Automated Bidding For Rural Carriers

• eJob Bidding on www.LiteBlue.usps.gov

• 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 LiteBlue
The next generation in employee communications

LiteBlue is here to help you communicate faster and stay connected. It’s packed with the information you need: career development, revenue and service performance, products, recognition — you name it. There’s even a place where you can give us feedback. You also have secure access to PostalEASE through LiteBlue to check, and update your season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that make the postal service and the postal way! It’s the postal way!

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.

Enter EIN and Password and click Log On

Always use the leading zero in the 8 digit Employee Identification Number
Automated Bidding for Rural Carriers

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
Automated Bidding for Rural Carriers

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.
At eJob Bidding Home page click Enter Job Bids.
Automated Bidding for Rural Carriers

Select Bid Cluster or District Posting

Click Display Postings
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.
All available positions are displayed. The vacancy is listed first with an asterisk.
### Automated Bidding for Rural Carriers

#### Position Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Route</th>
<th>Choice</th>
<th>Title</th>
<th>EVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>70394943</td>
<td>00014</td>
<td>0001</td>
<td>RURAL CARRIER</td>
<td>43</td>
</tr>
<tr>
<td>70203395</td>
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<td>0001</td>
<td>RURAL CARRIER</td>
<td>39</td>
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<tr>
<td>95064867</td>
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<td>0001</td>
<td>RURAL CARRIER</td>
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<tr>
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<td>RURAL CARRIER</td>
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<td>0002</td>
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<td>0001</td>
<td>RURAL CARRIER</td>
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<td>00002</td>
<td>0001</td>
<td>RURAL CARRIER</td>
<td>40</td>
</tr>
<tr>
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<td>00011</td>
<td>0003</td>
<td>RURAL CARRIER</td>
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</tr>
<tr>
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<td>00013</td>
<td>0001</td>
<td>RURAL CARRIER</td>
<td>43</td>
</tr>
<tr>
<td>95301376</td>
<td>00012</td>
<td>0001</td>
<td>RURAL CARRIER</td>
<td>41</td>
</tr>
</tbody>
</table>

- **Double click on position ID for position details**
- **Click to open or close detail window**

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**Position Detail: 70394943**

- **Position:** 70394943
- **Job Title:** RURAL CARRIER
- **EVAL:** 43
- **Position Type:** Rural
- **Designation:** Rural Carrier FT
- **Status:** Bidding
- **Route Number:** 00014

**Qualifications**

- **Licenses:** VALID STATE DRIVER’S LICENSE
- **Comments:** PL/405
- **CMS Job Slot ID:**

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*Make selection on left or click on Exit to end session.*
Automated Bidding for Rural Carriers

USPS Job Bidding

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

Select restriction, if applicable

USPS-NRLCA National Agreement 2010-25015
MOU #7

Position Information

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<td>95301376</td>
<td>00012</td>
<td></td>
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Make selection on left or click on Exit to end session
Automated Bidding for Rural Carriers

Click inside checkbox of preferred positions

Enter choice number (Order of preference)
Upon completion of bid entry, click Submit Job Bids.
Automated Bidding for Rural Carriers

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Route</th>
<th>Choice</th>
<th>Bid Status</th>
<th>Bid Status Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>70203395</td>
<td>00017</td>
<td>001</td>
<td>ELG</td>
<td>Eligible</td>
</tr>
<tr>
<td>70394943</td>
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<td>004</td>
<td>ELG</td>
<td>Eligible</td>
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<td>95121016</td>
<td>00014</td>
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<td>95185977</td>
<td>00011</td>
<td>003</td>
<td>ELG</td>
<td>Eligible</td>
</tr>
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</table>

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

A confirmation screen is displayed
Automated Bidding for Rural Carriers

Do you want to see bid count information first?

YES  NO

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

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

To Display Employee Bid List
Click to Display bids entered for the current posting.
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

<table>
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<tr>
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<td>ELG</td>
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Display Bid History

Click here for print confirmation.

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

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Automated Bidding for Rural Carriers

USPS Job Bidding

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

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Display Bid History

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

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## Automated Bidding for Rural Carriers

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

### Bid History

<table>
<thead>
<tr>
<th>Job Slot</th>
<th>Choice Number</th>
<th>Posting Number</th>
<th>Closer to Home</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70203395</td>
<td>001</td>
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<td>003</td>
<td>22733</td>
<td></td>
<td>06/14/2010</td>
<td>ELG</td>
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</table>

To view any position details, click on position ID.
To withdraw Bids select Bid Cluster or District

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

Click All to withdraw bids on all positions.
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.
Confirm the Employee Bid List for the posting after a withdrawal.

**USPS Job Bidding**

**USPS Restricted Information**

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

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**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 browser's BACK button.
Automated Bidding for Rural Carriers

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

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

Note that choice numbers are missing!
An error message is displayed if choice numbers are not entered.
Choice numbers are added.

Note the odd choice numbers.
Choice order is recognized and submitted even if not consecutive.

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 bid statuses

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>70203395000017</td>
</tr>
<tr>
<td>95121016000014</td>
</tr>
<tr>
<td>95198648000013</td>
</tr>
</tbody>
</table>
RCAs may withdraw one or more bids. Click in the checkbox to withdraw. Click submit.
RCAs may withdraw all previously submitted bids. Click Select All & Withdraw All Bids.
Withdrawal of bids is confirmed.

You successfully withdrew the job bids.

Make selection on left or click on Exit to end session.
Employee Bid List confirms the bids submitted and accepted.

<table>
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<th>Choice Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70203395</td>
<td>006</td>
<td>ELG</td>
</tr>
<tr>
<td>95198648</td>
<td>333</td>
<td>ELG</td>
</tr>
</tbody>
</table>

Click Printer Icon to print Confirmation.
• 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 error message.