



DoD INSTRUCTION 1400.25, VOLUME 330

DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: REEMPLOYMENT PRIORITY LIST (RPL)

Originating Component:	Office of the Under Secretary of Defense for Personnel and Readiness
Effective:	November 13, 2017
Releasability:	Cleared for public release. This instruction is available on the Directives Division Website at http://www.esd.whs.mil/DD/ .
Incorporates and Cancels:	DoD Instruction 1400.25, Volume 330, "DoD Civilian Personnel Management System: Reemployment Priority List (RPL)," December 1, 1996, as amended Civilian Personnel Management Service, "Department of Defense Reemployment Priority List (RPL) Guide," March 2011
Approved by:	A. M. Kurta, Performing the Duties of Under Secretary of Defense for Personnel and Readiness

Purpose: This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5124.02:

- The purpose of the overall instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.
- This volume implements DoD policy, prescribes procedures, assigns responsibilities, and defines eligibility and exceptions for the RPL within the DoD in accordance with the authority in DoD Directive 1400.25 and Parts 330, 351, and 353 of Title 5, Code of Federal Regulations (CFR).

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
SECTION 2: RESPONSIBILITIES	5
2.1. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)).....	5
2.2. Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)).....	5
2.3. Director, DoDHRA.....	5
2.4. DoD Component Heads with Independent Appointing Authority and Director, Washington Headquarters Services (WHS).....	5
SECTION 3: PROCEDURES	6
3.1. Eligibility.	6
3.2. Qualifications.....	7
3.3. Registration Grades.....	7
3.4. Employment Restrictions.....	7
3.5. Exceptions.....	8
3.6. RPL Clearance.	8
3.7. RPL Selections.....	8
3.8. Application Requirements.	8
3.9. Changes in Eligibility.	8
3.10. Changes in Registration.....	10
3.11. Referral Area.....	10
3.12. Appeals.	11
3.13. RPL Automated System.....	11
3.14. Registering Activity Procedures.	11
3.15. Gaining Activitiy Procedures.....	13
GLOSSARY	14
G.1. Acronyms.	14
G.2. Definitions.....	14
REFERENCES	16

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”) when giving reemployment consideration to eligible current and former competitive service employees of the DoD for competitive service vacancies.

1.2. POLICY. In accordance with Title 5, CFR, it is DoD policy that:

a. Within the DoD, eligible RPL applicants will be provided placement priority in accordance with the provisions of this issuance.

b. Registrants will be referred to activities of their respective DoD agency within their local commuting area. The four DoD agencies for RPL purposes are the Department of the Army, the Department of the Navy, the Department of the Air Force, and the DoD. Referral will be through automated procedures administered by the Defense Civilian Personnel Advisory Service, Department of Defense Human Resources Activity (DoDHRA).

c. The RPL will be implemented in accordance with Section 330 of Title 5, CFR, subject to the restrictions and modifications in this issuance.

d. RPL provides placement priority for DoD career and career-conditional competitive service employees who are separated by reduction in force (RIF) or who have received a RIF separation notice or a Certificate of Expected Separation (CES), and for those employees 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 1 year from the date compensation is payable in accordance with Sections 330 and 353 of Title 5, CFR.

e. Candidate referral certificates will not be issued until agencies have ensured there are no RPL placement priority registrants available for a particular vacancy. The RPL cannot be cleared more than 3 work days before issuing any initial or subsequent referral certificate containing candidates external to the referring agency.

f. When an activity has qualified RPL registrants present on its agency’s RPL, in addition to individuals either with statutory reemployment rights or who are in the DoD Priority Placement Program (PPP), offers for vacant positions will be made in this order:

- (1) Individuals exercising restoration on reemployment rights.
- (2) Priority 1 and 2 (subject to involuntary separation) PPP registrants who are current permanent competitive service employees of their respective DoD activity.
- (3) RPL registrants.

(4) All other Priority 1, 2, and 3 PPP registrants (see Paragraph 3.5. of this issuance).

g. RPL registration expires 2 years from the date of RIF separation or 2 years from the date the DoD Component registers the RPL eligible because of recovery from a compensable work injury.

h. RPL rights provided pursuant to this issuance and Section 330 of Title 5, CFR, including any right of appeal to the Merit Systems Protection Board, are separate and distinct from those provided pursuant to Volume 1800 of DoD Instruction 1400.25. The PPP and the RPL operate independently.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA) has overall responsibility for the development of DoD civilian personnel policy covered by this issuance.

