

The complete posting can also be found on Lakeland's LiteBlue Web Page.

Please be aware that Internet Explorer is the only supported browser for eBidding.

UNITED STATES POSTAL SERVICE NOTICE OF VACANCY IN ASSIGNMENTS

Post on the bulletin board in your station or unit for the full time of posting as shown on the notice. Please remove at the expiration of the time limit, and retain at your office for 30 days, then destroy.

CLERK & MAIL HANDLER

MARCH 2017 POSTINGS

**PHONE OR WEB BIDDING IS MANDATORY
FOR ALL APWU & MHU CRAFT EMPLOYEES**

**ANY POSITION RESTRICTED TO "IN SECTION BIDDERS" ARE ALSO
OPEN TO ANY EMPLOYEE WITH RETREAT RIGHTS TO THAT SECTION**

Phone or Web Bidding must be used to bid on the assignments(s) described below. (EXCEPT for Best Qualified positions, which have separate instructions) Form 1717A will no longer be accepted for bids.

Any additional correspondence regarding bids, such as letters of applications for Best Qualified positions, must be faxed (414-287-2258), mailed, or brought to HR Local Service, Main Post Office 2nd Floor, 345 W St. Paul Ave, Milwaukee WI 53201-5020, Attn: Shelley Rome-Strong.

Under no circumstances will applications be accepted after the date specified.

Any employee desiring to cancel a bid for a posted vacancy must do so no later than the date of the closing of the posting as shown below.

ALL requests for new PIN numbers – follow the instructions on second page.

Allow sufficient time to get your new PIN number through the mail. Yellow (manual) bid cards will be accepted only if BOTH the web and phone bidding systems are not working properly on the LAST DAY of the posting.

CLERK POSTING NUMBER: 145746

MAIL HANDLER POSTING NUMBER: 145710

DATE AND TIME POSTED:

March 1, 2017

DATE AND TIME TO BE WITHDRAWN:

MIDNIGHT March 10, 2017



JOB BIDDING INFORMATION



Automated bidding is available 24 hrs a day during a posting bidding period.

To bid online go to  <http://liteblue.usps.gov>

Click on the eJob Bidding Quick Link found in 'Employee Apps' on the LiteBlue Homepage or click on 'Access eJob Bidding' on the right side of the LiteBlue 'MY HR' page.

Telephone Job Bidding Options

Job Bidding Phone Line 1-800-222-2415

HRSSC Shared Service bidding: 1-877-477-3273 opt 2

PostALEASE 1-877-477-3273 opt 1

TDD/TTY Line: 1-800-265-7208 or 1-866-265-7505

In addition to the on-line and phone bidding options listed above, you may also visit the Web Bidding Computer Rooms at the MKE P&DC (Room 402) or the MKE Annex to enter bids directly onto the computer.

- Your EIN (found on your earning statement) and postal PIN number are needed to access any of the automated bidding applications.
- You may quickly reset your postal Pin number by going to <http://liteblue.usps.gov>. Click on the 'click here' or 'Forgot your PIN' links near the bottom of the page, and follow the prompts.
- You may also request a new Pin number through POSTALEASE on the USPS Blue Page at: <http://blue.usps.gov/corporate/empss/welcome.htm>
- If you can't get to a computer, call 877-477-3273 and press 1. When prompted, enter your Employee ID. When prompted for your USPS PIN, pause and then press 2. Your new PIN number will be mailed to your address of record the next business day. In most cases you will receive your Pin number in two business days.
- **BE CAREFUL!** After 3 unsuccessful pin entry attempts the system will lock you out for a 24 hour period. Do not attempt to try again before 24 hours has elapsed or the lock out will be reset to another 24 hours.
- **Difficulties using the system?** Communicate the following information to your Manager or District Local Services:



- **Your name and EIN, Bid Cluster, Craft, and posting number**
- **Which system?** (Phone, Kiosk, Bid Computer)
- **Note any "error" message and at what juncture the error is occurring such as:** Won't accept pin, Call disconnects, Doesn't display posting, etc.

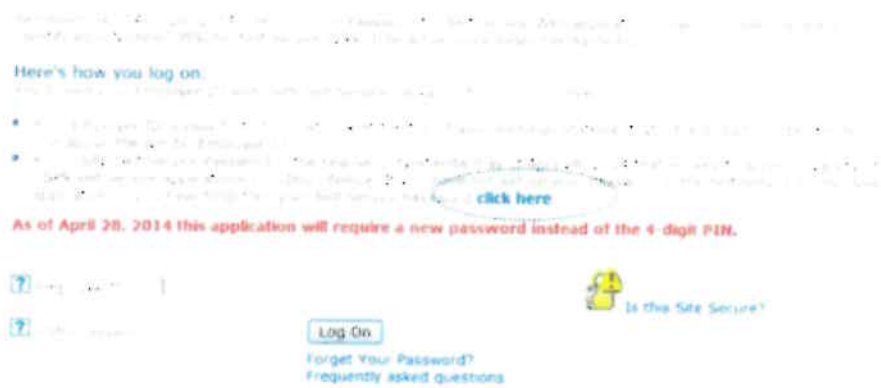
How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

Have the letter available that was sent (around the middle of April) to your residence.

→ This letter has instructions and a Temporary Password in the upper right corner.

