DEALING WITH SHARED SERVICES

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

LYLE KRUETH, National Business Agent, Clerk Division, MpIs 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

PostalPEOPLE. PostalPEOPLE Update—electronic Official Personnel Folder (eOPF) Employees now have the ability to view the contents of their Official Personnel Folder via liteblue from a home computer. What does this mean? Employees now have 24 hour access to the contents of their electronic Official Personnel Folder (eOPF) via Employee Self Services (ESS). Helpful Tips on eOPF: Itelaful Tiss. on sQPE: 1. Q: What is an eQPF A. The Offices Personnel folder, or Off, documents the A. The Offices Personnel folder, or Off, documents the A. The Offices Personnel folder in the folders open members of the folders of the folders of the folders open members. An Office is established and maintained for each fossil service employee, regardless of appointment type or crustom. 2. Q: Is my 40PF Secure? A. Yest I Your Address on only the personnel by a limited number of fostal professionsis who have a hussess need for your exist? Install professionsis who have a hussess need for your exist? Install professionsis who have a hussess need for your exist? Install professionsis who have a hussess need for your exist? Install professionsis who have a hussess need profession of the personnel for the profession of the personnel for the profession of the profession of the personnel for the profession of the personnel for th

4. Q: Do I have the capability to print my eOPF from Employee Self Service?

A. Yes, You can open and print any or all the documents in your eOPF. Just click on the document links to open each document and click the Print button.

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3. Q: flow can I obtain a copy of my eOPF if I do not have access to a computer?

A. Employee car still submit a written request to Labor Relations, Attn: eOPF, IOO South First Street, Room 425, Minneapolis MI 55401-460. Your eOPF copy will be sent to you at your access of record. Personnel is no longer able to assist you with these requests.

record. Personnel is no longer able to assist you with these requests.

6. Q: What if I find a document in my eOPF, other than discipline, that I want to remove or that is misfiled?

A. Make your request in writing, specifying exactly which document(s) out wish to have removed or which document(s) is misfiled and mail your request to Personnel, Attn: eOPF, P.O Box 64500-X, SP and W15 5264-0504. The His Generality suproves or endosors.

7. Q: What if I want to remove a document which is related to discipline from my eOPF?

A. Aurison of Pfall, supervisor, or the employee needs to submit he request in enting to Labor Relations, Attn: eOPF, 100 South First Street, Room 425, Minneapolis M15 5564-4505. Discipline can only be deleted by a Labor Relations representative. In the case of a request to remove discipline from the eOPF, Labor Relations will determine if the request is appropriate and take action accordingly.

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eReassign



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EMPLOYMENT VERIFICATION

Verification of Employment Applying for a car loan or a mortgage? If you are, chances are good your lender has eaked you be provide proof of employment or income. The USPS Tap ginder more than 1500 comparise and 16% of the federal workforce currently using "The Work Number", as automated service that available 247. Then is NO COST to Performent, and is available 247. Then is NO COST to Performent, and is available 247. Then is NO COST to Performent, and is available 247. Then is NO COST to Performent, and to provide a service of the properties of the provide and the properties of the provide and the provide and the properties of the provide and the provide and

Proof of Employment for Ferner Employees
If it is appliced is internetifying before interpretable preferations for an employee who no longer works for the USPS, please have then contact the Sharred Services Center at 1-877-477-3273, option 5.

Click here to link to "The Work Number" (www.thework.number.com)







