



REPLY TO  
ATTENTION OF:

## DEPARTMENT OF THE ARMY

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

ATZF-CP

8 February 2004

MEMORANDUM FOR Supervisors of Civilian Employees at Forts Eustis and Story

SUBJECT: Civilian Personnel DOD Priority Placement Program

1. The Department of Defense (DOD) Priority Placement Program (PPP) provides placement assistance to employees adversely affected by such actions as, but not limited to, reductions-in-force (RIFs), base closures, realignments, consolidations, contracting-out actions, position classification decisions, rotations from overseas assignments, and transfers of function (TOFs).
2. The commitment to support the Priority Placement Program is hereby reaffirmed. In accordance with affirmative support procedures, you as selecting officials do not have the authority to reject employees who accept job offers through the PPP, and may not impose any special requirements which would deny or delay the placement of such employees. Additionally, you are neither permitted to cancel nor postpone filling a vacancy after 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, requisitions will be promptly submitted to the Civilian Assistance and Re-Employment (CARE) Program Office. Registered employees who are reported to be fully qualified and available are to be made immediate job offers.
4. It is imperative that all supervisors be aware of the importance of the Priority Placement Program and continue to give it their total support.
5. This memorandum supersedes TCFE Policy Brief, 690-10, dated 26 June 1997 and will be reissued upon a change in the commanding general or once every three years, whichever comes first.

  
BRIAN I. GEEHAN  
Brigadier General, USA  
Commanding