

DEALING WITH SHARED SERVICES

2009 All Craft Conference
Las Vegas, NV
September 30-October 3, 2009

LYLE KRUETH, National Business Agent, Clerk Division, Mpls Region

PERSONNEL SERVICES GOES AUTOMATED

- eOPF
- eReassign
- Employment Verification
- Address Changes
- TSP
- Payroll Deductions
- Health Plan
- Posting & Bidding
 - Automated Sites
 - Non Automated Sites

Accessing Your eOPF

<https://liteblue.usps.gov>

EMPLOYMENT VERIFICATION

Verification of Employment

Applying for a car loan or a mortgage? If you are, chances are good your lender has asked you to provide proof of employment or income. The USPS has joined more than 1500 companies and 95% of the federal workforce currently using "The Work Number" - an automated service that allows you to quickly and securely provide proof of your employment or income. "The Work Number" can be used anytime, anywhere, and is available 24/7. There is NO COST to Postal Employees for this service.

Proof of Employment Only - Current Employees

To verify employment, just give the verifier your social security number and the Postal Service employer code (12946) and send them to www.theworknumber.com or have them call 1-800-367-5650. Most banks and lending institutions already use "The Work Number" every day and will be very familiar with the process.

Proof of Employment Plus Income - Current Employees

For income history, you'll need to follow a few simple steps that begin by generating a salary key to give to the verifier. You can get that from the website or by calling the toll-free number 1-800-367-5650. Just log in using the employee option (you'll need the Postal Service employer code - 12946 and your employee ID number). When prompted for a PIN, enter the last four digits of your social security number. Have a pen or pencil ready because you'll be given a 6-digit salary key you'll need to provide to anyone wanting to verify your salary history. Give them the salary key and direct them to the website or 1-800-996-7569 toll-free number.

Proof of Employment for Former Employees

If an agency is attempting to obtain employment verifications for an employee who no longer works for the USPS, please have them contact the Shared Services Center at 1-877-477-3273, option 5.

[Click here to link to "The Work Number" \(www.theworknumber.com\)](http://www.theworknumber.com)

THE WORK NUMBER A service of TALX

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About Us Products and Services Our Participating Employers Security News and Events

employee name
About Employees
FAQ
Services
Employment Verifications
W-2 Services
ePayroll (Paperless Pay)
Home Bidding Tips
webBidding
The online resource for all your managing needs.
www.usps.com

Employees! Provide secure access to someone wanting to verify your employment and income.

New to The Work Number?
Using The Work Number is simple and fast!
[Learn More](#)
[See Verification/Salary Key Demo](#)

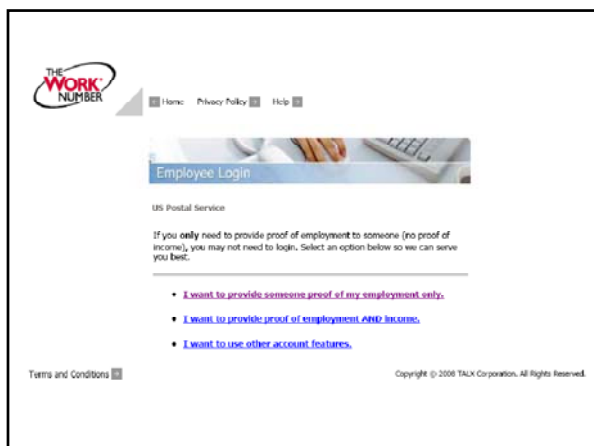
Site Search
Search the content of this site.

Employee Login
Enter your employee's name or code number below to access your employee or [postal service](#) account.

Employer Name or Code:
12946
Find employee name
☒ Remember my ID on this Computer

[Want to verify someone else?](#)
[Social Service Agency?](#)
[Create employment data report \(disclosure\)](#)
PSIA

Promotional Link
Protect the power of your credit and your identity.
[Visit www.usps.com](http://www.usps.com)



THE WORK NUMBER

Home Privacy Policy Help

Employee Login

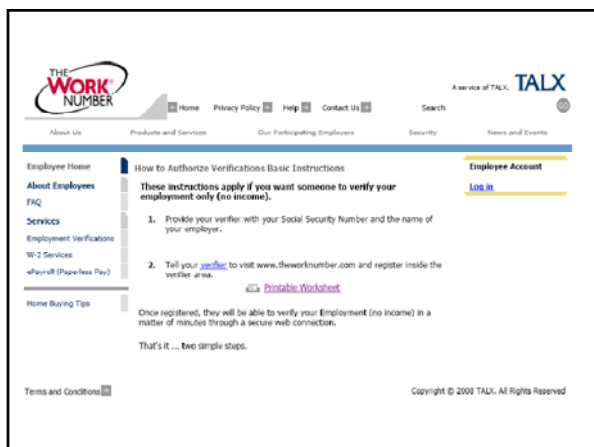
US Postal Service

If you **only** need to provide proof of employment to someone (no proof of income), you may not need to login. Select an option below so we can serve you best.

- [I want to provide someone proof of my employment only.](#)
- [I want to provide proof of employment AND income.](#)
- [I want to use other account features.](#)

Terms and Conditions

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THE WORK NUMBER

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Employee Home

How to Authorize Verifications Basic Instructions

These instructions apply if you want someone to verify your employment only (no income).

1. Provide your verifier with your Social Security Number and the name of your employer.
2. Tell your [verifier](#) to visit www.theworknumber.com and register inside the verifier area.

[Printable Worksheet](#)

Once registered, they will be able to verify your Employment (no income) in a matter of minutes through a secure web connection.

That's it ... two simple steps.

Employee Account [Log In](#)

Terms and Conditions

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CHANGING YOUR ADDRESS

[illegible]

Employees are no longer able to change their home mailing address or employee phone number. Employees must contact the Employee Self Service from the Blue Page. When an employee updates Employee Self Service, they will receive an email notification. However, the following message appears:

EMERGENCY INFORMATION

"The system has identified you as a user of the new Human Capital Enterprise System. To update your address and emergency contact information you must select this link [http://bluepage.ups.com/ups/employeeSelfService/MyLife](#) and go to the "My Life" link by selecting the "Log Out" link on the top left of the page. Next, select the "My Life" link to see "My Profile" at the top right of the page. Under this link, select the "Address" link. Enter your new address information, your new address and telephone number or the "Emergency Contact" link to update your emergency contact information."

Updates to an employee's address and/or emergency contact data are no longer available through the Blue Page, unless it is for the individual who is not with their ACE ID and password. (For example: Postmasters, Managers, Supervisors, etc. are not able to allow their employees to change their address or emergency contact data on their Blue Page as they did in the past.)

