

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

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

Date of RIF Separation: _____

OpDiv/StaffDiv: _____

Duty Station City: _____ State: _____

Employee Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: Personal: _____ Work: _____

Current occupation and series: _____

Current grade and promotion potential: _____

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 ☐

¹ 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 Centers will 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:

For Servicing Human Resources Center Use Only:

Registration Received: Registrant Added to RPL: Yes ☐ No ☐

Excepted service hiring authority the employee is being separated from:

Comments:

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

See [HHS Instruction 330-2, Priority Placement Programs](#) and 5 CFR Part 302.