

March 6, 1996

VICE PRESIDENT, AREA OPERATIONS
DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES


SUBJECT: Temporary Relief Carrier (TRC) Implementation
Instruction and Selection Procedures


The 1995 USPS-NRLCA National Agreement provides that a new category of employee, the temporary relief carrier (TRC), may be employed to provide relief on rural routes. Attached are copies of the TRC implementation Instructions and the TRC Selection Procedures. Please distribute additional copies of both of these instructions as may be necessary to your appropriate staff.

As the attached instructions indicate, this new category of employee will be effective March 30, 1996, and with its implementation, the emergency rural carrier relief position will be eliminated.

TRCs may be hired without using or exhausting the RCA register. While the implementation of the new TRC position provides managers with flexibility in assuring coverage of rural routes, it does not negate management's responsibility to establish or replenish the Rural Carrier Associate (RCA) register. The responsibility remains unchanged and must continue to be observed.

Should you have any questions regarding the TRC implementation instructions, please call Andrea Wilson of Labor Relations at (202) 268-3818. Questions regarding the selection procedures should be directed to Brenda Lightening-Tolbert of Human Resources at (202) 268-3975.


Joseph J. Mahon, Jr.
Vice President
Labor Relations


Gail G. Sonnenberg
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cc: Area Human Resources Managers
Area Labor Relations Specialists
District Human Resources Managers

Attachments

TEMPORARY RELIEF CARRIER (TRC) IMPLEMENTATION INSTRUCTIONS

INTRODUCTION

The 1995 USPS-NRLCA National Agreement provides that a new category of employee, the temporary relief carrier (TRC), may be employed to provide relief on rural routes. At the same time, the category of emergency rural carrier relief (i.e., RCRs hired with a limited time appointment) has been eliminated in the new Agreement, and the Memorandum of Understanding signed June 7, 1993, regarding the appointment of emergency rural carrier reliefs is no longer in effect.

Due to necessary payroll and information systems changes, the TRC category will not be implemented until the beginning of pay period 8 (March 30, 1996), and emergency RCRs may continue to be employed until that date. All emergency RCRs on the rolls at the beginning of pay period 08/96 will automatically be reassigned to a TRC position on that date, at the existing rate of \$10.54 per hour. In lieu of this automatic reassignment, management may terminate and re-hire the employee as a TRC after a six-day break in service; or terminate and not re-hire the employee. To change the hourly pay rate so that it will be consistent with the rate established by the district for TRCs, a Form 50 (NOA code 894) must be processed at the beginning of the pay period. Management also has the option of appointing as a TRC an individual who had not served previously as an emergency rural carrier relief. The attached selection procedures cover this in greater detail.

NATURE OF THE TRC POSITION

The temporary relief carrier (TRC) was created to provide more flexibility in scheduling and to ensure better coverage of routes on the regular carriers relief day, which in most cases is Saturday. The TRC does not take the place of a rural carrier associate (RCA); it augments the relief system already in place.

A TRC is a limited term (NTE 359 days), non-bargaining unit rural leave replacement who provides coverage on regular rural routes, auxiliary rural routes, and as an auxiliary assistant. (See Article 7.D.1. of the 1995 USPS-NRLCA National Agreement.) The TRC can be characterized much like a 359day "casual" for the rural carrier craft.

TRCs are not covered by the USPS-NRLCA National Agreement and, therefore, do not have any rights as established in that Agreement. TRCs can not file grievances, can not earn leave, and are not covered by the provisions of Article 30.2 for substitutes, RCAs, and RCRs, in regards to route assignments. Although there are

instances where the TRC is mentioned in the National **Agreement**, this does not constitute contractual “rights” for this classification of employee; rather, these references are for the purpose of establishing the rights of regular carriers and bargaining unit leave replacements.

RECRUITMENT AND **HIRING**

Specific, detailed hiring and recruitment instructions are contained in the attached selection procedures. **TRCs** are hired without the use of a register of eligibles, but will be subject to all of the applicable screening processes. It is recommended that each district utilize recommendations from current rural carrier craft employees, the postmaster’s first-hand knowledge, and lobby advertising as resources for locating individuals who may be interested in the TRC position.