CHANGING YOUR ADDRESS

Employee Network.com How to Change Your Employee
How to Change Your Employee USPS Address of Record but 1-PTs Tax 2 to Security
PLEASE NOTE: The case of orange your USPS address of record from your home computer as of July 2000. To change your address for your USPS emphase records you can:
1. From a Posted Service computer, disk on Employee Self-Sunner and then select Employee Change of Address.
E. From a VSFS Flook (located within many VSFS facilities) slick on employee Shange of Address. 3. Submit PS Florm 1216 to your servicing personnel office.
4. Submit PS Flore: 1298 to: PKSSO-Compression: 8 Sentitle
990000mmenator à Brentis 10 de 191400 Demention, NO 27470-000 Le pub PT d'en UTS va 193000mpenator à Sansta at (ST) 894-3543 et 235-552 4070
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gation 5 if you have any questions.
Rack To PRY Likels To Resources W Provid Graphispor Nationals
Employees are no longer able to change their home/mailing addresses or employee phone number and emergency contact information through Employee Self Service from the Blue Page. When an employee accesses Employee Self Service, the link - "Employee Change of Address" is accessible, however the following message appears:
EMPLOYÉE INFORMATION
"The system has inderified you as a user of the new Human Capital Enterprise System. To update your address and emergency contact data you must select that the State of the
Life" tab to access "My Profile" at the top right side of the page. Under this heading you can select the "Address/Phone" link to update your home, mailing
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 Plags, unless it is for the individual who logs on with their ACE ID and password. For example, Postamers, Managers, Sopresson, etc., are not able to allow their employees to update their address or emergency contact data on their office computers as they did in the pass'.
employees to update their address or emergency contact data on their office computers as they did in the past.)
Efforts are in progress to allow employees to change their address and emergency contact data through LeeBlue. A target date on when this will be available through LeeBlue is not yet determined. In the melerative, employees who do not have access to Billie with an ACE (D) and password, must use a Klosk (if available) or complete PS Form 1216 (Ink indicated below),
and password, must use a Krosk (if available) or complete PS Form 1216 (ink indicated below), and password, must use a Krosk (if available) or complete PS Form 1216 (ink indicated below), http://dx.uses.com/formfork/dusform1216.xfs
and mail the form to Shared Services using the following address:
USPS HRSSC Am: Bendfa/Compensation PO Bas 97400 Greenstore NC 27497-0400
Greenstone NC 27497-0400
Please make sure the employee keeps a copy of Form 1216 and annotates the date it was formation to Shared Services. If an employee is experiencing problems in getting leader enaling Services and Employee Services and Employee Services as 1674-71227, epoch services 1674-712
pervisors at 1-677-477-3273, option 5. Employee should always request a "semedy ticket number" before ending the telephone call with Shared Services. This remedy ticket will assist in petting the issue documented and resolved at Shared Services.
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THRIFT SAVINGS PLAN

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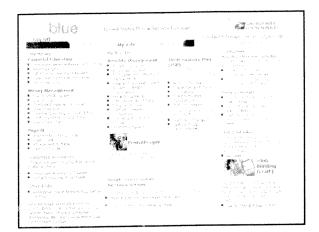
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PAYROLL DEDUCTIONS



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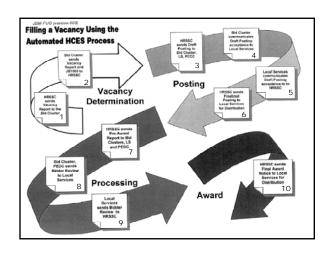
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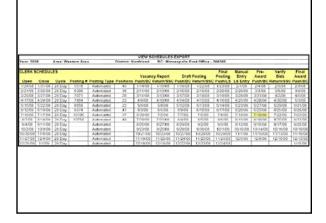
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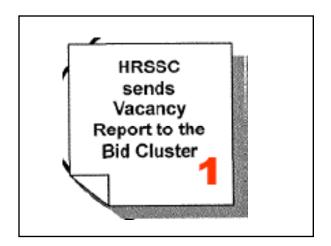
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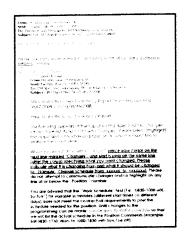
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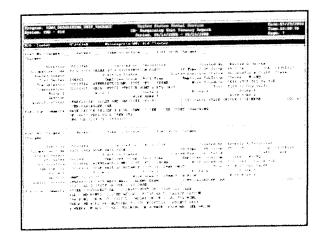


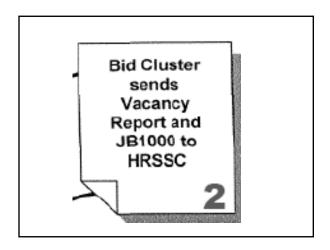


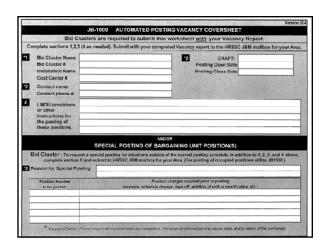


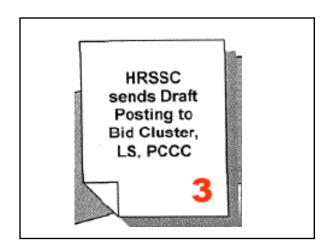


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VACANCY ANNOUNCEMENT MINNEAPOLIS CLERKS

POSTING NO. #10756

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, 08/22/2008.

