

# JB-1200 REQUEST TO PROCESS MANUAL BIDDING RESULTS-RESIDUAL PLACEMENTS

This is a multi-purpose worksheet: (1) Assign fully qualified unassigned employees to residual positions as a result of automated bidding in HCES; (2) Report bid results not supported by the automated bidding system(s) such as maintenance, small Associate Offices, etc. (3) Revert a position in the manual process or between automated posting schedules. (Note: Full Time Rural Carrier results are reported on JB1200R and submitted to HRSSC Rural Carrier (area name).)  
 You must submit a separate JB-1200 for each craft - Do not combine different crafts on the same sheet.

**Bid Cluster/Submitter** - Information in sections 1, 2 and 3 is required. Submit to HRSSC RAR200/JB1200 (Area Name) Use the Standard Subject Lines (District)-(Bid Cluster)-(Worksheet #)-(Effective Date)

1	Submitting Manager or Postmaster	Name:	Title:	Date:	Telephone #:
2	Cost Center # (Finance #)	Facility Name or Bid Cluster	Comments:		

**NOTE:** In manually bidding facilities with employees in pending qual status, do not submit placement information until the employee completes qualification. The *JB1400 Qualification, Skills and Training* worksheet is required to communicate qualifications/training not reflected on the employee's profile.

3 This worksheet is intended for full time employees only. Utilize the "RAR-200 Authorization to Convert to Fulltime" to communicate PTF placement information.

CRAFT	Employee Name	Employee ID Number	Current Position ID Number	New Position ID Number if applicable	<u>New Position Occupation Code</u>	New Pay Location	Cost Center #	Effective Date	List any position changes made at time of posting. Enter "Revert" or "withheld" if applicable . Any changes to an occupied position must be submitted on the JB1300.
MH	<b>EXAMPLE:</b> John Q. Public	00000000	22222222	00000001	1234-5678	000	11-4380	1/20/2007	New off days = Sun / Mon
									comments:
									comments:
									comments:
									comments:
									comments:
									comments:

Please ensure all fields are completed. Omission of information may cause delay and/or return of the worksheet.

Rural Carrier results are entered on JB1200R and submitted to HRSSC Rural Carrier (AREA) mailbox.

## JB-1200 Instructions

<b>Format:</b>	This worksheet is in Excel format and can be saved in Excel format and attached to an email message, addressing it to the HRSSC RAR200/JB1200 mailbox for your Area.
<b>Uses:</b>	This is for use by operations: <b>(1)</b> To communicate / report any bid related position changes which occur outside of the automated Human Capital Enterprise System (HCES); e.g. manual bidding at post offices, maintenance bidding results, Motor Vehicle annual in-section bidding, placement of employees with retreat rights, etc. <b>(2)</b> The assignment of fully qualified unassigned regular employees to residual positions. <b>(3)</b> To communicate request to revert/withhold positions in the manual bidding process or between automated postings.
<b>Employee Name:</b>	First, MI, Last
<b>Employee ID #:</b>	Employee's 8-digit ID # (available in Managers' Portal Team Viewer or webCOINS)
<b>Current Position ID#:</b>	Refer to webCOINS or Managers' Portal Team Viewer to retrieve employee's current position ID number.
<b>New Position ID#:</b>	Refer to webCOINS or Managers' Portal Team Viewer to retrieve the position ID number of the vacant position to which the employee was the successful bidder.
<b>New Position Occupational Code:</b>	<a href="http://hrishq.usps.gov/scripts/ser/bq_alpha.cfm">http://hrishq.usps.gov/scripts/ser/bq_alpha.cfm</a>
<b>List any position changes made at time of posting.</b>	<p>Changes may be made to vacant positions at the time of posting based on operational requirements. List any changes to work schedule, off days, section, skills, etc., that were made to the position after it became vacant and prior to posting.</p> <p style="text-align: right;">NOTE:</p> <p>Changes made to residual positions may require reposting before placements can be made. Submit JB-1300 for changes which require the reposting of a position.</p>

**Rural carrier results are documented on the JB-1200R and submitted to HRSSC Rural Carrier (area) mailbox.**