Efforts are in progress to allow employees to change their address and emergency contact data through the Blue Page. A large data migration project is currently in progress to migrate data to the new database. In the meantime, employees who do not have access to Blue with a ACE ID and password, must use a Kiosk (available at <http://bluepage.ups.com/ups/employeeSelfService/1218>) and mail the form to Shared Services using the following address:

UPS HRSSC
Benefits/Compensation
PO Box 90160
Denver, CO 80261-9060

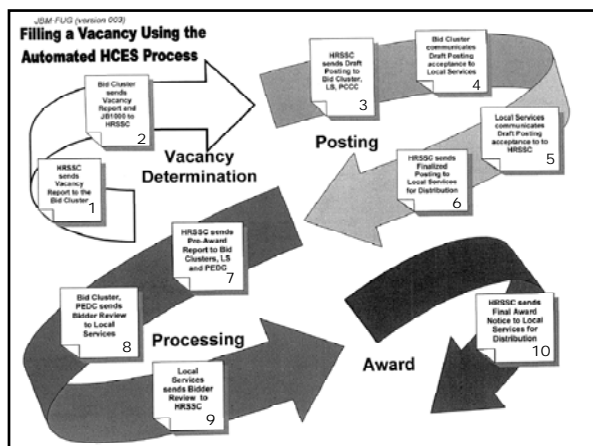
Please make sure the employee keeps a copy of Form 1218 and annotates the date it was forwarded to Shared Services. An employee in learning and development is getting their mailing address updated. The employee is not able to update their address on their Shared Services at 1817747-5273. Update. The employee should always request a "newest list" number before entering the telephone number. This remedy should be added into getting the new employee contact and received at Shared Services.

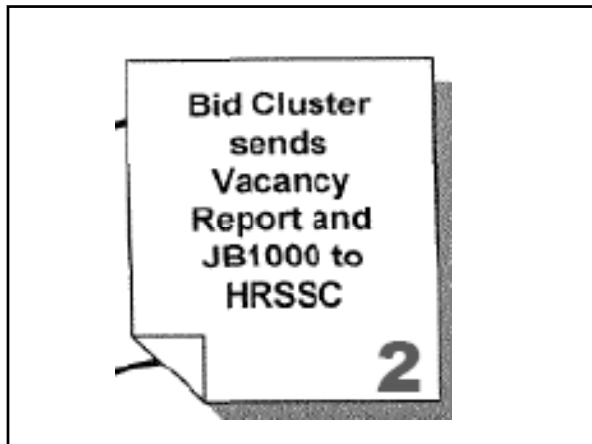
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THRIFT SAVINGS PLAN

<https://liteblue.usps.gov>







JB-1000 AUTOMATED POSTING VACANCY COVERSHEET Version 2.0

Bid Clusters are required to submit this worksheet with your Vacancy Report.

Complete sections 1,2,3 (4 as needed). Submit with your completed Vacancy report to the HRSSC JBM mailbox for your Area.

1 Bid Cluster Name	2 CRAFT:
Bid Cluster #	Posting Open Date
Installation Name	Bidding Close Date
Cost Center #	
3 Contact name:	
Contact phone #:	
4 LMCI provisions or other instructions for the posting of these positions.	

AND/OR

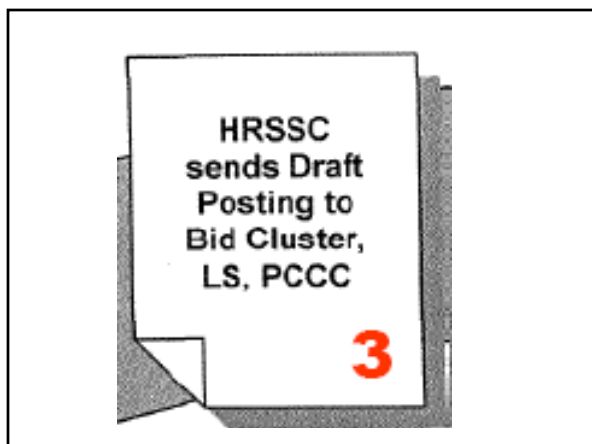
SPECIAL POSTING OF BARGAINING UNIT POSITION(S)

Bid Cluster - To request a special posting for situations outside of the normal posting schedule, in addition to 1, 2, 3, and 4 above, complete section 5 and submit to HRSSC JBM mailbox for your Area. (For posting of occupied positions utilize JB1300.)

5 Request for Special Posting

Position Number to be posted:	Position changes required prior to posting (example: schedule change, days off, addition of skill or qualification, etc.)

* Required Fields: *Some measure of required fields are completed. Omission of information may cause delay and/or return of the worksheet.



**Bid Cluster
communicates
Draft Posting
acceptance to
Local Services**

4

**Local Services
communicates
Draft Posting
acceptance to to
HRSSC**

5

**HRSSC sends
Finalized
Posting to
Local Services
for Distribution**

6

06/07/2008

VACANCY ANNOUNCEMENT
MINNEAPOLIS CLERKS

POSTING NO. #19756

ATTACHED PLEASE FIND THE VACANCY
ANNOUNCEMENT FOR POSTED VACANT JOBS FOR
BID. THE SENIOR BIDDERS LIST WILL COME OUT
ON MONDAY, 8/18/08. THE AWARD NOTICE WILL BE
PUBLISHED FRIDAY, 06/22/2008.

THE NEXT VACANCY ANNOUNCEMENT WILL COME
OUT ON THURSDAY, 09/04/2008.

THIS VACANCY ANNOUNCEMENT MUST BE POSTED
WHERE IT IS ACCESSIBLE TO ALL EMPLOYEES FOR
VIEWING.

THE FOLLOWING POSITIONS ARE POSTED IN THIS
VACANCY ANNOUNCEMENT PER APWU MOU'S
7/31/2008: 95022919, 70191260, 95023683, 95019632,
95013387, 70194519, 70194520, 70194522, 70194524.

UNITED STATES POSTAL SERVICE
MINNEAPOLIS, MINNESOTA, 55401
SUBJECT: POSTED ASSIGNMENTS
POSTING ORIGIN: #19756 DATE: 06/07/08
PHONE BIDDING: 1-800-222-2415 OR TDD: 1-800-620-9025

Click bidding will close on 06/16/2008.

