OM-400 Position Change Request (Non-Form 50 Action)

Changes NOT requiring a Form 50 action may be accomplished utilizing this worksheet such as a change in schedule for a full time or part-time regular employee that does not require reposting, moving casuals and/or part-time flexibles (PTFs) to different tours, etc. Changes resulting in a Form 50 Personnel Action must be submitted on the OM-500. Changes for EAS must be submitted on the OM-450 worksheet.

Submit completed worksheet to "HRSSC OM (Area name)"

* **Submitting District Name**

* **Submission Date**

* **Submitting Supervisor/Manager**

* **Title**

* **Phone Number**

* **Next Higher Level Concurrence**

* **Title**

* **Phone Number**

* **Employee Name**	
* **Employee EIN**	
* **Position ID Number**	
* **Cost Center (Fin#) of Employee/Position**	
* **Effective Date**	

Position Change(s) Requested

Enter only (current and new) information that is changing. Do not enter information that is not changing.

	Current Information	New Information
Organizational Unit Name/Number (found in webCOINS; examples are the identifying number that represents a post office, tour, section, finance unit, etc.)		
Work Schedule		
Section/Work Area		
Operational Notes (ex. Incumbent only, etc.)		
Scheme/Skill/License/Qualifications		
Other changes not listed and will not result in a Form 50 Action		
Comments regarding above change(s)		

For Offices with no email access, send hard copy to HRSSC, Organization Management, PO Box 970700, Greensboro, NC 27497-0700	* Denotes required information. Missing information may cause process delay or return of worksheet.