### **Automated Bidding For Rural Carriers**

### eJob Bidding on <a href="www.LiteBlue.usps.gov">www.LiteBlue.usps.gov</a>

- Review Position Information
- Enter Bids
- Change Bids
- Withdraw Bids
- Confirm submitted Bids
- Review complete Bid History
- Available Anytime
- Available Anywhere



### Automated Bidding for Rural Carriers



Welcome to the United States Postal Service Extranet



#### Welcome to LiteBlue

The next generation in employee communications

LiteBlue is here to help you to communicate faster and stay connected. It's packed with the informat Always use the leading career development, revenue and service performance, products, recognition — you name it where you can give us feedback. You also have secure access to PostalEASE through LiteBlue to check, arzero in the 8 digit season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that semployee Identification It's the postal way!

Number

#### Here's how you log on:

You'll need your Employee ID and USPS PIN to log on to LiteBlue.

- Your Employee ID is easy to find just look at the top of your earnings statement. It's the 8-digit number printed
  just above the words "Employee ID."
- Your USPS PIN number is the same one you use to access PostalEASE. If you've forgotten it, click here to reset
  your USPS PIN number.

Pemployee ID: 01234567

Suppose ID: 01234567

Log On Log O

Forget Your PIN?

FOR EMPLOYEE USE ONLY

This is a U.S. Government website intended for authorized use only by Postal Service employees. <u>Unauthorized</u> access or use of this website may subject violators to administrative action, civil, and/or criminal prosecution.

This website and other applications entered through this site (such as PostalEASE, the Thrift Savings Plan and Office of Personnel Management employee benefits sites) are designed to protect your ID, passwords, and other personal data.

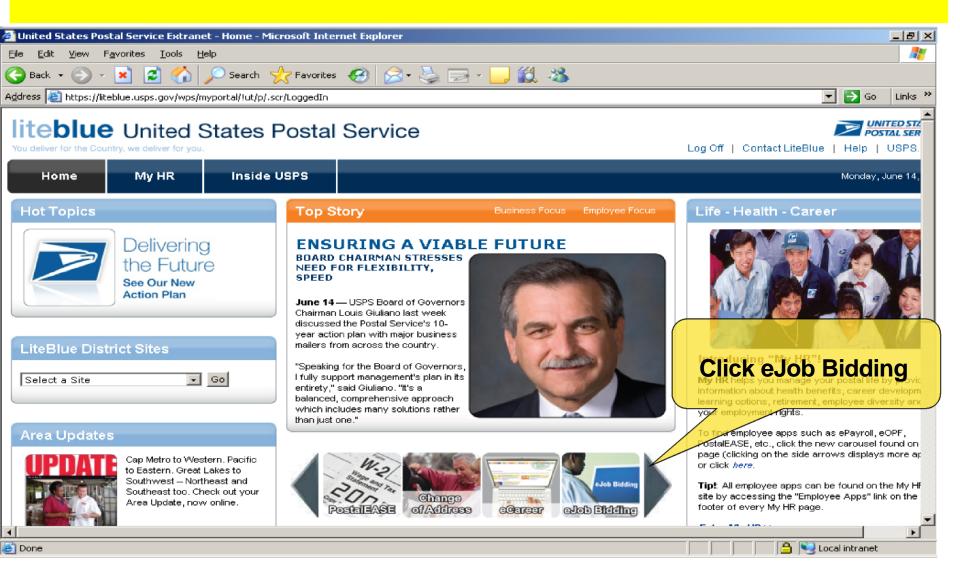
LiteBlue will help you monitor and manage your career and benefits and keep you connected with policies that affect your job. You should not use LiteBlue to assist your performance of work for the Postal Service outside of your scheduled or approved work time. LiteBlue is designed and intended for your personal use.

Enter EIN and Password and click Log On



## POSTAL SERVICE: Automated Bidding for Rural Carriers

### ·Access eJob Bidding from www.LiteBlue.usps.gov



### **United States Postal Service Computer System**

#### WARNING

#### FOR OFFICIAL USE ONLY ...

This is a U.S. Government computer system and is intended for official use only. Unauthorized access is prohibited. All user activities are subject to monitoring in accordance with the United States Postal Service's policies to ensure compliance with federal law, government regulations and organizational policy. Any authorized or unauthorized use of this computer system signifies consent to this monitoring.

