

**Priority Reemployment List (PRL) Registration Form (for excepted service employees)\***

Eligible employees must submit a completed PRL registration form to their servicing HR Office on or before their Reduction-in-Force (RIF) separation date.<sup>1</sup>

Date of RIF Separation or Injury Compensation Benefits Stop/Denial of Appeal: \_\_\_\_\_

HHS Component/Division: \_\_\_\_\_

Duty Station: City: \_\_\_\_\_ State: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone #: Personal: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: Personal: \_\_\_\_\_ Work: \_\_\_\_\_

Current occupation and series: \_\_\_\_\_

Current grade and promotion potential: \_\_\_\_\_

Current work Schedule: Full-time \_\_\_\_\_ Other \_\_\_\_\_

Minimum hours of week acceptable, if currently less than full-time: \_\_\_\_\_

Will you accept a lower grade level than your current position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list lower grade levels: \_\_\_\_\_

(Employees cannot register for positions with a higher promotion potential than the position from which they will be separated, but can elect to accept job offers at lower grade levels)

Are you available for non-permanent (time-limited) positions? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Employees should submit a current resume with a completed registration form**

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<sup>1</sup> RIF separation date is listed on the employee's RIF notice. Employees may also be eligible for the PRL within 30 days after a MSPB decision, unless the MSPB decision specifies a different registration timeframe; or (for compensable injury) within 30 days after the date compensation benefits stop, or the date the Department of Labor denies an appeal for continuation of injury compensation benefits (5 CFR 353.301(b)).

List the positions for which the PRL registrant is qualified and available:

*(HR Offices either assist employees in identifying positions or conduct a qualifications determination prior to registering the employee on the PRL)*

Title/ Series /Acceptable Grades (based on grade preference above)

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

Note: There is no restriction on the number of positions that can be listed

Registrant's Signature /Date

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*For HR Office Use Only:*

Registration Received: \_\_\_\_\_ Registrant Added to PRL: \_\_\_\_\_

Excepted service hiring authority the employee is being separated from:

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Comments:

*(Include specifics on promotion potential of the position from which separated and any other pertinent information, including veterans' preference)*

See [HHS Priority Placement Programs Policy](#) and 5 CFR Part 302.