

# UNITED STATES POST OFFICE

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DATE: February 4, 1983

OUR REF: JWL:11w

SUBJECT: Form 1723 - 204B Details

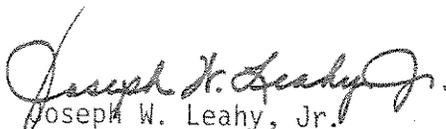
TO: ALL SUPERVISORS

In the event that you are unaware of the stance taken by Labor Relations concerning Form 1723, Notice of Assignment, the information contained in the following paragraphs is offered to guide you in assigning 204B's.

An employee is notified of a 204B assignment and a Form 1723 is completed. The dates of the assignment are considered to be the dates entered in the FROM and TO blocks regardless of how many days the employee actually serves as a 204B. Thus, if a person were notified of a 204B assignment and the Form 1723 noted the dates FROM February 5th TO February 15th, the employee could not submit a valid bid during that time period regardless of whether or not the employee spent the entire time as a 204B.

If a Form 1723 is filled out to reflect a one week assignment, you have effectively denied the employee any bid rights for the entire one week period even if the employee only works one day at higher level.

The solution is to complete Forms 1723 for one day at a time unless you can guarantee that the employee will work as a 204B for every day that is covered by the length of the assignment.

  
Joseph W. Leahy, Jr.  
Labor Relations Representative