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 (131/2008: 95022919, 70191260, 9502383, 95019632, 95013387, 70194519, 70194520, 70194522, 70194524.

UNITED STATES POSTAL SERVICE MINNEAPOUS, MINNESOTA 55401 SUBJECT: POSTED ASSIGNMENTS POSTING ORDER: #10755 DATE: 08/07/08

PHONE BIDDING: 1-800-222-2415 OR TDD 1-800-520-062

will close on _____08/14/2008__

Mone or was badding its mandatory for all divinks with jobs projectally located in the T-sin-Cities Metho Hole or Mats. Social Including Main Chick Philosophi, Manual bots submitted by dividuals in ether the Majos. or CT Martin Philosophia species. Clerks with jobs physically located outside of either of Price bes facilities may continue to submit manual their Personnel Services. At the time the projecting divises. We seemed hidder all the assemble the highest performant encount should be approximately a submitted by the project of the project of the price of the price of the submitted the highest performant encounters.

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An employee designated as a service bodier may withdraw at any time prior to completion of maining and being designable the successful bodier. An employee with Depuis softened or insuffice training and subsequently withdraws. His to examily or otherwise minimization signifies to the duty energyment will be established from any furner bedding for a period of 90 days or otherwise minimization signifies to the duty energyment will be established from any furner bedding for a period of 90 days

from the date of withdraward or factor to quartly.

The aerion bodies withdraw prior to beginning softene or machine training or field to complete four hours of moning within fine work days of the date the senior bodies is scheduled to report for training, the duty essignment will be forfered to the second soften or date. The executed second value of fine duellified on the essential scheme or machine regionals and to the second soften or machine regionals and the second soften or machine regionals.

Mormally, an employee will begin the required training within 10 days after the posting of the senior bodiers, excluding Ownerhour. As employee who has scheduled leave of a week or longer (four (4) days during a holidary week) within the first hearity-eight (28) days, may all their option, begin training upon return from the scheduled leave.

THE IMPOUNDING CELL CAPE, MAY BE CONTROLLED FOR ABOVE INFORMATION WILL JEOPARDIZE YOUR BID(S)."

Successful blodders will be published in the next Award Notice. DO NOT CALL THE PERSONNEL OFFICE FOR BID RESULTS - NO INFORMATION WALL BE GIVEN OVER THE PROME. ALL REASSIGNMENTS WILL BE EFFECTIVE ONLY AT THE REGIONNING O

controlled prior to the obserg of the posting. If you bid by phone or set and wish to cancel a bid, you must concell sets the prior or the prior of the phone or with. If you must concell sets the many and employee subtles. In which prior or with the prior of this or the desire to cancel within the experience (office the desire to cancel within the experience of this or the desire to cancel within the experience of the prior of the desire to cancel within the experience to the scance; and the prior of the scance of the desire to the scance of the scance of

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PERSONNEL SERVICES ATTN MPLS CLERK BIDDING PO BOX 645004 ST PAUL MN 55164-5004

08/02



POSTAL SERVICE . NORTHLAND PERFORMANCE CLUSTER -AUTOMATED BID CLUSTERS NEWSBREAK liteblue Bargaining Unit Employees in automated bid clusters that currently utilize automated bidding by phone or kicek now have another option. You can place your bids on the USPG Job Bidding System through the LiteBLUE website from the comfort of your home whenever if this your schedule. Have your employee ID number and USPS PIN ready and log on to: http://litebitiee.usps.gov from any computer with internet access. The Job Bidding System allows you to place bids, withdraw pids, view position information, and even view your bid count information. The system is available 24 hours day, 7 days a week whenever a posting is open. EASE COPY AND POST ON ALL EMPLOYEE BULLETIN BOARDS HUMAN CAPITAL ENTERPRISE SYSTEMS REQUESTED: INDESCRIBE SESS VAGANCY NOTICE Page: 1 of 10 TOWNS CHARGE MADE OF THE CHARGE POTES SERVICE Audience – All Mpls P&DC and TC Metro Hub Clerks and Mail Handlers Update - Job Bidding Please note that the manual hard copy of clerk and mail handler vacancy announcements reflect accurate days off and work schedules. Please disregard the days off and hours as represented when biolding by Klosk and Libsiliue, as they may be incorrect.