Please read carefully a memorandum for all clerks with jobs primarily located in the Twin Cities Metro Hub or Main, North
(including Main Office) (including). Manual bids submitted by clerks in either the Metro or TC Metro Hub facilities will be
accepted. Clerks with jobs primarily located outside of either of these two facilities may continue to submit manual bids to
Personnel Services. At the time the posting closes, the senior bidder will be awarded the highest preference indicated.
There is no exercise of preference permitted after the bidding closes.

Relevant full-time duty assignments are posted to all career Clerk Craft full-time employees who are eligible to bid.
Employees experienced full-time assignments are posted to full-time employees eligible to bid and to currently
qualified part-time regular employees eligible to bid who were previously full-time employees in the Clerk Craft as
the same requirements. Newly established full-time jobs will be considered in the full-time category and these will be
the only full-time jobs on this posting that currently qualified part-time regulars can bid on.

An employee designated as a senior bidder may withdraw at any time prior to completion of training and being designated
the successful bidder. An employee who begins training or machine training and subsequently withdraws, fails to qualify
or otherwise relinquishes rights to the duty assignment will be restricted from any further bidding for a period of 90 days
from the date of withdrawal or failure to qualify.

If the senior bidder withdraws prior to beginning training or machine training or fails to complete four hours of training
within two work days of the date the senior bidder is scheduled to report for training, the duty assignment will be forfeited
to the second senior bidder. The second senior bidder, if not qualified on the essential scheme or machine requirements,
will enter a selection period as described above.

Normally, an employee will begin the required training within 10 days after the posting of the senior bidder, excluding
Saturdays. An employee who has withdrawn before 9 a.m. or longer than 10 days during a bidding event within the
first twenty-eight (28) days, may at their option, begin training upon return from the scheduled leave.

"ANY DISCREPANCIES OR OMISSIONS OF THE ABOVE INFORMATION WILL JEOPARDIZE YOUR BIDS."

Successful Bidders will be notified in the last Award Notice. DO NOT CALL THE PERSONNEL OFFICE FOR BID
RESULTS - NO INFORMATION WILL BE GIVEN OVER THE PHONE. ALL REASSIGNMENTS WILL BE EFFECTIVE
ONLY AT THE BEGINNING OF THE NEXT PERIOD.

The National Agreement does not permit bids to be cancelled or declined after the bidding closes. Bids may only be
cancelled prior to the closing of the posting. If you bid by phone or web and wish to cancel a bid, you must cancel using
the phone or web. If you are an employee eligible to manually bid and wish to cancel a bid, the employee option, in
writing, to the Personnel Office the desire to cancel/withdraw the bids. Once the bidding closes, the senior bidder is
assigned to the opening.

CLERKS ELIGIBLE TO MANUALLY BID MUST MAIL THEIR BIDS USING THE FOLLOWING ADDRESS. BE AWARE
THAT MANUAL BIDS MUST BE RECEIVED IN OUR OFFICE BY MIDNIGHT LOCAL TIME, REGARDLESS OF
POSTMARK. BIDDERS MUST NOT BE CONSIDERED. MAKE SURE YOU SIGN YOUR BID SLIP OR IT WILL BE
REJECTED.

PERSONNEL SERVICES
ATTN: MAIL & CLERK BIDDING
PO BOX 64004
ST PAUL, MN 55164-0004

0802

Automated Job Bidding Applications

What's New?

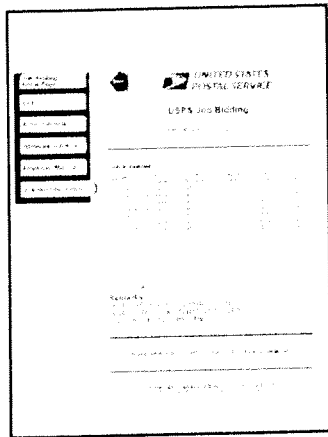
Employees are now able to submit bids for
posted positions through entry into
any of the available automated
bidding options...

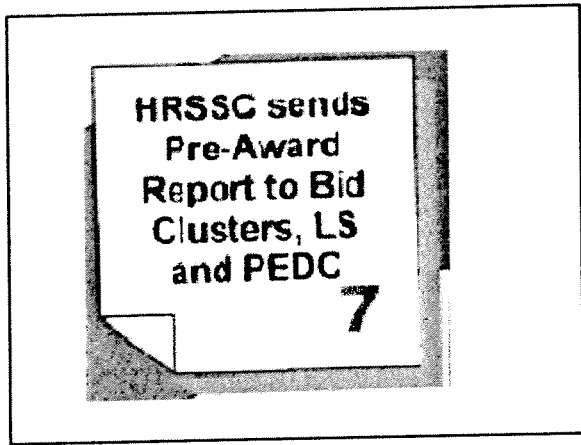
24 hours
a day,
7 days
a week

...during
the time a posting
is officially posted for bid!

Don't forget your EIN and Pin number are needed to access any of
automated bidding applications.

[illegible][illegible]





HRSSC sends Pre-Award Report to Bid Clusters, LS and PEDC

The HRSSC has sent a Pre-Award Report to Bid Clusters, LS and PEDC. The report contains information about the HRSSC's activities and the results of the Pre-Award Report. The report is available on the HRSSC's website.

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80218 Human Capital Enterprise Systems Requested: 08/18/2008 09:04:14
 P77920 Abbreviated Pre-Award Notice Page: 47 of 49
 BC26360-Minneapolis(MN) Bid Cluster

Posting No. : 10756 Posting Reason: NEWLY-Newly Established
 Craft : Clerk Posting Status:
 F - Posting is Finalized Closing Date : 08/14/2008
 Opening Date: 08/07/2008

 Bid Status: Senior Bidder Pending Qualification Seniority: 04/28/1984 000008
 1 [] 2 []

Comments:

-----From Job-----	-----To Job-----
Job: PARCEL POST DIST-MACHINE	SALES AND SERVICES ASSOCIATE
Position ID: 9501143 2310-000K	95013901 2310-0001
Position Title: PARCEL POST DIST-MACHINE	SALES AND SERVICES ASSOCIATE
Organization: SMALL PARCEL BUNDLE SORTER TOUR - III	MAIN OFFICE STATION MGMT & RTL SRVS
Facility Name: MINNEAPOLIS	MINNEAPOLIS
Section: PWS GWP T3 390	
PayScale Type / Group: 99/04	99/04
EE Group / Sub: 1/10	1/10
Tour: TOUR III	TOUR II
LDC: 13	45
EE Assignment: KP0012	KP0013

1 HIGHER LEVEL FOOT NOTE: NALC AND NENBU SPECIFIC: Was the employee detailed to a supervisory position (204-B) at the time the employee bid?
 ANBU SPECIFIC: Was the employee detailed to a non-bargaining unit position at the time the employee bid?

