

**REEMPLOYMENT PRIORITY LIST
EMPLOYEE DISPOSITION RECORD**

DATE OF REFERRAL	REQUESTING ORGANIZATION
-------------------------	--------------------------------

POSITION TITLE/SERIES/GRADE

TYPE OF APPOINTMENT <input type="checkbox"/> <i>Permanent</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Full-time</i> <input type="checkbox"/> <i>Part-time</i> <input type="checkbox"/> <i>Intermittent</i>	GEOGRAPHIC LOCATION
--	----------------------------

NAME OF REGISTRANT <i>(Last, First, MI)</i>	SOCIAL SECURITY NUMBER	TENURE GROUP/SUBGROUP
---	-------------------------------	------------------------------

REFERRAL STATUS

Job Offer: Date of Offer Job Offer Accepted

Yes If "Yes," give EOD: _____

No If "No," give reason for declination: _____

- Failed to Reply to Written Inquiry of Availability.
- Candidate NOT Qualified for Position *(Attach analysis of qualifications justifying disqualification. (Note: You may not appoint an outside candidate until you receive confirmation that this justification is accepted and the RPL is clear.)*
- One or more other RPL candidate(s) or current HHS status employee(s) selected to fill the position(s) as listed below.

- Position Left Unfilled
- Registrant Requested Name be Deleted from RPL. *(Attach Registrant's written request.)*

SIGNATURE OF PERSONNEL SPECIALIST	DATE
--	-------------

TYPED/PRINTED NAME OF SPECIALIST	PHONE NUMBER <i>(Include Area Code)</i>
---	--

PRIVACY ACT NOTIFICATION STATEMENT
Reemployment Priority List
EMPLOYEE DISPOSITION RECORD
PHS-7017 (7/94)

General

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597)

Authority for Collection of Information

P.L. 95-603, Executive Order 9379.

Purpose and Uses

The principal purpose for collecting the information requested on the above mentioned form is to Register an Employee on the Reemployment Priority List (RPL). Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service (IRS) for tax withholding purposes, the Department of Treasury for payroll action, and the Department of Labor for workman compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition, these records, or information therefrom, may also be used within DHHS for study purposes, such as projection of staffing needs, and/or creation of nonidentifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Number (SSN)

Disclosure of the SSN is mandatory since it is the identifier used by the IRS and taxes must be withheld from your salary. The use of the SSN is made necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate one to the other. In this regard, it is also used by the PHS to locate records in order to respond to lawful request for information from former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this information is voluntary; however, if the form is submitted, omission of significant information requested would preclude continued processing of your name on the RPL.