

# **Job Bid Management**

# **Automated Bidding-Rural Carrier**



## 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





Welcome to the United States Postal Service Extranet



#### Welcome to LiteBlue



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.



🞒 Done

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





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#### 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 and click

Continue



Job Bidding Home Page	UNITED STATES POSTAL SERVICE
Enter Job Bids	
Withdraw Job Bids	USPS Restricted Information
Employee Bid List	<b>▲</b>
Job Slot 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 <u>Privacy Act of 1974</u> ".
	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.
	<b>NOTE OF CAUTION:</b> 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







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Job Bidding Home Page	UNITED STATES POSTAL SERVICE ®	
Enter Job Bids	USPS Job Bidding	
Withdraw Job Bids	USPS Restricted Information	Click on
Employee Bid List		available posting
Job Slot Information	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	





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



Positio	on Informati	on				
	Position	Route	Choice	Title	EVAL	Developeration and a stiller
	<u>*70394943</u>	00014	004	RURAL CARRIER	43	Double click on position
	70203395	00017	001	RURAL CARRIER	39	ID for position details
	95064667	00005		RURAL CARRIER	42	ib for position details
	95112757	00008		RURAL CARRIER	42	
	<u>95121016</u>	00014	002	RURAL CARRIER	43	
	95134427	00016		RURAL CARRIER	41	Click to open or alog
	95148104	00002		RURAL CARRIER	40	Click to open of clos
	95185977	00011	003	RURAL CARRIER	43	detail window
_	95198648	00013		RURAL CARRIER	43	
_	95301376	00012		RURAL CARRIER	41	
	Page 1	of 2 💌	<b>T</b>			
Posit	tion Detail: 7	0394943			c	Click to Open or Close ⇒
Po Jo C/	osition: 7 ob Title: F ARRIER	03949 RURAI	<b>43</b> ∟			
E	/AL: 43					
Po	osition Typ	e: Ru	al			
	esignation arrier FT	n: Rura	I .			
Sta	atus: Bidd	ding				
Ro	oute Numb	oer: 00	014			
Qu	alificatio	ons				
Lic	censes			VALID STA	ATE DR	RIVER'S
Co	omments	-				
PL	/405					

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



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#### Automated Bidding for Rural Carriers



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	Route	Choice	Title	EVAL
$\mathbf{\mathbf{\nabla}}$	*70394943	00014	4	RURAL CARRIER	43
	70203395	00017	1	RURAL CARRIER	39
	95064667	00005		RURAL CARRIER	42
	95112757	80000		RURAL CARRIER	42
	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

Select restriction, if applicable

**Agreement between USPS and NRLCA** 2006-2010

**MOU #7** 

Make selection on left or click on Exit to end session





#### Make selection on left or click on Exit to end sessior



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#### Automated Bidding for Rural Carriers



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

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	
	*70394943	00014	<u> </u>	RURAL CARRIER	43	
	70203395	00017	1	RURAL CARRIER	39	
	95064667	00005		RURAL CARRIER	42	
	95112757	80000		RURAL CARRIER	42	
	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 💌	X			

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

#### Automated Bidding for Rural Carriers



#### 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		
E P	age	1 of 1				



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

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













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.





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.





Click here for printing confirmation.

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



Job Bidding Home Page		<b>UNITED STATES</b> <b>POSTAL SERVICE</b> ®	
Enter Job Bids	USF	S Job Bidding	
Employee Bid List	USPS F	Restricted Information	To view any position
Job Slot Information	Position: 70203395		ID.
	Job Title: RURAL CARRIER		
	EVAL: 39		
	Position Type: Rural		
	Designation: Rural Carrie FT	er	
	Status:		
	Route Number: 00017		
	Qualifications		
	Licenses	VALID STATE DRIVER'S LICENSE	
	Comments:		
	71/0 Rt 017		

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











idding Page	<b>UNITED STATES</b> POSTAL SERVICE	
Job Bids raw Job Bids	USPS Restricted Information	Once withdrawal is submitted a confirmation screen is
oyee Bid List		displayed.
lot Information	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	