2 MEDICAL RESTRICTION FOOT NOTE: Is the employee currently working a light or limited duty assignment due to a temporary disability? If so, does the employee currently have or can the employee produce medical certification indicating that he/she will be able to fully perform the duties of the bid assignment within six months of the bid?

80218 Human Capital Enterprise Systems Requested: 08/18/2008 09:04:14
 P77920 Abbreviated Pre-Award Notice Page: 48 of 49
 BC26360-Minneapolis(MN) Bid Cluster

Posting No. : 10756 Posting Reason: NEWLY-Newly Established
 Craft : Clerk Posting Status:
 F - Posting is Finalized Closing Date : 08/14/2008
 Opening Date: 08/07/2008

 Bid Status: Senior Bidder Pending Qualification Seniority: 11/27/1971 000002
 1 [] 2 []

Comments:

-----From Job-----	-----To Job-----
Job: LEAD SALES & SERVICES ASSOCIATE	BULK MAIL TECH
Position ID: 9501951 2320-0004	95014903 2320-28XX
Position Title: LEAD SALES & SERVICES ASSOCIATE	BULK MAIL TECH
Organization: MINNEAPOLIS CARR STA RETAIL SRVS	BULK MAIL ACCEPTANCE TOUR II OPPRS UNIT
Facility Name: MINNEAPOLIS	MINNEAPOLIS
Section: BMSU TC SL 572	
PayScale Type / Group: 99/07	99/07
EE Group / Sub: 1/10	1/10
Tour: TOUR II	TOUR II
LDC: 45	79
EE Assignment: KP0015	KP0015

1 HIGHER LEVEL FOOT NOTE: NALC AND NENBU SPECIFIC: Was the employee detailed to a supervisory position (204-B) at the time the employee bid?
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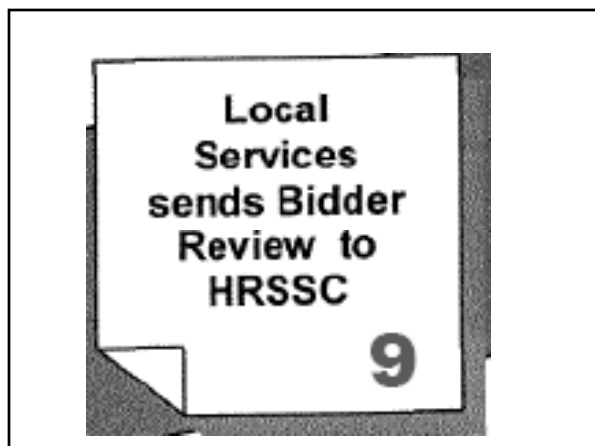
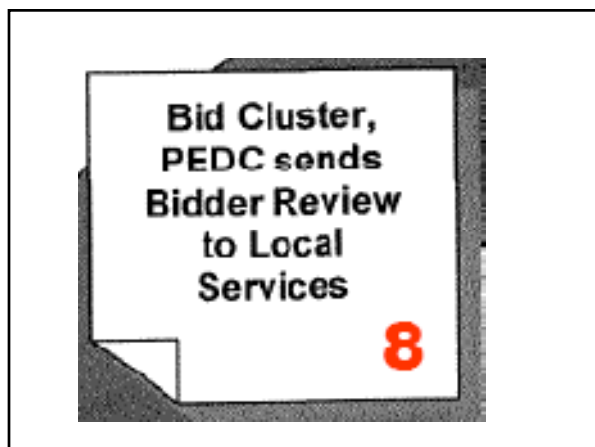
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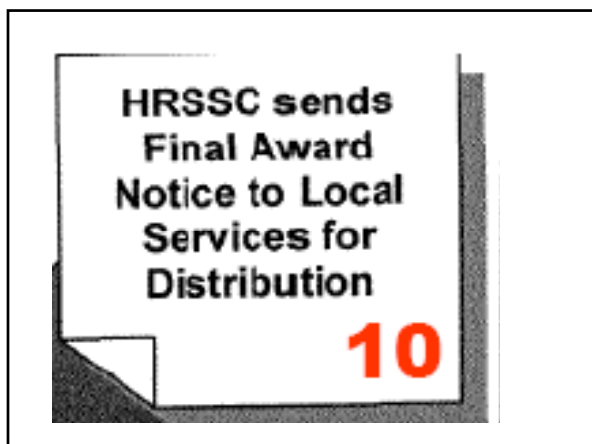
R0007 HUMAN CAPITAL ENTERPRISE SYSTEMS REQUESTED: 08/18/2008 13:54
 BC26360 Minneapolis(MN) Bid Cluster COMPLETE BID LIST Page: 25 of 49
 KP6TRV

POSTING NO: 10756 Clerk OPENING DATE: 08/07/2008 CLOSING DATE: 08/14/2008
 POSITION ID: 95013901 NEWLY FACILITY: 1439034 MINNEAPOLIS
 EMP GRP : 1 - Full Time
 TITLE : SALES AND SERVICES ASSOCI ORGANIZATION : 01008311 - MAIN OFFICE STATION MGMT & RTL SRVS
 LEVEL : 06 SECTION :
 WORK AREA :
 QUALIFICATIONS : VALID STATE DRIVERS LICENSE
 PASSENGER CAR
 421 SALES AND SERVICES (V.3)

EMP ID	EMP NAME	BEN DATE	RANK	CHARGE	PM BUI	QUAL	ELIGIBILITY
	Sang Son	04/28/1984	000008	001	Y	N	Senior Bidder Pending Qualification
	Leon Barnes	05/05/1984	000002	006	Y	N	WITHDRAW
	Steven Samuelsen	04/06/1986	000004	002	Y	N	Eligible
	Jerome Fox	08/28/1987	000006	001	N	Y	Eligible
	Gregg Werbowshi	09/26/1987	000003	001	Y	Y	Eligible
	Kathleen Warner	11/21/1987	000001	002	Y	N	WITHDRAW
	Christopher Hoppe	12/17/1988	950006	017	N	N	Senior Bidder on Another Position
	Michael Nguyen	03/29/1997	000214	001	Y	Y	Eligible
	Jerriner Martinez	09/02/1991	000214	001	N	N	Eligible
	Angela Gaspie	08/16/1997	000204	001	Y	N	Eligible
	Karen Hollen	12/05/1998	000016	001	Y	Y	Eligible
	Donald Larson	02/19/2000	000001	006	N	Y	WITHDRAW
	Susan Hauff	05/13/2006	000001	001	N	Y	Eligible
	Tawneesh McOahes	07/22/2006	000003	001	N	Y	Eligible

