

IV. POST-SELECTION PROCESS

Once the slating list has been approved by the Chief of Staff and the selectees have been notified by the gaining command/program executive office (PEO), the personnel process starts.

NOTE: Many PEOs and Commands have sponsorship programs to assist incoming civilian and military personnel with effectively dealing with issues ranging from services provided in the local community to providing points of contact within the organization for personnel actions, PCS, etc. When contacted by the gaining command/PEO, ask if they intend to assign you a sponsor.

(Please refer to Memo 1 in Appendix, pg.26)

A. Civilian Personnel Actions. For civilians, the following process occurs:

1. The gaining command/PEO notifies the selectee by phone or by memorandum of his/her assignment. In addition to information that will help the family more easily relocate, if required, the command/PEO representative will provide needed points of contact in the PEO/command, such as the budget officer who will handle permanent change of station (PCS) orders.
2. A specialist in the ASC's Human Resource Management (HRM) Division contacts the individual who is the normal point of contact (POC) for personnel actions at the PEO/Command to which the selectee is assigned and informs him or her that a civilian PM/AC has been slated against one of their positions. The PEO/command POC prepares the Notification of Personnel Action (NPA) and submits it to the servicing personnel office. The NPA is the document that requests the personnel community to 1) start retroactive Priority Placement Program (PPP) Stopper List clearance, and 2) assign the selectee to the position.
3. The PPP is a DOD program designed to place displaced DOD employees into positions for which they qualify. If a "stopper" is identified for a PM/AC position, a process is in place to review both the qualifications of the stopper candidate and the PM/AC selectee to determine which is the better qualified for the position. If the PM/AC selectee is the better qualified candidate, the process to bring him/her on board continues.
4. Once it has been determined that the PM/AC selectee will be assigned to the position, the Civilian Personnel Advisory Center (CPAC) representative will contact the individual to make the official job offer. At this time, the effective date of the assignment to the PM/AC is established. (All early activations must be approved by the HRC.)
5. If the selectee is from the alternate list, the ASC HRM Division again contacts the POC at the PEO/Command to prepare an NPA, but without a name identified. If a stopper hits, HRC provides the name of the next person on the alternate list. The PPP process above is followed.
6. If the selectee wants return rights to his/her current position upon completion of the PM/AC assignment, this must be stated on the NPA that transfers the selectee to the PM/AC position.
(Please refer to Memo 2 located in Appendix, pg.28)

B. Military Personnel Actions.

The Human Resources Command publishes the list of PM/AC selectees and the HRC generates the orders moving the officer to the new position.

C. Civilian and Military Permanent Change of Station (PCS).

PCS is authorized and allowances paid in accordance with the Joint Travel Regulation (JTR) when the PM/AC selectee moves from one official station to another for permanent duty, provided the transfer is in the interest of the government. The gaining PEO/Command prepares the PCS orders and funds the PCS cost. The following are PCS allowances and are not subject to reduction or change by the PEO/Command: (Keep in mind that these are always subject to change in the JTR.)

(Please refer to Memo 3 and "Frequently asked Questions on PCS" located in Appendix, pg.29)

- Transportation for the employee and dependents, including PCS mileage allowance for Privately Owned Vehicle (POV) travel.
- Per diem for the PM/AC and his/her dependents. Rates may be found at <http://www.dtic.mil/perdiem/rateinfo.html>.
- Household goods (HHG) shipment, including temporary storage. HHG shipment may be authorized for a PCS before the travel order is issued but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility. It is the responsibility of the PM/AC selectee to contact his/her local transportation office to arrange for transportation of HHG.
- The gaining PEO/command, at its discretion, may authorize other expenses such as a house-hunting trip; temporary quarters subsistence expense allowances and POV shipment. Any discretionary expenses approved must be included on the PCS orders.
- Specified expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14 of the JTR are authorized at the discretion of the PEO/Command. Specified expenses are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old duty station) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new duty station), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality. Contact your PEO/command for specific expenses covered, if any, and ensure that these are included on your PCS orders.

D. Official Duty Station.

A civilian employee's official duty station is the one documented on the most recent NPA for his or her position of record. Normally, an employee's duty station is the city/town, county, and state where he or she regularly works, as determined by the employing agency. For most employees, this will be the location of the employee's regular worksite; that is, the place where the employee's activities are based, the location of the employee's desk or work station, or the place where the employee normally performs his or her duties. The official duty station for military personnel is as indicated on the orders issued by the HRC.

E. Location-Based Pay Entitlements.

The location of a civilian employee's official duty station affects his or her location-based pay entitlements. Location-based pay entitlements include locality payments, special salary rates, and non-foreign area cost-of-living allowances and post differentials. Employees are entitled to receive the location-based pay entitlements associated with their documented official duty station for their position of record. The location of an employee's official duty station may affect other benefits. Information on an employee's travel, transportation, and relocation benefits and entitlements may be obtained from GSA's Web site at www.gsa.gov.

F. Key and Emergency-Essential.

The PEOs and Commands have the authority to designate positions as Key and Emergency-Essential to meet mission requirements. Civilians in positions so designated may be eligible for on-post housing.