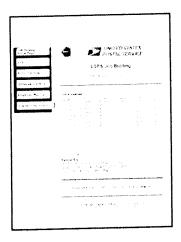


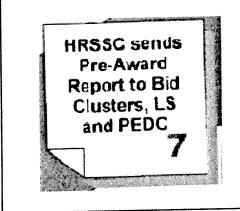










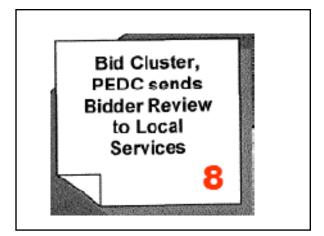


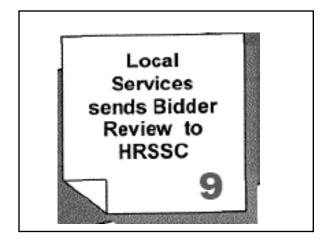
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	Abbreviated Fre- Bid Cluster Bid Status: Senior Bidder i Bid Status: Senior Bidder i FARCEL POST DIST-MACHINE PROCESS FOR TOTAL PROCESS FARCEL POST DIST-MACHINE PROCESS FOR TOTAL PARCEL POST DIST-MACHINE BALL PAR	Abbreviated Fre-Award Notice Page: Posting Reason: NEMLY-Newly Posting Status: do Closing Date: : 08/14/2008 Bid Status: Senior Badder Pending Qualification Senior Badd Status: Senior Badder Pending Qualification Senior FROM JOB TOST-WACHINE SALES AND SERVICES PROBLED DOT DIST-WACHINE SALES AND SERVICES PROBLED DOT DIST-WACHINE SALES AND SERVICES PROBLED TO THE PROBLED STATE TOOR - III MAINTAROUS MINIMAROUS MINIMAROUS SECURIOR TOOR - III SALES AND SERVICES INDUSTRIES OF THE TOOR SECURIOR SECURITIES SALES AND SERVICES PROCES TO SERVICES OF THE TOOR - III SALES AND SERVICES PROCES TO SERVICES OF THE TOOR - III SALES AND SERVICES PROCES TO SERVICES OF THE TOOR - III SALES AND SERVICES SE

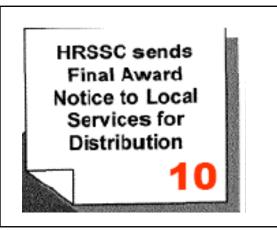
0218 rvvmQ0 02266360-Minneapolis()#0		Human Capital Enterpr Abbreviated Pre-Awa		Requested: 08/18/2008 Page: 48 of 49	09:04:16
Posting No. : 10756 Fraft : Clerk - Posting is Finalize Opening Date: 08/07/200		Pos	ting Reason: NE ting Status: sing Date : 00	KLY-Newly Established	
DERICK, ROBERT 02688263 [] 2 [] Comments:	Bid Statu	s: Senior Bidder Pend	ing Qualificati	on Seniority: 11/27/197	1 000002
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(204-B) at the time th ASWU SPECIFIC: Was th	e employee bid? se employee deta COOT NOTE: Is t	iled to a non-bargain he employee currently	ing unit positions working a light	ed to a supervisory position at the time the employ to r limited duty assignm r can the employee produc	ee bid?

