

RAR-200 Authorization to Convert to Full Time

Use a separate worksheet for each craft. Do not mix crafts on the same worksheet.

Submit completed worksheet to your District Complement Committee for approval.

Complement Committee submit upon approval to "HRSSC RAR200/JB1200 (Area Name)".

Use Standard Subject Lines -(District)-(Bid Cluster)- (Worksheet #)-(Effective Date)

Submitting Installation Name	Submitting Cost Center Number	Submission Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

District Complement Committee Authorization

Member Name	Title
<input type="text"/>	<input type="text"/>
Member Phone Number	Email Address
<input type="text"/>	<input type="text"/>

Craft (one craft per sheet) Number of PTF positions to be converted:

Reason for Conversion (Select one Box)

Craft Ratio Compliance: Maximization: Other:

	Employee 1		Employee 2		Employee 3	
Employee Name	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Employee EIN	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Effective Date	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Reason Unassigned	<input type="text"/>		<input type="text"/>		<input type="text"/>	
If action will result in change to seniority date.	New Seniority Date	New Rank	New Seniority Date	New Rank	New Seniority Date	New Rank
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assignment to a residual position

Residual Position Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Location	<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete information below if a new position must be created. (Not required if a residual position is being used.)

Position Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Occupation Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Level	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position LDC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Org. Unit Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Org. Unit Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Center Number (Fin#)	<input type="text"/>	<input type="text"/>	<input type="text"/>
EE-Group-Sub-Group (Des/Act)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Section Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Scheduled Days Work Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Scheduled Days	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Comments	Comments	Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>

RAR-200 INSTRUCTION SHEET

If a new position must be created for assignment, complete all blocks under New Position. If a residual is being used for reassignment, only Residual position number is required

This request must be approved by a designee of the Complement Committee.

REASON FOR CONVERSION:

Maximization: For use when the need for a full time assignment has been demonstrated through the consistent use of a PTF for a specified time period as outlined in the National Agreement(s).

Mail Handlers: Article 7.3

Clerks: Article 7.3; MOU-Maximization/Full-time Flexible-APWU

Carriers: Article 7.3; MOU-Maximization/Full-time Flexible-NALC: MOU-Maximization

Craft Ratio Compliance: For use to bring an installation's full time complement into compliance for each craft as specified in the national agreement cites above

Mail Handlers: Article 7.3

Carriers: Article 7.3

Clerks: Article 7.3

Other: For converting PTFs to full time residual positions resulting from bid management.

EMPLOYEE ID:

EMPLOYEE NAME:

EFFECTIVE DATE: Enter effective date of assignment to unassigned regular position.

REASON UNASSIGNED:

- 01 - Duty Assignment is Abolished
- 02 - Duty assignment changed/cause reposting
- 04 - Clerk Craft Only - unassigned/unencumbered
- 05 - Art 12.5.C6 Reassignments Centralized Mail Processing
- 06 - Due to long term illness or accident
- 07 - Possible for full time unions
- 08 - NALC only - as a result of Art. 41.3.0
- 09 - Due to maximization
- 10 - Dispute Settlement-grievance, MSPB, etc.
- 11 - Military Leave
- 12 - Mutual Swaps
- 13 - All other reasons not mentioned above
- 14 - Full Time Flexible