R0007 BC266360 Minneapolis(MN) Bid Cluster KPSITRY		HUMAN CAPITAL ENTERPRISE SYSTEMS OPENING DATE: 08/07/2008				REQUESTED: 08/18/2008 13:56:04 Page : 28 of 49	
POSTING NO : 10756 Clerk POSITION ID : 95014983 VACAN EMP GRP : 1 - Full Time		OPENING DATE : 08/07/2008 CLOSING DATE : 08/14/2008 FACILITY : 1439034 - MINNEAPOLIS					
TITLE : BULK MAIL TECH LEVEL : 07		SECTION : BMEU T2 PL 572 ORGANIZATION : 01006303 - BULK MAIL ACCEPTANCE TOUR I OPRNS UNIT					
WORK AREA : PERMIT SECTION QUALIFICATIONS : VALID STATE DRIVER'S LICENSE PASSENGER CAR 427 BUSINESS MAIL ACADEMY EXAM							
EMP ID	EMP NAME	SEN DATE	RANK	CHOICE	PH BID	QUAL	ELIGIBILITY
	Robert Emrick	11/27/1971	000002	010	Y	N	Senior Bidder Pending Qualification
	Benedict Frank	06/14/1980	000002	001	N	Y	Eligible
	Kathryn Walker	10/23/1983	000009	001	N	N	Eligible
	Kenneth Patnode	08/04/1984	000008	001	N	N	Eligible
	Steven Samuelson	04/06/1985	000004	001	Y	N	Eligible
	James Ray	06/22/1985	000005	001	N	N	Eligible
	Alan Skarman	09/21/1985	000004	001	Y	N	Eligible
	Suzanne Nelson	01/31/1987	000003	001	N	N	Eligible
	Jon Langerfeld	08/25/1988	000001	001	N	N	Eligible
	Christopher Happe	12/17/1988	000006	001	N	N	Eligible
	Michael Nguyen	03/29/1997	000214	005	Y	N	Senior Bidder on Another Position
	Jennifer Martinez	08/02/1997	000214	002	N	N	Eligible
	Agata Sieto	12/06/1997	000007	001	Y	N	Eligible
	Luci Fanasselle	08/29/1998	000208	001	N	N	Eligible
	Lynda Stevens	11/21/1998	000021	005	N	N	Senior Bidder on Another Position
	Karen O Connor	03/10/2001	000001	002	N	N	Eligible
	Uinh Dang	10/16/2004	000001	001	Y	N	Eligible
	Edward Duarte	07/09/2005	000001	001	N	N	Eligible





08/22/08

FOR IMMEDIATE DISTRIBUTION AND POSTING

AWARD NOTICE NO: 10756

MINNEAPOLIS CLERKS

EFFECTIVE DATE OF PLACEMENTS: 08/30/2008
(or as otherwise noted)

ATTACHED YOU WILL FIND THE AWARD NOTICE FOR JOBS THAT WERE POSTED FOR BID IN VACANCY ANNOUNCEMENT 10755. THIS IS OFFICIAL NOTIFICATION OF THE SENIOR BIDDERS (QUALIFIED OR PENDING QUALIFICATION) ON THOSE POSTED JOBS. YOU MUST REVIEW THIS NOTICE CAREFULLY AS THERE MAY HAVE BEEN SOME CHANGES MADE SINCE THE UNOFFICIAL SENIOR BIDDERS LIST.

THIS AWARD NOTICE MUST BE POSTED WHERE IT IS ACCESSIBLE TO ALL EMPLOYEES FOR VIEWING.

Please note: The following jobs were pulled from this vacancy:
None.

CLERK AWARD NOTICE #10756 EFFECTIVE: 08/30/2008

CLERKS WHO ARE THE SENIOR BIDDERS AND ARE LISTED AS PENDING QUALIFICATION ON A JOB REQUIRING SCHEMACHINE TRAINING, ARE TO CONTACT THE PROCESSING AND DISTRIBUTION TRAINING UNIT DURING POSTED HOURS AT 612-349-0379 OR CALL THE PROCESSING AND DISTRIBUTION TRAINING SUPERVISOR AT 612-349-4729. EMPLOYEES REQUIRING WINDOW CLERK TRAINING, BULK MAIL TRAINING, ETC. MUST CONTACT THE PEDC AT 612-341-7704. EMPLOYEES REQUIRING "PASSENGER CAR" and "VALID STATE DRIVER'S LICENSE" TRAINING MUST CONTACT THE MPLS. DRIVER EXAMINER AT 612-321-6565. EMPLOYEES REQUIRING SENIOR MAIL PROCESSING TRAINING, CONTACT HAL STEWART AT 612-349-4406. IF YOU ARE NOT SURE WHO TO CONTACT, CALL LINDA OVEGSON AT 612-349-4701.

CLERKS SHOULD CONTACT THE APPROPRIATE TRAINING UNIT AS SOON AS POSSIBLE, BUT IN NO CASE LATER THAN TEN (10) DAYS FROM THE DATE OF THIS AWARD NOTICE, TO SCHEDULE TRAINING AND ESTABLISH A DEFERMENT PERIOD. PERSONS WILL NORMALLY BE REQUIRED TO BEGIN TRAINING WITHIN TEN (10) DAYS OF BEING DESIGNATED THE SENIOR BIDDER. THE DEFERMENT PERIOD IS ESTABLISHED IN ARTICLE 37, SECTION 3 F 3 & 4 OF THE NATIONAL AGREEMENT.

Per Article 37, Section 3 F 3 & 4 of the National Agreement, if the senior bidder withdraws prior to beginning schememachine training or fails to complete four hours of training within five work days of the date the senior bidder is scheduled to report for training, the duty assignment will be forfeited to the second senior bidder. The second senior bidder, if not qualified on the essential scheme requirements, will enter a deferred period as described above.

AFTER BIDDING FOR AND RECEIVING A BID, SENIOR AND SECOND SENIOR NON-QUALIFIED BIDDERS WHO FAIL TO QUALIFY, WITHDRAW FROM, OR OTHERWISE RELINQUISH THEIR BID, WILL BE CHARGED WITH AN UNSUCCESSFUL BID. EMPLOYEES WILL ONLY BE ALLOWED FIVE (5) UNSUCCESSFUL BIDS DURING THE CONTRACT PERIOD.