2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP) supports the development of civilian personnel policy covered by this issuance and monitors its execution by DoD Components, ensuring consistent implementation and continuous application throughout DoD.

2.3. DIRECTOR, DODHRA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, DoDHRA, provides support to the DASD(CPP), as appropriate, in the execution of the duties and responsibilities of this issuance.

2.4. DOD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY AND DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The DoD Component heads with independent appointing authority and the Director, WHS, on behalf of the OSD and the DoD Components receiving civilian personnel support from WHS, support placement of eligible individuals through the RPL for themselves and their serviced organizations.

SECTION 3: PROCEDURES

3.1. ELIGIBILITY. Pursuant to Section 330.203 of Title 5, CFR, individuals may receive placement priority under the DoD RPL when they:

a. Serve in a competitive service appointment in Tenure Group I or II and they:

(1) Have received a specific notice of RIF separation or a CES that has not been cancelled, rescinded, or modified.

(2) Have not declined a RIF offer pursuant to Section 351 of Title 5, CFR, of a position with a representative rate at least as high as the position from which they were or will be separated.

(3) Have submitted a completed application to the human resources office (HRO) before the RIF separation identifying conditions under which they will accept employment pursuant to Section 330.206 of Title 5, CFR.

(4) Have received a performance rating of at least fully successful or equivalent on the most recent performance rating of record.

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

b. Serve in or are separated from a competitive service appointment in Tenure Group I or II and:

(1) Have separated due to a compensable injury or disability and have fully recovered more than 1 year from the date after compensation began; or

(2) Have accepted a lower grade in lieu of separation due to a compensable injury or disability and have fully recovered more than 1 year from the date after compensation began.

(3) Have received notification from the Office of Workers' Compensation Programs, Department of Labor that injury compensation benefits have ceased or will cease.

(4) Have submitted a request to the HRO for reemployment, including acceptable conditions for employment. The HRO must receive the request either:

(a) Within 30 calendar days after the date injury compensation benefits cease; or

(b) Within 30 calendar days after the date the Department of Labor denies an appeal for continuation of injury compensation benefits.

3.2. QUALIFICATIONS.

a. To be considered qualified for a position as defined in Section 330.202 of Title 5, CFR, an RPL registrant must meet:

(1) Qualification and educational requirements established by the Office of Personnel Management or the DoD.

(2) The requirements established pursuant to Section 1764 of Title 10, United States Code, if appropriate.

(3) Validated selective placement factors including licensure, certification, and registration requirements.

(4) Physical requirements, with or without reasonable accommodation.

(5) Other applicable requirements for competitive service appointment.

b. To be considered qualified, an RPL registrant will not cause an undue interruption that would prevent the completion of required work in accordance with Section 351.203 of Title 5, CFR.

3.3. REGISTRATION GRADES.

a. RPL applicants eligible due to RIF (including those in receipt of a CES) may register for positions having a representative rate no higher than and having promotion potential no greater than the position from which they were or will be separated. In addition, employees may register for any position having a higher representative rate previously held on a nontemporary basis in the competitive service from which they were demoted by RIF pursuant to Section 351 of Title 5, CFR. Employees must specify the lowest acceptable grade when registering.

b. RPL applicants who were separated due to compensable injury or disability and who are fully recovered may register for positions with a representative rate no higher than the position held on a permanent basis when compensation eligibility was acquired. If they cannot be placed in the former or equivalent position, they may register for lower grades.

c. RPL applicants who accepted a lower grade position instead 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 grades lower than their current grade in their current commuting area only.

3.4. EMPLOYMENT RESTRICTIONS. Activities will consider RPL registrants from their agency for competitive service vacancies when a position is filled on a temporary, term, or permanent basis by new appointment, reinstatement, reemployment, transfer, or conversion.