TRCs also may be selected from postal annuitants desiring the position. However, there are greater limitations on the appointment of annuitants which are outlined further in the attached selection procedures. Failure to adhere to the restrictions placed on individuals hired from the annuitant ranks may affect the individual’s annuity.

TERM OF APPOINTMENT

TRCs will be appointed for a term not to exceed 359 calendar days and may begin their appointment at any time during the year. However, there must be at least a **six-day** break in service between appointments. (See Article 7.D.)

Each individual office will be responsible for tracking the number of days in each TRC appointment. Offices may provide the **six-day** break in service prior to completion of 359 calendar days so that TRC appointments can be staggered to ensure TRC coverage throughout the year.

Further, if an office reassigns an emergency RCR to a TRC appointment without a **6-day** break in service as mentioned above, the 359day count begins with the effective date the employee was first appointed as an emergency RCR in 1996 or in 1995 if there was no 6day break between appointments as an emergency RCR. In short, the combined continuous service as an RCR and a TRC must not exceed 359 days, and the TRC appointment **term** must be adjusted to stay within the **359-day** limitation.

TRCs appointed from the annuitant ranks will also be appointed for a term not to exceed 359 calendar days and must also have a six day break in service between appointments. However, these **TRCs** are further limited to 180 actual work days within each calendar year. Further, **TRCs** appointed from the annuitant ranks may

be appointed only when normal recruiting sources do not yield qualified applicants. See the attached selection procedures for further details regarding the hiring and use of annuitants.

TRC HIRING LIMITATIONS --

Each district may hire an unlimited number of **TRCs**, provided the number of bargaining unit leave replacements (substitutes, **RCAs**, and **RCRs**) is equal to or more than 80% of the number of regular routes in the district. If the number of bargaining unit leave replacements drops below 80% of the regular routes, the district may not hire more **TRCs**. If it becomes necessary to hire a leave replacement at this time, the register of eligibles must be used and an **RCA** must be hired. (See **Article 7.D.1.**)

In some instances, a district may drop below 80% and may have a sufficient number of leave replacements. In these situations, hiring may not be required immediately. Dropping below the 80% benchmark does not force the district to immediately hire **RCAs**. However, if the need to hire exists, the only option is to hire an **RCA** from a register of eligibles.

Each district will be responsible for tracking the overall distribution of **TRCs** from office to office and ensuring that the 80% limitation is not violated. If the district percentage has dropped below **80%**, then any leave replacement vacancy must be filled with an **RCA**. This in no way negates management's responsibility to provide a leave replacement for each regular route.

The national office of the National Rural Letter Carriers' Association (NRLCA) will receive quarterly computer printouts from HQ Labor Relations which indicate the number of bargaining unit employees by category, the number of regular routes, and the number of **TRCs** for each district. The NRLCA will be forwarding this information to individual state stewards who will be working closely with the districts in their respective states to ensure compliance with the 80% limitation.

Each district also must ensure that registers remain active and viable by scheduling examinations as necessary. **Offices** may continue to hire **RCAs** at any time and as noted above, only **RCAs** may be hired if the district percentage of bargaining unit leave replacements to regular routes drops below 80%.

In this regard, it is important to note that **RCAs** remain the only source for new regular rural carrier appointments. **TRC** positions are not carrier path positions, and there will be no delayed testing for **TRCs**. Nor will **TRCs** receive any preferential treatment if they are reached on a register of eligibles. The provisions of Article 12 of the USPS-NRLCA National Agreement continue to apply and must be adhered to.

COMPENSATION

TRCs will be paid on the same basis as other leave replacements; that is, the number of hours paid will be based on the evaluation of the route on which they are providing service. When performing auxiliary assistance, **TRCs** will be compensated for actual hours worked at the appropriate hourly rate. All appropriate FLSA provisions will apply to **TRCs**.

The hourly rate of pay for **TRCs** will be determined by the district from within a range of \$9.55 - \$11.55 per hour. Each district will select an appropriate rate of pay based on employment conditions within the district. The selected hourly rate of pay should be that which is necessary to attract and retain quality **TRCs**.