ADDITIONALLY, SENIOR AND SECOND SENIOR NON-QUALIFIED BIDDERS WHO BEGIN TRAINING AND SUBSEQUENTLY FAIL TO QUALIFY, WITHDRAW OR OTHERWISE RELINQUISH THEIR BID, WILL ALSO BE RESTRICTED FROM FURTHER BIDDING FOR A PERIOD OF NINETY (90) DAYS.

CLERKS WHO ARE THE SENIOR BIDDERS ON POSITIONS LISTED IN ARTICLE 37.3.F.7 (EXAMPLE: SALES, SVCS DISTRIBUTION ASSOCIATE CLERK) SHOULD CONTACT THE PEDC AT 612-341-7704 AND WILL ENTER A DEFERMENT PERIOD AND BE PROVIDED APPROPRIATE COMBINATION OF TRAINING, TESTING, AND PRACTICAL DEMONSTRATION OF ABILITY TO PERFORM IN THE ACTUAL POSITION.

R0219
DC200360 Minneapolis(MN) Bid C
FC7718

HUMAN CAPITAL ENTERPRISE SYSTEM
ABBREVIATED AWARD NOTICE

REQUESTED: 08/22/2008 07:12:54
PAGE: 3 of 12

JOB ID: 85013381 2325-0001 SALES AND SERVICES KP0013 P9 66 TOUR II LDC: 45 EG:1=Full Time
 ASSOCIATE

Newly Established: 01/06/2011
 MAIN OFFICE STATION MGMT & DTL MINNEAPOLIS
 SRVS

JOB SLOT COMMENTS: MAIN OFFICE RELIEF & POOL CREW. " SEE COVER SHEET REGARDING
 OF 346" MPLS POOL CREW 002
 CMS Job Slot ID: 8400920

QUALIFICATIONS: VALID STATE DRIVER'S LICENSE
 PASSENGER CAR
 421 SALES AND SERVICES (V3.5)

SECTION:
 WORK SCHEDULE: 0820-1720-00L-5a-5u5

POSTING COMMENTS:
PENDING QUALIFICATION: Son, S EMP ID: 4087 EFFECTIVE: 08/30/2008 SEN DATE: 04/28/1984 RANK: 008

JOB ID: 85014882 2320-28XX BULK MAIL TECH KP0015 P9 07 TOUR II LDC: 79 EG:1=Full Time
 Vacant 01000002 BULK MAIL ACCEPTANCE TOUR II MINNEAPOLIS PERMIT SECTION
 OPRNS UNIT

JOB SLOT COMMENTS: "SEE COVERSHEET RE: OF 346" MUST SUCCESSFULLY PASS
 ALL COMPONENTS (LISTED BELOW) OF THE MAIL CLASSIFICATION
 TRAINING. UPON SUCCESSFUL COMPLETION OF LOCAL TRAINING
 EMPLOYEE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE/PASS
 2 WEEKS OF ADDITIONAL TRAINING IN NORMAN OKLAHOMA. SEE BELOW
 CMS Job Slot ID: 1124137

QUALIFICATIONS: VALID STATE DRIVER'S LICENSE
 PASSENGER CAR
 427 BUSINESS MAIL ACADEMY EXAM

SECTION: BMEU T2 FL 872
 WORK SCHEDULE: 1100-1930-30L-5a-5u5

POSTING COMMENTS:
PENDING QUALIFICATION: Emrick, R EMP ID: 6263 EFFECTIVE: 08/30/2008 SEN DATE: 11/27/1971 RANK: 002

JB-1000 AUTOMATED POSTING VACANCY COVERSHEET Version 3.0.4

Bid Clusters are required to submit this worksheet with your Vacancy Report.

Complete sections 1,2,3 (4 as needed). Submit with your completed Vacancy report to the HRSSC JBM mailbox for your Area.

1 Bid Cluster Name
 Bid Cluster #
 Installation Name
 Cost Center #

2 CRAFT:
 Posting Open Date
 Posting Close Date

3 Contact Name:
 Contact phone #:

4 LMCI provisions
 or other
 instructions for
 the posting of
 these positions.

AND/OR
SPECIAL POSTING OF BARGAINING UNIT POSITION(S)

Bid Cluster - To request a special posting for situations outside of the normal posting schedule; in addition to 1, 2, 3, and 4 above, complete section 5 and submit to HRSSC JBM mailbox for your Area. (For posting of occupied positions utilize JB1300.)

5 Request for Special Posting

Position Number
 to be posted:

Position changes required prior to posting
 (example: schedule change, days off, addition of skill or qualification, etc.):

* Required Fields - Please ensure all required fields are completed. Omission of information may cause delay and/or return of the worksheet.

JB-1100 CRAFT EMPLOYEE REQUEST TO REMAIN LIVE BIDDER Version 03.0

Local Services - Upon receipt of employee's live bid requests, verify the validity, complete sections 1 and 2 for those eligible, and forward to the HRSSC JBM mailbox for your Area. File employee's written request locally.

1 Local Services Contact Name
 Contact phone #

2 Employee Name (EIN) Posting # Position # Date Received

Comments:

(Reserved for Future HCES Use)

* Required Fields - Please ensure all required fields are completed. Omission of information may cause delay and/or return of the worksheet.

JHCC-1200-00000000

QUALIFICATIONS AND SKILLS TRAINING SUBMISSION INSTRUCTIONS

The JH-1200 was designed for the communication of training related information. No other actions are taken by the SPQ or a result of the worksheet beyond its intent. Care cannot be taken to ensure any qualification to support other required actions is also included when applicable.

Purpose of submission...	...submit via Outlook email to
To communicate any training or qualification information that is "not under"...	HRSSCC JEM mailbox for your Area.
To add or update a position related qualification or skill which is not "not under"...	HRSSCC H&T (Area name).
When the training information in the employee's description for JH-603 is included with the appropriate separation description and submitted to...	HRSSCC Separations (Career).

Clarifications:

Only trainings/skills relevant to the requirements of a position is maintained within HCES.

Training such as VICE, service talks, etc. not submitted to the HRSSCC.

Manual Postings and Pending Qualifications

JH-1200 is not submitted for SPQ positions until qualification is complete and employee is ready for placement.

JH-1200 is submitted for the SPQ order as qualification/skills are completed (both successful and unsuccessful).

When the test required for qualification is successfully completed submit a JH-1200 which provided placement effective within a JH-1400 documenting completion of qualification for the new

[illegible][illegible]

OM-500 Changes to Assignment

This worksheet is used to request changes to an employee's position or to an assignment of an employee to a new position. For Rural Centers, use the OM-500 worksheet. For all other assignments, use the OM-500 worksheet. For all other assignments, use the OM-500 worksheet.