R0007 BC266360 Min/ KP5TRV	neapolis(MN) Bid Cluster	HUMAN	CAPITAL E	NTERPRISE TE BID LIST	SYSTEMS	REQUE Page	STED: 08/18/2008 13:5 : 25 of 49
EMP GRP: 1 -	95013981 NEWLY	ORGANIZATIO	CILITY: 143	9034 - MINNE			
	NS: VALID STATE DRIVE PASSENGER CAR 421 SALES AND SER EMP NAME		RANK	CHOICE	ON BID		SI JOHAN ITY
CMP ID	Sang Son Leon Barnes Steven Samuelson	04/28/1984 05/05/1984 04/06/1985	000002 000004	001 000 002	Y Y Y	N N N	ELIGIBILITY Servior Bidder Pending Qualification WITHDRAW Eligible
	Jerome Fox Gregg Warbowski Kathleen Warner Christopher Hoppe	08/29/1987 09/26/1987 11/21/1987 12/17/1988	000006 000003 000001 000006	001 001 000 017	N Y N	Y N N	Eligible Eligible WITHDRAW Senior Bidder on Another Position
	Michael Nguyen Jernifer Marinez Angela Glaspie Karen Nolan Donald Larson	03/29/1997 08/02/1997 08/16/1997 12/05/1998 02/16/2006	000214 000214 000204 000016 000001	001 001 001 001 000	Y N Y Y	Y N N Y	Elgible Elgible Elgible Elgible WITHDRAW
	Susan Harff Tawneesh McGahee	05/13/2006 07/22/2006	000001 000003	001 001	N	Y	Elgbie Elgbie

R0007 BC266360 M KP5TRV	inneapolis(MN) Bid Cluster	HUMAN C	COMPLE	NTERPRISE TE BID LIST	SYSTEMS	REQUI Page	ESTED: 08/18/2008 13 : 26 of 49
	: 10756 Clerk : 95014983 VACAN	OF FA	ENING DAT	E : 08/07/2008 9034 - MINNE	CLOSING DA	TE: 08/14/20	808
FMP GRP : 1							
TITLE : BULF	MAIL TECH	ORGANIZATIO	N:01006303	- BULK MAIL A	ACCEPTANCE	TOUR II OF	RNS UNIT
LEVEL: 07		: BMEU T2 PL 572					
WORK AREA	: PERMIT SECTION						
QUALIFICAT	IONS : VALID STATE DRIVE	ER'S LICENSE					
	PASSENGER CAR 427 BUSINESS MAI	ACADEMY EXAM					
		SEN DATE	RANK	CHOICE	PH BID	QUAL	ELIGIBILITY
EMP ID	EMP NAME		000002	010	Υ	N	Senior Bidder
	Robert Emrick	11/27/1971	000002	010			Pending Qualificatio
	Benedict Frank	06/14/1980	000002	001	N	Y	Eligible
	Kathryn Walker	10/29/1983	000000	001	N	N	Eligible
	Kenneth Patnode	08/04/1984	000008	001	N	N	Eligible
	Steven Samuelson	04/06/1985	000004	001	Υ .	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	08/26/1988	000001	001	N	N	Eligible
	Christopher Hoppe	12/17/1988	000006	001	N	N	Eligible
	Michael Nguyen	03/29/1997	000214	005	Υ	N	Senior Bidder on Another Position
	Jennifer Martinez	08/02/1997	000214	002	N	N	Eligible
	Agata Sisto	12/06/1997	000007	001	Υ	N	Eligible
	Luci Fanaselle	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
	Linh Dang	10/16/2004	000001	001	Y	N	Eligible
	· Edward Duarte	07/09/2005	000001	001	N	N	. Eligible







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 1075B... THIS IS OFFICIAL NOTIFICATION OF THE SENIOR BIDDERS (QUALIFIED OF PENDING QUALIFICATION) ON THOSE POSTED JOBS. YOU MUST REVIEW THIS NOTICE CAREFULLY AS THERE MAY HAVE BEEN SOME CHAGES 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:

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

EFFECTIVE: 08/30/2008

CERKS WHO ARE THE SENIOR BIDDERS AND ARE LISTED AS FENDAL ALLIFICATION ON A JOB REQUIRING SCHEMEMACHINE TRAINING, ARE TO CONTACT THE PROCESSING AND DISTRIBUTION TRAINING UNIT DURING POSTED HOURS AT 612-349-0378 OR CALL THE PROCESSING AND DISTRIBUTION TRAINING SUPERVISION AT 612-349-4728. BHILDOVERS THE ALLIFORM STATES OF CLERK TRAINING, BULK MAIL TRAINING, ETG, MUST CONTACT THE PEDC AT 612-341-7704. BHILDOVERS REQUIRING PASSENGER CARF and "VALID STATE ORIVERS LICENSES" TRAINING MUST 612-341-7704. BHILDOVERS REQUIRING PASSENGER CARF and "VALID STATE ORIVERS LICENSES" TRAINING MUST CONTACT THE HILD, ORIVER SUMMER AT 612-349-4408. IF YOU ARE NOT SURE WHO TO CONTACT, CALL LINDA OVESON AT 612-349-4408.

