management	ACQ	Systems Acquisition
		FMS	Foreign Military Sales
		MWR	Morale, Welfare, & Recreation Programs
		PHR	Personnel
343	Management and Program Analyst	ACQ	Systems Acquisition

343	(con't)	COZ	Cost Analyst
		FMS	Foreign Military Sales
		HCA	Health Care
		IMG	Information Management Specialist
		MAL	Manpower
		MBR	Manpower/Budget (Resource) Management
		MOB	Mobilization
		PHR	Personnel
		REC	Reports/Forms/Files
		ORB	Ordnance
		ORG	Organization and Mission
		STI	Statistical Analysis
		STP	Strategic Planning
		TEV	Test & Evaluation
		WCF	Working Capital Fund
344	Management Clerical and Assistance (GS-05 and above only)	MAL	Manpower
		REC	Reports/Forms/Files
		WOC	Work Measurement
		SPR	Systems Programmer
		MBR	Manpower/Budget (Resources) Management
346	Logistics Management (GS-12 and above only)	ACQ	Systems Acquisition
		ALS	Automation of Logistics Systems
		AIB	Aircraft
		FAC	Facilities
		FMS	Foreign Military Sales
		AUD	Automotive
		CEL	Communications-Electronics
		ILS	Integrated Logistics
		MEL	Medical Logistics
		MIB	Missile
		MNT	Maintenance
		MOB	Mobilization
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships

391	Telecommunications Specialist	ANT	Antenna
		DWT	Data Networks
		MSG	Message
		RDO	Radios
		TCN	Tech Control
		TEL	Telephones/Voice
		VVD	Voice/Video/Data
392	General Communications (GS-05 and above only)	EQD	Equipment Operation
401	General Biological Science	ENV	Environmental
		REG	Regulatory
		RMO	Range Land Management
		RSH	Research
		WLD	Wildlife
408	Ecology	REG	Regulatory
501	Financial Administration & Programs	COQ	Cost Analyst
		CPY	Contractor Payments
		CVY	Civilian Pay
		FSY	Financial System
		MPY	Military Pay
		NAF	Non-Appropriated Funds
		TPY	Travel Pay
503	Financial Clerk & Technician (GS-05 and above only)	DIS	Disbursing
		MDA	Medical
510	Accounting	ADT	Auditing
		COQ	Cost
		INE	Internal
		OPB	Operating
		SYA	Systems
		WCF	Working Capital Funds
511	Auditor	COK	Contract
		FIN	Financial
		INE	Internal
560	Budget Analyst	WCF	Working Capital Funds
		WSP	Acquisition of Weapons/ Support Systems

601	General Health Sciences	CGT	Cytogenetic Technologist
		CYT	Cytotechnologist
		EXP	Exercise Specialist
		HPM	Health Promotion Manager
		NEC	Necropsy
602	Medical Officer	ADM	Administration
		ANE	Anesthesiology
		DER	Dermatology
		EME	Emergency Medicine
		FAM	Family Practice
		GPR	General Practice
		GER	Geriatrics
		IMN	Internal Medicine
		NUR	Neurology
		OBG	OB/GYN
		OCH	Occupational Health
		OPH	Ophthalmology
		OTH	Orthopedics
		PAT	Pathology
		PDS	Pediatrics
		PSY	Psychiatry
		PUH	Public Health
		RAD	Radiology
		SRG	Surgery
		URO	Urology
610	Nursing (GS-08 and above only)	ADM	Administration
		AMB	Ambulatory
		ANE	Nurse Anesthetist
		CLI	Clinical Nurse
		CHN	Community Health Nurse
		CNC	Nurse Consultant
		CNM	Nurse Midwife
		CNS	Nurse Specialist
		CRI	Critical Care
		DIB	Diabetes
		EDU	Nurse Educator
		EMR	Emergency Room
		LND	Labor & Delivery
		MSG	Medical-Surgical
		NEO	Neonatal
		NFA	First Assistant

610	(con't)	NIC	Neonatal Intensive Care
		OBG	OB/GYN
		OCH	Occupational Health
		ONC	Oncology
		OPR	Operating Room
		NPR	Nurse Practitioner
		PDS	Pediatrics
		PSY	Psychiatric Nurse
		RES	Research
		SCB	Cardiac
640	Health Aid & Technician (GS-05 and above only)	DER	Dermatology
		EMT	Emergency Medical Tech
		HTI	Industrial Hygiene
		HTA	Audiology
		HTC	Cardiovascular
		HTM	Mental Health
		HTO	Optometry
		HTP	Physical Therapy
		NUT	Nutrition
		OTL	Otolaryngology
		PAR	Paramedic
		URO	Urology
644	Medical Technologist	MTC	Chemistry
		MTH	Hematology
		MTM	Microbiology
647	Diagnostic Radiological Technologist (GS-05 and above only)	CTI	Comp. Tomography Imaging
		MAM	Mammography
671	Health Systems Specialist	CTR	Contract Administration
		HCA	Health Care
		RSK	Risk Management/Patient Safety/Compliance
680	Dentist	PRS	Prosthodontist
		PED	Periodontics
800	The following Professional Engineering and Engineering Technician Series: 801, 802, 806, 810, 818, 819, 830, 840, 850, 854, 855, 856, 861, 871, 893, 896	AAB	Navigation Systems



