

# Department of Defense

## Reemployment Priority List (RPL) Guide



**Defense Civilian Personnel Advisory Service  
June 2014**

**DEPARTMENT OF DEFENSE**  
**REEMPLOYMENT PRIORITY LIST (RPL) GUIDE**

- ➡ **References:** (a) DoD Instruction 1400.25, Volume 330, “DoD Civilian Personnel Management System, Reemployment Priority List (RPL),” administratively reissued April 6, 2009 ←
- (b) Title 5, United States Code
- (c) Title 5, Code of Federal Regulations, Parts 330, 351, 353

**A. PURPOSE**

This Guide provides instructions for the operation of the automated DoD Reemployment Priority List (RPL). The RPL provides placement priority for current and former DoD career and career-conditional, competitive service employees, who are separated by reduction in force (RIF) or have received a RIF separation notice or Certificate of Expected Separation (CES), and those who are separated (or who accept a lower graded position instead of separation) due to compensable injury or disability and who fully recover more than one year from the date compensation is payable as described in 5 CFR Parts 330 and 353 of (reference (c)). DoD policy is prescribed in Reference (a). ←

**B. REGISTRATION ELIGIBILITY**

Individuals who meet the following conditions, specified in 5 CFR 330.203 may voluntarily apply and receive placement priority under the DoD RPL:

1. **Registration due to RIF:** Persons serving on competitive service appointments in Tenure Group I or II, who have received a specific notice of RIF separation or a Certificate of Expected Separation (CES), who have not declined a RIF offer under 5 CFR 351 Subpart G (reference (c)) (position with the same type of work schedule and a representative rate at least as high as the position from which the employee was or will be separated), and who:

a. Submit a completed application to the Human Resources Office (HRO) that identifies acceptable conditions for employment and is received by the HRO on or before the RIF separation date;

b. Have received a performance rating of at least fully successful (Level 3) or equivalent on the most recent performance rating of record; and

c. Have not separated for other reasons, (e.g., resignation, retirement, transfer), before the effective date of the RIF action. However, an employee who retires on or after the RIF separation date is eligible for the RPL.

2. **Registration due to compensable injury:** Persons serving on competitive service appointments in Tenure Group I or II who:

a. Are separated due to compensable injury or disability or accept a lower grade in lieu of separation because of compensable injury or disability;

b. Have fully recovered after more than one year from the date compensation was payable; and

c. Submit a timely request (received by the HRO within 30 calendar days after the date compensation ceases or within 30 calendar days following resolution of an appeal for continuation of compensation) for reemployment that includes acceptable conditions for employment.

### **C. REGISTERING ACTIVITY PROCEDURES**

1. The registering activity is the activity from which the employee is or will be separated. If that activity cannot register the individual due to closure, the DoD office designated by the Component to provide personnel services will register the individual.

2. The HRO is responsible for counseling the registrant; submitting and maintaining the registration; explaining the provisions of the RPL, including Merit Systems Protection Board (MSPB) appeal rights; and assisting other DoD activities in the placement process. HROs should use the DoD RPL Employee Notification Sheet (Appendix A) and RPL Registration Format (Appendix B) to assist in counseling and registering individuals.

3. **Automated System.** The Automated Stopper and Referral System (ASARS) website is used to submit and retrieve data required for RPL registration and matching.

4. **Registration Period.** Eligibility expires 2 years from the date of RIF separation or 2 years from the date the agency registers the applicant because of recovery from a compensable work injury. The employee is responsible for keeping the registering activity informed of current mailing address, phone number, e-mail address (if any), etc. Failure to do so may result in loss of consideration for employment or termination of registration. Consideration for all jobs, whether permanent or nonpermanent, is suspended for any individual who cannot be reached by the activity. Submission of an updated application will reinstate consideration, but the period of eligibility cannot be extended beyond the original time set forth in this paragraph. HROs must register applicants in the RPL within 10 calendar days of receipt of their applications.

5. **Qualifications.** The registering HRO is responsible for determining the skills and grade levels for which the employee is qualified to register. Registrants must meet the qualification and educational requirements established by the Office of Personnel Management (OPM) or the Department of Defense, Defense Acquisition Workforce Improvement Act (DAWIA) requirements, if appropriate; validated selective placement factors, including licensure, certification, and registration requirements; physical requirements, including consideration of reasonable accommodation; and other applicable requirements for competitive service appointment.

## 6. **Registration Grades.**

a. RPL applicants eligible due to RIF (including those in receipt of a CES) may register for positions at no higher grade, or equivalent, that have no greater promotion potential, than the position from which they were or will be separated. The highest registration grade for an employee in a pay-banded system is the employee's "exit grade" from the current pay band. In addition, employees can register for any higher grade previously held on a nontemporary basis in the competitive service from which demoted by RIF under 5 CFR, Part 351 (reference (c)). The individual must specify the lowest acceptable grade at the time of registration.

b. RPL applicants who were separated due to compensable injury or disability, and who are fully recovered, may register at no higher grade, or equivalent, than the position held when compensation eligibility was acquired. The highest registration grade for an employee in a pay-banded system is the employee's "exit grade" from the current pay band. If they cannot be placed in the former or equivalent position, they may register for lower grades for which available.

c. RPL applicants who accepted a lower grade position in lieu of separation due to compensable injury, and who are fully recovered, may register for their former or equivalent grade. Applicants who cannot be placed in their former or equivalent grade may register for lower grades down to, but not including, their current grade for the commuting area only.