YOU HAVE NO EXPECTATIONS OF PRIVACY USING THIS SYSTEM. Authorized employees have the right to examine active and stored e-mail and files within all systems, and to monitor any use of the system. Others may inadvertently view your messages. Users are responsible for the images they cause to be displayed on, and the contents of, messages transmitted over Postal Service communication systems. All communications are to follow the proper business etiquette, avoid insensitive, hostile, or offensive subjects and language that would violate official Postal Service policies and regulations.

Non-compliance with any of these conditions is grounds for disciplinary action up to and including removal or termination, as well as criminal prosecution. Report instances of suspected misuse to your supervisor or systems administrator

Read message and click continue

Continue



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information





#### USPS Job Bidding

USPS Restricted Information

Employee's Name RURAL CARRIER

Welcome to the USPS Web Bidding System.

Now available every day, 24 hours a day, including holidays!

"Information that you provide will be protected and only disclosed in accordance with the Privacy Act of 1974".

We are pleased to announce that eJob Bidding is now available to the Rural Carrier craft as postings are automated. Rural Carriers will be able to view automated postings and bid online as well as City Carriers, Clerks, and Mail Handlers.

Phone Bidding: 1-877-477-3273, option 2 TDD/TTY: 1-800-265-7208

Make selection on left or click on Exit to end session.

NOTE OF CAUTION: Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.

> Home | Enter Job Bids | Withdraw Job Bids | vee Bid List | Job Slot Informa

Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information





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At eJob Bidding Home page click **Enter Job Bids** 

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## POSTAL SERVICE. Automated Bidding for Rural Carriers

Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information





#### USPS Job Bidding

USPS Restricted Information

**Select Bid Cluster or District Posting** 

Employee's Name

RURAL CARRIER

#### Job Postings

- Bid Cluster
- O District Bid Cluster

**Click Display Postings** 

Display Postings



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information





### USPS Job Bidding

USPS Restricted Information

Click on available posting

Please select a posting you want to bid

0000022733

Make selection on left or click on Exit to end session.

NOTE OF CAUTION: Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.

> Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |



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Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information



#### USPS Job Bidding

USPS Restricted Information

Employee's Name RURAL CARRIER Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids Cancel

I am temporarily unable to fully perform the duties of the old-for position(s

Position(s) with asterisk \* are vacant positions

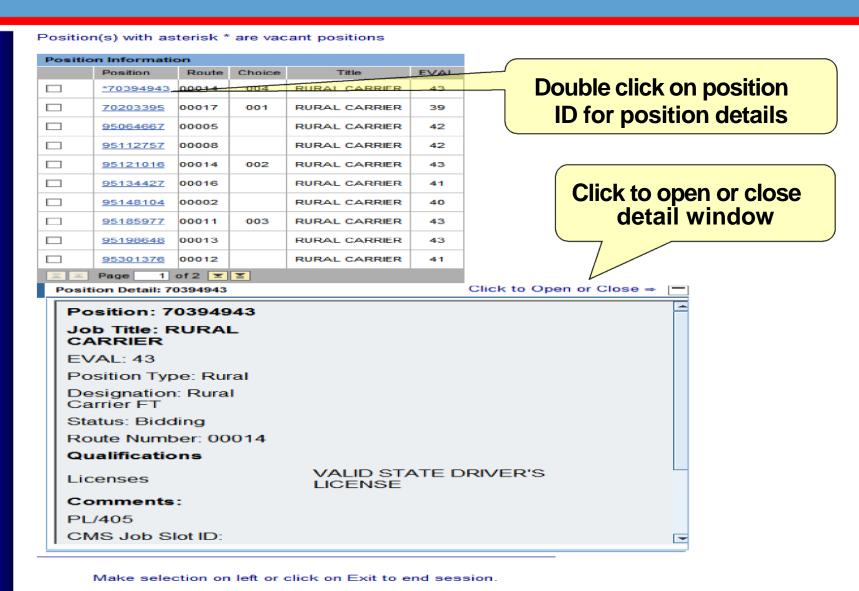
Position Information						
	Position	Route	Choice	Title	EVAL.	
	*70394943	00014		RURAL CARRIER	43	
	70203395	00017		RURAL CARRIER	39	
	95064667	00005		RURAL CARRIER	42	
	95112757	80000		RURAL CARRIER	42	
	95121016	00014		RURAL CARRIER	43	
	95134427	00016		RURAL CARRIER	41	
	95148104	00002		RURAL CARRIER	40	
	95185977	00011		RURAL CARRIER	43	
	95198648	00013		RURAL CARRIER	43	
	95301376	00012		RURAL CARRIER	41	
	Page 1	of 2 💌	<b>T</b>			