800	(con't)	ACA	Acoustics
		ACQ	Systems Acquisition
		ACS	Aircraft Systems
		AEC	Aerospace
		ARA	Architecture
		AUD	Automotive
		CAL	Calibration
		CCC	Command, Control, Communications & Computers
		CHA	Chemical
		CHD*	Computer Hardware
		CIB	Civil
		CTL	Coastal
		COH	Construction
		COJ	Cost Estimating
		COR	Communications
		COS	Contracts
		CST*	Computer Software
		CWO	Civil Works Oper and Maint
		CWP	Civil Works Planning
		DEB	Design
		DEV	Development
		ELA	Electrical
		ELD	Electronics
		ELF	Electronic Warfare
		ENV	Environmental
		FAC	Facilities
		GEO	Geotechnical
		HVC	Heating, Ventilation & Air Conditioning
		HYD	Hydraulic
		HYP	Hydropower
		HZW	Hazardous Waste
		INA	Industrial
		INC*	Instrumentation
		LAB	Laser
		MAH	Materials
		MAS	Machinery Systems
		MEA	Mechanical
		MIB*	Missile
		NAV	Naval
		NUA	Nuclear
		ORB*	Ordnance

800	(con't)	PET	Petroleum
		PUL	Propulsion
		RDR	Radar
		REG	Regulatory
		RES	Research
		SCM	Satellite Communications
		SHB*	Ships
		SIM	Simulation
		STE	Structural
		TCS	Tactical Communications Software
		TEV	Test and Evaluation
		TRS	Training Systems
		UTA	Utilities
		WAB*	Water Resources Development
1083	Technical Writing and Editing	AIB	Aircraft
		DAC	Data Automation
		ELD	Electronics
		LOA	Logistics
		ORB	Ordnance
1101	General Business and Industry	ACQ	Systems Acquisition
		CIR	Contract Industrial Relations
		CLB	Club Management
		MKT	Marketing Programs
		MTP	Military Programs
		OMM	Open Mess Manager
		PTM	Production Management
		QAS	Quality Assurance
		REK	Recreation Services
		RPM	Real Property Management
		WCF	Working Capital Fund
1102	Contract and Procurement	ACQ	Systems Acquisition
		COL	Contract Administrator
		CON	Contract Negotiator
		COO	Contract Specialist
		COP	Contract Termination Spec.
		PRD	Price Analyst
		PRG	Procurement Administrator
		PRH	Procurement Analyst (Staff)
		PRI	Proc. Analyst (Small Business)

1150 & 1152	Industrial Specialist, Production Control	AIB	Aircraft
		AUT	Automotive (GS-1152 ONLY)
		COH	Construction (“ “ “ ”)
		ELA	Electrical
		ELD	Electronics
		MAI	Materials Handling
		MEA	Mechanical
		MIB	Missile
		ORB	Ordnance
		PUL	Propulsion Systems (GS-1150 ONLY)
		SHB	Ships
1301	General Physical Science	ACA	Acoustics
1310	Physics	ACA	Acoustics
		EOP	Electro-Optics
		IOA	Ion-implantation
		LAB	Laser
		NUA	Nuclear
		OPE	Optical
		SOF	Solid State Electronics
		SYC	Systems Analysis
		THE	Thermal Physics
1320	Chemist	RES	Research
1360	Oceanography	ACA	Acoustics
1410	Librarian	ENG	Engineering
		LAW	Legal
		MED	Medical
		PHS	Physical Science
1550	Computer Science	COR	Communications
		DEB	Design
		NET	Network
		STY	Security
1601	Facilities and Equipment	ELI	Electrical Inspection
1603	Equip, Facilities, Services Assistant (GS-05 and above only)	CEM	Cemetery

1603	(cont'd)	FAC	Facility
		PTG	Printing
		LAU	Laundry
		FOA	Food
		EFS	Equip, Facilities, Services
1670	Equipment Specialist	AIB	Aircraft
		AIF	Aircraft Propulsion Equipment
		AIH	Airframe
		AUD	Automotive
		COR	Communications
		ELA	Electrical
		ELD	Electronics
		MAB	Machinery
		MAC	Machine Tools
		MAG	Marine
		MAI	Materials Handling
		MIE	Missile Electronics
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships
17XX	General Education and Training (GS-1701, 1702, 1710, 1750) (GS-05 and above only)	CDS	Child Development
		EDS	Education Services
		GUC	Guidance Counselor
		TDD	Training Design and Development
		TEA	Training Program Effectiveness Analysis
		TEM	Tests and Measurements
		YOA	Youth Activities
1712	Instruction	AIB	Aircraft
		ATC	Air Traffic Control
		AUD	Automotive
		CBE	Combat Engineer
		CSI	Computer Science
		ELR	Electrical & Refrigeration
		ELD	Electronics
		FAE	Field Artillery
		FCS	Fire Control Systems