7. **Referral Area.** RPL applicants will receive placement priority within their Military Agency's (5 CFR 330.101(a) or (b)) activities in the immediate, local commuting area (5 CFR 351.203 (reference (c)) where their former position is or was located. The four military agencies for RPL purposes are the Department of the Army, the Department of the Navy, the Department of the Air Force and the Fourth Estate. Permanent Change of Station (PCS) expenses are paid only when the activity's vacancy announcement provides for relocation benefits. Consideration outside the commuting area from which separated is not authorized except in the following situations:

a. Employees who had agreed to transfer with their function but were separated by RIF from the gaining activity competitive area are registered in the RPL for the gaining activity commuting area.

b. Individuals eligible for the RPL based on a RIF separation notice or CES in Alaska, Hawaii, Guam, or Puerto Rico, who leave those commuting areas, may request referral consideration in the United States. Consideration must be requested from a Civilian Transition Programs (CTP) Administrator and may include the commuting area from which recruited, or another commuting area in the United States mutually acceptable to the individual and DoD, as approved by the CTP Administrator.

c. Normally, individuals employed in foreign areas eligible for the RPL based on a RIF separation notice or CES, are referred only in the commuting area where separated except:

(1) Those who leave their overseas commuting area after separation, may request RPL referral for the commuting area in the United States from which recruited or another commuting area in the United States mutually acceptable to the individual and DoD, as approved by the appropriate Civilian Transition Programs (CTP) Administrator; or

(2) Those who cannot complete a renewal tour of duty due to the 5-year limitation on foreign employment may request referral to one other commuting area in the United States mutually acceptable to the individual and their activity, as approved by the appropriate CTP Administrator.

d. Individuals with RPL entitlement based on recovery from a compensable injury or disability are referred for positions for which they qualify at no higher grade (or equivalent) than their last position. RPL applicants who cannot be placed at their former grade (or equivalent) in their commuting area are entitled to priority consideration for equivalent positions elsewhere within their respective Military Agency, subject to the approval of the appropriate CTP Administrator. Any DoD HRO contacted by an RPL applicant requesting registration for one or more additional local commuting areas will register the former employee only after consulting with the CTP Administrator. In lieu of expanded geographic consideration, an individual may elect to be considered for the next best available position in the former commuting area.

e. Subject to the approval of the appropriate CTP Administrator, the registering DoD activity may expand the commuting area to include an area where continuing positions exist when no competitive service positions will remain in the local commuting area from which the RPL eligible will be separated to exercise their placement priority.

8. **Registration Changes.** Changes, additions, and deletions to registrations are made by retrieving the active registration, keying new or deleting existing entries, or adding new data, and then submitting through the automated process. New data may be submitted at any time.

a. When referred for a position with a lower representative rate than the highest grade for which registered on the RPL, registrants are no longer eligible for placement at or below the grade of that position if they:

(1) Decline or fail to respond within 5 workdays to an offer of a career or career-conditional appointment without time limitation;

(2) Fail to respond within 5 workdays to an inquiry regarding their qualifications or availability for such an appointment; or

(3) Decline or fail to appear for an interview for such an appointment.

Registrants retain RPL eligibility for positions with higher representative rates than the position for which referred, up to and including the highest grade for which registered. Registering HROs must amend the registrations of individuals who lose eligibility under this provision. For

example, if an individual is registered for grades GS-07 through GS-12 and declines a GS-9 offer, the HRO must delete grades GS-7 through GS-9 from the registration.

b. Declination of time-limited employment has no effect on RPL eligibility or continuation of RPL consideration.

9. **Termination of Registration.** Registrants will be removed from the RPL prior to the expiration of their eligibility period if they:

a. Are registered due to RIF and separate for some other reason (e.g., retirement, resignation, or transfer) before the date the RIF separation would take effect. An employee who retires on or after the date of RIF separation does not lose RPL eligibility;

b. Request removal from the RPL, in writing;

c. Decline or fail to reply within 5 workdays to a written offer of career or career-conditional appointment without time limit to a position at the same grade level, or representative rate, and with the same work schedule, as that of the position from which separated or scheduled to be separated;

d. Receive a career, career-conditional, or excepted appointment at any grade level, without time limit in any Federal Agency;

e. Leave an overseas commuting area covered by an RPL or become ineligible for overseas foreign employment because of previous service or residence (registrants may request approval from the CTP Administrator to register in another commuting area in the United States);

f. Decline an interview or fail to appear for a scheduled interview after being notified that the declination or absence would result in removal from the RPL. The activity must clearly document that the registrant received written notification of the interview and the consequences of failure to appear;

g. Cannot be contacted. The activity must clearly document its efforts to contact the registrant. The individual can re-register upon submission of an updated RPL application, but the total registration period will not extend beyond the original expiration date; or

h. Receive a written notice indicating the registrant no longer meets the conditions for eligibility or receive a notice of cessation of injury compensation benefits so that injury compensation benefits continue.