The selected hourly rate of pay will apply to all **TRCs** within the district. If the district finds that the rate selected initially is inadequate to attract qualified employees, the district may change the rate of pay for all **TRCs** within the district, provided the new rate is still within the allowable range. Under no circumstances will **TRCs** receive a higher hourly rate than bargaining unit leave replacements (i.e., substitute, RCR, or RCA). Timekeeping procedures will be identical to those in place for **RCAs** and **RCRs**.

EQUIPMENT MAINTENANCE ALLOWANCE (EMA)

As with other leave replacement employees, **TRCs** will be required to provide a vehicle to perform service on rural routes unless a postal-owned or postal-leased vehicle is provided. **TRCs** will receive the appropriate **EMA** compensation based on the provisions of Article 9.2.1. of the 1995 USPS-NRLCA National Agreement for use of their private vehicle when servicing a regular or auxiliary route which does not have a postal-owned or postal-leased vehicle assigned, or for providing auxiliary assistance.

TRAINING

TRCs will receive the same new hire orientation as required for **RCAs**, as well as the Standard Training Program for Rural Carriers. This training program is designed to provide newly assigned rural carriers, including leave replacements, with the knowledge and skills necessary to perform their duties. **TRCs** also must receive the on-the-job instruction which is provided to all new rural carriers. In addition to classroom and on-the-job instruction, **TRCs** will receive the appropriate driving instruction, vehicle familiarization and any necessary vehicle certification.

There is no limitation on the number of routes on which a TRC may be trained, provided that all bargaining unit leave replacements have been provided the opportunity to serve on up to three routes. Training available TRCs on many routes will increase management's flexibility in filling assignments and provide qualified personnel when a substitute, RCA, or RCR normally assigned as leave replacement is not available.

RESPONSIBILITIES OF TRCs

While TRCs are not covered by the National Agreement, they will perform all the duties of a leave replacement and have the same responsibilities as other rural delivery employees. Thus, TRCs will be responsible for upholding the Code of Ethical Conduct, and they will be subject to the provisions of Handbook PO-603. For example, TRCs will be liable for accountable mail and moneys received as appropriate under the conditions of employment, and will have stamp stock responsibility and the financial liability associated with having a stamp stock.

USE OF TRCs

TRCs may be used as primary or back-up leave replacements for regular routes, as back-up leave replacements for auxiliary routes, and to provide assistance or relief when the services of a substitute, RCA, or RCR are not available as provided in the 1995 USPS-NRLCA National Agreement.

When assigned as a primary or back-up leave replacement, the TRC will be utilized essentially in the same manner as the emergency RCR was utilized in the past. Although the Agreement does not allow for more than one RCA to be assigned to each regular route, TRCs may be hired as back-up leave replacements for regular routes. TRCs may also be assigned to regular routes as the primary leave replacement and will provide coverage for the route in the absence of the assigned carrier. Once assigned, TRCs are not subject to bumping by other leave replacements.

If an RCA elects to serve the auxiliary route six days per week in accordance with the provisions of Article 30.2.G.2., a TRC should be assigned to the residual leave replacement vacancy. This will provide coverage for the regular carrier and ensure a leave replacement position for the RCA in the event that the auxiliary route is eliminated.

TRCs may be used to **serve** regular rural routes as "another qualified employee" as stated in Article 30.2.D.4. They may also be used as necessary under the provisions of Article 30.2.G.4. This provision states that when the substitute, RCA, or RCR assigned to the auxiliary route is working as a leave replacement to the regular

carrier and the auxiliary route is offered to other substitutes, **RCAs**, and **RCRs** and none are available, then a TRC may be selected to serve the route.

Under **Article 30.2.P. Sunday Work**, **TRCs** should only be utilized when there are no qualified employees from the list of **RCAs**, substitutes, and **RCRs** available to perform the necessary Sunday work.

TRCs ON THE LEAVE REPLACEMENT ASSIGNMENT LIST

The leave replacement assignment list will designate the primary leave replacement, second, and third leave replacements for each regular route in an office. **TRCs** will only appear on this list as the primary leave replacement for a regular route.