All available positions are displayed. The vacancy is listed first with an asterisk.

Make selection on left or click on Exit to end session.



### Automated Bidding for Rural Carriers



Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |



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### Automated Bidding for Rural Carriers



#### **USPS Job Bidding**

**USPS Restricted Information** 

Employee's Name RURAL CARRIER
Posting 0000022733, ASHEVILLE POST OFFICE
Open:06/14/2010, Close:06/23/2010

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids Cancel

I am temporarily unable to fully perform the duties of the bid-for position

Position(s) with asterisk \* are vacant positions

Position Information						
	Position	Route	Choice	Title	EVAL.	
$\overline{\mathbf{Z}}$	*70394943	00014	4	RURAL CARRIER	43	
$\overline{\mathbf{A}}$	70203395	00017	1	RURAL CARRIER	39	
	95064667	00005		RURAL CARRIER	42	
	95112757	80000		RURAL CARRIER	42	
$\overline{\mathbf{z}}$	95121016	00014	2	RURAL CARRIER	43	
	95134427	00016		RURAL CARRIER	41	
	95148104	00002		RURAL CARRIER	40	
	95185977	00011	3	RURAL CARRIER	43	
	95198648	00013		RURAL CARRIER	43	
	95301376	00012		RURAL CARRIER	41	
= =	Page 1	of 2 🔳	<u> </u>			

Select restriction, if applicable

USPS-NRLCA
National Agreement
2010-25015

**MOU #7** 

Make selection on left or click on Exit to end session



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### Automated Bidding for Rural Carriers



#### USPS Job Bidding

**USPS Restricted Information** 

Employee's Name RURAL CARRIER
Posting 0000022733, ASHEVILLE POST OFFICE
Open:06/14/2010, Close:06/23/2010

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids Cancel

I am temporarily unable to fully perform the duties of the bid-for positi

Position(s) with asterisk \* are vacant positions

Position Information							
	Position	Route	Choice	Title	EVAL.		
$\overline{\mathbf{v}}$	*70234943	00014	4	RURAL CARRIER	43		
<u>~</u>	70203395	00017	1	RURAL CARRIER	39		
	95064667	00005		RURAL CARRIER	42		
	95112757	80000		RURAL CARRIER	42		
$\overline{\mathbf{v}}$	95121016	00014	2	BURAL CARRIER	43		
	95134427	00016		RURAL CARRIER	41		
	95148104	00002		RURAL CARRIER	40		
$\overline{}$	95185977	00011	3	RURAL CARRIER	43		
	95198648	00013		RURAL CARRIER	43		
	95301376	00012		RURAL CARRIER	41		
Z Z	Page 1	of 2 💌	<b>=</b>				

Click inside checkbox of preferred positions

Enter choice number (Order of preference)

Make selection on left or click on Exit to end session



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# UNITED STATES POSTAL SERVICE ® Automated Bidding for Rural Carriers



#### USPS Job Bidding

**USPS Restricted Information** 

Employee's Name RURAL CARRIER Posting 0000022733, ASHEVILLE POST OFFICI Open:06/14/2010, Close:06/23/2010