Submit completed worksheet to: "HHS/HR/OM/500" (via email)

Employee Name: _____ Position Name: _____ Cost Center / FTE: _____

Employee Phone Number: _____ Extension: _____

	Employee 1	Employee 2	Employee 3
Current Position Number			
Current Position Title			
Current Position Code			
Current Position Level			
Current Position Salary			
Current Position Grade			
Current Position Step			
Current Position Sub-Group (if any)			
Current Position Description			
Current Position Location			
Current Position Supervisor			
Current Position Start Date			
Current Position End Date			
Current Position Status			
Current Position Comments			

For all other assignments, use the OM-500 worksheet. For all other assignments, use the OM-500 worksheet.

RAR-100 Create New Position(s) Request

This worksheet is used for the creation of new positions which will be posted for bid or offered through recruitment. Current position practices are followed for authorization prior to submission to HHS/HR/OM/500.

Submit completed worksheet to: "HHS/HR/OM/500" (via email)

For all other positions being created submit request to: "HHS/HR/OM/500" (via email)

Employee Name: _____ Position Name: _____ Extension: _____

Submitting Institution Name: _____ Submitting Cost Center #: _____ Submitting Date: _____

	Request #1	Request #2	Request #3
1. Draft (insert if not position)			
2. Position Title			
3. Position Description Code			
4. Position Code			
5. Org. Unit Name			
6. Org. Unit Number			
7. Cost Center Number (if any)			
8. GS-Group Sub-Group (if any)			
9. Position Number			
10. Position Description			
11. Position Location			
12. Position Supervisor			
13. Position Start Date			
14. Position End Date			
15. Position Status			
16. Position Comments			

For all other assignments, use the OM-500 worksheet. For all other assignments, use the OM-500 worksheet.

RAR-200 Authorization to Convert to Full Time

This worksheet is used to request authorization to convert a part-time position to a full-time position. For Rural Centers, use the RAR-200 worksheet. For all other assignments, use the RAR-200 worksheet.

Submit completed worksheet to: "HHS/HR/OM/500" (via email)

For all other positions being created submit request to: "HHS/HR/OM/500" (via email)

Employee Name: _____ Position Name: _____ Extension: _____

Submitting Institution Name: _____ Submitting Cost Center #: _____ Submitting Date: _____

	Employee 1	Employee 2	Employee 3
Current Position Number			
Current Position Title			
Current Position Code			
Current Position Level			
Current Position Salary			
Current Position Grade			
Current Position Step			
Current Position Sub-Group (if any)			
Current Position Description			
Current Position Location			
Current Position Supervisor			
Current Position Start Date			
Current Position End Date			
Current Position Status			
Current Position Comments			

For all other assignments, use the OM-500 worksheet. For all other assignments, use the OM-500 worksheet.

Article 37.3.A.1

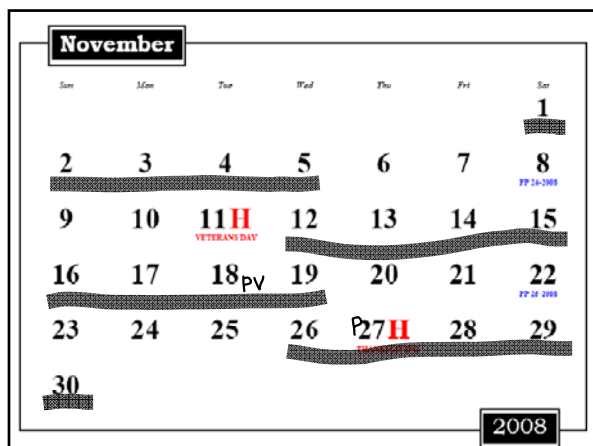
Section 3. Posting, Bidding, and Application

A. Newly established and vacant Clerk Craft duty assignments shall be posted as follows:

1. All newly established Clerk Craft duty assignments shall be posted to craft employees eligible to bid within 78 days. All vacant duty assignments, except those positions excluded by the provisions of Article 1, Section 2, shall be posted within 28 days unless such vacant duty assignments are reverted.

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1H <small>LABOR DAY</small>	2	3	4P	5	6
7	8	9	10	11	12	13 <small>PP 78-2008</small>
14	15	16	17	18	19	20
21	22	23P	24	25	26	27 <small>PP 21-2008</small>
28	29	30				
						2008

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2P	3	4
5	6	7	8	9	10	11 <small>PP 22-2008</small>
12	13H <small>COLUMBUS DAY</small>	14	15	16	17	18
19	20	21P	22	23	24	25 <small>PP 23-2008</small>
26	27	28	29	30P	31	
						2008



NON-AUTOMATED OFFICES MONITORING COMPLIANCE WITH ARTICLE 37

Article 37.3.E
E. Information on Notices
 Information shall be as shown below and shall be specifically stated:

- The duty assignment by position, title and number (e.g., key or vacant position)
- PS salary level.
- Scheme knowledge and special requirements involving training, where applicable.
- Hours of duty (beginning and ending), and tour.
- The principal assignment area (e.g., parcel post, inventory or outgoing in the main office, or specified station, branch, or other location(s) where the greater portion of the assignment will be performed).
- Management will post the duties on Mail Processing Clerk duty assignments.
- Qualification Standards.
- Physical requirements unusual to the specific assignment.
- Invitation to employees to submit bids.
- The fixed or rotating schedule or days of work, as appropriate.

Posting No: 10756 Clerk Opening Date: 05/01/2008 Closing Date: 05/14/2008
 JOB ID: 15015530 2100-3004 SALES AND SERVICES KP0043 P9 06 TOUR II LDC45 EGt+Full Time
 Associate
 #1096237 BROOKLYN PARK STATION BROOKLYN PARK
 RETAIL SERVICES

JOB SLOT COMMENTS: Will work at all three stations/branches on main office if not needed at Brooklyn Park Post & Retail. WILL BE NEXT TO CUBES & FRAMING.
 WORK SCHEDULE: SA 0505-1440-01L; MO, TU, WE, FR 0525-1720-01L; SDO 5/1/TH
 CMS Job Slot ID: 8781568

QUALIFICATIONS: VALID STATE DRIVER'S LICENSE
 421 SALES AND SERVICES (V33)

SECTION: WORK SCHEDULE: 0601150 40L 8w THY
POSTING COMMENTS:
 VACATED BY: Kelly Fultz EMP ID: 9557 ON DATE: 05/01/2008

9. The fixed or rotating schedule or days of work, as appropriate.

POSTING COMMENTS :
VACATED BY : Lynda Stevens EMP ID: 3423 ON DATE: 0001/2100

FD-302a (Rev. 1-25-60)

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Article 37.3.E

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 - a. Management will post the duties on Mail Processing Clerk duty assignment.
6. Qualification Standards.
7. Physical requirements unusual to the specific assignment.
8. Invitation to employees to submit bids.
9. The fixed or rotating schedule or days of work as appropriate.