You will be able to set up your new password on the Self-Service Profile (SSP) Application from **any personal or USPS computer.**

1. Access the SSP Application at www.ssp.usps.gov or via links provided on Blue and LiteBlue.



2. Click on the Enter SSP button.

Welcome to Self-Service Profile(SSP)

The portal to the tools for the management of your Self-Service Profile.

Important information

Self-Service Profile is available to all USPS Employees. Use your employee id and password to access all Self-Service web applications. This is the place to manage your self-service password, PIN, and more.

Enter SSP

How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

3. Enter your 8-digit Employee Identification Number (EIN)
Enter your Temporary Password.

Sign In To SSP

Employee ID

01234567

Password

●●●●●●●●

Sign In

[Forgot Password?](#)

Click Sign In. The Self-Service Profile – Initial Setup screen will display.

Self-Service Profile Setup

Welcome to your Self-Service Profile (SSP) Application.

The SSP application allows employees to establish and/or update the identification components used to access the Postal Service's Self-Service applications. You are required to change your password and select two (2) security questions and answers. You may enter an Email address if you would like to receive future profile modification notifications via Email. Required items have a double asterisk (**).

The option to enter an Email address is also available in the Self-Service Profile pages after your initial set up is complete.

[Set Password](#) [Set Security Questions](#) [Set Email Address](#) [Confirmation](#)

Set Your Secure Password

* Please enter your new password.

- Strong Password Requirements:** Must contain at least one character from three of the four following types of characters:
 - Numbers 0-9, English letters a-z, English letters A-Z, or special characters from ! @ \$ % ^ * _ ~ = for a total length of 8 to 16 characters. No other special characters are allowed.

New Password: *

Confirm Password: *

4. Create and confirm your self-service password.
Your self-service password (8 to 16 characters) must contain at least one character from three of the following four types: Numbers 0-9, lowercase English letters a-z, uppercase English letters A-Z, or special characters !@\$%^*_~=".

Click the Next button.

New Password: * ●●●●●●●●

Confirm Password: * ●●●●●●●●

[Next](#)

How to Set up your self-service password using the *New Self-Service Profile (SSP) Application*

5. Select two Security Questions and enter you answer to each question.

Click the Next button.

6. Enter and confirm your email address. (Optional)

Click the Next button.

7. The Confirmation Tab will display.

8. The Initial Profile Setup pop-up window will display.

Click OK and the application SSP Profile page will display.

Function	Set	Last Update
ANSWER # 1	Yes	(
ANSWER # 2	Yes	(
PASSWORD	Yes	(
SECURITY QUESTION # 1	Yes	(
SECURITY QUESTION # 2	Yes	(
PIN	Yes	

NOTE: Use the Self-Service Profile Application (SSP) to change or reset your USPS PIN.

The 4-digit PIN will still be used to access self-service applications (Job Bidding, Employee Self-Services, leave requests) **using the telephone** via the Interactive Voice Response (IVR) system.

How to use eBidding

Log in to LiteBlue with EIN and Password (created in SSP)

liteblue United States Postal Service

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 information you want about 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 PERSBASE through LiteBlue to check, and during open season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that serve you better. It's the postal way.

Remember, as of April 28, 2014, use your SSP Password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRs (Interactive Voice Response Systems).

Here's how you log on:

You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just peek at the top of your earnings statement. It's the 6-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 28, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service Profile (SSP) application or you have forgotten your Self Service Password [click here](#).

As of April 28, 2014 this application will require a new password instead of the 4-digit PIN.

Employee ID:

USPS Password:

[Log On](#)

[Forgot Your Password?](#)
[Frequently asked questions](#)



Is this Site Secure?

Click on eBidding in the Featured Quick Links

The banner features four icons: eCareer (a computer monitor), eJob Bidding (a person at a computer), eLRA (a person on a phone), and eOPF (a document). A red arrow points from the top left towards the eJob Bidding icon.

How to use eBidding

Click on Enter Job Bids

Job Bidding - Home Page

[Job Bidding Home Page](#)
[Exit](#)
[Enter Job Bids](#)
[Withdraw Job Bids](#)
[Employee Bid List](#)
[Retreat Rights](#)
[Job Slot Information](#)

UNITED STATES POSTAL SERVICE

USPS Job Bidding
USPS Restricted Information

First Name Last Name POSITION TITLE

Welcome to the USPS Job Bidding System.

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

****IMPORTANT** PROTECT YOURSELF:**
USE THE "EXIT" BUTTON ON THE LEFT SIDE TO END YOUR SESSION WHEN YOU HAVE COMPLETED YOUR JOB BIDDING ACTIVITY.

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

Current Open Postings will be shown

Click on the Link (red font Posting number)

[EXIT](#)

[Enter Job Bids](#)
[Withdraw Job Bids](#)
[Employee Bid List](#)
[Retreat Rights](#)
[Job Slot Information](#)

USPS Job Bidding
USPS Restricted Information

Please select a posting you want to bid

[0000082624](#) Milwaukee(WI) Bid Cluster - current

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](#) | [Exit](#) | [Enter Job Bids](#) | [Withdraw Job Bids](#) | [Employee Bid List](#) | [Job Slot Information](#) | [Retreat Rights](#) |