



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

IMHR-C

OCT 16 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Installation Management Command Policy Memorandum 690-15, IMCOM Enhanced Placement Program

1. References.

- a. Army Regulation 690-300, Chapter 301, 1 Aug 88
- b. DOD Instruction 1400.20, 26 Sep 06, subject: DOD Program for Stability of Civilian Employment.
- c. DOD Priority Placement Program (PPP) Handbook, 26 Jul 11.
- d. DOD Instruction 1400.25, Volume 1230, 26 Jul 12, subject: Employment in Foreign Areas and Employee Return Rights.

2. Purpose. There is a backlog of IMCOM talent who have completed an overseas tour and need to be returned to CONUS. Current Priority Placement Program (PPP) procedures provide minimal opportunities for priority 3 (P3) and N registrants which permit employees to stay overseas past their date eligible for return from overseas (DEROS), creating challenges for command succession planning. To establish an effective succession plan of our overseas employees and to facilitate talent management throughout the command, we need to provide maximum placement opportunities for IMCOM non-displaced overseas employees registered in PPP.

3. Applicability. This policy applies to all IMCOM US appropriated fund positions in the competitive service and IMCOM non-displaced overseas employees registered in PPP at the General Schedule (GS) 9 grade level and above (or equivalent). The requirements of IMCOM selection/developmental programs and Department of Army career programs continue to apply. Deputy garrison commander, garrison manager, deputy garrison manager and chief of staff positions are exempt from this program and will be managed through the IMCOM talent management program.

4. Policy.

a. Effective 3 Nov 14, the IMCOM Enhanced Placement Program (IEPP) surge period will begin and will continue for 90 days or until the desired outcome is achieved.

(1) All promotions, demotions to positions with higher promotion potential, reassignments, appointments (including reinstatements and conversions) and transfers are prohibited for IMCOM CONUS vacancies when well-qualified IMCOM P3 and N registrants are available.

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(2) All active recruitment must pause, and IMCOM P3 and N matches must be cleared unless a firm job offer has been made and EOD established. Normal recruitment may resume when no well-qualified IMCOM P3 or N registrants are available. Current PPP procedures will apply to all P3 and N registrants from other Army commands. Any IMCOM P3 or N match that occurs during the surge will be cleared using these procedures.

(3) Exceptions to PPP listed in Chapter 4 of reference 1.c. such as career ladder promotions, accretion of duties, conversion of 30 percent disabled veterans to career or career-conditional appointments, management directed reassignment within an activity, etc., may be used during the surge.

b. Upon completion of the surge placement period, the IEPP sustainment period will begin and will continue until 2 Nov 15.

(1) Well-qualified IMCOM P3 and N registrants will be placed when selecting a candidate outside the unit identification code UIC of the vacant position (including conversions and reinstatements). Promotions, demotions or reassignments of permanent IMCOM employees within the UIC will not be blocked by IMCOM P3 and N registrants during the sustainment period.

(2) Exceptions to PPP listed in chapter 4 of reference 1.c., such as career ladder promotions, accretion of duties, conversion of 30 percent disabled veterans to career or career-conditional appointments, management directed reassignment within an activity, etc., may be used during the sustainment period.

c. OCONUS region directors will not extend employees beyond the maximum five-year tour limit. Requests to extend an overseas tour beyond five years will require DCG-COS approval. Enclosure 1 provides procedures and guidance for overseas tour extension requests.

d. Requests to grant administrative extensions of return rights beyond five years for former IMCOM employees serving OCONUS requires approval from the CONUS region director for region and garrison employees or DCG-COS for HQ IMCOM and AEC employees.

e. All new rotation agreements and extensions will include a condition of employment which requires PPP registrations for employees without return rights be amended to include one grade below current grade if a valid offer is not received within 90 days of registration. Employees recruited from the United States, who forfeited their return rights, are not required to register below the grade from which originally recruited. Enclosure 2 supplements the Department of Army rotation agreement.

f. Leadership involvement and support are critical to the success of IEPP. Commanders and supervisors must ensure employees are notified of their eligibility and requirements to register in PPP.

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5. Procedures.

a. OCONUS regions will coordinate with garrisons to ensure procedures in Enclosure 3 are followed.

b. An employee who declines a valid job offer through the IMCOM Enhanced Placement Program will be removed from PPP and separated under adverse action procedures.

c. All extension requests requiring DCG-COS approval will be staffed to HQ IMCOM G1, at usarmy.ibsa.imcom-hq.mbx.g1-civ-per@mail.mil.

d. All commands will honor collective bargaining obligations and agreements prior to implementation.

6. PROPONENT. Headquarters IMCOM, G1 is the proponent for this policy. The POC is Chief, Staffing Branch, at commercial (210) 466-0416.

3 Encls

1. Overseas Tour Extension Guidance
2. IMCOM Rotation Agreement Supplement
3. Procedures



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ENCLOSURE 1 OVERSEAS TOUR EXTENSION GUIDANCE AND PROCEDURES

1. An initial tour extension beyond five years shall be based on a written rationale that articulates a business case for retaining the employee in the overseas location and provides a credible workforce succession plan for replacing the employee by the end of a two-year extension. Any subsequent extension that keeps the employee in the OCONUS area beyond seven years requires addressing the unanticipated events or circumstances that resulted in the failure of the workforce succession plan included in the approval package for the first extension.

