9-3. EMPLOYEE ELIGIBILITY

b. Deletion of an employee's name from the list.

(1) When an employee requests removal from the DOT RPL in writing, the former servicing personnel office will notify their RPL coordinator by telephone within 24 hours. The losing agency RPL coordinator will then notify, in writing, all other RPL coordinators within 5 days of the telephonic notification. Each RPL maintained by the OST/Operating Administration should be annotated to reflect "Deletion at employee's request" and the date of the request.

(2) Notification procedures for an employee's declination of an offer will be made in the same manner as specified in DPM section 9-2c for an employee's acceptance of an offer.

(3) RPL coordinators will notify their servicing personnel offices when an employee's name should be deleted from the RPL due to expiration of eligibility. Each RPL maintained by the OST/Operating Administration should be annotated to reflect "Deletion-eligibility expired" and the date of the annotation.

(4) When an employee's name is removed from the DOT RPL, it is the responsibility of the former servicing personnel office to annotate and close the employee's RPL record.

(5) The Departmental Office of Personnel will resolve agency questions concerning an employee's eligibility for the RPL or deletion of an employee's name from the list.

Subchapter 9. Establishment of the Reemployment Priority List—Exhibit 1

Department of Transportation Reemployment Priority List (DOT RPL)						
Instructions to establish DOT RPL: For each occupation and tour of duty in which you have positions complete items 1, 2 and 3.						
1. TOUR OF DUTY: check one ( ) FULL TIME ( ) OTHER THAN FULL TIME (OFT) complete column B below			2. PAY PLAN(S):		3. OCCUPATIONAL SERIES:	
Instructions for use of DOT RPL: As you identify or are notified of employees who are entitled to reemployment priority consideration in this occupation, place their names on this list in order of subgroup superiority. As the list becomes longer you may find it desirable to prepare a separate list for each commuting area.						
(A) Commuting Area(s)	(B) OFT Type & Hours	(C) Highest Grade	(D) Group/ Subgroup	(E) Eligibility Expires on	(F) Name and SSN	(G) Former SPO

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