3.5. EXCEPTIONS.

a. Exceptions to RPL placement priority may be made in accordance with Section 330.211 of Title 5, CFR. However, these exceptions must not be used if they otherwise conflict with placement consideration through the PPP.

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.

3.6. RPL CLEARANCE. Agencies will oversee that there are no qualified RPL placement priority registrants available for a particular vacancy. Registrants on the RPL will be listed by series and grade and in retention standing order. If a vacancy is advertised at multiple grades, the RPL must be cleared at all advertised grades or equivalent grades within a pay band, regardless of the full performance level, before a certificate can be issued.

3.7. RPL SELECTIONS. RPL registrants will be referred based on their retention standing in accordance with Section 4.e., of the January 19, 2017 Deputy Secretary of Defense Memorandum.

3.8. APPLICATION REQUIREMENTS.

a. Activities may require that persons eligible for the RPL submit a completed application, resume, or other documents required to process their applications and to determine the positions for which they are qualified.

b. RPL applicants must provide information specifying the conditions under which they will accept employment pursuant to Section 330.205 of Title 5, CFR.

3.9. CHANGES IN ELIGIBILITY.

a. An individual loses RPL eligibility when he or she:

(1) Separates from the agency (by retirement, resignation, or transfer) before the RIF separation date. However, an employee who retires on or after the date of RIF separation does not lose RPL eligibility.

(2) Requests removal from RPL consideration in writing.

(3) Declines or fails to respond within 5 work days to a written offer for an agency position having a representative rate at least as high as the position from which the individual was or will be separated.

(4) Declines or fails to respond within 5 work days to an availability inquiry for an agency position having a representative rate at least as high as the position from which the individual was or will be separated.

(5) Receives a career, career-conditional, or excepted appointment at any grade level, without time limit, in any federal agency.

(6) Leaves an overseas commuting area covered by an RPL or becomes ineligible for overseas employment because of previous overseas service or residence, (e.g., DoD overseas rotation policy in accordance with Volume 1230 of DoD Instruction 1400.25). Subject to the approval of the appropriate civilian transition program (CTP) administrator, applicants may request enrollment in another commuting area in the United States (see Paragraph 3.11.c.).

(7) Receives a cancellation or modification of a notice of cessation of injury compensation benefits, so that injury compensation benefits continue.

(8) Has been registered for 2 years from the date of the RIF separation or 2 years from the date the agency registers the individual because of recovery from a compensable work injury or disability.

(9) Receives a written cancellation, rescission, or modification to the RIF separation notice or CES so that the employee no longer meets the condition for eligibility.

b. An individual will be removed from the RPL at registered grades or pay levels with a representative rate at and below the representative rate of a position offered by the agency if the offered position is below the last grade or pay level held and the individual:

(1) Declines or fails to respond within 5 work days to a written offer for the position.

(2) Fails to respond within 5 work days to an availability inquiry about the position.

(3) Declines or fails to appear for a scheduled interview.

c. An individual may not be removed from the RPL, either in whole or in part, for declining or failing to respond to an offer or inquiry or for declining or failing to appear for a scheduled interview without evidence (such as a Postal Service return receipt signed by the addressee only) showing that the offer, inquiry, or scheduled interview was made in writing and received by that individual. The written offer, inquiry, or scheduled interview must clearly state the consequences of declining, failing to respond, or failing to appear.

d. The agency may suspend an individual's RPL registration for all positions if the agency is unable, through documented written means, to contact the individual. The agency must reactivate the registration when the individual submits an updated application or otherwise requests reactivation in writing. Registration suspension and reactivation does not change the expiration date of the original registration period.

3.10. CHANGES IN REGISTRATION.

a. Changes, additions, and deletions to active registrations will be made by the registering HRO through the automated process within 10 calendar days after receipt of the registrant's request. New data may be submitted at any time during the RPL registration period, as defined in Section 330.208 of Title 5, CFR, and will apply to those vacancies becoming available after the HRO completes the registration update.

b. Registering HROs must immediately amend the registrations of individuals who lose eligibility in whole or in part. 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.

3.11. REFERRAL AREA.

a. Pursuant to Section 330.207 of Title 5, CFR, an RPL registrant will receive placement priority within his or her agency's activities in the local commuting area in which the registrant was or will be separated.

b. Consideration outside the commuting area from which separated will not be authorized except when:

(1) Employees who had agreed to transfer with their function but were separated by RIF from the gaining competitive area are registered in the RPL covering the gaining competitive area's local commuting area.