10. **Releasing Report Actions.** Registering activities must submit report action codes to delete registrants from the RPL who accept or decline offers that warrant removal. When making offers that result in declination or placement, gaining activities must report the pay group, series, grade and work schedule of the positions offered to the registering activities. If an offer is declined, the potential gaining activity must also forward documents that show the offer

was in writing. When an activity employs an RPL registrant under conditions that allow for continued RPL registration, the registrant's new activity becomes his or her registering activity. Registering activities will use the following ASARS website report actions to delete registrants from the RPL:

a. **"02" - Declination of Offer.** Enter only if the registrant declined an offer without time limit at the same grade level, or representative rate, and with the same work schedule as the position from which separated or scheduled to be separated. Enter the appropriate A-coded activity in the "Gaining Activity" block.

b. **"03" – Placement DoD Activity.** Enter if the registrant accepted a career, career-conditional or excepted appointment without time limit at any DoD Agency. Enter the appropriate A-coded activity in the "Gaining Activity" block.

c. **"04" – Placement Other Federal Agency.** Enter if the registrant accepted a career, career-conditional or excepted appointment without time limit at any non-DoD Federal Agency. Enter the appropriate code from the Priority Placement Program (PPP) Operations Manual, Chapter 9, Appendix E, in the "Gaining Activity" block.

d. **"10" - Removal-Registrant Request.** The registrant requested removal from the RPL.

e. **"11" - Removal-HRO Request.** This code is used when no other code is appropriate (e.g., to remove an erroneous registration).

11. **Records.** The HRO must establish a file on each RPL registrant and maintain records for two years after the date of removal from the RPL. This documentation will include:

- a. A copy of the RIF notice, CES, or Notice of Recovery from Compensable Disability;
- b. A copy of the employee notification sheet given to the registrant advising him or her of the provisions of the RPL.
- c. A copy of the separation SF-50;
- d. A signed copy of the registration and any requested changes submitted by the registrant;
- e. A printed copy of the initial RPL registration and any subsequent changes;
- f. Offers with the resulting acceptances/declinations;
- g. Releasing report actions including date of release;
- h. Documentation to support any early termination of RPL registration; and

- i. Any other information necessary to fully document placement consideration provided.

#### **D. REGISTRATION CODING INSTRUCTIONS**

Registration is accomplished by accessing "RPL" from the ASARS website Main Menu. Upon entering the registering activity "A" code and the registrant's DoD ID/EDIPI (DoD ID Number/Electronic Data Interchange Personal Identifier), the system will bring up the input screen for RPL registration. Employees may be registered in the Priority Placement Program (Program "A") and the RPL at the same time. If the registrant is active in the PPP, the automated system will retrieve certain data elements (shown below with an asterisk "\*") and overlay the item on the RPL registration. However, this data must be verified and the remainder of the registration completed based on the individual's application. Registration information is coded using the Data Elements that appear on the RPL Registration Format. The following coding instructions correspond with the order in which the respective Data Elements are arranged on the RPL Registration Format.

##### **1. "General Information" Data Elements.**

- a. **RSN (Registrant Serial Number).** This identifier is automatically generated by ASARS.
- b. **REGISTERING ACTIVITY.** Enter the four-character code assigned to the registering activity. The last character MUST be "A."
- c. **DoD ID/EDIPI (DoD ID Number/Electronic Data Interchange Personal Identifier).** Enter the registrant's DoD ID Number, which is also known as the Electronic Data Interchange Personal Identifier (EDIPI).
- d. **\*NAME.** Enter last name, first name, then middle initial of registrant, in that order.
- e. **\*HRO POC.** Enter the last then first name of the individual point of contact (POC) at the registering HRO to contact for changes to the registration or removal from the program.
- f. **\*HRO COMMERCIAL PHONE.** For the U.S., enter the HRO area code and commercial number. For overseas, enter the country code, city code, and telephone number.
- g. **\*HRO DSN PHONE.** Enter the DSN telephone number. For overseas, enter the 3-digit DSN country code followed by the DSN prefix and number
- h. **\*HRO COMMERCIAL FAX.** Enter the commercial area code and fax number. For overseas, enter the country code, city code, and telephone number.
- i. **\*HRO DSN FAX.** Enter the DSN fax number. For overseas, enter the 3-digit DSN country code followed by the DSN prefix and number.
- j. **\*HRO E-MAIL.** Enter the e-mail address of the registering activity HRO POC.

2. **"Personal Data" Elements.**

- a. **\*ADDRESS.** Enter the registrant's current street or mailing address. Abbreviations may be used.
- b. **\*CITY.** Enter the registrant's city.
- c. **\*STATE.** Enter the two-character state code (see drop box selections).
- d. **\*ZIP.** Enter the 5-digit code.
- e. **HOME PHONE.** Enter the registrant's home telephone number or cell phone number.
- f. **WORK PHONE.** Enter the registrant's work telephone number, if any.
- g. **E-MAIL ADDRESS.** Enter the registrant's e-mail address, if any.
- h. **\*COMPONENT.** Enter appropriate code of present or last DoD employer.
- i. **\*EXPERIENCE.** Enter relevant work experience.