If a RCA has accepted a **six-day** auxiliary route assignment and the residual leave replacement vacancy is filled with a TRC, that TRC will only be annotated on the assignment list as the primary leave replacement and will not be annotated as the second or third leave replacement for routes vacated by the RCA who has accepted the auxiliary route assignment. However, managers are encouraged to train the TRC on the same routes as those vacated by the RCA. This will provide for a qualified employee to service the route if the assignment list is exhausted.

TEMPORARY **RELIEF CARRIER** (TRC) **SELECTION** PROCEDURES

Reassignment of **Emergency Rural Carrier Reliefs (RCRs)** to Temporary Relief Carriers (TRCs)

Effective March **30, 1996**, HRIS will automatically reassign employees currently occupying emergency RCR positions and whose services are still required as leave replacements to the new **Temporary Relief Carrier** position occupation code **2325-0003** and designation/activity code 70-O. **The 359-day** count begins with the effective date the employee was first appointed as an emergency RCR in 1996 or in 1995 if there was no **6-day** break between appointments **as an** emergency RCR. Human Resources personnel must **terminate** employees whose services are no longer required **or who** are unwilling to accept the TRC position prior to March **30, 1996**.

Recruitment Sources for **TRCs**

Recruitment notification should be made available to postmasters, other rural employees, and those civic organizations and associations that will yield suitable and available individuals **as TRCs** within the potential area of consideration. To further publicize TRC recruitment, solicit by notice on employee bulletin boards and/or fliers **instructing** potential applicants how to apply for TRC **positions**. **Other** traditional recruitment sources, such as, state employment **service** referrals and student **referrals**, should be used only if it is anticipated that such referrals will yield suitable and available applicants.

Each applicant must complete PS Form 2591, **Application for** Employment. Applications must be grouped into a file referred to as the General Application File. Because no examination is given, the general application file is not arranged as a ranked register **with** scores. It is comparable to a one-time use or temporary register. Applicants **claiming** veteran preference must submit proof of preference claimed including DD Form 214, **Certificate** of Release or **Discharge**. In addition, individuals claiming **10-point** preference must complete Standard Form (SF) 15, Claim **for 10-Point** Veteran **Preference**. To comply with the provisions of veteran preference, applicants must be considered for employment by priority groups in the following order:

- Group 1: Persons entitled to **10-point** preference who have a compensable **service-connected** disability of **10** percent or more.
- **Group 2:** All other persons entitled to veteran preference.
- **Group 3:** All other applicants

Because there are no scores, applications within each group are arranged by the social security number tiebreaker as specified in **Handbook EL-31 1, 252.4.h.**, numerical by last three **or more** numbers. Use only enough **numbers to break the tie**, but not fewer than three numbers of Social **Security** number, from lowest to highest. For group 2, applications **are arranged regardless** of veteran preference points (S-points or **10-points**). For additional information concerning the establishment and use of the general application file, refer to **the Registers Self-Instructional Training Module**, page 169.

Suitability Screening and Selection of **TRC** Applicants

To initiate the suitability screening process, applicants must submit the **following items, as applicable**:

- PS Form 2591, *Application for Employment*
- PS Form 2181-A, *Authorization and Release (for Pre-Employment Screening)*
- PS Form 25914, *Applicant's Statement of Selective Service Registration Status (males born after December 31, 1959, must be registered with the Selective Service System)*
- PS Form 2480, *Driving Record – For Positions That Require Driving*
- Copies of DD Forms 214, *Certificate of Release or Discharge from Active Duty* (July 1979 edition or later, Copy 4) for all periods of active military service regardless of whether preference is claimed
- Standard Form (SF) 15, *Claim for 10-Point Veteran Preference* (for individuals claiming **10-point** preference)
- Current proof of service-connected disability or receipt of compensation pension or disability as described on SF 15

Human Resources personnel or hiring officials must:

Review PS Form 2591, *Application for Employment*. It is critical that human resources personnel review each application to identify areas that may need to be further investigated. This review should occur sufficiently *prior* to the interview to **allow for the** identification of areas to pursue and questions to be asked.

Request state driving **abstracts**.

If the applicant has prior Postal **Service** or federal civilian employment, complete SF 127. *Request for Official Personnel Folder (OPF)* and send it to the National Personnel Records Center in St. Louis, MO to obtain the applicant's OPF.