(2) Subject to the approval of the appropriate CTP administrator, the registering activity expands 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 registrant will be separated.

c. If an individual was, or will be, separated from an overseas position, registration is limited to the local commuting area in which the registrant was, or will be separated, unless:

(1) The individual requests and receives approval from the appropriate CTP administrator to register for a commuting area within the United States that is mutually acceptable to the individual and his or her agency; or

(2) The individual cannot complete a renewal tour of duty due to the 5-year limitation on overseas employment. In such cases, the individual may register for a local commuting area within the United States mutually acceptable to the individual and his or her agency, as approved by the appropriate CTP administrator.

d. Individuals with RPL entitlement based on recovery from a compensable injury or disability will be referred for positions for which they qualify that are at no higher grade (or equivalent) than their last position. RPL registrants who cannot be placed at their former or equivalent grade level in their commuting area may receive placement priority for equivalent

positions elsewhere within their agency subject to the approval of a CTP administrator. Instead of expanded geographic consideration, an individual may elect to be considered for the next best available position in the losing commuting area.

3.12. APPEALS. An RPL registrant who believes the activity violated his or her reemployment rights by employing another person who otherwise could not have been appointed properly may appeal to the Merit Systems Protection Board. 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.

3.13. RPL AUTOMATED SYSTEM. The RPL will be administered through the Automated Stopper and Referral System (ASARS) Website at <https://hrnetapps.cpms.osd.mil>.

3.14. REGISTERING ACTIVITY PROCEDURES.

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

b. The registering HRO will:

- (1) Administer the RPL for supported installation or activities.
- (2) Enroll applicants on the RPL within 10 calendar days of receipt of application, load the registrant's resume in ASARS, and maintain and update enrollment information as necessary.
- (3) Counsel employees on RPL provisions and assist them with identifying agency positions for which they are qualified.
- (4) Give RPL registrants placement priority for appropriate personnel actions.
- (5) Provide information on appeal rights.
- (6) Terminate or limit registration when appropriate in accordance with Paragraphs 3.9 through 3.11 of this section.
- (7) Maintain a record on each registrant for 2 years following release from the RPL to include as applicable:
 - (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 Standard Form 50, "Notification of Personnel Action."
- (d) A registrant's signed copy of the RPL registration and any requested changes submitted by the registrant in writing.
- (e) A printed copy of the initial RPL registration and any subsequent changes.
- (f) Job offers with the resulting acceptances or declinations, in writing.
- (g) Releasing report actions including date of release.
- (h) Documentation to support any early termination or limitation of RPL registration.
- (i) Any other information necessary to fully document placement consideration provided.
- (j) Documentation of registrant's current rating of record (if applicable).

(8) Use DoD RPL Employee Notification Sheet and RPL Registration Format, located on the ASARS Website, or similar documents, to counsel and register employees eligible for the RPL.

c. The registering HRO is responsible for determining the skills and grade levels or equivalents for which the applicant is qualified to register.

d. The registering HRO 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 HROs must report the pay group, series, grade, and work schedule of the positions offered to the registering HROs. If an offer is declined, the potential gaining HRO must also forward documents that show the offer was in writing. When an HRO employs an RPL registrant under conditions that allow for continued RPL registration, the registrant's new HRO becomes his or her registering HRO. Registering HROs will use the ASARS Website to report actions to delete registrants from the RPL.

(1) "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.

(2) "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.

(3) "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.

(4) "10" - **Removal-Registrant Request**. Enter if the registrant requested removal from the RPL.

(5) “11” - Removal-HRO Request. This code is used when no other code is appropriate (e.g., to remove an erroneous registration).