3. **"Position Data" Elements.**

a. **POSITION.** Enter the pay group, series, and grade of the permanent position from which the employee was or will be separated due to RIF, or last held before being separated (or who accepted a lower graded position in lieu of separation) because of a compensable injury or disability.

- (1) **\*Pay group upon separation.** Enter the pay group.
- (2) **\*Series upon separation.** Enter the occupational series leaving unused blocks blank.
- (3) **\*Grade upon separation.** Enter the 2-digit grade of the position held upon separation. If the grade is lower than 10, a zero must precede the number.
- (4) **Full performance pay group of position held upon separation.** Enter the pay group of the full performance level of the position identified in previous entry.
- (5) **Full performance grade level of position held upon separation.** Enter the 2-digit grade of the full performance level of the position from which separated. If the grade is lower than 10, a zero must precede the number.
- (6) **\*Security Clearance.** Enter the clearance currently held by the registrant, as follows:

V – Crypto  
T – Top Secret

S – Secret  
C – Confidential  
N - None

4. **"Eligibility/Availability" Data Elements**

a. **Eligibility Code.** Enter "R" if eligibility is based on receipt of a specific RIF notice or a Certificate of Expected Separation; enter "C" if eligibility is based on full recovery from a compensable injury or disability.

b. **Tenure Group.** Enter the appropriate code as follows:

1AD - Career Disabled Veteran (has a compensable service-connected disability of 30 percent or more).

1A - Career Veteran

1B - Career Non-Veteran

2AD - Career-Conditional Disabled Veteran (has a compensable service-connected disability of 30 percent or more).

2A - Career-Conditional Veteran

2B - Career-Conditional Non-Veteran

c. **\*Separation Date.** Enter the 4-digit year, 2-digit month, and 2-digit day, in that order.

d. **Release Date.** Enter the date 2 years from the RIF separation date or 2 years from the registration date for an RPL eligible who has recovered from a compensable work injury. Enter the 4-digit year, 2-digit month, and 2-digit day, in that order.

e. **Full-Time Employment.** Click "YES" if available for full-time employment or "NO" if not.

f. **Part-Time Employment.** Click "YES" if available for part-time employment or "NO" if not.

g. **\*Intermittent Employment.** Click "YES" if available for intermittent employment or "NO" if not.

h. **\*Seasonal Employment.** Click "YES" if available for seasonal employment or "NO" if not.

i. **\*Temporary Employment.** Enter one of the following codes to indicate the registrant's availability for temporary or term employment:

Y - Any

A - 60 days or longer

B - 120 days or longer

C - 180 days or longer

D - 1 year or longer

N – Not available

j. **\*Supervisory Employment.** Click “YES” if available for supervisory positions or “NO” if not.

k. **\*Defense Acquisition.** Enter one of the following:

Y Currently a member of the Defense Acquisition Corps and meets all DAWIA qualification requirements.

A Not currently a member of the Defense Acquisition Corps but meets all DAWIA qualification requirements.

N Not currently a member of Defense Acquisition Corps and does not meet all DAWIA qualification requirements.

l. **\*Reserve Technician.** Click “YES” if tentatively eligible for and willing to actively participate in the active Military Reserve as a condition of employment. Click “NO” if not available/eligible.

m. **Option Codes.** Click “YES” for each skill option the employee has and “NO” for each skill option the employee does not have.

OAA - Office Automation

DAT - Data Transcription

STC - Stenography

n. **Approving Official.** If the registration required an exception to standard RPL policy, enter the name of the CTP Administrator granting approval. ←

o. **Skills.** Enter an unlimited number of skills, as follows:

**Pay Group.** Enter the appropriate pay group, except use GS in lieu of GG or GM, WG in lieu of XF and WY, WL in lieu of XG and WO, and WS in lieu of XH and WA. Registration may be for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and

special Federal Wage System pay groups (e.g., WD, WJ, WK, etc.) with the applicable grade levels. When registering for AD, WB and WT positions enter the appropriate pay group and series and double zeros ("00") for the grades.

**Series.** Enter the occupational series from left to right beginning in the first space and leave unused spaces blank. The following special/generic skill identifiers may be used:

<u>Special Skill Identifier</u>	<u>Positions Covered</u>
GS-300	General Clerical and Administrative Support, Grades 1-4
WG-00000	General Wage Grade, Grades 1-4
WG-01111	General Trades Helper, WG-5 only (refer to the PPP Operations Manual, Chapter 7, Appendix F, for series not covered)

**High Grade.** Enter the registrant's highest registration grade for which eligible based on current policy. If the grade is lower than 10, a zero must precede the number.

