

What is PPP?

Priority Placement Program (PPP) is to assist Military Spouses to obtain Federal Civil Service positions.

How do you receive

Military Spousal Preference (MSP)?

Military Spouses may receive MSP hiring preference as follows:

1. Spouses can register in PPP if you meet eligibility.
2. Spouses can apply for announcements open to all U.S. Citizens and claim MSP

In addition to PPP registration spouses can apply for Federal Government positions:

Eligible spouses may apply for positions advertised as being open to the "public"; "all U.S. Citizens"; "status candidates"; or "Military Spouses eligible under Executive Order (E.O.) 13473 or 12721".

Create a résumé through USAJOBS by visiting their website at:
<https://www.usajobs.gov>

When you create a résumé through USAJOBS, under the Supplemental Data section you may check all categories that apply to you. E.O. 13473 and/or E.O. 12721 are some choices you may opt to identify that you are eligible for these appointing authorities.

Spouses are eligible to apply for jobs and register in PPP under E.O. 13473 for a maximum of 2 years from the date of the Sponsors orders were issued, or E.O. 12721 for a maximum of 3 years from the date you enter the United States from the overseas area.

Résumé Tips

Résumés must have sufficient information and be well written for you to be considered well qualified for a position

Information on the résumé will be used to determine which series and pay grade you will be placed in.

- Provide your full name, mailing address, email address, and phone numbers
 - List each employer's name, address, supervisor's name and contact information.
 - Duty Title, Salary. If current/prior Federal employee list Pay Plan, Series, Grade/Band.
 - Start and End dates (Month/Year) and number of hours per week
 - Complete description of duties. Ensure you describe what you do/did: not what you observed, or think you can do
 - List training courses you've completed
 - List Degree(s) you have completed (BA, BS, MA, PhD), the year it was awarded, the major course of study, and the institution where obtained.
 - List professional licenses or certificates including the dates received and the state(s) where the license or certificate is currently valid
 - List your self-certified typing speed
- ACS provides employment readiness classes every month. For more information and to make an appointment please contact them at phone number (719) 526-0452*

Priority Placement

Program (PPP)



Civilian Personnel Advisory
Center Fort Carson

1626 Ellis Street, Bldg. 1118
Room 161

Walk-in hours are:
Monday, Tuesday, Thursday &
Friday from 10 a.m.-2 p.m.

The CPAC is closed on
Wednesdays for training

Points of Contact:



WHO IS ELIGIBLE?

You must be a United States Citizen

And

A Spouse of an Active Duty Military member of the U.S. Armed Forces, including the U.S. Coast Guard and full time National Guard

- You must have been married to your Sponsor prior to their report date to their new duty location and accompany him/her to the new duty location.

- You must be listed on the orders as a Dependent or orders must specify that dependents are authorized.

Or

Spouses of a 100% Disabled Veteran

Or

Spouse of a Service Member Killed in Action

*Note: Military Spouses are ineligible for Program "S" when the sponsor relocated in conjunction with retirement or separation.

REQUIRED DOCUMENTS TO REGISTER:

Executive Order 13473

Spouses without prior Federal Service:

- *Sponsor's Permanent Change of Station (PCS) Orders*
- *Résumé (Note: Registrants must have a résumé on file in USAJOBS).*
- *USAJOBS webpage: <https://www.usajobs.gov>*
- *Marriage Certificate*
- *Transcripts if you have a degree*

Executive Order 12721

Executive Order 12721 is an authority for Spouses of Active Duty returning from a PCS Overseas and served at least 52 weeks in the Overseas area.

- *Sponsor's Permanent Change of Station (PCS) Orders*
- *Résumé (Note: Registrants must have a résumé on file in USAJOBS).*
- *USAJOBS webpage: <https://www.usajobs.gov>*
- *Marriage Certificate*
- *Standard Form 50 showing LWOP and 52 weeks of creditable Federal Overseas Employment*
- *Most recent Performance Appraisal indicating performance at a successful level*
- *Standard Form 75 (if available)*
- *Transcripts if you have a degree*

Spouses with Current/Prior Permanent Federal Service

- *Sponsor's Permanent Change of Station (PCS) Orders*
- *Résumé (Note: Registrants must have a résumé on file in USAJOBS).*
- *USAJOBS webpage: <https://www.usajobs.gov>*
- *Marriage Certificate*
- *Standard Form 50 (if on LWOP we will need the SF-50 showing LWOP)*
- *Most recent Performance Appraisal indicating performance at a successful level*
- *Standard Form 75 (if available)*
- *Transcripts if you have a degree*

WHEN/HOW TO REGISTER:

- Spouses can register up to 30 days prior to the sponsor's reporting date or upon relocation to new duty location
- Bring in all required documents to the CPAC
- Upon receiving documents, the CPAC will look over your information and determine qualifications
- Once qualifications are determined (usually in 5 business days) the CPAC will contact you for a face-to-face appointment for PPP registration.
- Walk-in hours for drop-off are from 10 a.m. – 2 p.m. on Mon., Tues., Thur., & Fri.
- The CPAC is closed for training on Wednesdays