

RURAL CARRIER PERSONNEL-ACTION REQUEST

This form must be completed and sent to the Personnel Office for any action to be processed. Use this form to change Route Assignments and Designation Codes.

Employee's Name: _____ SSN: _____

Current Position: _____ Des/Act Code: _____

D/A Code	PERSONNEL ACTION	Route Assignment(s)	Effective Date
71	Regular Carrier - (Successful bidder on a vacant route) Change Route Assignment from Route # _____ to: Rte.# _____		
76	PTF Rural Carrier -- Convert to Regular Des. 71 Carrier must choose FLSA Code A _____ or Flsa Code B _____ <small>**FLSA Code B requires employee sign PS Form 4015-D</small>	Rte.# _____	
78	RCA -- Convert to PTF -- Des. 78 to Des. 76 Requires no less than 2 and no more than 5 primary route assignments	Rte.# _____ Rte.# _____	
78	RCA -- Convert to Regular -- Des.78 to Des. 71 Carrier must choose FLSA Code A _____ or Flsa Code B _____ <small>**FLSA Code B requires employee sign PS Form 4015-D</small>	Rte.# _____	
78	RCA -- Convert to Des. 74 Serving Vacant Regular Route (initiate one week prior to 91st day of assignment but enter the date the employee began the assignment.)	Rte.# _____	
78	RCA -- Convert to Des. 79 Assigned to Auxiliary Route (initiate one week prior to 91st day of assignment but enter the date the employee began the assignment.)	Aux. Rte.# _____	
78	RCA -- Change primary assignment -- from Rte.# _____ to: Are they currently assigned to Aux.Rte? Yes _____ No: _____	Rte.# _____	
79	RCA -- Convert to Des. 78 -- (Non-Leave Earning)	Rte.# _____	
74	RCA -- Convert to Des. 78 -- (Non-Leave Earning)	Rte.# _____	
70	TRC -- Change primary assignment -- From Rte.# _____ to:	Rte.# _____	

RESIGNATION OR TERMINATION OF EMPLOYEE *** DESCRIBE REASON FOR SEPARATION BELOW:	Last Day in Pay Status	Effective Date

Postmaster's Signature _____

Post Office Street Address _____
City, State & ZIP+4 _____ Phone Number: _____