**Low Grade.** Enter the registrant's lowest grade for which available and eligible to register. If the grade is lower than 10, a zero must precede the number.

p. **Area of Referral.** Enter an unlimited number of activities within the commuting area (or approved expanded area for those recovered from compensable injury or disability) of the registrant. If there are no activity codes in the commuting area, enter the state in which the employee's former DoD activity is located. Activity and state codes are selected from the drop-box.

## **E. GAINING ACTIVITY PROCEDURES**

1. Activities must consider RPL registrants when planning to fill a temporary, term, or permanent position in the competitive service by a new appointment, reinstatement, or transfer. ➡ The RPL must be cleared within 3 business days before issuing any initial or subsequent referral certificate containing candidates external to the referring agency. When making offers to Priority 1 or Priority 2 PPP registrants more than 3 business days before a referral certificate would otherwise have been issued, activities must clear the RPL immediately prior to extending the offer if the PPP registrant is not a current permanent competitive service employee of the same agency. ←

2. **RPL Clearance.** The RPL may be accessed through the ASARS website at any time. When RPL clearance is required, a Matching Request (Appendix C) must be submitted through the ASARS website for the grade at which the vacancy is filled, regardless of the full performance grade. If a vacancy is advertised at multiple grades, it must be matched at the grade at which the job is ultimately filled. However, registrants have no entitlement to positions with

greater promotion potential than the position from which they were or will be separated. When filling a position established in a pay band, the RPL must be cleared at the equivalent grade level within the pay band at which it is filled. Because of pay banding variations, there is no standard method for comparing these systems with each other or with conventional pay schedules. As a result, when clearing the RPL, comparison and conversion procedures for each pay-band system will be used to establish guidance for determining requisitioning requirements and matching procedures. Determinations are made on a case-by-case basis.

### 3. **Selection Procedures.**

a. Selection from the RPL is made in retention group and subgroup order as outlined in Volume 330 of DoDI 1400.25 (reference (a)). Within a subgroup, an individual may be selected without regard to the RIF service computation date.

b. The automated system will screen for the criteria listed on the Matching Request and a RPL will be available immediately with registrants listed in group and subgroup order.

c. The RPL list will include the RSN, name, pay group, series, grade, and tenure of the registrant. The gaining activity may review the registration of each registrant by clicking on the RSN.

d. **Qualifications.** The gaining activity is responsible for determining registrant qualifications for specific vacancies based on qualification and educational requirements established by the Office of Personnel Management (OPM) or the Department of Defense, Defense Acquisition Workforce Improvement Act (DAWIA) requirements, if appropriate; validated selective placement factors, including licensure, certification, and registration requirements; physical requirements, including consideration of reasonable accommodation; and other applicable requirements for competitive service appointment.

e. Once referred through the RPL, the gaining activity is responsible for all contact with the registrant; however, the registering activity may be contacted for assistance, if necessary. Gaining activities may require registrants to submit a completed application, resume or other needed forms, and may also conduct interviews. Registrants failing to comply with these procedures will have their registration amended or will be removed from the RPL (by the registering activity), as appropriate, according to current procedures. Advance notice of these consequences must be provided to the registrant and sufficient documentation retained by the potential gaining activity.

4. **Offers.** Employment offers made by the gaining activity to the RPL registrant must be in writing and contain information concerning the consequences of declination.

5. **Gaining Report Actions.** No report actions are required of gaining activities; however, notification must be provided to the registering activity of all declinations and placements so appropriate registration changes or releasing report actions may be submitted.

6. **Records.** Each HRO will maintain a clear audit trail that contains, but is not limited to, information on matching positions, applying program exceptions, making qualification determinations, extending job offers, and any associated actions for a period of two years from the completion of the action. Such documentation may include:

- a. A copy of the dated RPL as a result of a matching request;
- b. A copy of registrant referrals considered for the vacancy;
- c. A copy of dated requests for additional information and notifications of scheduled interviews;
- d. A copy of the dated written offer including the registrants' acknowledgment of receipt or return mail receipt;
- e. Acceptance/Declination of an offer.

#### **F. SELECTION ORDER**

1. When a registrant is present on an activity's RPL, and individuals with statutory reemployment rights or PPP registrants are available, offers for vacant positions will be made in the following order:

- a. Individuals exercising restoration rights under 5 CFR 353 (reference (c)) based on return from military service or after recovery from a compensable injury or disability within one year, or exercising other statutory or regulatory employment rights;
- b. Priority 1 and 2 registrants in the DoD PPP, who are current permanent competitive service employees of any DoD agency; and optionally, any other current permanent competitive service PPP registrant from your agency may be selected;
- c. Qualified RPL registrants;
- d. All other PPP registrants;

2. Exceptions to this order of selection are:

- a. Separated Priority 1 and 2 PPP registrants who are preference eligibles may be placed prior to selection from the RPL, at the activity's option.
- b. Employees with RPL entitlement based on injury compensation may be reemployed without regard to PPP registrants, if they are placed at a grade no higher than their former position.
- c. Selections from the PPP will be made in priority order, regardless of the registrant's current employment status. For example, if referrals for a vacancy include a PPP Priority 1

registrant who has already been separated and is not a preference eligible and a PPP Priority 2 registrant who is still employed by your agency, the RPL must be cleared before offering the position through the PPP. Normally, the RPL registrant would have priority over the separated PPP registrant but not over the PPP registrant who has not separated. However, when we have a scenario that includes a RPL registrant, a PPP Priority 1 registrant who has been separated, and a Priority 2 registrant who has not been separated, it is DoD policy to offer the position to the RPL registrant, since the RPL is a statutory program.