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids | Cancel

I am temporarily unable to fully perform the duties of the bid-for positive

Position(s) with asterisk \* are vacant positions

Position Information						
	Position	Route	Choice	Title	EVAL.	
$\overline{\mathbf{v}}$	*70394943	00014	4	RURAL CARRIER	43	
$\overline{\mathbf{A}}$	70203395	00017	1	RURAL CARRIER	39	
	95064667	00005		RURAL CARRIER	42	
	95112757	80000		RURAL CARRIER	42	
$\overline{\mathbf{v}}$	95121016	00014	2	RURAL CARRIER	43	
	95134427	00016		RURAL CARRIER	41	
	95148104	00002		RURAL CARRIER	40	
$\overline{\mathbf{A}}$	95185977	00011	3	RURAL CARRIER	43	
	95198648	00013		RURAL CARRIER	43	
	95301376	00012		RURAL CARRIER	41	
= =	Page 1	of 2 🔳	<b>=</b>			

Make selection on left or click on Exit to end session

**Upon completion of** bid entry, click **Submit Job Bids** 



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information



#### USPS Job Bidding

USPS Restricted Information

You successfully submitted the position 70394943

You successfully submitted the position 70203395

You successfully submitted the position 95121016

You successfully submitted the position 95185977

Please check following table for just updated bid statuses

Position Information						
Position	Route	Choice	Bid Status	Bid Status Reason		
70203395	00017	001	ELG	Eligible		
*70394943	00014	004	ELG	Eligible		
95121016	00014	002	ELG	Eligible		
95185977	00011	003	ELG	Eligible		
Z → Page 1 of 1 ▼ ▼						

A confirmation screen is displayed

Make selection on left or click on Exit to end session.



Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



USPS Job Bidding

USPS Restricted Information

To Display **Employee Bid** List

Do you want to see bid count information first?

YES

NO

Bid count info does not apply to rural carriers. Select NO.

Make selection on left or click on Exit to end session.

Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information





#### USPS Job Bidding

USPS Restricted Information

Click to **Display bids** entered for the current posting

Please select a posting that you want to see the bid Count 0000022733

Display Bid History

Make selection on left or click on Exit to end session.

NOTE OF CAUTION: Use the BACK button provided within the . Bidding Application to navigate between screens. Do not use yo internet browser's back button from browser menu.

> Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |





Bids

List

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#### USPS Job Bidding

USPS Restricted Information

Note the current posting number

Employee's Name RURAL CARRIER Posting 0000022733 Open:06/14/2010, Close:06/23/2010

Job Slot	Choice Number	Status
70203395	001	ELG
70394943	004	ELG
95121016	002	ELG
95185977	003	ELG

Display Bid History

Note the choice numbers.



Click here for prin-

Make selection on left or click on Exit to end session.

Click The Printer Icon

NOTE OF CAUTION: Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.



Bids

List

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# UNITED STATES POSTAL SERVICE & Automated Bidding for Rural Carriers





#### USPS Job Bidding

USPS Restricted Information

Employee's Name RURAL CARRIER Posting 0000022733 Open:06/14/2010, Close:06/23/2010

Job Slot	Choice Number	Status
70203395	001	ELG
70394943	004	ELG
95121016	002	ELG
95185977	003	ELG

Display Bid History



Click here for printing confirmation.

Make selection on left or click on Exit to end session.

Click to **Display Bid** History for all **Automated** postings

NOTE OF CAUTION: Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your internet browser's back button from browser menu.





Bids

d List

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#### USPS Job Bidding

USPS Restricted Information

Employee's Name RURAL CARRIER

**Bid History** 

Job Slot	Choice Number	Posting Number	Closer to Home	Date	Status	
70203395	001	22733		06/14/2010	ELG	Eligible
70394943	004	22733		06/14/2010	ELG	Eligible
95121016	D	22733		06/14/2010	ELG	Eligible
<u>95185977</u>	003	22733		06/14/2010	ELG	Eligible

**Complete bid** history is displayed for all automated postings. **Status will** include Eligible, Ineligible and Successful.



Click here for printing confirmation.

To view any position details, click on position ID.