1712	(con't)	FLE	Flight Simulator
		HEB	Health Services
		HME	Heavy Mobile Equipment Mechanics
		LOA	Logistics
		MAG	Marine
		MIP	Military Police/Security Forces
		MIT	Military Training Administration
		NBC	Nuclear, Biological, Radiological, Chemical
		NWI	Nuclear Weapons
		ORB	Ordnance
		PGE	Power Generating Equipment (Field)
		SEC	Security
		TGI	Target Interdiction
		WPN	Weapons
18xx	Investigation	ACQ	Acquisition Systems
		CCI	Computer Crime
		ICI	Counterintelligence
		PLH	Polygraph Examiner
1910	Quality Assurance	AEC	Aerospace
		AIB	Aircraft
		AMA	Ammunition
		AUD	Automotive
		CHA	Chemical
		CLG	Clothing
		COH	Construction
		CST	Computer Software
		ELA	Electrical
		ELD	Electronics
		MAH	Materials
		MEA	Mechanical
		NUA	Nuclear
		PRE	Process
		SHA	Shipbuilding
		SUA	Subsistence
2001	Supply Specialist	ORB	Ordnance

2003	Supply Program Management	FMS	Foreign Military Sales
		ORB	Ordnance
2005	Supply Clerical & Technician (GS-05 and above only)	AMO	Ammunition
		MED	Medical
2010	Inventory Management Specialist	ORB	Ordnance
2150	Transportation Operations	AFM	Airfield Manager
		MCO	Marine Cargo Operations
		MFP	Maritime Force Protection/Anti-terrorism
		MTO	Marine Transportation Operations
		PSE	Physical Security
		SHB	Ships
2152	Air Traffic Control	STA	Station
		TOW	Terminal
		TWR	Radar Approach Control
2181	Aircraft Operations	FID	Fixed Wing
		FLB	Flight Instructor
		FLD	Flight Test Pilot
		HEA	Helicopter
		PIA	Pilot
2210	Information Technology Management	ASW	Application Software
		CSP	Customer Support
		DMT	Data Management
		EAR	Enterprise Architecture
		INX	Internet
		NET	Network Services
		OSY	Operating Systems
		STY	Security
		SYA	Systems Administrator
		SYC	Systems Analysis
4749	Maintenance Mechanic/Worker (except for TRA, the use of only one option code is not allowed)	CRP	Carpentry
		COH	Construction
		HVC	Heating, Ventilation, AC

4749	(con't)	ELA	Electrical
		ELD	Electronics
		MSN	Masonry
		PNT	Painting
		PLM	Plumbing
		SHM	Sheet Metal Fabrication
		UTA	Utilities

<b>Defense Civilian Intelligence Personnel System (DCIPS) Option Codes</b>			
<b>Series</b>	<b>Series Title</b>	<b>Option Code</b>	<b>Option Title</b>
	Any Appropriate Series	ING	Intelligence
		IST	Scientific and Technician Intelligence Production
080	Security Administration	INB	Automation
		IND	Disclosure
		INI	Industrial
		IIN	Information
		INO	Operations Security
		IPE	Personnel
		IPH	Physical
		INT	Technical
132	Intelligence Specialist	COA	Collection Analysis
		COM	Communications Security
		FME	Foreign Military Exploitation
		IPR	Intelligence Production
		IOP	Intelligence Operations
		ICD	Intelligence Combat Developments
		ITH	Intelligence and Threat Support
		ICI	Counterintelligence (CI)
		IAC	Acoustics Intelligence (ACINT)
		ICO	Communications Intelligence (COMINT)
		IEL	Electronic Intelligence (ELINT)
		IHU	Human Intelligence (HUMINT)
		IMI	Imagery Intelligence (IMINT)
		IMS	Measurement and Signature Intelligence (MASINT)

132	(cont'd)	IRA	Radar Intelligence (RADINT)
		ISI	Signals Intelligence (SIGINT)
		POL	Political/Military
		SCT	Scientific and Technology
		TEC	Technology Transfer

\* Commodity Options

+ For registration purposes, enter language proficiency in the “Employee Information/Special Qualifications” Data Element of the registration format. (NOTE: The gaining activity determines qualifications for language proficiency after referral.)



**CHAPTER 14**

**DoD MILITARY SPOUSE PREFERENCE PROGRAM  
(PROGRAM S)**

**TABLE OF CONTENTS**

**SECTIONS**

**Page**

A. Purpose	14-1
B. Applicability	14-1
C. Registration Eligibility	14-3
D. Registration Options	14-5
E. Registering Activity Procedures	14-6
F. Gaining Activity Procedures	14-7
G. Component Exceptions	14-10

**APPENDIX**

A. Military Spouse Preference Program (Program S) Registration/Counseling Checklist	14-A-1
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## **CHAPTER 14**

### **DoD MILITARY SPOUSE PREFERENCE PROGRAM (PROGRAM S)**

- References:** (a) Title 10, United States Code, section 1784, Employment Opportunities For Military Spouses
- (b) DoD Instruction 1400.25, “DoD Civilian Personnel Management System”
- (c) Title 5, Code of Federal Regulations

#### **A. PURPOSE**

The purpose of this Chapter is to prescribe registration, referral, and placement procedures for the DoD Military Spouse Preference Program (Program S). Authority for this program is provided by reference (a) as implemented by Volume 315 of reference (b). All Program A procedures apply except as modified in this Chapter.