3. Current or separated employees referred through the PPP or the RPL will have precedence over selections made through the OPM Interagency Career Transition Assistance Plan (ICTAP).

#### **G. EXCEPTIONS**

Provided there are no well-qualified PPP registrants available, activities are authorized to use the following exceptions to the RPL:

1. Appointment of a qualified 10-point preference eligible; or
2. Appointment of an individual exercising statutory or regulatory reemployment rights; or
3. Appointment of an individual exercising restoration rights based on return from military service or recovery from a compensable injury or disability within 1 year.
4. Appointment of an individual under an excepted service authority.

#### **H. EXEMPT PERSONNEL ACTIONS**

1. Consistent with provisions for placement of PPP registrants outlined in Volume 1800 of DoDI 1400.25, activities may take the following actions involving their respective Military Agency employees or in filling specific positions when registrants are available on the activity's RPL:

a. Placement of a current permanent competitive service employee of the Military Agency;

b. Conversion to competitive appointment of employees with noncompetitive conversion eligibility (e.g., Veterans Readjustment Appointee, 30-percent disabled veterans, disabled employees under Schedule A appointment, those appointed under the Pathways Programs, etc.);

c. Reappointment without a break in service to the same position currently held by a temporary employee under an appointment limited to one year or less when the conversion is to another temporary, not to exceed one year appointment;

d. Extension of an employee's temporary appointment to the maximum time permitted by the appointment authority; or

2. When appropriate, an activity may use the provision for undue interruption under 5 CFR 330.202 (reference (c)) to appoint a person who is not on the RPL, or has lower standing than others on the RPL, when necessary to obtain an employee for duties that cannot be taken over without undue interruption.

## **I. APPEALS**

Except as required in Section H.2. above, the registering activity is responsible for notifying employees of their rights to appeal to the MSPB as stated in 5 CFR 330.214 (reference (c)). Employees may appeal if they believe their reemployment priority rights have been violated because of the employment of another person who otherwise could not have been appointed. Bargaining unit employees may file a grievance through the appropriate negotiated grievance procedure or may file an appeal with the MSPB, but not both.

## **J. MATCHING REQUEST CODING INSTRUCTIONS**

Coding instructions for each item of the Matching Request are as follows:

1. **Requisitioning Activity.** Enter the requisitioning activity's "A" code.
2. **Remote Activity/State.** Complete only when requisitioning outside the commuting area of the requisitioning activity (does not include vacancies at coded activities whose support has been transferred to a regional or consolidated service center). If the position is located at a coded activity (i.e., located at an activity with own activity code or co-located with some other coded activity) that code should be entered. If the location is uncoded, use the code of an activity in the commuting area, if available. When there is more than one coded activity in the commuting area, use the code of an activity from the same Component, if available. If the vacancy is at an uncoded activity in a commuting area with no coded activities, enter the code for the state in which the vacancy is located. The remote activity/state codes are selected from the drop box.
- ➡ 3. **SF-52/Request for Personnel Action (RPA) Number.** Enter the SF-52/RPA or equivalent request for personnel action to which this matching request should be cross-referenced. ◀
4. **Component Code.** Enter the code of the DoD Component that owns the positions. (This will not necessarily be the same DoD Component as that of the requisitioning activity.)
5. **Pay Group.** Enter the appropriate pay system.
6. **Series.** Enter the specific series.
7. **Grade.** Enter the grade and precede with a zero (0) if less than 10. If matching for WT, WB, or AD, enter "00."

8. **Option.** Click “YES” for each option code (i.e., OAA, DAT, or STC) required by the position and “NO” for each option code not required.

9. **Temporary Action.** Click “YES” if the action to fill the position is temporary or term. Click “NO” if it is permanent.

10. **Full-Time Position.** Click “YES” if the position has a full-time schedule. Click “NO” if it does not.

11. **Part-Time Position.** Click “YES” if the position has a part-time schedule. Click “NO” if it does not.

12. **Intermittent Position.** Click “YES” if the position has an intermittent work schedule. Click “NO” if it does not.

13. **Seasonal Position.** Click “YES” if the position is being filled on a seasonal basis. Click “NO” if it is not.

14. **Supervisory Position.** Click “YES” if the position is supervisory. Click “NO” if it is nonsupervisory.

15. **Defense Acquisition.** Click “YES” if the position is subject to Defense Acquisition Workforce Improvement Act (DAWIA) requirements. Click “NO” if it is not.

16. **Reserve Technician.** Click “YES” if the position requires participation in the active Military Reserve as a condition of employment or "N" if not.