Make selection on left or click on Exit to end session.



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Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information





USPS Job Bidding

USPS Restricted Information

To withdraw Bids select Bid Cluster or District

Employee's Name RURAL CARRIER

Job Postings

- Bid Cluster
- O District Bid Cluster

**Click Display Postings** 

Display Postings



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Bids

Job Bids

e Bid List

Information



#### USPS Job Bidding

USPS Restricted Information

Click on the checkbox to withdraw one or more positions. Then click Submit.

Employee's Name RURAL CARRIER Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010

Check on the box to select each position you want to withdraw and click submit button

Click on the Position Number for detailed display

Click All to withdraw bids on all positions.

Submit Select All & Withdraw Job Bids

Position I	Position Information							
Withdraw Job Bids	Position	Route	Choice	Title	Tour	EVAL.		
$\mathbf{V}$	70203395	00017	001	RURAL CARRIER	TOUR II	39		
	70394943	00014	004	RURAL CARRIER	TOUR II	43		
7	95121016	00014	002	RURAL CARRIER	TOUR II	43		
	95185977	00011	003	RURAL CARRIER	TOUR II	43		



idding Page

Job Bids

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yee Bid List

lot Information



### USPS Job Bidding

USPS Restricted Information

Once withdrawal is Submitted, a Confirmation screen is displayed.

You successfully withdrew the job bids

Make selection on left or click on Exit to end session.

Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information





#### USPS Job Bidding

USPS Restricted Information

Confirm the **Employee** Bid List for the posting after a withdrawal

RURAL CARRIER Employee's Name Posting 0000022733 Open:06/14/2010, Close:06/23/2010

Job Slot	Choice Number	Status
70394943	004	ELG
95185977	003	ELG

#### Display Bid History



Click here for printing confirmation.

Make selection on left or click on Exit to end session.

NOTE OF CAUTION: Use the BACK button provided within the Job Bidding Application to navigate between screens. Do not use your



# **NITED STATES**BOSTAL SERVICE BAUTOMATED BIDDING FOR Rural Carriers

Job Bidding **Home Page** 

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information



#### **USPS Job Bidding**

USPS Restricted Information

RCAs may enter bids for one or more positions by clicking in the checkbox and then click submit.

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Select All & Submit Job Bids | Cancel

I am temporarily unable to fully perform the duties of the bid-for position(s).

Position(s) with asterisk \* are vacant positions

Position Information						
	Position	Route	Choice	Title	EVAL.	
	*70394943	00014		RURAL CARRIER	43	
✓	70203395	00017		RURAL CARRIER	39	
	95064667	00005		RURAL CARRIER	42	
	95112757	80000		RURAL CARRIER	42	
~	<u>95121016</u>	00014		RURAL CARRIER	43	
	95134427	00016		RURAL CARRIER	41	
	95148104	00002		RURAL CARRIER	40	

RCAs may enter bids for all positions by clicking on Select All.

> Note that choice numbers are missing!



# POSTAL SERVICE . Automated Bidding for Rural Carriers

Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



#### USPS Job Bidding

**USPS Restricted Information** 

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010



Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids Select All & Submit Job Bids Cancel

✓ I am temporarily unable to fully perform the duties of the bid-for position(s).

Position(s) with asterisk \* are vacant positions

Position Information							
	Position	Route	Choice	Title	EVAL.		
	*70394943	00014		RURAL CARRIER	43		
✓	70203395	00017		RURAL CARRIER	39		
	95064667	00005		RURAL CARRIER	42		
	95112757	80000		RURAL CARRIER	42		
✓	95121016	00014		RURAL CARRIER	43		
	95134427	00016		RURAL CARRIER	41		
	95148104	00002		RURAL CARRIER	40		
	95185977	00011		RURAL CARRIER	43		
•	95198648	00013		RURAL CARRIER	43		
	95301376	00012		RURAL CARRIER	41		
2 2	Z ≥ Page 1 of 2 ≥ ≥						

An error message is displayed if choice numbers are not entered.

Make selection on left or click on Exit to end session.





