

**9-2. ESTABLISHMENT OF THE
REEMPLOYMENT PRIORITY LIST**

a. Establishment of list.

(1) **General.** The Reemployment Priority List (RPL) coordinator for the OST and at the Headquarters level for each Operating Administration (hereinafter referred to as RPL coordinator(s)) is responsible for ensuring that a reemployment priority list is established and maintained for each commuting area in which employees are located. The RPL will include the names of all eligible, available employees in the Department. Exhibit 1 will be used to establish the RPL and record any changes in an employee's status.

(2) **Responsibilities.**

(a) The servicing personnel office separating an employee in a RIF maintains this employee's official RPL record for purposes of establishing and verifying reemployment consideration within the Department.

(b) The servicing personnel office of the organization conducting the RIF will prepare or obtain an updated copy of an Application for Federal Employment, SF-171, for each employee being separated who is eligible and available for inclusion on the RPL. The block reserved for use of the examining office (upper right hand corner of page 1) will be completed as follows:

Entered Register—Enter "DOT RPL" and the date eligibility expires.

Notations—Enter employee's group/subgroup and full-time/other-than-full-time status.

Form Reviewed—Enter name of personnel specialist responsible for qualifications review.

Options—Enter all occupational series and pay plans for which qualified and available.

Grade—Enter only the highest grade for which qualified beside each option.

Initials and Date—Enter initials of personnel specialist responsible for review and date of review.

(c) The RPL coordinator for the organization conducting a RIF will transmit copies of all properly completed SF-171's to the RPL coordinator(s) with offices in the commuting area in which the eligible employees are located. A transmittal memorandum must accompany the SF-171's and include a list of the names of all eligible employees. Each RPL coordinator is to be informed by telephone within 24 hours of the date the RPL establishment mentioned in (a) above has been completed. Except for unusual circumstances (for example, physically remote locations), written notification is ordinarily to be handcarried or made by certified mail no later than 5 days after the date the RPL is established.

c. Appointment from list. The servicing personnel office making an appointment from the RPL will notify their RPL coordinator by telephone within 24 hours of the employee's entry-on-duty date. The RPL coordinator will then notify within 5 days all other RPL coordinators, specifying in writing the employee's name, type of appointment, grade level, pay plan, work tour, occupational series, whether the position is in the competitive or excepted service, and the effect the appointment has on the employee's RPL eligibility.

d. Reports. RPL coordinators must report to the Departmental Office of Personnel on a quarterly basis the number of employees rehired through the RPL during the particular quarter and the number of employees entered on the RPL, also during the quarter. The report format and due dates will be as specified by OPM for the Quarterly Staffing Status Report.