- When reviewing the application, complete page 1 checklist of the Interview Sheet to document specific information regarding the applicant's suitability as provided on the application.
- Note any outstanding issues that need to be resolved with the applicant during the **interview**.
- Generate opening interview questions based on the application information and the TRC **job**.
- During interview, *resolve* any remaining suitability issues with applicant.
- Review critical questions on application concerning having been fired and being criminally convicted or currently under criminal charges. If application is over 90 days old, have applicant Update employment **information** on application.
- Have the applicant fill out the *Falsification and Postal Crime Affidavit* to attest that they have not falsified their application or been involved with a postal crime.
- Have applicant complete INS Form I-9. *Employment Eligibility Verification*, to attest to their citizenship status **for employer verification**. **Only individuals who**

are either U.S. **citizens** or permanent resident aliens are eligible for postal employment.

- Conduct interview using prepared opening questions. Ask follow-up or probing questions as **necessary**.
- Document results of interview on **Interview** Sheet.
- Assess results accordingly to include the following:
 1. Employment history
 2. Military history
 3. Criminal conviction **history**
 4. Driving history

Schedule only applicants being considered for employment for urinalysis drug tests to ensure Postal Service drug free requirement is met.

Make job offer to applicants selected for TRC positions before scheduling and conducting a physical examination. Have selectees complete the appropriate sections of PS Form 2485, Medical **Examination & Assessment**, and take it with them to the scheduled physical examination along with information about the **TRC's** duties and responsibilities and its physical requirements.

Administer the Oath of Office to those individuals who meet the job qualifications and are suitable for postal employment. Have new appointees complete and sign PS Form 61, *Appointment Affidavits* to effect appointment.

Initiate Special Agreement checks on newly hired postal employees. Form 86C, Special **Agreement Check (SAC)** and two Standard Forms (SF) 87, **Fingerprint Chart** must be completed accordingly and **processed** in accordance with the implementation **procedures** for **OPM's** expanded Special Agreement checks dated November **9, 1995**.

Refer to the **Suitability Self-Instructional Module** for guidance when screening applicants. Use the **Interview** Guide when considering applicants for selection. As a reminder, the interview must be conducted by a certified interviewer using the **Interview** Guide.

Reemploying **Annuitants** as Temporary Relief **Carriers (TRCs)**

With the President's signing of the Rural Area Relief Act, Public Law **103-336**, and the Office of Personnel Management's (**OPM**) subsequent approval of the Postal Service's request for authority to waive the dual compensation provisions (offset), a new recruitment source became available allowing for the hiring of annuitants as postmaster relief/leave replacements (**PMR/LRs**) and rural **carrier** leave replacements on an emergency basis without an offset to pay or annuity. **Instructions authorizing** the hiring of annuitants as **PMR/LRs** were issued in 1995. The same authority is now available for hiring annuitants as relief employees in the rural **carrier craft**.

When normal recruitment efforts for Temporary Relief Carrier (**TRC**) positions do not yield the interest and availability of other qualified individuals, postal retirees may now serve as **TRCs** without an offset to their salary. This new legislation provides an opportunity for experienced former **postal** employees to be targeted as a supplemental recruitment source for TRC positions in emergency situations. Military **retirees** (regular **officers** and Chief warrant **officers** only) who **are** subject to offset provisions may also **serve** as **TRCs** without an offset to their military retired pay. This means that annuitants whose **postal** pay of **military** pay would normally be offset will receive **both** full salary and full annuity or military retired pay during their employment under this authority. However, recruiting efforts for the TRC position occupied by an annuitant with a dual compensation waiver must continue.

Key points of this hiring authority are:

- Employment under this authority to waive dual compensation is limited to **180 days worked in a calendar year** (begins pay period 01 and ends the last day of the last pay period for that calendar year). Annuitants will be hired for 359 calendar day appointments. Appointments must be terminated at the end of 180 days of actual work or at the end of their 359 day appointment, whichever comes first. A six day break in service is required between appointments should it be necessary to employ the services of **an** annuitant for more than one 359 day appointment.
- Any days worked beyond the 180 days of actual work will be subject to an offset **of** the salary or annuity. It is, therefore, incumbent upon the postmaster or immediate **supervisor** to closely monitor the annuitant's work schedule so as not to exceed the allowable timeframe under this authority. Scheduling beyond this period must only be initiated after arrangements have been made to offset the annuitant's postal pay or military pay, in the case of a military retiree. The annuitant must be provided in writing that he or *she* understands and is in agreement with the new arrangement.
- The occupation code to use for annuitants hired as **TRCs** is 2325-0003 and the designation/activity code is 70-l.
- Dual compensation waivers must be approved individually by the District Managers, Human Resources.
- The hiring authority can only be used where normal recruitment strategies did not generate qualified applicants for leave replacement positions.
- Recruitment efforts will continue for TRC positions occupied by an annuitant with a dual compensation waiver.

- **An annuitant with a dual** compensation waiver will work when the local postmaster or immediate supervisor determines that no other reasonable means exist for getting the job done.
- **A separate record of each dual compensation waiver** will be maintained by the District **Manager**, Human Resources.

Implementation Procedures

Since the OPM waiver permits postal and federal civilian retirees and military retirees (regular officers and Chief warrant officers) to be hired as **TRCs** without requiring the offset provisions, the following implementation procedures provide for (1) a waiver of the dual compensation provisions for reemployed annuitants only and; (2) a system for tracking such a waiver for reporting purposes:

Postal Hiring Officials/Human Resources Personnel

1. Post notices on employee bulletin boards soliciting the interest and availability of former postal employees for TRC positions. Seek recruitment assistance from the local NRLCA organization to place notices in their newsletters and/or magazines for former employees to contact the postmaster in the office where they are interested in serving as a TRC.
2. Maintain a list of retired rural carriers within the serving community who have expressed an interest and their availability to **serve** as a time limited TRC.
3. Screen and select individuals who meet the job qualifications and **are** suitable for postal employment in **accordance** with the above instructions titled ***Suitability Screening and Selection of TRC Applicants***.
4. For postal retirees with dual compensation waivers:
 - Obtain from the annuitant a written statement indicating that he or she will not accept the TRC position without the dual compensation waiver (see attached **annuitant's dual compensation waiver statement - Attachment 1**). **File a copy** in the annuitant's official personnel folder (**OPF**) and retain the original for submission to the district **as** indicated below.
 - Maintain a separate record of the approval of **each** dual compensation waiver showing the **annuitant's name**, the position to which appointed (**TRC**) and its location, and a brief description of the recruitment efforts. File a copy in the OPF and forward the original along with the original copy of the dual compensation waiver statement to the District Manager, Human Resources.
 - Notify individuals of how their retirement and insurance benefits will be treated during their **period** of reemployment by providing them a completed copy of the **Annuitant's Notification Letter (Attachment 2)**. **Place a copy of the letter in the individual's OPF**, retain a file copy, and make a copy for submission to the Office of Personnel Management (**OPM**).

- Upon reemployment of a **CSRS** or FERS civilian annuitant, complete the OPM Notification Letter (**Attachment 3**) and send the original letter along with a copy of the annuitant's notification letter to **OPM's** Retirement and Insurance Group at the following address:

U.S. Office of Personnel Management
-- Retirement Operations Center
P.O. Box 45
Boyers, PA 16017-0045

- Retain a file copy of **OPM's** Notification Letter and **place** another copy in the reemployed annuitant's OPF along with their notification letter.
5. For military *retirees* (**regular** Officers and Chief warrant officers only) with dual compensation waivers:
- Obtain from the annuitant a written statement indicating that he or she will not accept the TRC position without the dual compensation waiver (see **attached annuitant's dual compensation waiver** statement - Attachment **1**). File a copy in the military retiree's OPF and retain the original for submission to the district as indicated below.
 - Maintain a **separate** record of the approval of each dual compensation waiver showing the retiree's name, the position to which appointed (**TRC**) and its location, and a **brief** description of the recruitment efforts. File a copy in the OPF and forward the original along with the original **copy** of the dual compensation waiver statement to the District Manager, Human Resources.
 - Advise individuals in this category that they must contact the finance center of the uniformed service concerned of the waiver of the dual compensation approved by OPM in accordance with Public Law 103-336. A copy of the individual's PS Form 50 and information regarding their actual period of employment may be required as evidence.
6. The decision to call in a postal or military retiree for any particular day must be made by the immediate supervisor of the vacancy, usually the local postmaster or delivery supervisor, and subsequently approved by the District Manager, Human Resources. The annuitant or *retiree* with a dual compensation waiver may work on/y when no other reasonable means of getting the job done exists.
7. It should be noted, in the unlikely event of a postal or military retiree reaching the limit of the allowable 180 days worked per calendar year, a new waiver request cannot be entertained for that year. However, should the need still exist for TRC coverage at the start of the new calendar year and no other reasonable means of getting the job done exists, a **new waiver** request can be initiated.
8. A postal or military retiree hired as a TRC under **this authority** can only be given an assignment as a **TRC**. **No** assignment can be made to any career or other temporary position under this **authority**.