Enter Job Bids

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



#### **USPS Job Bidding**

**USPS** Restricted Information

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010



#### Enter Choice number for bids

Check on the box to select each Position you want to bid

Only rows with checkmark will be submitted

Click on the Position Number for detailed display

Submit Job Bids | Select All & Submit Job Bids | Cancel

✓ I am temporarily unable to fully perform the duties of the big for position(s).

Position(s) with asterisk \* are vacant position

Position Information							
	Position	Route	Choice	Title	EVAL.		
	*70394943	00014		RURAL CARRIER	43		
<b>v</b>	70203395	00017	6	RURAL CARRIER	39		
	95064667	00005		RURAL CARRIER	42		
	95112757	80000		RURAL CARRIER	42		
<b>~</b>	95121016	00014	22	RURAL CARRIER	43		
	95134427	00016		RURAL CARRIER	41		
	95148104	00002		RURAL CARRIER	40		
	95185977	00011		RURAL CARRIER	43		
~	95198648	00013	333	RURAL CARRIER	43		

Choice numbers are added.

Note the odd choice numbers



Withdraw Job Bids

**Employee Bid List** 

Job Slot Information

USPS Restricted Information

You successfully submitted the position 70203395

You successfully submitted the position 95121016

You successfully submitted the position 95198648

Please check following table for just updated hid statuses

Position Information							
Position	Route	Choice	Bid Status	Bid Status Reason			
70203395	00017	006	ELG	Eligible			
95121016	00014	022	ELG	Eligible			
95198648	00013	333	ELG	Eligible			

Choice order is recognized and submitted even if not consecutive.



Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



#### **USPS Job Bidding**

**USPS Restricted Information** 

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010

Check on the box to select each position you want to withdraw click submit button

Click on the Position Number for detailed display

Select All & Withdraw Job Bids

Position Information							
Withdraw Job Bids	Position	Route	Choice	Title	Tour	EVAL.	
	70203395	00017	006	RURAL CARRIER	TOUR II	39	
	95121016	00014	022	RURAL CARRIER	TOUR II	43	
	95198648	00013	333	RURAL CARRIER	TOUR II	43	

RCAs may withdraw one or moré bids. Click in the checkbox to withdraw. Click submit.



Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



#### USPS Job Bidding

**USPS Restricted Information** 

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010

Check on the box to select each position you want to withdraw and click submit button

Click on the Position Number for detailed display

Select All & Withdraw Job Bids

Position Information							
Withdraw Job Bids	Position	Route	Choice	Title	Tour	EVAL.	
	70203395	00017	006	RURAL CARRIER	TOUR II	39	
Y	<u>95121016</u>	00014	022	RURAL CARRIER	TOUR II	43	
	95198648	00013	333	RURAL CARRIER	TOUR II	43	

RCAs may withdraw all\_\_ previously submitted bids. Click Select All & Withdraw All Bids.



# **INITED STATES**® Automated Bidding for Rural Carriers

Job Bidding Home Page

Enter Job Bids

Withdraw Job Bids

Employee Bid List

Job Slot Information



**USPS Job Bidding** 

USPS Restricted Information

Withdrawal of bids is confirmed.

You successfully withdrew the job bids

Make selection on left or click on Exit to end session.

Home | Enter Job Bids | Withdraw Job Bids | Employee Bid List | Job Slot Information |



# **INITED STATES**® Automated Bidding for Rural Carriers

Job Bidding Home Page

**Enter Job Bids** 

Withdraw Job Bids

**Employee Bid List** 

Job Slot Information



USPS Restricted Information

Employee's Name RURAL CARR ASSOC/SRV VAC RTE Posting 0000022733 Open:06/14/2010, Close:06/23/2010

Job Slot Choice Number Status 70203395 006 ELG 333 95198648 ELG

Display Bid History



Click here for printing confirmation.

**Click Printer** Icon to print Confirmation

**Employee Bid** List confirms the bids submitted and accepted.

Make selection on left or click on Exit to end session.





Report any difficulty to your Manager.

Note any error messages received in
 order to assist research into your
 difficulty.

Note the date and time of any errormessage.