



**DEPARTMENT OF THE ARMY**

US ARMY TRANSPORTATION CENTER AND SCHOOL  
210 DILLON CIRCLE  
FORT EUSTIS, VIRGINIA 23604-5000

REPLY TO  
ATTENTION OF:

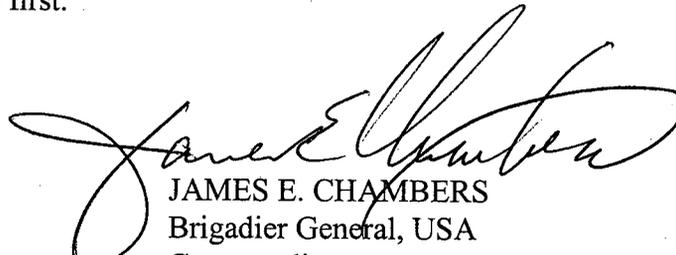
ATZF-CP

07 NOV 2006

MEMORANDUM FOR Supervisors of Civilian Employees at Fort Eustis and Fort Story

SUBJECT: Civilian Personnel Department of Defense Priority Placement Program

1. The Department of Defense Priority Placement Program provides placement assistance for employees adversely affected by (but not limited to) Reductions-in-Force, base closures, realignments, consolidations, contracting-out actions, position classification decisions, rotations from overseas assignments, and Transfers of Function.
2. The commitment to support the Priority Placement Program is hereby reaffirmed. In accordance with affirmative support procedures, selecting officials do not have the authority to reject employees who accept job offers through the Priority Placement Program, and may not impose any special requirements that will deny or delay the placement of these employees. Additionally, selecting officials are not permitted to cancel or postpone filling a vacancy after a recruitment action has been initiated in order to avoid hiring an employee registered in the Priority Placement Program.
3. Upon receipt of requests to fill vacancies for which priority placement procedures are applicable, supervisors will promptly submit requisitions to the Civilian Assistance and Reemployment Program Office. Immediate job offers will be made to registered employees who are reported as fully qualified and available.
4. It is imperative that all supervisors understand and support the Priority Placement Program.
5. This memorandum will be reissued in conjunction with my Change of Command or once every three years, whichever comes first.

  
JAMES E. CHAMBERS  
Brigadier General, USA  
Commanding