

# Assignment Order

\* If temporary assignment includes hours outside of (paid) FLSA workweek, enter FLSA workweek and send copy to FLSA coordinator.  
 \*\* For qualified LSM/FSM operator who works intermittently on higher level, enter "None."

To: (Name)		Position Title			Employee ID			PP	PSDS Entry	YR	
					Home Installation			Day	Init.	Hrs.	
▼ Employee Regular Tour ▼		Off Days			FLSA	Des/Act	LDC	Rate	Level	Pay Loc.	
Begin Tour	Lunch-Retrn.	Sat.	Sun.	Mon.	E/N	Code	Sched.				
Lunch-Out	End Work	Tues.	Wed.	Th.							
		Fri.									
▼ You Are Assigned and Directed to Perform the Duties as Follows: ▼											
Position Title		FLSA Workweek *			FLSA	Des/Act	LDC	Rate	Level	Pay Loc.	
		F			E/N	Code	Sched.				
		S									
▼ Assignment Tour ▼		Off Days			Location (Give exact worksite. If route, give number.)			Finance No.			
Begin Tour	Lunch-Retrn.	Sat.	Sun.	Mon.							
Lunch-Out	End Work	Tues.	Wed.	Th.							
		Fri.									
▼ Beginning of Assignment ▼				▼ Approximate Ending of Assignment ▼							
Date	Time	AM	Date **	Time	AM	PM					
		PM									
Reasons for Assignment				Check if Applicable							
<input type="checkbox"/> Other (Explain):				<input type="checkbox"/> Bargaining Unit Employee Notified by Wednesday of Week Preceding Change (Not Required for clerk craft if detailed to a nonbargaining position.)							
<input type="checkbox"/> Vacancy				<input type="checkbox"/> Nonbargaining Employee Given 7 Days Notice							
<input type="checkbox"/> Scheduled Day Off											
<input type="checkbox"/> Annual Leave											
<input type="checkbox"/> Sick Leave											
<input type="checkbox"/> Detail											
Supervisor's Signature		Date		Employee's Signature			Date		<input type="checkbox"/> Continued on Reverse		

## Instructions

- 1. Purpose.** Complete this form to record management-directed assignment changes involving:
  - a. Temporary assignments to perform duties other than those in employee's official job description, including higher level and training assignments.
  - b. Scheduled hours and/or days off when schedule change is not posted.
- 2. Frequency.** Prepare a new form for each accounting period.
- 3. Approvals.** Assignments and changes may be approved by immediate supervisor.
- 4. Signatures.** If employee is unable to sign form, the supervisor should indicate and also identify how the employee was notified in the employee signature space.

PP	PSDS Entry	YR
Day	Init.	Hrs.
Sat 01		
Sun 02		
Mon 03		
Tue 04		
Wed 05		
Thur 06		
Fri 07		
Sat 08		
Sun 09		
Mon 10		
Tue 11		
Wed 12		
Thur 13		
Fri 14		