#### **B. APPLICABILITY**

1. This Chapter applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard or Reserves, who desire priority consideration for competitive service positions at DoD activities in the U.S. and its territories and possessions under the conditions specified in C.1. below. Except as specified in B.2. below, referral through Program S is the only means by which eligible spouses will receive preference for positions filled through competitive procedures in the commuting area of the sponsor’s permanent duty station.

2. This Chapter DOES NOT apply to positions described below. However, Components and/or activities should establish procedures to ensure that eligible spouses have an opportunity to apply and receive proper consideration for positions covered in 2.a. through 2.e.

- a. Positions in the excepted service;
- b. Positions filled from Office of Personnel Management certificates or under agency Delegated Examining Unit or Direct Hire Authority procedures;
- c. Nonappropriated fund (NAF) positions;
- d. Positions in foreign areas, whether in the competitive or excepted service;
- e. Positions filled under Component career program procedures, in which case the Components must establish procedures for the consideration of spouse preference eligibles;

- f. Positions filled at the full performance level that are covered by a mandatory mobility agreement;
- g. Positions in the Defense Civilian Intelligence Personnel System and those in organizations that have as a primary function intelligence, counterintelligence, or national security;
- h. Positions filled through noncompetitive procedures; or
- i. Any DoD position for which a spouse applies or is referred after the spouse has already obtained Federal employment in an appropriated or nonappropriated fund continuing position within the commuting area of the sponsor's duty station.

### 3. **Continuing and Non-Continuing Positions**

a. Military spouse preference applies to both continuing and non-continuing positions. Continuing positions are those to which appointments are made without time limitation and which have fixed full-time or part-time work schedules. Non-continuing positions include:

(1) Positions filled by temporary or term appointment, including NAF time-limited appointments, regardless of duration or work schedule;

(2) Positions filled by permanent appointment with intermittent work schedules;  
and

(3) NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

b. There is no limit to the number of times military spouse preference may be applied for non-continuing positions. Provided they meet all other eligibility requirements, spouses retain preference for continuing and non-continuing positions until acceptance or declination of a continuing position as explained in Section C.4. below. Declination of a non-continuing position has no effect on eligibility for other non-continuing positions. The following special procedures apply to spouses who accept non-continuing positions:

(1) If a spouse accepts a temporary or term appointment, including a NAF time-limited appointment, of more than 60 days, the registering HRO must amend the Program S registration by entering "N" (Not Available) in the "TEMPORARY" data element. Eligibility for subsequent time-limited appointments is suspended until 60 days prior to the expiration of the temporary or term appointment. At that time, the spouse may request re-registration for time-limited employment. If the duration of the appointment is 60 days or less, eligibility for other non-continuing positions is not suspended. In this case, the "TEMPORARY" data element on the registration should be changed to "N" only at the request of the spouse.

(2) Accepting a permanent appointment to a position with an intermittent work

schedule, including a permanent NAF position with a flexible employment category or work schedule, has no effect on continued eligibility for other non-continuing positions.

### **C. REGISTRATION ELIGIBILITY**

1. **Basic Requirements.** Registration in Program S is limited to spouses of active duty military members of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard). Also, except as specified in C.1.f. below, the spouse may register only if he or she accompanies a military sponsor who is:

a. Assigned by a Permanent Change of Station (PCS) move from overseas to U.S., or to a different commuting area within the U.S., including the U.S. territories or possessions;

b. Relocating to a new and permanent duty station after completing basic and advanced individual training;

c. Permanently assigned to the same duty station where initial entry training was received;

d. Assigned by PCS to a service school regardless of the duration of training;

e. A former military member who re-enlists and is placed directly in a permanent assignment; or

f. Reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment, except when the sequential assignment is in the same commuting area from which the sponsor was reassigned. Once the spouse has actually established a residence and relocated to the commuting area of the sponsor's sequential assignment, he or she may register for activities in that area if otherwise eligible. As an alternative, spouses may register in Program S before joining the sponsor at the sequential permanent duty station, but not earlier than 30 days prior to the sponsor's reporting date. Spouses may only use this alternative if they are relocating to join their sponsors at the sequential duty station on or before the sponsor's reporting date.

2. **Other Requirements.** In addition to meeting the requirements in C.1. above, all of the following conditions must be met.

➡ a. For spouses whose only eligibility is under the E.O. 13473 appointing authority, the marriage to the sponsor must have occurred on, or prior to, the date of the military sponsor's orders authorizing the PCS or amended orders authorizing the spouse to travel as a dependent. For spouses whose eligibility is based on another valid noncompetitive appointing authority or interchange agreement, the marriage to the sponsor must have occurred prior to the sponsor's reporting date to the new duty station. ←

b. The spouse must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service. Spouses who are eligible under more than one appointing authority may register using either authority. Unless eligible under another valid noncompetitive appointing authority or interchange agreement, spouses serving on VRA appointments and Schedule A appointments for the disabled are eligible only while still employed.

c. The spouse must furnish copies of the following to the registering activity.

