



**American Postal Workers Union, AFL-CIO  
Central Florida Area Local, #1462  
10501 S. Orange Avenue, Suite 117  
Orlando, FL 32824  
(407) 854-6396**

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*Desk of Robert McSorley  
Vice-President*

**July 1, 2016**

**\*\*\*\*Read the below. We have put together some important information for our members. Some of the information compiled is a compilation of information from other large Locals as well as ours in an attempt to keep our membership informed and SAFE!**

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**Clerical Bidding Information**

Telephone and/or Computer bidding is usually mandatory for all clerks who work in larger facilities. Your Employee Identification Number (EIN) and Personal Identification Number (PIN)\* are required for telephone bidding. Your EIN can be found on your check stub.

Hours of availability: System is available 24 hours a day - 7 days a week.

**TELEPHONE BIDDING NUMBERS:**

1-877-477-3273 - OPTION 2

or

1-800-520-0625 (TDD)

Employees who work in Stations/Branches, may use Form 1717-A. Include your EIN, the exact Position Number, and list bids consecutively in the order you wish to bid them. Unsigned bids will not processed.

Withdrawals must be done **prior to the closing** (hour and date) of posting. Bids submitted on Form 1717-A, must be withdrawn in writing, and must be date stamped. Bids submitted by phone and/or computer, may be withdrawn in writing, by computer, or by phone.

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**Computer Bidding - Using Lite Blue**

You can place a bid from any computer using the U.S.P.S. Lite Blue website @ [www.liteblue.usps.gov](http://www.liteblue.usps.gov). You will need to key in your Employee ID Number (EIN) and your U.S.P.S. PIN Number in order to enter the site.

(When you enter the site, on the "Welcome to Lite Blue" home page, enter your Employee ID # and USPS Pin #. When the next page appears, 1/2 way down the center column, you'll see: "Employee APPS - Quick Links". Select "e-Job Bidding", and then follow directions.)

Click on "e-Job Bidding (Craft)", then click "Continue" and your name and job title will appear on the bidding system page. On the left side of the page, click on "Enter Job Bids", then click on the posting number, and the job numbers for the bid cycle will be listed. Click on the jobs you want to bid, and then enter your numbered choice of preferences in the choice box. By clicking the "Submit Job Bids" box, you will complete the bidding process.

\*\*If you do not have a USPS Pin and/or lost it, to obtain a new PIN follow below:

- 1.) Call Postal Ease at 1-877-477-3273.
- 2.) Press 2 for the Main Menu.
- 3.) Press 1 for Postal Ease.
- 4.) When prompted, enter your Employee ID Number (EIN - 8 digit # on your pay stub).
- 5.) When prompted for your PIN, PAUSE, then press 2.
- 6.) Your PIN will be mailed to your address of record.

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### **Remaining a Live Bidder**

According to Article 37.3.F.8.a:

When a clerk is awarded a bid and wants to remain a "live bidder" for a position they wanted on a previous bid cycle, you must notify management in writing within ten (10) days that you want to remain a live bidder on one or more assignments.

The notice to management must include the job number and the posting number of that bid cycle.

**\*\*\*Failure to notify within ten (10) days will cancel such other bids.**

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### **\*\*\*Advice for Clerks: Taken from the Southern Oregon Area Review**

All window clerks, regardless of whether you have individual financial accountability, or have shared stock (segmentation), or if you work in a retail store, you should read and do the following:

Scan and enter every sale item, even a one-cent stamp, a single 47-cent stamp, or a retail envelope. Input every item into your POS ONE, IRT, RSS, etc., because you never know whether or not that friendly customer is a Postal Inspector. Although you may make your adjustment later, the Postal Inspector doesn't know that. They will immediately suspect that something suspicious is going on. Is your job worth it? **INPUT EVERYTHING!**

Use your POS ONE cash drawer. If you don't, you may be suspected of manipulating funds.

**Change.** DO NOT make any change from your personal funds. Always go to your supervisor, T-7, or another clerk. Make the even exchange of money visible, and return to your window immediately to place the money back into the drawer. Too many "GL Adjustments", "Error Corrects", "No Sales", etc. This may give the appearance that funds are being manipulated.

Input all credit / debit transactions into your POS ONE , RSS or IRT at the time of sale.

**DO NOT** retain more than \$75.00 or whatever the USPS instructs in your drawer. This is a violation of the F-1. Is your job worth not complying with Postal rules and regulations?

**Error on PVI's.** Fill out Form 3533 and submit it on the same day. Don't try to use it on your next transaction.

**Receipts.** Always give your customer their receipt. Do not input "postage affixed" to reuse a PVI, or to place stamps on the package. Again, you may be suspected of manipulating funds.

**Don't** have IOUs in your stock - - for any reason.

**NEVER** hold any checks - - for any reason.

**NEVER** use your own drawer to buy stamps, cash a check, or buy a money order for any reason.

Use reasonable care at all times. Take the time you need to do the job correctly. Don't let management rush you, and don't take any shortcuts. This is really important in light of the downsizing of window clerks.

**DON'T** ever talk to a Postal Inspector without union representation, **EVER!**

Always conduct yourself as though you are being observed. Chances are - you are being observed. Take reasonable care and follow all postal procedures. The use of shortcuts may lead to your postal career being cut short!

Please take the time to do your job right. Don't forget to make a written record of security violations at your workplace. Follow the regulations established by the Postal Service. Always report faulty equipment as soon as it malfunctions.

### **SHORTCUTS THAT YOU SHOULDN'T TAKE**

Shortcuts result in losses of money and JOBS!

Carry out each task on the window as you were taught in window training.

Make certain you witness the verification of monies you turn in and obtain a signed receipt.

Utilize the appropriate terminal key when retrieving accountable mail or otherwise assisting customers in non-revenue transactions.

**NEVER** accept stock while on window - - take time to count!

**NEVER** accept or swap stock without a Form 17.

**THE UNION CAN BEST PROTECT YOU FROM DISCIPLINE AND PAYING FOR SHORTAGES IF YOU HELP PROTECT YOURSELF BY FOLLOWING PROCEDURE.**

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In Solidarity

*Robert 'Bob' McSorley*

Robert McSorley  
Vice President  
Central Florida Area Local