

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

AEAGA-CE (690-300K)

27 Jul 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Determining Eligibility for Registration in the Priority Placement Program

1. Reference, Priority Placement Program (PPP) Operations Manual, Chapter 3, Paragraph C-16(a)&(b).
2. In accordance with the reference, an employee can not be registered in the PPP if there is knowledge of a conduct or performance problem. This is true even if no formal action has been taken and the performance appraisal of record is fully successful (level 3) or better.
3. Accordingly, when the Civilian Personnel Advisory Center (CPAC) has knowledge of a conduct or performance problem or the performance appraisal 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 problem has been corrected prior to PPP registration.
4. Recent experience demonstrates that these procedures are not being followed in all cases. This subjects the commands to unnecessary costs. Every effort should be made to avoid this situation.
5. Each CPAC should have local procedures in place to ensure that there are no pending performance or conduct problems negating an employee's registration eligibility. Management should be informed that if an employee's performance or conduct is not fully satisfactory at the time of registration the command may be liable for all costs connected with inappropriate registration.

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6. HQ USAREUR/7A POC is Ms. Christa Pritchard, Policy Management Division, ~~370-3944~~.

375-2553

ORIGINAL SIGNED

/S/Lorraine Phillips for
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Chief, Policy Management Division
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