➡ (1) PCS orders identifying the date of issuance and the sponsor's reporting date: ←

(2) A current narrative resume (see Chapter 3, Section B.3.);

(3) The most recent performance appraisal: and

(4) Documentation of Executive Order (EO) 12721 or EO 13473 eligibility, if applicable, as prescribed in Parts 315.608 and 315.612, respectively, of reference (c); and

(5) A completed SF-75, "Request for Preliminary Employment Data," if applicable.

➡ (6) Documentation of Leave Without Pay (LWOP), if applicable. ←

3. **Relocation for Purposes of Retirement or Separation.** Spouses are not eligible for Program S when their sponsor relocates in conjunction with retirement or separation.

4. **Termination of Eligibility.** Eligibility for Program S terminates upon:

➡ a. Acceptance or declination of a continuing position in the Federal service in the commuting area of the sponsor's new permanent duty station, including a NAF position (includes positions in the military exchange services), whether or not preference was applied and regardless of whether the job offer would be considered valid for PPP purposes. ←

b. Refusal to participate in established competitive recruitment procedures (e.g., interview, responding to KSAs, etc.);

c. Loss of spousal status due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty; or

d. Failure to maintain immediate appointability as required by Section C.2.b. above.

5. **Automatic Termination of Registration.** Program S registration is automatically terminated 12 months after initial registration or the last extension or file maintenance action. Prior to such termination, both the spouse and the registering activity are notified as specified in E.6. below. Spouses whose registrations are automatically terminated may re-

register if still otherwise eligible.

#### **D. REGISTRATION OPTIONS**

1. A spouse may register at the losing A-coded activity up to 30 calendar days prior to the sponsor's reporting date or, upon relocation, at any A-coded activity in the commuting area of the sponsor's new duty station. Spouses who register with E.O. 13473 eligibility may use the 30-day option, but they cannot be appointed until they have relocated with the military sponsor to the new duty station. If the sponsor's PCS orders specify a "Not later Than" (NLT) reporting date, and the sponsor will be reporting prior to the NLT date, the spouse may register up to 30 calendar days prior to the actual reporting date. However, the spouse must present a written statement from the sponsor's gaining organization confirming the actual reporting date. Spouses who do not initially relocate with their sponsors cannot register until they are actually residing in the commuting area of the new duty station. The spouse must carry a completed SF-75, "Request for Preliminary Employment Data" or equivalent, to the A-coded activity in the new area.

2. An otherwise eligible spouse who is not currently employed by the Department of Defense may register at an A-coded activity in the gaining area or, if registration is desired in advance, at any A-coded activity in the losing area.

3. If the spouse is registered prior to the PCS move, the registering HRO must counsel the spouse to register at an A-coded activity in the new commuting area upon arrival. The A-coded activity in the new commuting area must verify the spouse's eligibility and then complete a new registration to change the activity code, address, telephone number and any other data that needs revision. The Priority Placement Support Branch (PPSB) then issues a notice to inform the "old" activity that the "new" activity has picked up the registration servicing.

4. DoD employees who are also military spouses have the following registration options if adversely affected by reduction-in-force (RIF), or by declination of transfer of function (TOF) or management-directed reassignment:

- a. Registration under this Chapter, using their military spouse preference;
- b. Registration in Program A using their displacement priority, in accordance with the procedures in Chapter 3 that normally apply to displaced employees; or,
- c. Registration in Program A using their displacement priority for the commuting area of their sponsor's new duty location, effective only after arrival at the new location and only if otherwise still eligible. This option is not available unless, prior to the spouse's departure from the previous duty station, early PPP registration had been authorized, specific RIF notices had been issued, or the spouse had submitted written declination of a TOF out of the commuting area or written declination of a management-directed reassignment covered under Chapter 3, Section B.1.b.(7). Military spouses displaced

while employed overseas may only use this option within the commuting area of their sponsor's overseas duty station.

## **E. REGISTERING ACTIVITY PROCEDURES**

1. When registering a spouse in Program S, obtain a narrative resume, most recent performance appraisal, and a copy of the sponsor's orders. When the registering activity is being changed, the spouse should also provide a completed SF-75, or equivalent.

2. The registration should be completed in accordance with Program A procedures except as follows:

a. **Program**. Enter "S"

b. **Separation/Effective and Release Dates**. Leave blank. Registrations that are not extended by the HRO in accordance with the procedures in Section E.6. below automatically expire 1 year after registration or the most recent file maintenance, whichever is later.

c. **Overseas Country**. Enter overseas country location code if spouse is returning from overseas; otherwise leave blank.

d. **Priority**. Enter "S".

e. **Return Rights**. Enter "N" if an entry was made in the "Overseas Country" Data Element; otherwise leave blank.

f. **Return Rights AK-HI-RQ-GQ**. If the new duty station of the sponsor is Alaska (AK), Hawaii (HI), Puerto Rico (RQ), or Guam (GQ) enter the corresponding code.