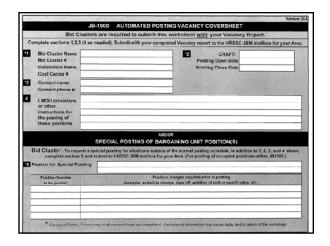
CLERKS SHOULD CONTACT THE APPROPRIATE TRANSING UNIT AS SCON AS POSSIBLE BUT IN NO CASE LATER THAN TEN 190 DAYS FROM THE DATE OF THIS AWARD NOTICE. TO SCHEDULE TRANSING AND ESTABLISH A DEFERMENT PERIOD. PERSON WILL NORMALLY DE REQUIRED TO BEGIN TRANSING WITHIN TEN (10) DAYS OF BEIND DESIGNATED THE SENOR BIDDER. THE DEFERMENT PERIOD IS ESTABLISHED IN ARTICLE 37, SECTION 3.F.3 & 4 OF THE NATIONAL ARRECMENT.

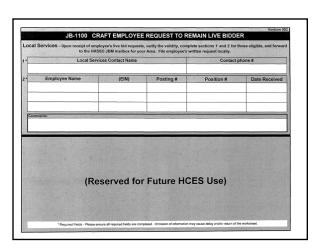
37 Section 3F.3.b.(1) & 37 Section 3F.4.b.(1), if the senior bidder withdraws prior to beginning schemomarchine training of fails to complete framms within flow work days of the date the senior bidder is scheduled to top or for instance, the duty assignment will be forfielded to the order bidder. The second senior bidder, if not qualified on the essential scheme requirements, will enter a deforment como da described.

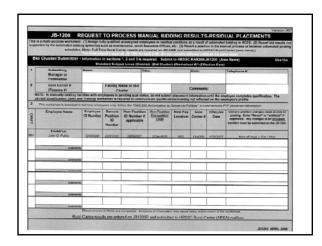
ADDITIONALLY, SENIOR AND SECOND SENIOR NON QUALIFIED BIDDERS WHO BEGIN TRAINING AND SUBSEQUENTLY FAIR TO QUALIFY, WITHDRAW OR OTHERWISE RELINQUISH THEIR BID, WILL ALSO BE RESTRICTED FROM FURTHER BIDDING FOR A PERFOX OF NINETY (80) DATE.

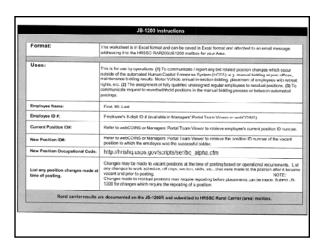
CLERKS WHO ARE THE SENIOR BIDDERS ON POSITIONS LISTED IN ARTICLE 97.3.F.7 (EXAMPLE: SALES, SYCS DISTRIBUTION ASSOCIATE CLERG, SHOULD CONTACT THE PEDC AT 612-341-7704 AND WILL ENTER A DEFERMENT PERIOD AND BE PROVIDED APPROPRIATE COMBINATION OF TRAINING, TESTING, AND PRACTICAL DEMONSTRATION OF ABILITY TO PERFORM IN THE ACTUAL POSITION.