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



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

#### Position(s) with asterisk \* are vacant positions

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







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.		
	<u>*70394943</u>	00014		RURAL CARRIER	43		
•	70203395	00017		RURAL CARRIER	39		
	<u>95064667</u>	00005		RURAL CARRIER	42		
	<u>95112757</u>	80000		RURAL CARRIER	42		
•	<u>95121016</u>	00014		RURAL CARRIER	43		
	<u>95134427</u>	00016		RURAL CARRIER	41		
	<u>95148104</u>	00002		RURAL CARRIER	40		
	<u>95185977</u>	00011		RURAL CARRIER	43		
•	<u>95198648</u>	00013		RURAL CARRIER	43		
	<u>95301376</u>	00012		RURAL CARRIER	41		
A A	Page 1	of 2 💌	¥				

displayed if choice numbers are not entered.



ob Bidding Iome Page				UNIT POST	ED STATES AL SERVIC	5 E®	
Enter Job Bids	/		USF	PS Jo	b Bidding		
Vithdraw Job Bids			USPSI	Restrict	ed Information		
imployee Bid List							
ob Slot Information	En	nployee's N Posting 0 Op	lame R 0000223 pen:06/1	URAL ( 733 , A 14/2010	CARR ASSOC/S SHEVILLE POS , Close:06/23/20	RV VA ST OFF )10	Choice numbers are added.
	STOP	Enter Ch	oice nu	mber fo	or bids		
	Check	on the box	to selec	t each f	Position you wan	nt to bid	1
	Only ro	ws with che	eckmark	will be	submitted		
	Click o	n the Positi	on Num	ber for d	detailed display		
	Submit	Job Bids S	elect All &	Submit J	ob Bids Cancel		
	🔽 I am t	emporarily un	able to ful	lly perform	m the duties of the b	offer po	osition(s).
	Positio	n(s) with as	terisk *	are vaca	ant positions		
	Positio	on Informatio	on				Note the odd
		*70394943	Route	Choice	Title RURAL CARRIER	EVAL.	
		70203395	00017	6	RURAL CARRIER	39	choice numbers
		95064667	00005		RURAL CARRIER	42	
		<u>95112757</u>	80000		RURAL CARRIER	42	
	•	<u>95121016</u>	00014	22	RURAL CARRIER	43	
		95134427	00016		RURAL CARRIER	41	
		<u>95148104</u>	00002		RURAL CARRIER	40	]
		<u>95185977</u>	00011		RURAL CARRIER	43	
		95198648	00013	333		43	







Job Bidding Home Page			P		NITE OSTA	ED STATES L SERVICE	®			
Enter Job Bids Withdraw Job Bids			U	USP:	S Job	Bidding	RCAs may withdraw one or more bids. Click in			
Employee Bid List	_								the checkbox to withdraw. 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 withdraw and click submit button									
	Si	ubmit S	Click on th elect All & W	e Posit <sup>(ithdraw</sup>	ion Nun Job Bids	hber for detailed	display			
	Po	osition li	nformation							
	W Ju	ïthdraw ob Bids	Position	Route	Choice	Title	Tour	EVAL.		
			79203395	00017	006	RURAL CARRIER	TOUR II	39		
		2	<u>95121016</u>	00014	022	RURAL CARRIER	TOUR II	43		
			<u>95198648</u>	00013	333	RURAL CARRIER	TOUR II	43		
1										
									30	



Job Bidding Home Page				INITE OSTA	ED STATES L SERVICE	®				
Enter Job Bids					Districtor					
Withdraw Job Bids			055	S JOD	ыаата	RCAs may withdraw <u>all</u>				
_		U	SPS Re	estricte	d Information			previously submitted		
Employee Bid List								bids. Click Select All &		
Job Slot Information								Withdraw All Bids.		
Sob Slot Micrimation	Emp	loyee's Nam	ne <b>RU</b>	RAL CA	ARR ASSOC/SR	V VAC F	TE			
	Posting 0000022733, ASHEVILLE POST OFFICE Open:06/14/2010, Close:06/23/2010									
	Click on the Position Number for detailed display									
						alopiay				
	Submit	Select All & V	/ithdraw	Job Bids	Cancel					
	Position	Information	I							
	Withdrav Job Bids	V Position	Route	Choice	Title	Tour	EVAL.			
		<u>70203395</u>	00017	006	RURAL CARRIER	TOUR II	39			
		95121016	00014	022	RURAL CARRIER	TOUR	43			
		95190040	00013	333	KURAL CARRIER	TOURI	43			
<b>N</b>										
								31		

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Job Bidding Home Page	<b>UNITED STATES</b> <b>POSTAL SERVICE</b> ®	
Enter Job Bids	USPS Job Bidding	Withdrawal of
Withdraw Job Bids	USPS Restricted Information	confirmed.
Employee Bid List		
Job Slot Information	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	32





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 error message.