

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

27 APR 1998

AEAGA-CE (690-300K)

CPD Letter 300-98-02

Registration in the Priority Placement Program (PPP) for Employees
Serving under Rotation Agreements

1. **PURPOSE:** To clarify when an employee must register in PPP following a decision that his or her tour will not be extended. This applies to all employees serving under a rotation agreement who do not have reemployment rights or have reemployment rights to a lower grade.
2. **References:**
 - a. AR 690-300, Chapter 301, Subchapter 5, para 5-5c.
 - b. DA Forms 5369-R, 5370-R and 5371-R.
 - c. Department of Defense (DoD) Manual 1400.20-1-M, Chapter 6, para C.
3. **FILING INSTRUCTIONS:** This policy is to be filed with reference 2a and 2c.
4. **GUIDANCE:** Employees are registered in the Priority Placement Program (PPP) in accordance with the criteria established in the references:
 - a. Employees must register within 7 calendar days after notification of non-extension of their tour but not earlier than six months before the end of their tour.
 - b. If a decision not to extend a tour is subsequently made within the last six months of the tour, employee's registration may be delayed at the request of the employee for not more than 30 calendar days after the date of notification.
5. The 7 calendar days period meets the requirement in AR 690-300, Chapter 301, that unless there are extreme mitigating circumstances, the employee must register within 7 calendar days after the date of a management decision not to extend the employee's tour. The 30 calendar days satisfies the requirement listed on the rotation agreements (DA Form 5369-R and 5371-R) that if timely notice is not given to the employee, registration may be delayed.

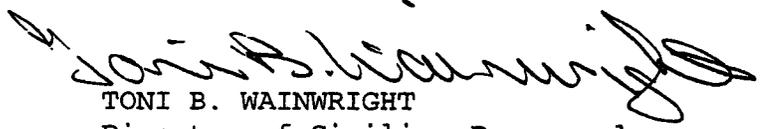
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6. The above is intended to preclude situations in which managers and employees wait until the very end of the employee's tour to register in PPP. Employees should understand that if they fail to abide by the terms of a signed rotation agreement, they may be separated under adverse action procedures.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:



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