Notice of Vacancy in Assignment

Posting in vacant position. Position and the assignment are subject to change. Position and the assignment are subject to change.

For the assignment described above, you are invited to submit a bid for the position and the assignment. Complete a bid form and submit it to the designated official.

Position: Mail Processing Clerk
Pay Band: PS-1
Pay Grade: GS-11
Location: New York, NY
Duty Station: New York, NY
Hours of Duty: 8:00 AM to 4:00 PM, Monday through Friday
Principal Assignment Area: Mail Processing Clerk
Qualification Standards: Mail Processing Clerk
Physical Requirements: None
Invitation to Employees: Submit bids to the designated official.

THE LAW ON A CASE WITH RESPECT TO THE POSITION AND THE ASSIGNMENT IS SUBJECT TO CHANGE. THE LAW ON A CASE WITH RESPECT TO THE POSITION AND THE ASSIGNMENT IS SUBJECT TO CHANGE.

Article 37.3.E

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Pay Grade: GS-11
Location: New York, NY
Duty Station: New York, NY
Hours of Duty: 8:00 AM to 4:00 PM, Monday through Friday
Principal Assignment Area: Mail Processing Clerk
Qualification Standards: Mail Processing Clerk
Physical Requirements: None
Invitation to Employees: Submit bids to the designated official.

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Hours of Duty: 8:00 AM to 4:00 PM, Monday through Friday
Principal Assignment Area: Mail Processing Clerk
Qualification Standards: Mail Processing Clerk
Physical Requirements: None
Invitation to Employees: Submit bids to the designated official.

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VIEW SCHEDULES EXPORT

Year: 2008 Area: Western Area District: Northland BC: Minneapolis Post Office - 266360

CLERK SCHEDULES

Vacancy Report						Draft Posting		Posting		Entry	Award	Bids		Award
Open	Close	Cycle	Posting #	Posting Type	Positions	Push/BC	Return/SSC	Push/BC	Return/SSC	Push/LS	LS Entry	Push/BC	Return/SSC	Push/BC
1/24/08	1/31/08	28 Day	5518	Automated	45	1/14/08	1/16/08	1/18/08	1/22/08	1/23/08	2/1/08	2/4/08	2/6/08	2/9/08
2/21/08	2/28/08	28 Day	6306	Automated	36	2/11/08	2/13/08	2/15/08	2/19/08	2/20/08	2/29/08	3/3/08	3/5/08	3/8/08
3/20/08	3/27/08	28 Day	7071	Automated	20	3/11/08	3/13/08	3/17/08	3/18/08	3/19/08	3/28/08	3/31/08	4/2/08	4/5/08
4/17/08	4/24/08	28 Day	7864	Automated	22	4/8/08	4/10/08	4/14/08	4/15/08	4/16/08	4/25/08	4/28/08	4/30/08	5/3/08
5/15/08	5/22/08	28 Day	8658	Automated	22	5/6/08	5/8/08	5/12/08	5/13/08	5/14/08	5/23/08	5/27/08	5/29/08	5/31/08
6/12/08	6/19/08	28 Day	9374	Automated	41	6/3/08	6/5/08	6/9/08	6/10/08	6/11/08	6/20/08	6/23/08	6/25/08	6/28/08
7/10/08	7/17/08	28 Day	10106	Automated	37	6/30/08	7/2/08	7/7/08	7/8/08	7/9/08	7/18/08	7/18/08	7/22/08	7/25/08
8/7/08	8/14/08	28 Day	10756	Automated	49	7/29/08	7/31/08	8/4/08	8/5/08	8/6/08	8/15/08	8/18/08	8/20/08	8/23/08
9/4/08	9/11/08	28 Day		Automated		8/25/08	8/27/08	8/29/08	9/2/08	9/3/08	9/12/08	9/15/08	9/17/08	9/20/08
10/2/08	10/9/08	28 Day		Automated		9/23/08	9/25/08	9/29/08	9/30/08	10/1/08	10/10/08	10/14/08	10/16/08	10/18/08
10/30/08	11/6/08	28 Day		Automated		10/21/08	10/23/08	10/27/08	10/28/08	10/29/08	11/7/08	11/10/08	11/13/08	11/15/08
11/27/08	12/4/08	28 Day		Automated		11/18/08	11/20/08	11/24/08	11/25/08	11/26/08	12/5/08	12/8/08	12/10/08	12/13/08
12/25/08	1/1/09	28 Day		Automated		12/16/08	12/18/08	12/22/08	12/23/08	12/24/08				1/10/08



Request to Amend Electronic Official Personnel Folder (eOPF)

Employee Name (Last, First, MI)

EIN (Employee Identification Number)

Instructions: You must provide this amendment request to your District or Area Human Resources office for fulfillment. For your request to be processed, you must clearly identify the record in question, the change desired, and the reason(s) for the change (*relevance, accuracy, timeliness, or completeness*). **Headquarters employees** should direct requests to:

CORPORATE PERSONNEL MANAGEMENT
475 L'ENFANT PLAZA SW, RM 1831
WASHINGTON DC 20260-4261

a) Identify the record you wish changed (*attach the document(s) you wish to add or specify the document(s)*):

b) Describe the change desired:

c) Indicate the reasons for the change: ☐ Relevancy ☐ Accuracy ☐ Timeliness ☐ Completeness

In accordance with Handbook AS-353, *Guide to Privacy, the Freedom of Information Act and Records Management*, Section 3-4, your eOPF custodian will either: (1) inquire to obtain more information needed to determine whether amendment is appropriate, amend the information as necessary, and notify you about the revised record; or (2) deny your request for changes in whole or in part, provide the reasons for denial, and notify you of your opportunity to appeal the decision.

Privacy Act Statement: Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

Signature

Date (MM/DD/YYYY)

Instructions to Human Resources: Retain or destroy this form as described in the table below.

	Approved	Denied
Add	Send document to be scanned into eOPF. Hold request in pending file. Destroy request after verifying that document was added.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.
Amend	Print document, amend, and send amended document to be scanned into eOPF. Hold request in pending file. After verifying that document was added, delete original document and destroy request.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.
Delete	Delete document and destroy request.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.