Processing Forms 50

Instructions for **processing** PS Forms **50** for all **TRC** actions will be addressed in a future CMS update.

Tracking Dual Compensation Waivers

For the purpose of tracking the use of our authority to waive dual compensation provisions for reemployed annuitants hired as **TRCs**, the District Manager, Human Resources or designee must:

1. Consolidate year-end listings of the names, social security **numbers**, and positions (**TRC**) of persons for whom waivers were approved along with copies of the separate **records** of each dual compensation waiver approval, and the retiree's dual compensation waiver statement, from local hiring **officials**.

2. Prepare statistical reports for a **final** year-end summary reflecting the following information:

Report: Temporary Relief Carrier (annuitants) - Rural Area Relief Act

Reporting District: Name of District

Statistical Elements: # hired military retirees
+ #hired civilian retirees

= # hired for that specific year

3. Forward copies of the following information within ten working days after the close of the calendar year to Headquarters.

- Year-end listing of persons for which waivers were approved
- Records of waiver approval for each person showing the appointee's name, position to which appointed and its location
- A brief description of the recruitment efforts
- The retiree's dual compensation waiver statement
- Year-end statistical reports
- Negative reports are to be provided.

4. Mail reports to:

Manager, Field Human Resources Policy
U.S. Postal **Service**
475 **L'Enfant** Plaza SW Room 9115
Washington, DC 20260-4220

5. Human Resources personnel and Postmasters are to note that any documentation related to the hiring under this authority and the granting of pay/annuity reduction waivers are subject to **OPM's** review upon request: it is essential to maintain complete employee files which include all items indicated above.

ANNUITANT'S DUAL COMPENSATION WAIVER STATEMENT

I hereby accept reemployment with the U.S. Postal Service as a _____, My acceptance of this (Postmaster Relief/Leave Replacement or Temporary Relief **Carrier**) appointment is with the understanding that under the dual compensation waiver provisions of Public Law 103-336 and OPM authority, I will **serve** as a

_____ on an emergency basis (Postmaster Relief/Leave Replacement or Temporary Relief **Carrier**) without offset of pay or annuity. It is also my understanding that this appointment and the dual compensation waiver is limited to 180 days of actual work in a calendar year. Any days worked beyond the allowable timeframe will be subject to a **salary** or annuity reduction.

Signature: _____

Print Name: _____

SSN: _____

Date: _____

NOTIFICATION TO CSRS OR FERS **ANNUITANT**

SUBJECT: Reemployed Annuitant – Notice of Effect of Special Reemployment Status on Retirement and Insurance

TO: Annuitant (Name & Address

Date of Birth: _____
SSN: _____
CSA Number: _____
Date of Appointment: _____

This is to advise you of the status of your retirement **benefits during your reemployment as a** Temporary Relief **Carrier (TRC)** hired on an emergency basis.

Reemployed annuitants under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (**FERS**) generally continue to receive their annuity during reemployment, but their salary during reemployment is reduced by the amount of annuity allocable to the period of reemployment. However, beginning from the date of your reemployment stated above, you are not subject to these requirements due to a special provision of the Federal Employees Pay Comparability Act of 1990 (Public Law 103-336). Under this special provision, you will continue to receive your annuity and full salary while you are serving as a TRC. This exception to the regular offset provision is applicable only while you serve in this position. Because you qualify to receive full salary and full annuity during this appointment, the following rules apply to you:

Retirement

By law, you are not covered by CSRS or FERS while you serve under this appointment. This means that you will not have retirement deductions for CSRS or FERS withheld from your pay, and your service under this appointment will not count toward additional retirement benefits. You are also not eligible to participate in the Thrift Savings Plan.

