

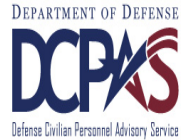
Reemployment Priority List (RPL) System Changes

June 2014

2014-05-



RPL Changes



- Effective June 2, 2014, Social Security Numbers were deleted from the RPL database and can no longer be used to identify registrants
- The new identifier is the registrant's Electronic Data Interchange Personal Identifier (EDIPI)
 - ❑ EDIPI is the same as the registrant's DoD ID Number
 - ❑ This change mirrors the May 2014 change to the PPP (*refer to ASARS Message FY-14-17*)
- This slide deck includes the new RPL screens and operating instructions





Revised RPL Main Menu

RPL
<i>Make a Selection</i>
DoD RPL Guide
<u>RPL WEB User's Guide</u>
REGISTRATION
★ <u>RSN Lookup</u>
★ <u>EDIPI Lookup</u>
<u>NAME Lookup</u>
★ <u>Active Registration List/File Maintenance</u>
★ <u>Enter A Registration</u>
<u>View/Submit Registrations in Hold (Mass Registration)</u>
<u>Edit/Submit Registrations/FM in Hold (Remotely Input)</u>
RPL LOOKUP
<u>Request RPL List</u>

★ indicates change





Entering a New Registration

RPL
<i>Make a Selection</i>
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RPL LOOKUP
Request RPL List

1

Click "Enter A Registration." This is no longer a dual-purpose link used for both registration and file maintenance. It is only used for entering new registrations.

RPL REGISTRATION LOOKUP	
REGISTERING ACTIVITY	000A
DoD ID/EDIPI	
<input type="button" value="Look Up This Registration"/>	

2

Select the registering activity code from the dropdown menu, enter the registrant's EDIPI (same as the DoD ID Number), and click the "Look Up This Registration" button.

3

DATA ENTRY MODE SELECTION
<input type="button" value="CLICK HERE TO ADD A NEW REGISTRATION"/>

If there is no current RPL registration with the EDIPI entered on the previous screen, ASARS will recognize this as a new registration. Click the button to load the registration format.

Steps 1-3 of 4





Entering a New Registration

4

On an actual registration, the Registrant Serial Number (RSN) is automatically assigned by ASARS and will appear in this field when the registration format loads. The RSN is unique to the registrant and will always be associated with the registrant's EDIPI.

The DoD ID/EDIPI entered on the "RPL Registration Lookup" screen will appear here.

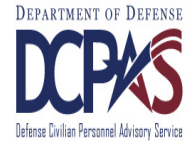
ADDING A NEW REGISTRATION	
RSN	To Be Assigned...
REGISTERING ACTIVITY	500A
DoD ID/EDIPI	XXXXXXXXXX
NAME (Last First MI)	<input type="text"/>
HRO POC (Last First MI)	<input type="text"/>
HRO COMMERCIAL PHONE	<input type="text"/>
HRO DSN PHONE	<input type="text"/>
HRO COMMERCIAL FAX	<input type="text"/>
HRO DSN FAX	<input type="text"/>
HRO E-MAIL	<input type="text"/>
ADDRESS	<input type="text"/>
CITY	<input type="text"/>


Step 4 of 4





Entering a File Maintenance



RPL
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RPL LOOKUP
Request RPL List

1

To begin the file maintenance transaction, click "Active Registration List/File Maintenance" to download a list of current RPL registrants.

ACTIVE RPL REGISTRATION LIST SELECTION
Enter an Activity Code <input type="text" value="000A"/>
SORT BY
<input checked="" type="checkbox"/> RSN
<input type="checkbox"/> Name
 <input type="button" value="Submit"/>

2

Select the registering activity code from dropdown menu, choose the preferred sort option, and click "Submit."





Steps 1-2 of 4





Entering a File Maintenance

3

ACTIVE RPL REGISTRATIONS			
<i>Please Click on the RSN for Detailed info</i>			
<i>Click on FM for File Maintenance</i>			
RSN	EDIPI	NAME	FM
222X2	9999999999	HOVERCRAFT, HORACE Q	 
333Y3	8888888888	FLOATBOAT, BRUNHILDA X	
444Z4	7777777777	RIVERBARGE, GLADYS K	

To enter a new file maintenance for registrant Hovercraft, click the “FM” icon in the column to the right of his name.

4



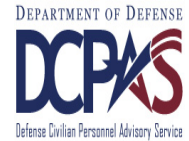
Clicking this button will load the registration format. Make the necessary changes and submit the file maintenance action.

Steps 3-4 of 4





Looking Up a Registration



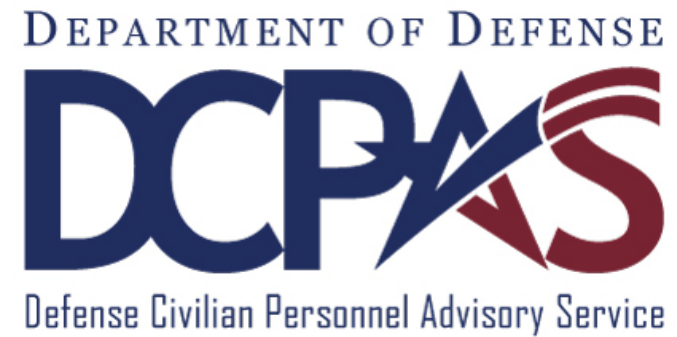
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LOOKUP MASTER RECORD BY RSN
Enter RSN <input type="text"/>
<input type="button" value="Search"/>

LOOKUP MASTER RECORD BY EDIPI Number
Enter EDIPI Number <input type="text"/>
<input type="button" value="Search"/>

In addition to the standard name look-up option, individual RPL registrations can be accessed with the registrant's RSN or EDIPI.





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