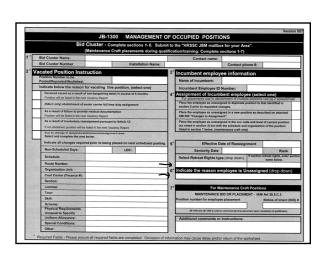
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JOB ID: <u>95014983</u>				KP0015	P9	07	TOURII	LDC: 79	EG:1=Full Time
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	PASSENCE 427 BUSINE	R CAR SS MAIL ACA	DEMY EXAM						
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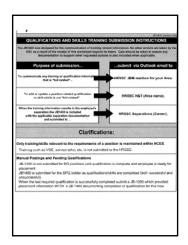
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	Date	Seniority		Rank
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6	Indicate th	e reason employ	ce is Unass	ligned (Jiep dervii)
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Installation Name	Submit completed workshop District Name	t to "HRSSC ON places name)"	Cost Center # (Fin.8)
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Supposed Name	Submitted Prior	na Number	Submission Date
-	Employee 1	Employee 2	Employee 3
, Select the Action		City Control	
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For Offices with no enterfacement, send hand copy to HRSSIC, Organization Management, PO Star MISTOR, Oreanstonn, NC 274001-0700			
*Denotes requ	red relumation. Messing information	n may cause process delay or return	of worksheet.

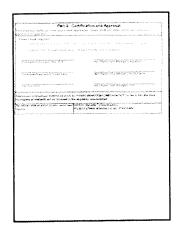
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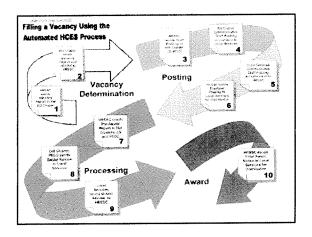
RAR-200 /					
Submit completed	worksheet to y	ring District	Complement Co.	median for app	permal
Complement Committee Use Standard Subs	et Lines -(Dist)	approval to	THRESC RAR20 story I-(Workshi	GUBT200 (Avenue RV-) Titlective	re Dote)
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	RAR-200 INSTRUCTION SHEET
if a new position must be created for used for reassignment, only Residu	or assignment, complete all blocks under New Position. If a residual is bei
This request must be	approved by a designee of the Complement Committee.
REASON FOR CONVERSION:	
Maximization: For use when the red a PTF for a specified time period as a Maximanders. Associate.	of for a full time assignment has been demonstrated through the consistent use sufficed in the National Agreement(s).
Gens: Attor 7.3 MOU-Mennosco	rTul-time Plexible-APWU
Carriers: Article 7.3; MOLI-Macroscoti	on Full-time Flexible NALC: MOU Manimization
Craft Ratio Compliance: For use to specified in the national agreement on	bring an installation's full time complement into compliance for each oraft as
Mail Handers: Article 7.3	H ROW
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	residual positions resulting from hid management.
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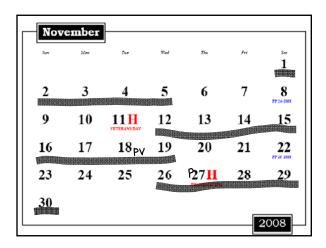
Article 37.3.A.1

Section 3. Posting, Bidding, and Application

- A. Newly established and vacant Clerk Craft duty assignments shall be posted as follows:
 - All newly established Clerk Craft duty assignments shall be posted to craft employees eligible to bid within 28 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.

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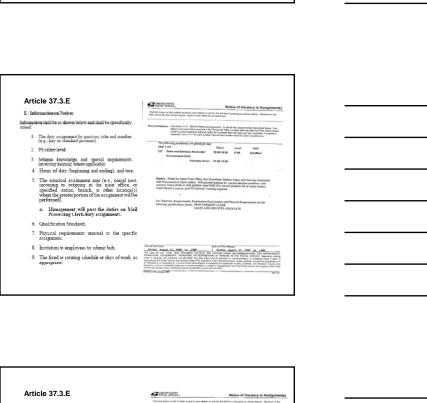