## APPENDIX A

### SAMPLE FORM

#### DEPARTMENT OF DEFENSE REEMPLOYMENT PRIORITY LIST EMPLOYEE NOTIFICATION SHEET

**General.** As the result of a reduction in force (RIF) separation notice, Certificate of Expected Separation (CES), recovery from compensable disability, dated (to be determined), you are eligible to register in the Department of Defense (DoD) automated Reemployment Priority List (RPL). The RPL provides reemployment consideration for DoD competitive service employees who are separated by reduction in force (RIF) or have received a RIF separation notice or Certificate of Expected Separation, and those who are separated (or accept a lower graded position instead of separation) due to compensable injury or disability and who fully recover more than 1 year from the date compensation is payable.

**Application.** In order to register in the RPL you must submit a current Federal application or resume to your supporting Human Resources Office (HRO). The human resources specialist will assist you in registering for the RPL by completion of the form provided at Appendix B. You may submit your application at any time after receipt of this notification, but the application must be submitted on or before your RIF separation date or no later than 30 calendar days after the date compensation from your disability ceases. If you have filed an appeal for continuation of compensation, the 30-day period begins the day after resolution is reached.

You must provide the registering HRO current information and update the registration, as necessary, to permit the gaining activity to contact you regarding reemployment. Failure to provide required information may result in your ineligibility to register or, if already registered, termination of your registration.

**Registration Timeframes.** Your RPL registration expires no later than 2 years from the date of your reduction in force separation date or from the date the HRO registers you because of recovery from a compensable work injury. You may be removed from the RPL prior to the expiration of your eligibility if any of the following occur:

- a. You request removal, in writing;
- b. You receive a career, career-conditional, or excepted appointment at any grade level, without time limitation, in any Federal Agency;
- c. You decline or fail to reply within 5 workdays to a written offer of a career or career-conditional appointment without time limitation, at the same grade level, or equivalent, and with the same work schedule, as that of the position from which separated or scheduled to be separated;
- d. You separate for some other reason (such as retirement or resignation) before the date the RIF separation would take effect. (If you retire on or after the date of RIF separation, eligibility continues);
- e. You decline an interview or fail to appear for an interview for an equivalent position;
- f. You cannot be contacted. You may be reregistered provided you submit another RPL application; however, the total registration period will not be extended beyond the original date; or
- g. (Overseas only) You leave the area covered by the RPL or become disqualified for overseas employment because of previous service or residence. However, you may request, in writing, RPL referral to another commuting area in the United States.

h. You receive a written notice that you no longer meet the conditions for RPL eligibility or receive a notice of cessation of injury compensation benefits.

**Availability.** You may register in the RPL for full-time, part-time, intermittent, seasonal, and temporary employment. As indicated above, you will be removed from the RPL if you decline an offer of a career, career-conditional, or excepted appointment without time limitation, as long as the offered position has the same work schedule, as that of the position from which separated or scheduled to be separated.

**Skills.** You may register for all skills for which eligible based on the Office of Personnel Management (OPM) qualification standards. Following your registration, you will continue to have the opportunity to add additional skills and should contact the registering activity for any assistance. In order to determine whether there are other positions available for which you have not registered in the RPL, you may review your activity’s vacancies listed on [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

**Grade Levels.** You may register for any grade level or pay system (e.g., General Schedule, Wage Grade) up to and including your current (or former) permanent grade. You may not register for positions that are at a higher grade or representative rate than your current (or former) position, unless you were previously demoted under RIF from a higher-grade position that was held on a non-temporary basis in the competitive service. You will not be considered for any position that has a higher promotion potential than your current (or former) position. If your current (or former) position is in a pay-banded system, you may not register for positions that are at a higher grade or representative rate than your “exit grade” from the current pay band.

**Area of Referral.** If you are eligible for the RPL due to reduction in force, you can register for all activities of your Military Agency (i.e., Department of the Army, Navy, Air Force or the Fourth Estate) within the commuting area of your current (or former) duty station. Individuals with RPL entitlement based on recovery from a compensable injury or disability, who cannot be placed at their former or equivalent grade level in their commuting area, are entitled to priority consideration for equivalent positions elsewhere within their Military Agency, subject to the approval of the appropriate CTP Administrator. In lieu of expanded geographic consideration, an individual registered based on recovery from a compensable injury or disability may elect to be considered for the next best available position in the former commuting area.

**Appeal.** If you believe your reemployment rights through the RPL have been violated because of the employment of another person, you may appeal to the Merit Systems Protection Board under the provision of the Board's regulations. Bargaining unit employees may file a grievance through the appropriate negotiated grievance procedure or may file an appeal with the Merit Systems Protection Board, but not both.

**Human Resources Office POC.** If you need additional information to assist in your decision regarding the RPL, or wish to review the pertinent regulations on the RPL, please contact (human resources specialist at registering activity).

