

JB-1300 MANAGEMENT OF OCCUPIED POSITIONS

Bid Cluster - Complete sections 1-6. Submit to the "HRSSC JBM mailbox for your Area".
(Maintenance Craft placements during qualification/training: Complete sections 1-7)

1 *	Bid Cluster Name: <input type="text"/>		Contact name: <input type="text"/>	
	Bid Cluster Number <input type="text"/>	Installation Name: <input type="text"/>	Contact phone #: <input type="text"/>	
2 *	Vacated Position Instruction			
	Position Number to be Posted/Reposted/Abolished: <input type="text"/>			
	Indicate below the reason for vacating this position. (select one)			
	<input type="checkbox"/> Declared vacant as a result of non-bargaining detail in excess of 4 months Position will be listed in the next Vacancy Report			
	<input type="checkbox"/> (NALC only) abolishment of senior carrier full time duty assignment			
	<input type="checkbox"/> As a result of failure to provide medical documentation Position will be listed in the next Vacancy Report			
	<input type="checkbox"/> As a result of involuntary reassignment pursuant to Article 12. If not abolished, position will be listed in the next Vacancy Report			
	<input type="checkbox"/> Due to change in duty/schedule/scheme/assignment area. Select and complete the area below.			
	Indicate all changes required prior to being placed on next scheduled posting			
	Non-Scheduled Days: <input type="text"/>	LDC: <input type="text"/>		
	Schedule: <input type="text"/>			
	Route Number: <input type="text"/>			
	Organization Unit: <input type="text"/>			
	Cost Center (Finance #): <input type="text"/>			
	Section: <input type="text"/>			
	License: <input type="text"/>			
	Tour: <input type="text"/>			
	Skill: <input type="text"/>			
	Scheme: <input type="text"/>			
	Physical Requirements Unusual to Specific <input type="text"/>			
	Uniform Allowance: <input type="text"/>			
	Special Conditions: <input type="text"/>			
	Other: <input type="text"/>			
3 *	Incumbent employee information			
	Name of Incumbent: <input type="text"/>			
	Incumbent Employee ID Number: <input type="text"/>			
4 *	Assignment of Incumbent employee (select one)			
	For placements due to abolishment of multiple positions use pg 2 spreadsheet			
	<input type="checkbox"/> Place the employee as unassigned in duplicate position to that identified in section 2 prior to requested changes.			
	<input type="checkbox"/> Place the employee as unassigned in a new position as described on attached OM-500 "Changes to Assignment".			
	<input type="checkbox"/> Place the employee as unassigned in the occ code and level of current position (as noted in section 2) but with the schedule and organization of the position listed in section 7 below. (maintenance craft only)			
5 *	Effective Date of Reassignment <input type="text"/>			
	Seniority Date <input type="text"/>	Rank <input type="text"/>		
	Select Retreat Rights type (drop down)		If section retreat rights, enter section name below. <input type="text"/>	
6 *	Indicate the reason employee is Unassigned (drop down) <input type="text"/>			
7 *	For Maintenance Craft Positions			
	MAINTENANCE BID OR PLACEMENT - IAW Art 38.5.C.3			
	Position number for employee placement <input type="text"/>		Notice of Intent (NOI) # <input type="text"/>	
	<small>JB-1400 and JB-1200 is used to communicate final placement upon completion of qualification</small>			
	Additional comments or instructions: <input type="text"/>			

* Required Fields - Please ensure all required fields are completed. Omission of information may cause delay and/or return of the worksheet.

JB-1300 (pg. 2) ABOLISHMENT OF MULTIPLE OCCUPIED POSITIONS

For use WITH page 1 when multiple positions are being abolished. Use separate worksheets for separate crafts.

Bid Cluster Name	Craft	Effective Date:	Contact Name and Title	Phone Number			
Employee and current position information			Placement information		Seniority Date	Rank	
Employee name	Employee EIN	Abolish position #	Place employee in New Position #	If placement is to Unassigned select UAR code. (Employee placed in duplicate of abolished position.)			Select type of Retreat rights
		Current Cost Center #	New Cost Center #				If section RT enter Section name
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							