g. **Skills**. Program S registrants must meet the established minimum qualification standards for all occupational series and grades for which registered. They are not subject to the standard PPP well-qualified criterion. Spouses registering with EO 13473 eligibility may register for the highest grade for which basically qualified down to the lowest grade for which they are available. Spouses registering on the basis of other noncompetitive appointing authorities may register for the highest grade previously held on a permanent basis down to the lowest grade for which they are available. Unlike registrants in all other PPP programs, military spouses registering in Program S are NOT required to register for their current skill.

h. **Employee Information/Special Qualifications**. Enter the activity code of the losing activity.

i. **Area of Referral**. Limit registration to activities within the commuting area of the sponsor's permanent duty station or, if the spouse is eligible under Section C.1.f. above, the commuting area of the sponsor's sequential assignment. The spouse may elect to

register for some or all of the activities in the commuting area without regard to Chapter 3, Section H, which prohibits “skipping over” activities.

3. Spouses must be counseled regarding:
  - a. Their option to delay registration until arrival at the new geographic location;
  - b. The rules on qualification requirements, salary and pay, and the conditions under which entitlement to spouse preference is terminated;
  - c. Their option of declaring availability for temporary, part-time, and intermittent employment, as well as the possible outcome of such a decision;
  - d. The importance of keeping registration data current, especially since failure to do so may lead to a loss of consideration; and
  - e. The requirement to comply with established recruitment procedures and be among the "best qualified" in order for preference to be applied for positions being filled competitively. Also, spouses should be advised that refusal to participate in the competitive process terminates preference.
4. When a spouse elects to register prior to accompanying the sponsor to the new duty station, the registering activity shall not effect the registration more than 30 days prior to the sponsor's reporting date or more than 30 days prior to the spouse's arrival in the new commuting area, whichever is later.
5. Narrative resumes and performance appraisals should be provided to gaining activities upon request.
6. **Extending Registration**. Registering human resource offices (HROs) and individual registrants are notified by the ASARS Daily Report (R11) 11 months after registration or the last file maintenance. Registrants are notified by mail from the Priority Placement Support Branch. For extending the registration, the HRO should review the data to verify continued eligibility and update registration Data Elements as necessary. Any completed file maintenance action extends the registration for 1 year. However, if no changes in registration data are submitted during the year, the registration must be extended by selecting the 30 Day Notices menu item from the ASARS main menu. This option may only be used within 30 days prior to the scheduled release from Program S.
7. **Change in Registering Activity**. To change the registering activity of an active Program S registrant, a new registration must be input. Once the new registration is submitted, the system generates a Report Action 31 to close out the old registration, and a notice is sent to the old registering activity on Daily Report (R13).



## **F. GAINING ACTIVITY PROCEDURES.**

1. Eligible Program S registrants must be considered as military spouse preference candidates when referred through Program S for positions being filled through competitive procedures. They are eligible for spouse preference if they rank among the best qualified (BQ). As defined in Volume 315 of reference (b), a BQ military spouse possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position. Except as stipulated in Sections F.2. through F.4. below, and provided that all Priority 1 and 2 resumes have been cleared, a BQ military spouse blocks the selection of other competitive candidates. When more than one BQ military spouse is referred, selection from the group may be made in any order.

Activities filling positions through competitive procedures must:

a. Requisition using Referral Code “S,” “A,” or “U” (see Chapter 8) and consider all spouses referred through Program S by the closing date of the announcement or, when certification is from existing registers or computerized referral lists, by an equivalent documented date. All other resumes received before and after the "closing" date must be cleared in accordance with standard procedures before the position can be committed;

b. Request a narrative resume and performance appraisal from the registering activity for each eligible military spouse; and

c. Rate and rank military spouses along with other candidates each time they are referred through Program S for consideration under competitive procedures. This is required even for spouses who were determined not BQ on prior referrals.

2. Program S referrals do not preclude the activity from filling a position using noncompetitive recruitment procedures. For the purposes of this Chapter, all candidates who are evaluated using a merit promotion crediting plan or other competitive screening factors are considered competitive candidates. The following examples illustrate the relationship between recruitment procedures and the applicability of military spouse preference.

a. An activity issues a competitive announcement, and the area of consideration includes reinstatement, reassignment, and change to lower grade eligibles. All applicants, including those who could be assigned to the position noncompetitively, are evaluated against standard competitive rating criteria. Fifteen BQ candidates are referred to the selecting official on a single referral list, and the list includes a military spouse who was referred through Program S. The selecting official wants to select a noncompetitive reassignment candidate from the competitive list. Even though the reassignment candidate could be placed noncompetitively, the recruitment procedures are considered to be competitive because all applicants were rated against competitive criteria. Therefore, the BQ military spouse blocks the selection of any of the other candidates on the list.

b. An activity issues a competitive announcement that includes noncompetitive reassignment eligibles in the area of consideration, but only the competitive candidates

are evaluated using the rating and ranking criteria. A military spouse is referred through Program S and is ranked in the BQ category. The selecting official wants to offer the position to a noncompetitive reassignment candidate. Since the HRO did not rate and rank the non-competitive applicants with the competitive applicants, the selecting official can select the reassignment candidate without regard to the BQ spouse. ←

3. Military spouse preference does not apply if granting preference would:

a. Result in the change to lower grade or separation of a current permanent, term, or temporary DoD employee of the activity;

b. Violate statutes or regulations governing veterans' preference or nepotism; or

c. Adversely affect programs for the achievement of minority and gender equality, programs for persons with disabilities, or programs for the affirmative employment of veterans.