---

HRO Representative Signature

Date

---

Registrant’s Signature

Date

**APPENDIX B**

**REEMPLOYMENT PRIORITY LIST (RPL)  
REGISTRATION FORMAT**

---

➔	RSN .....	To Be Assigned	←
	REGISTERING ACTIVITY.....	<input type="text"/>	
➔	DoD ID/EDIPI.....	<input type="text"/>	←
	NAME (Last First MI) .....	<input type="text"/>	
	HRO POC (Last First MI).....	<input type="text"/>	
	HRO COMMERCIAL PHONE .....	<input type="text"/>	
	HRO DSN PHONE.....	<input type="text"/>	
	HRO COMMERCIAL FAX .....	<input type="text"/>	
	HRO DSN FAX .....	<input type="text"/>	
	HRO E-MAIL .....	<input type="text"/>	
	ADDRESS.....	<input type="text"/>	
	CITY.....	<input type="text"/>	
	STATE .....	<input type="text"/>	
	ZIP.....	<input type="text"/>	
	HOME PHONE.....	<input type="text"/>	
	WORK PHONE .....	<input type="text"/>	
	E-MAIL ADDRESS.....	<input type="text"/>	
	COMPONENT .....	<input type="text"/>	
	EXPERIENCE 1:		
	FROM DATE (YYMM) .....	<input type="text"/>	
	TO DATE (YYMM) .....	<input type="text"/>	
	JOB TITLE.....	<input type="text"/>	
	EXPERIENCE 2:		
	FROM DATE (YYMM) .....	<input type="text"/>	
	TO DATE (YYMM) .....	<input type="text"/>	
	JOB TITLE.....	<input type="text"/>	
	EXPERIENCE 3:		
	FROM DATE (YYMM) .....	<input type="text"/>	
	TO DATE (YYMM) .....	<input type="text"/>	

JOB TITLE.....

POSITION AT SEPARATION:

PAY GROUP .....

SERIES.....

GRADE.....

FULL PERFORMANCE PAY GROUP....

FULL PERFORMANCE GRADE.....

SECURITY CLEARANCE.....

- V – Crypto
- T – Top Secret
- S – Secret
- C – Confidential
- N – None

ELIGIBILITY CODE .....

- R – Registration based on specific RIF notice or a Certificate of Expected Separation.
- C – Registration based on full recovery from a compensable injury or disability.

TENURE GROUP.....

- 1AD – Career Disabled Veteran (compensable service- connected disability of 30 percent or more)
- 1A – Career Veteran
- 1B – Career Non-Veteran
- 2AD – Career-Conditional Disabled Veteran (compensable service-connected disability of 30 percent or more)
- 2A – Career-Conditional Veteran
- 2B – Career-Conditional Non-Veteran

SEPARATION DATE .....

RELEASE DATE.....

FULL TIME .....  YES       NO

PART TIME.....  YES       NO

INTERMITTENT.....  YES       NO

SEASONAL.....  YES       NO

TEMPORARY.....

- Y – Any
- A – 60 days or longer
- B – 120 days or longer
- C – 180 days or longer
- D – 1 year or longer
- N – Not available

SUPERVISORY.....  YES       NO

DEFENSE ACQUISITION.....

Y – Currently a member of the Defense Acquisition Corps and meets all DAWIA qualification requirements.

A – Not currently a member of the Defense Acquisition Corps but meets all DAWIA qualification requirements.

N – Not currently a member of Defense Acquisition Corps and does not meet all DAWIA qualification requirements.

RESERVE TECHNICIAN.....  YES  NO

OPTION CODES

OAA .....  YES  NO

DAT.....  YES  NO

STC.....  YES  NO

APPROVING OFFICIAL

SKILLS:

PAY GROUP	SERIES	HIGH GRADE	LOW GRADE

Employees can register for an unlimited number of skills.

ACTIVITY/STATE.

Employees may register for an unlimited number of activities within their authorized area of registration. The only time employees are authorized to register for a state is when there are no activity codes in the commuting area (see Section D.4.o.). In this situation, employees can only register for one state.

**Registrant Certification:** I certify that I am available for the positions, grades, types of employment, and locations that I have selected above. I understand that if I decline a position without time limitation at the same grade level or equivalent, and work schedule, as that of the position from which separated or scheduled to be separated, I will be removed from further RPL consideration for all positions, regardless of location, at or below the grade level of the position I decline. I further understand this information can be provided to prospective employers within DoD. This information is requested pursuant to 5 CFR 330. I understand that if I fail to permit release of this information, I will not receive consideration under the DoD RPL. I have been counseled on the provisions of the RPL and my signature constitutes my request to be registered.

Employee Signature

Date

**APPENDIX C**

**RPL MATCHING REQUEST**

**Requisitioning Activity**.....

**Remote Activity/State**.....

**RPA Number**.....

**Component**.....

**Pay Group**.....

**Series**.....

**Grade**.....

**Option**

- OAA** .....  YES       NO
- DAT** .....  YES       NO
- STC** .....  YES       NO
- Temporary Action** .....  YES       NO
- Full-Time Position** .....  YES       NO
- Part-Time Position** .....  YES       NO
- Intermittent Position** .....  YES       NO
- Seasonal Position** .....  YES       NO
- Supervisory Position** .....  YES       NO
- Defense Acquisition** .....  YES       NO
- Reserve Technician** .....  YES       NO