NON-AUTOMATED OFFICES

MONITORING COMPLIANCE WITH ARTICLE 37

Article 37.3.E E Information on Notice	es	5.	specific	ncipal assignu ng or outgoin d station, bas	men, or othe	er location(s)
Information shall be as show stated:	on below and shall be specifically		perform	ne graater porti ed).	on of the assig	nmert will be
The duty assignm (e.g., key or stand	ment by position, title and number dard position)		a. Ma Pro	nagement wil nessing Clerk	l post the du duty assignu	ities on Mail aeuts.
PS salary level.		6	Qualifi	stion Standard	`	
	dge and special requirements	7.	Physica assignm	l requirement sent.	unusual to	the specific
		8.	Invitati	n to employee	s to submit bi	ds.
4. Hours of duty (b	beginning and ending), and tour.	9.	The fixed or rotating schedule or days of work, as appropriate.			ys of work, as
	_					
Posting No: 10756 Cie JOB ID: <u>95015639</u> 2320-30		ng Date: (05/07/200		ato : 08/14/20 LDC:45	ios EG:1=Fulli Tin
	001 SALES AND SERVICES KP0	0013 P	9 0		LDC:45	
JOB ID: <u>95015639</u> 2320-30	001 SALES AND SERVICES KPG ASSOCIATE #1086237 BROOKLYN PA	ODIS P ORK STATI CES IN OR ITUIN BE SENT	9 00 ION office if TO C880	BROOKLYN not mended at:	LDC:45 PARK	EG:1=Full Tin
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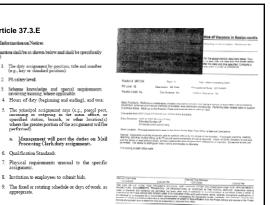
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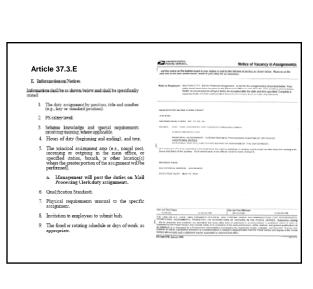
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9. The fixed or rotating schedule or days of work, as appropriate.	8.	Invitation to employees to submit bids.	THE LAW OR	U.S. CODE 1600 PROMETS POLITICAL AND CORTAN OTHER RECOMMENSATIONS					
	9.		APPOINTMENTS PROMOTIONS ASSISTMENTS INTERPRETARING OF DESCRIPTIONS OF POSTS (SECOND PROMOTION OF THE SECOND PROMOTION OF THE S						

	VIEW SCHEDULES EXPORT													
Year: 200)8	Area: W	estern Area	3	District: N	orthland	BC: Minr	neapolis P	ost Office - 2	266360				
CLERK S							cy Report		Posting	Final Posting	Manual Entry	Pre- Award	Verify Bids	Final 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	1	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	{	12/24/08				1/10/08



Request to Amend Electronic Official Personnel Folder (eOPF)

POS	ML SERVICE ®	Official Fersoniler Folder (COFF)				
Employee Nam	e (Last, First, MI)	EIN (Employee	dentification Number)			
your request to change <i>(releva</i> CORPO 475 L'E	You must provide this amendment request to y be processed, you must clearly identify the rence, accuracy, timeliness, or completeness). In the process of th	cord in auestion	rea Human Resources office for fulfillment. For it, the change desired, and the reason(s) for the mployees should direct requests to:			
a) Idei	ntify the record you wish changed (attach the c	document(s) you	wish to add or specify the document(s)):			
b) Des	scribe the change desired:					
c) Indi	cate the reasons for the change: Relevan	ncy 🗆 Acci	uracy Timeliness Completeness			
your eOPF cus	todian will either: (1) inquire to obtain more in	formation needs revised record	rmation Act and Records Management, Section 3-4, ed to determine whether amendment is appropriate, ; or (2) deny your request for changes in whole or in eal the decision.			
1001, 1005, and disclose your in requesting age contract with U foreign governing the contract with th	d 1206. Providing the information is voluntary formation as follows: in relevant legal proceed ncy becomes aware of a violation of law; to a compart to perform audits: to perform audit	, but if not provi lings; to law enf congressional o o labor organiza	st. Collection is authorized by 39 U.S.C. 401, 410, ded, we may not process your request. We may orcement when the U.S. Postal Service (USPS) or ffice at your request; to entities or individuals under ations as required by law; to federal, state, local or loyment Opportunity Commission; and to the Merit			
Signature			Date (MM/DD/YYYY)			
Instructions to	Human Resources: Retain or destroy this f	orm as describe	ed in the table below.			
	Approved		Denied			
	ument to be scanned into eOPF. Hold request oy request after verifying that document was a		Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.			
into eOPF.	ment, amend, and send amended document to Hold request in pending file. After verifying t I, delete original document and destroy reques	hat document	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.			
	cument and destroy request.		Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.			