4. Military spouses with less than 6 months remaining in the area may be nonselected for permanent continuing positions.

5. Gaining activities have final responsibility for verifying eligibility for spouse preference prior to appointment.

6. When a military spouse cannot be located by the registering activity after reasonable efforts have been made, the potential gaining activity may continue the staffing action without further consideration of that registrant. Such action, however, does not terminate the spouse's preference. Report Action Code 26 with a narrative explanation must be submitted and documentation must be maintained to provide a proper audit trail.

7. **Interviews.**

a. Military spouses are subject to the same rating, ranking, and evaluation criteria used to assess other competitive candidates. Therefore, if personal interviews are being used as a competitive selection tool, BQ spouses may be interviewed as an exception to Chapter 4, Section D.1.c., which prohibits anyone representing the gaining activity from contacting a PPP registrant directly. However, the HRO must advise the selecting official that a BQ military spouse eligible who is within reach for selection may not be passed over to select a non-spouse candidate, unless;

(1) Spouse preference is not applicable as stipulated in Section F.3. above;

(2) Selection is not mandatory as stipulated in Section F.4. above; or

(3) A selection is made using noncompetitive procedures as stipulated in Section F.2. above.

b. As explained in Section C.4.b. above, spouses who refuse to be interviewed under these circumstances lose their preference and are no longer eligible for Program S.

➡ c. Military spouses are required to complete any assessment questionnaires that are required of other applicants in order for HROs to determine if they are BQ for the position. ←

#### **G. COMPONENT EXCEPTIONS**

As stipulated in Volume 315 of reference (b), heads of DoD Components may establish guidelines for approving exceptions to spouse preference procedures. Exceptions shall be rare and based only on compelling hardship to the Component or the applicant. This authority may be delegated within the Component.



## **CHAPTER 14**

### **APPENDIX A**

#### **PROGRAM S REGISTRATION/COUNSELING CHECKLIST**

**INSTRUCTIONS:** Initial the blank to the left of each applicable item and indicate responses by circling the appropriate options. Items with an asterisk (\*) correspond with data elements on the PPP Registration Format. Your initials acknowledge that your Registration Format corresponds with the circled options.

**Registrant's Name:** \_\_\_\_\_

#### **GENERAL ACKNOWLEDGMENT**

1. \_\_\_\_\_ I understand that the DoD Military Spouse Preference Program (Program S of the PPP), applies to positions that are being filled through competitive procedures except those listed in the next two items.
2. \_\_\_\_\_ I understand that Program S does not apply to positions filled from Office of Personnel Management (OPM) certificates; through delegated examining or direct hire authorities granted by OPM; or through Component career programs. I also understand Program S does not apply to excepted service positions; positions in foreign overseas areas; Non-Appropriated Fund (NAF) positions; or educator positions within the DoD Dependents' Schools system. In order to exercise military spouse preference for such positions, I must apply in accordance with established application or self-nomination procedures.
3. \_\_\_\_\_ I understand that neither military spouse preference nor Program S applies to positions covered by the Defense Civilian Intelligence Personnel System (DCIPS) or to positions in DoD organizations that have as a primary function the areas of intelligence, or counterintelligence.
4. \_\_\_\_\_ I understand my sponsor must be an *active* duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Reserves), and I must be immediately appointable to a position in the competitive Federal service.
5. \_\_\_\_\_ I understand that spouse preference and Program S do not apply to positions outside the commuting area of my sponsor's permanent duty station.

#### **APPOINTMENT ELIGIBILITY**

(If multiple options apply, check only the appointing authority preferred by the registrant.)

6. \_\_\_\_\_ Current career or career-conditional employee
7. \_\_\_\_\_ Currently serving on a Veterans Recruitment Authority (VRA) appointment
8. \_\_\_\_\_ Eligible as non-competitive reinstatement candidate
9. \_\_\_\_\_ Eligible under Executive Order 12721 (expires 3 yrs. after return to U.S.)
10. \_\_\_\_\_ Eligible under Executive Order 13473 and accompanying sponsor on a PCS move with orders dated after our marriage (expires 2 yrs after date of sponsor's orders for each PCS)
11. \_\_\_\_\_ Eligible under an interchange agreement

### **SKILLS: SERIES AND GRADES**

13.\_\_\_\_\_ I understand I must meet the established minimum qualification standards for all occupational series and grades for which registered. I also understand the highest grade for which I may register will be determined in accordance with the appointing authority upon which registration is based, but I may register for the lowest grade acceptable to me.

### **AVAILABILITY**

14.\_\_\_\_\_ I am ( **available / not available** ) for time-limited employment. I understand that if I accept or decline such an offer, I will remain in the PPP for permanent and other time-limited appointments. I also understand that if I accept a time-limited appointment (including NAF) of more than 60 days, the registering HR Office must amend the Program S registration by entering "N" (Not Available) in the "TEMPORARY" data element. Eligibility for subsequent time-limited appointments is suspended until 60 days prior to the expiration of the temporary or term appointment. At that time, I may request re-registration for time-limited employment. If the duration of the appointment is 60 days or less, eligibility for other non-continuing positions is not suspended.

15.\_\_\_\_\_ I am available for (circle Yes or No) : **Part Time:** Yes / No; **Intermittent:** Yes / No; **Seasonal:** Yes / No; **Rotating Shifts:** Yes / No. I understand that a permanent appointment with a part-time, seasonal, or rotating-shift work schedule meets the definition of a "continuing position" for purposes of spouse preference (see #24 below).

16.\_\_\_\_\_ I am ( **available / not available** ) for supervisory positions.

17.\_\_\_\_\_ I am ( **eligible / not eligible** ) for Defense Acquisition positions. If I meet the DAWIA qualification requirements, I will provide the necessary documentation to the registering HRO.

18.\_\_\_\_\_ I am ( **available / not available** ) for referral to closure activities.

19.\_\_\_\_\_ (If appropriate) I have been counseled regarding registration for (check applicable items):

- a.\_\_\_\_\_ WG-0000 - General Wage Grade, WG-1 thru WG-4 (except series 5703, 3105, & 3111)
- b.\_\_\_\_\_ WG-01111 - Trades Helper, WG-5 only (excludes series in Chapter 7, App. F)
- c.\_\_\_\_\_ GS-300 - General Clerical & Administrative Support, GS-1 thru GS-4, with or without STC/OAA/DAT (does not cover GS-675, GS-679, GS-1702 or GS-2091)

### **GENERAL POLICY/PROCEDURES**

20.\_\_\_\_\_ I understand that if I am registering within 30 days of my PCS to my sponsor's new duty station, upon relocation I must report to the new duty station HR Office to update my registration. If I fail to report within 30 days, my registration will be deleted.

21.\_\_\_\_\_ The definition of a "continuing position" has been explained to me. I understand that I am eligible for only one offer of a continuing position, and if I receive such an offer I am expected to accept or decline within 2 business days.

22.\_\_\_\_\_ I understand that I must keep the HR Office informed of my whereabouts so they can contact me regarding job offers. Failure to keep the HR Office informed may lead to removal from the PPP.

23.\_\_\_\_\_ I understand if I accept or decline a continuing position in the Federal service, including a NAF position (includes positions in the military exchange services), my Program S registration will be terminated, whether or not preference was applied. This applies to positions I apply for on my own initiative, not just positions offered through the PPP.

24. \_\_\_\_\_ I understand my spouse preference terminates if I refuse to participate in established competitive recruitment procedures (e.g., submitting an application, being interviewed, etc.).
25. \_\_\_\_\_ I understand my Program S registration will be terminated upon loss of spousal status due to divorce, death of the sponsor, or the sponsor's retirement or separation from active duty, and that I am responsible for notifying the registering HRO of any changes that may affect my eligibility.
26. \_\_\_\_\_ I understand my Program S registration will be terminated upon expiration of the authority upon which registration is based (e.g., E.O. 12721, E.O. 13473, VRA, etc.).
27. \_\_\_\_\_ I understand that Chapter 3, Section B.3, and Chapter 14, Section E, of the PPP Handbook require me to submit a complete, current and accurate resume in order to register in the PPP.

### **OTHER INFORMATION**

28. \_\_\_\_\_ The Social Security Number entered on my registration form is correct.
29. \_\_\_\_\_ I ( **am / am not** ) on workers' compensation or light duty.
30. \_\_\_\_\_ I have not had performance or conduct problems within the last 12 months.

\_\_\_\_\_  
**Registrant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Counselor's Signature**

\_\_\_\_\_  
**Date**

*(Note: Counselor's signature also certifies that the spouse's current/last official rating of record, if applicable, is at least fully satisfactory/successful or Level 3 or above on a 5-point scale)*

### **DOCUMENTS PROVIDED**

- \_\_\_\_\_ Narrative resume
- \_\_\_\_\_ PCS orders (Must show reporting date, local duty station and indicate authorized family member movement) or amended orders adding spouse as an authorized dependent
- \_\_\_\_\_ SF-50s (e.g., LWOP, highest grade held, overseas appointments, etc., if applicable)
- \_\_\_\_\_ SF-75 (if applicable)
- \_\_\_\_\_ Documentation of performance rating of record (if applicable)
- \_\_\_\_\_ Other (e.g., marriage license, verification of overseas employment, etc., if applicable; also documentation of LWOP, if applicable, when SF-50 is not available)

**PRIVACY ACT STATEMENT:** Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for placement or reemployment under the respective placement assistance program.

**E.O. 9397** authorizes use of the Social Security Number (SSN) as the means of identifying individuals in personnel information systems to provide placement assistance. Your SSN will only be used to ensure accurate program registration. Furnishing your SSN is voluntary, but failure to do so may result in not obtaining placement consideration.