2. Succession Plan: Organizations must explain in detail the actions they will take to replace the current employee by the end of the tour extension. This plan can be updated or adjusted as necessary to reach the end goal of replacing the employee with another highly-qualified employee while avoiding or mitigating any negative impact on the mission.

a. Example 1: If the plan involves training, the request should address the type of training (formal, informal or on-the-job), areas of training, how/when/where training will be provided, availability of the training and funding, if applicable. If recruitment (backfill) is the plan, it must address when recruiting will begin, the area of consideration (AOC) for recruitment and any options to be used (PCS, 3Rs) and why management believes the AOC and options will provide an adequate pool of high-quality applicants.

b. Example 2: If the plan involves employees where no succession is imminent (ie closing installation where the employee is not being replaced), the request must include the disposition of the employee at the end of the extension. (Example text: At the conclusion of the extension the employee will be placed in PPP; the employee will retire; or the employee will receive a management directed reassignment.)

3. Backup plans and internal development strategies should be addressed that will prepare employees to fill gaps caused by rotations and fill in if there is an unexpectedly long recruitment effort.

4. Succession plan failure: This is a requirement for approved tour extensions that will take the employee beyond a total of seven years. The request must explain what unexpected circumstances caused the initial succession plan to fail, resulting in the inability to replace the employee.

a. The explanation must detail the events or circumstances that had a direct impact on the initial succession plan.

b. A new succession plan will address specific strategies to correct or mitigate the circumstances that resulted in failure of the previous plan, if the circumstances may be a factor again and other potential events or circumstances that may impact the new plan.

ENCLOSURE 2 IMCOM ROTATION AGREEMENT SUPPLEMENT

Employees without return rights who do not receive a valid offer within 90 days of registration in the Priority Placement Program (PPP) must have their PPP registration amended to include one grade interval below his or her current grade. Employees recruited from the United States, who forfeited their return rights, are not required to register below the grade from which originally recruited.

Employee Signature

Date

Human Resources Office Representative

Phone Number

E-Mail Address

Signature

Date

ENCLOSURE 3 PROCEDURES

1. OCONUS regions will coordinate with garrisons to ensure:

a. Supervisors review employee resumes to ensure they are complete, current and accurate prior to registration in PPP and upload in ASARS;

b. Employees certify that all information provided, including information in the narrative resume, is accurate and truthful;

c. Supervisors review resumes every 12 months enrolled in PPP and coordinate any changes with the servicing CPACs; and

d. Employees enrolled in PPP inform the servicing CPAC of any changes in their employment status.

2. OCONUS regions will coordinate with the CPAC to ensure accuracy of data to include expansions of PPP zones, grades and skills as required by subchapter 5 of AR 690-300, Chapter 301, 1 Aug 88 and chapter 5 of DOD PPP Handbook, 26 Jul 11. Expansion procedures include a review and amendment of:

a. Registration Grades.

(1) If an employee has return rights to a lower grade and is not placed within 90 days of registration, the registration must be amended to include all grades down to, but not including, the grade to which return rights exist (subject to the 3 GS grades or equivalent limitation).

(2) If an employee without return rights is not placed within 90 days of registration the registration must be amended to one grade below current grade. Registration below the current grade will only apply when the employee's rotation agreement or extension to the rotation agreement informs the employee of this condition of employment.

b. Registration Skills. If an employee does not receive a valid offer within 30 days of registration, the registration must be modified to include all skills (up to five) for which the registrant is well qualified, including appropriate special skill identifiers (i.e. GS-300, WG-0000, or WG-1111) and option codes.

c. Area of Referral. Employees without a valid offer within 90 days will have registration area expanded to the closest adjacent zone, up to two full zones. If the initial area of registration is located in the zone most distant from the overseas activity, the expansion area may be for any zone closer to the overseas activity. Employees without a valid offer within 180 days will have registration area expanded to include all

of CONUS. These expansion procedures do not apply to non-displaced overseas family members.

3. To identify IMCOM PPP registrants, the local servicing CPAC will code the MISC field of the Automated Stopper and Referral System (ASARS) with the IMCOM command code "BA;" the COMPONENT DATA field in ASARS will be coded with the six-digit UIC.

4. Qualification determinations and job offers will be conducted as described in the DOD PPP Handbook, 26 Jul 11. Hiring officials will provide criteria to the CPAC to make a well-qualified determination. Hiring officials may relax the well-qualified standard and authorize job offers to PPP registrants who are not well qualified but, in the opinion the hiring official, could succeed in the job. When relaxing the well-qualified standard, the hiring official agrees to provide training, if necessary, in order to equip the registrant with the skills to succeed in the job. These job offers are considered valid for non-displaced overseas employees.

5. If multiple IMCOM P3 or N matches are available, the hiring official may select the order in which the registrants will be cleared.