If you are receiving a disability annuity and you have not been found recovered or restored to earning capacity, you will continue to receive your annuity and full salary. However, the reemployment might result in a finding of recovery or restored to earning capacity. If you were to- be found recovered or restored to earning capacity, the annuity will be terminated.

Health and Life Insurance

Any health and life insurance coverage you have as an annuitant under the Federal Employees Health **Benefits (FEHB)** or Federal Employees' Group Life Insurance (**FEGLI**) Programs will continue while you are employed under this appointment, unless you should voluntarily elect to drop your coverage, or in the case of a recovered disability annuitant, the annuity should be terminated. The Office of Personnel Management (OPM) will continue to withhold premiums from your annuity as long as your coverage continues as an annuitant.

If you have additional questions regarding your appointment or the effect of your reemployment on your retirement benefits, you should contact _____ at _____

Manager, Human Resources

cc: U.S. **Office** of Personnel Management

NOTIFICATION TO THE OFFICE OF PERSONNEL MANAGEMENT (OPM)

Retirement Operations Center
U.S. Office of Personnel Management
P.O. Box 45
Boyers, PA 16017-0045

RE: (Annuitant's name)
CSA#: _____
SSN: _____
DOB: _____

This is to advise you of the reemployment of the above named annuitant.

Mr./Ms. _____ will be reemployed with the U.S. Postal Service as a _____, effective _____, in an intermittent limited term appointment for a period not to exceed 180 days of actual work in a calendar year. During this appointment, the annuitant will be exempt from annuity offset per OPM approval granted in accordance with 5 CFR Part 553 and Public Laws 102-190 and 103-336 (Pay Comparability Act).

Enclosed is a copy of the personnel action effecting the appointment and the ***Notice of Effect of Special Reemployment Status on Retirement and Insurance*** provided the annuitant. Your office will be notified upon completion of the reemployment.

Any questions regarding this matter, may be referred to _____ at _____

Sincerely,

Manager, Human Resources
District Office

Enclosures

cc: Employee

DETERMINING REQUIRED BREAKS IN SERVICE

| | | | | | | | | | |
|----------------------|--|--------------------|--------------------------|-------------------------------------|-----------------------|---|------------------|-------------------------|-------------------------|
| OLD JOB DESIG | Career 0X, 1X, 3X, 4X 71 | PMLR 580 | Temp PM 580 | Temp Admin 519, 590 | Casual 6X * | Rural Relief 72, 73, 74, 75, 77, 78, 79 | TRC 70 | TE 8X APWU | TF 8X NALC |
|----------------------|--|--------------------|--------------------------|-------------------------------------|-----------------------|---|------------------|-------------------------|-------------------------|

REHIRE JOB DESIGNATION

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | ↓ | | | | | | | | |
| Career 0X, 1X, 3X, 4X, 71 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PMLR 580 | 4 | 0 | 0 | 0 | 0 | 0 | 6 | 5 | 6 |
| Temp PM 580 | 4 | 0 | 0 | 0 | 0 | 0 | 6 | 5 | 6 |
| Temp Admin 519, 590 | 4 | 0 | 0 | 0 | 0 | 0 | 6 | 5 | 6 |
| Casual 6X * | 4 | 0 | 0 | 0 | 0 | 0 | 6 | 5 | 6 |
| Rural Relief 72, 73, 74, 75, 77, 79 | 4 | 0 | 0 | 0 | 0 | 0 | 6 | 5 | 6 |
| Rural Relief 78 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 6 |
| TRC 70 | 4 | 6 | 6 | 6 | 6 | 6 | 0 | 5 | 6 |
| TE 8X APWU | 4 | 5 | 5 | 5 | 5 | 5 | 0 | 5 | 6 |
| TF 8X NALC | 4 | 6 | 6 | 6 | 6 | 6 | 0 | 6 | 6 |

*NOTE: Monitor to ensure 6X employees do not work more than 359 days (6-day break required after 359 days).