3.15. GAINING ACTIVITY PROCEDURES.

a. The gaining HRO is responsible for determining RPL registrant qualifications for specific vacancies (see Paragraph 3.2. for qualifications).

b. When RPL clearance is required, a matching request must be submitted through the ASARS Website for the grade(s) at which the vacancy is to be filled, regardless of the full performance grade. The system will screen for the criteria listed on the matching request and an RPL will be available immediately with registrants listed in group and subgroup order. The RPL will contain the DoD identification number or electronic data interchange personal identifier, name, pay group, series, grade, and tenure of the registrants. The gaining activity may obtain a referral for each registrant by clicking on the registrant’s DoD identification number or electronic data interchange personal identifier.

c. Once an RPL registrant is referred, the gaining HRO is responsible for all contact with the registrant; however, the registering HRO may be contacted for assistance. The gaining HRO may require registrants to submit a completed application, resume, or other needed documents, and may also conduct interviews. The potential gaining HRO must maintain sufficient documentation of the offer and the registrant’s response.

d. The gaining HRO will issue any offer in writing in accordance with Paragraph 3.9.

e. The gaining HRO must notify the registering HRO of all declinations and placements so appropriate registration changes or releasing report actions may be submitted by the registering HRO.

f. Each HRO will maintain a clear audit trail that contains, but is not limited to, information on matching positions, applying program exceptions, making qualifications determination, extending job offers, and any reconstruction actions for 2 years from the completion of the action. The documentation may include:

- (1) A copy of the dated RPL as a result of a matching request.
- (2) A copy of registrant referrals considered for the vacancy.
- (3) A copy of dated requests for additional information and notifications of scheduled interviews.
- (4) A copy of the dated written offer including the registrant’s acknowledgement of receipt or return mail receipt.
- (5) Acceptance or declination of an offer.

GLOSSARY

G.1. ACRONYMS.

ASARS	Automated Stopper and Referral System
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CEC	Certificate of Expected Separation
CFR	Code of Federal Regulations
CTP	civilian transition program
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DoDHRA	Department of Defense for Human Resources Activity
HRO	human resources office
PPP	Priority Placement Program
RIF	reduction in force
RPL	Reemployment Priority List
WHS	Washington Headquarters Services

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

activity. All organizations within a DoD agency that are in the same local commuting area or all agency positions in a competitive area, regardless of the supporting HRO or location.

competitive service appointment. Includes new appointments, reinstatements, reemployment, transfers, and conversions.

CTP administrators. Officials who provide operational guidance to the DoD Components and activities to resolve disputes and approve exceptions to the RPL referral area.

DoD agency. Four separate and distinct DoD agencies as defined in Section 330.101 of Title 5, CFR support the RPL: the Department of the Army; the Department of the Navy; the Department of the Air Force; and the Department of Defense, which includes the Office of the Secretary of Defense, Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

DoD Component heads with independent appointing authority. An official delegated the authority pursuant to Sections 302(b) and 3101 of Title 5, United States Code, to take final action on matters pertaining to the employment, direction, and general administration of personnel.

HRO. An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, and on-site customer support units.

local commuting area. Defined in Section 351.203 of Title 5, CFR.

overseas. Areas outside the continental United States, but does not include Alaska, Guam, Hawaii, the Isthmus of Panama, Puerto Rico, or the Virgin Islands.

permanent competitive service employees. Agency employees serving under career appointments in Tenure Group I or career-conditional appointments in Tenure Group II.

representative rate. Defined in Section 351.203 of Title 5, CFR.

retention standing. RIF retention order as defined in the January 19, 2017 Deputy Secretary of Defense Memorandum.

RPL eligible. Defined in Section 330.202 of Title 5, CFR.

RPL registrant. Defined in Section 330.202 of Title 5, CFR.

Tenure Group I. Career employees who are not serving a probationary period as defined in Section 1599(e) of Title 10, United States Code.

Tenure Group II. Career-conditional employees and employees serving a probationary period as defined in Section 1599(e) of Title 10, United States Code.

undue interruption. Defined in Section 351.203 of Title 5, CFR.

REFERENCES

- Deputy Secretary of Defense Memorandum, “Policies and Procedures for Reduction in Force in the Civilian Workforce,” January 19, 2017
- DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1400.25, Volume 1230, “DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights,” July 26, 2012
- DoD Instruction 1400.25, Volume 1800, “DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP),” December 1, 1996, as amended
- Title 5, Code of Federal Regulations
- Title 5, United States Code
- Title 10, United States Code