



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

28 JUN 2012

AEPE-CB

MEMORANDUM FOR Director, United States Army Civilian Human Resources Agency,  
Europe Region, Unit 23152, APO AE 09227-3152

SUBJECT: Determining Eligibility for Registration in the Priority Placement Program (PPP)

1. References:

- a. DOD PPP Handbook, July 2011 with subsequent updates.
- b. Memorandum, HQ USAREUR/7A, AEAGA-CE, 27 Jul 99, subject: Determining Eligibility for Registration in the Priority Placement Program.

2. In accordance with Chapter 3, Paragraph C.16 of reference a, an employee cannot be registered in the PPP if the registering Civilian Personnel Advisory Center (CPAC) has knowledge of conduct or performance that is less than satisfactory. This is true even if no formal action has been taken and the employee's rating of record is fully successful (level 3) or above.

3. Accordingly, when a CPAC has knowledge of a conduct or performance problem or the rating of record is not fully successful (level 3), PPP registration must be withheld for a period of at least 90 days to ensure that necessary corrective measures have had their intended effect. This period will vary based on the nature of the performance or conduct deficiency, the nexus between the deficiency and the types of positions for which the employee would be registered, and the employee's past performance and conduct. After the evaluation period, the supervisor must certify in writing that the employee's performance and conduct are satisfactory using the "Supervisory Certification of Performance and Conduct" form found in Chapter 3, Appendix A, of reference a. Only after the employee successfully completes the evaluation period and the supervisor certifies that the employee's performance and conduct are now satisfactory, can the employee be registered in the PPP.

4. Management should be informed that if an employee's performance or conduct is not fully satisfactory at the time of registration and the employee is placed through the PPP, corrective actions may be taken against the releasing organization. If the Civilian Transition Programs Division, Defense Civilian Personnel Advisory Service, determines that conduct or performance problems existed prior to placement and were not resolved, corrective action may include, but is not limited to, rescinding the placement and returning the employee to his or her former organization. If the placement involved a permanent change of station (PCS), the releasing organization may be required to pay the additional PCS costs for the return move.

AEPE-CB

SUBJECT: Determining Eligibility for Registration in the Priority Placement Program (PPP)

5. This memorandum rescinds and replaces reference b.

6. HQ, USAREUR, G1, Civilian Personnel Directorate, POC is Mr. Ernest Rivera at DSN 314-370-9433 or e-mail [ernest.g.rivera.civ@mail.mil](mailto:ernest.g.rivera.civ@mail.mil).

  
DONALD F. COPSON  
Assistant Deputy Chief of Staff, G1  
(Civilian Personnel)