

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM LETTER: 330-8

DATE: 2/29/96

SUBJECT: DOT Reemployment Priority List

The following policies and procedures supplement the regulations contained in 5 CFR Part 330, Subpart B. For requirements concerning the DOT Priority Reemployment List (PRL) for excepted service employees, see DPM Letter 302-1.

330.201

(a) Within DOT, consideration of RPL registrants will be given over outside candidates as required by the Governmentwide regulation on RPL. Additional placement consideration given to RPL candidates will be provided under other programs for which they may be eligible, e.g., the Career Transition Assistance Plan.

330.202

(a)(1) The registration form for the DOT RPL/PRL is attached to this letter.

(b) It is the responsibility of the operating administration (OA) from which the employee is separated to enroll the employee on the RPL. Once the employee has completed the RPL/PRL registration form, the RPL/PRL coordinator is responsible for notifying his/her counterparts in the other OAs about the registration. RPL/PRL coordinators are responsible for maintaining a current DOT RPL listing at all times, and assuring that the requirements concerning the RPL are applied within the OA.

330.203

(d) It is the responsibility of the OA which enrolled an individual to officially remove the registrant from the RPL. When an RPL/PRL coordinator from another OA becomes aware that a registrant should be removed from the RPL for one of the circumstances contained in 330.203, he/she should notify the coordinator of the registering OA. The RPL/PRL coordinator of the registering OA is then responsible for verifying loss of eligibility and officially notifying his/her counterparts. The same procedure should be followed in the case where a registrant's eligibility should be suspended under 330.203(f).

FILING INSTRUCTIONS: File with DPM 330 Letters

DISTRIBUTION: All Departmental Personnel Manual recipients

OPI: M-16/DSchossler/202-366-9447

330.204

The registration and consideration of individuals who recover from compensable injuries should be handled in the same manner as registrants affected by RIF.

330.206


(a)(2) Consideration under the RPL is limited to the work schedule formerly held.

(b)(1) It is the responsibility of the registering OA to determine whether there is reasonable expectation that a registrant can be placed in a position in the former commuting area. If that OA determines that the registrant cannot be placed in the former commuting area, and the registrant does not elect consideration for the next best available position as provided in 330.206 (b)(2), the following procedures shall apply. The OA first determines in what other commuting area it can provide the employee with maximum opportunities for consideration. That becomes the commuting area for which the employee should be considered; such consideration comes after RPL eligibles in that commuting area. If the OA can identify no commuting area which it believes it can provide consideration, it should immediately contact the Departmental Office of Personnel to coordinate consideration in another area.

330.207

(a) The Department of Transportation will use method (b), retention standing order, as its method of selection.

(d) If an OA makes an exception to the order of selection, it is the responsibility of that OA to fulfill the requirements of this section.



Director of Personnel

Attachment

DEPARTMENT OF TRANSPORTATION
REEMPLOYMENT PRIORITY LIST/PRIORITY REEMPLOYMENT LIST
REGISTRATION FORM

Registration for: _____ RPL (Competitive Service)

_____ PRL (Excepted Service)

1. Name _____
(Last) (First) (Middle I.)

2. Address _____

3. Telephone (____) _____

4. Servicing human resources office _____

Contact Name _____

Telephone (____) _____

5. Tenure Group
____ 1AD ____ 2AD
____ 1A ____ 2A
____ 1B ____ 2B

6. Performance Rating of
Record is higher than
Unacceptable
____ Yes ____ No

7. Date Separated _____
Date Registered _____
Date Eligibility Expires _____

8. Work Schedule ____ Full time ____ Part time ____ Intermittent

9. Commuting area from which displaced:

State _____

City _____

10. Reason for registration

____ Reduction in Force

____ Recovery-Compensable injury

____ Recovery/Restored-Disability Annuitant

11. Series for which registered

	Pay Plan	Series	Highest Grade Eligible	Lowest Grade Acceptable
Last Series	_____	_____	_____	_____
Series 2	_____	_____	_____	_____
Series 3	_____	_____	_____	_____
Series 4	_____	_____	_____	_____
Series 5	_____	_____	_____	_____

Additional Information:

12. Signature of Employee _____ Date _____

13. Certification by appointing office

I certify that this individual cannot be placed; is eligible for registration on the RPL/PRL; and meets the qualifications and eligibility requirements for the positions for which registered.

Signature _____ Date _____

Title _____

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14. To be completed when employee is removed from RPL/PRL

Reason for removal:

Date of removal: