

Submission of eReassign, 21-Day Reassignment Opportunities (Clerks Only)

From the internet browser, go to <https://liteblue.usps.gov>.
Enter Employee ID and Password to login.

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 PostalEASE 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!

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.

Log On


Forget Your PIN?

 Is this Site Secure?

Once logged on, the home page will appear. Locate “Employee Apps- Quick Links” in the middle of the screen and click on the **eReassign** icon.

[Home](#) [My HR](#) [Inside USPS](#) Friday, September 11, 2010

Hot Topics




2011 Organizational Redesign

Life Blue District sites

Select a Site

Area Updates



UPDATE

With Spring comes change—and your Spring Area Updates focus on change with the new USPS redesign, new DPMG, new prices, and new business. Previous issues available at the Update Archives.

- Capital Metro Area
- Eastern Area
- Great Lakes Area
- Northeast Area
- Pacific Area
- Southwest Area
- Western Area

Behind the Blue

PMG/CEO Pat Donahoe

FERS Payment Suspension

June 23 — PMG/CEO Pat Donahoe talks about the Suspension of the Federal Employees Retirement System payment and how it affects the Postal Service and its employees.

[Click here to PLAY VIDEO.](#)





Top Story

Dominate the marketplace


September 1 — Mail delivery is the most effective marketing tool to catch the interest of customers.

once again that it is time to catch the

Employee Apps - Quick Links



Life, Health, Career




Welcome to "My HR"!

My HR helps you manage your postal life with relevant human resources information and useful employee Apps, such as ePayroll, eOPF, PostalEASE and more!

HR Alert! Organizational redesign efforts are in progress for 2011 ... for all HR-related information, go to the [Organizational Changes](#) site within My HR.

[Enter My HR >>](#)

Sustainability



Solar, wind, natural gas

Going Green in California

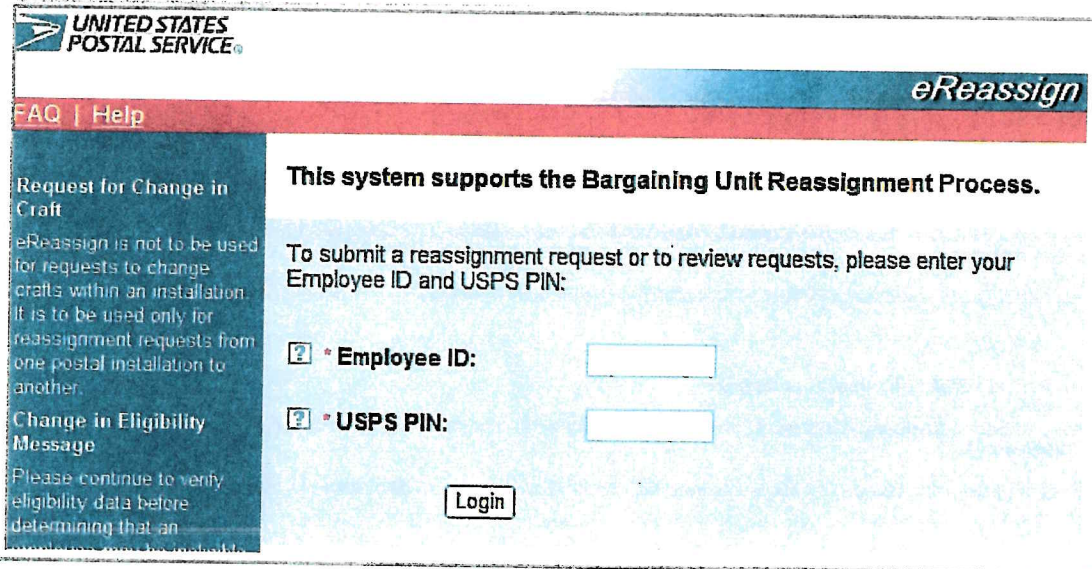
Shipping Services

A new window will open. Click on “Go here to Log in to eReassign”. This link is at the bottom of the page.

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October 2016

Enter Employee ID and password to login at the eReassign Login Screen.



The screenshot shows the eReassign login interface. At the top left is the United States Postal Service logo. A red navigation bar contains 'FAQ | Help' and 'eReassign'. A blue sidebar on the left lists 'Request for Change in Craft' and 'Change in Eligibility Message'. The main content area has a heading 'This system supports the Bargaining Unit Reassignment Process.' followed by instructions to enter Employee ID and USPS PIN. There are two input fields with question mark icons, a 'Login' button, and a 'Request for Change in Craft' link.

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FAQ | Help eReassign

[Request for Change in Craft](#)

eReassign is not to be used for requests to change crafts within an installation. It is to be used only for reassignment requests from one postal installation to another.

[Change in Eligibility Message](#)

Please continue to verify eligibility data before determining that an employee is eligible for reassignment.

This system supports the Bargaining Unit Reassignment Process.

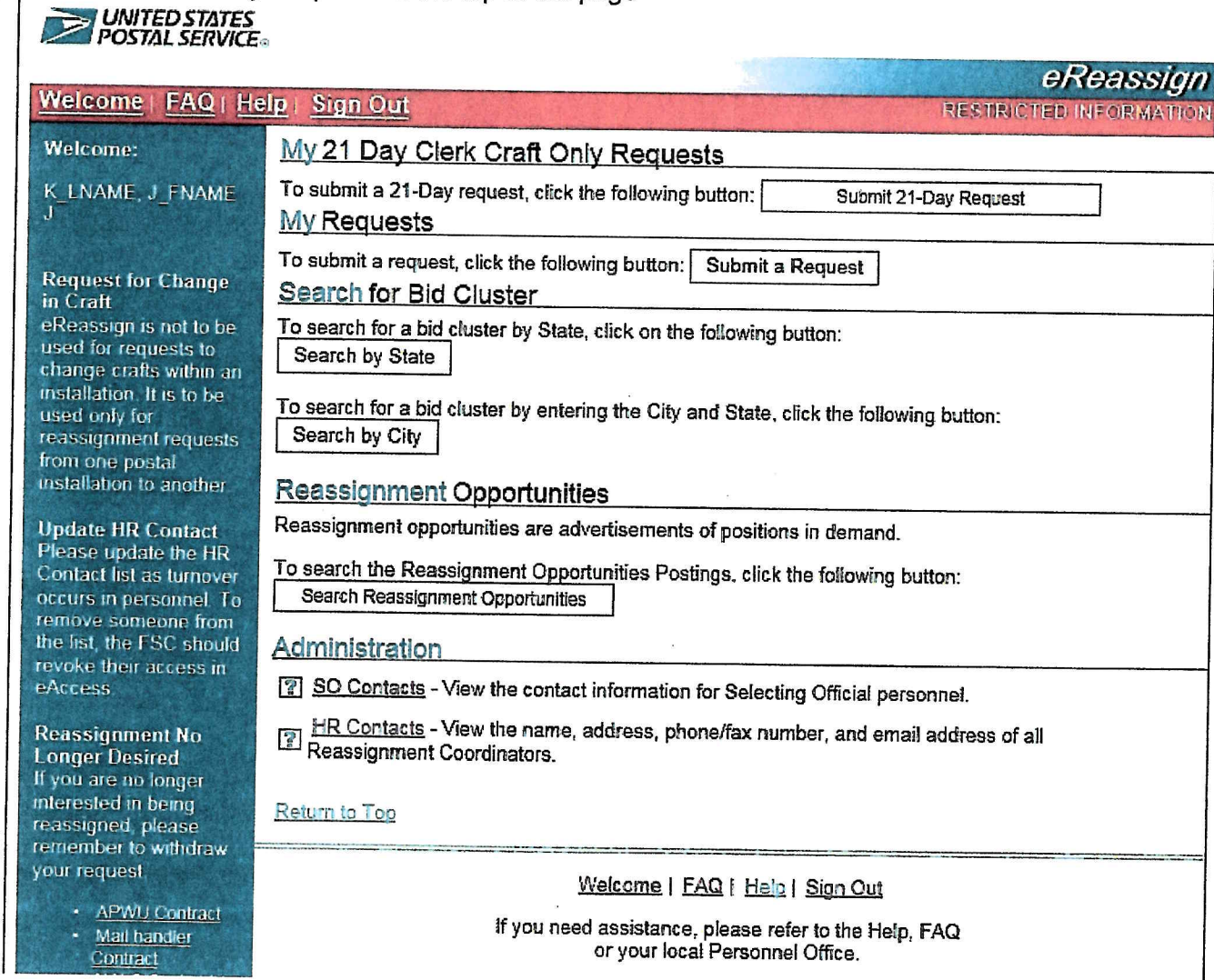
To submit a reassignment request or to review requests, please enter your Employee ID and USPS PIN:

Employee ID:

USPS PIN:

Login

Click "Submit 21-day Request" at the top of the page



The screenshot shows the eReassign main page. At the top left is the United States Postal Service logo. A red navigation bar contains 'Welcome | FAQ | Help | Sign Out' and 'eReassign'. A blue sidebar on the left lists 'Request for Change in Craft', 'Update HR Contact', and 'Reassignment No Longer Desired'. The main content area has a heading 'My 21 Day Clerk Craft Only Requests' followed by a 'Submit 21-Day Request' button. Below this are sections for 'My Requests', 'Search for Bid Cluster', 'Reassignment Opportunities', and 'Administration'. At the bottom, there are links for 'APWU Contract' and 'Mail handler Contract'.

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Welcome | FAQ | Help | Sign Out eReassign

RESTRICTED INFORMATION

Welcome:

K_LNAME, J_FNAME
J

[Request for Change in Craft](#)

eReassign is not to be used for requests to change crafts within an installation. It is to be used only for reassignment requests from one postal installation to another.

[Update HR Contact](#)

Please update the HR Contact list as turnover occurs in personnel. To remove someone from the list, the FSC should revoke their access in eAccess.

[Reassignment No Longer Desired](#)

If you are no longer interested in being reassigned, please remember to withdraw your request.

[APWU Contract](#)

[Mail handler Contract](#)

My 21 Day Clerk Craft Only Requests

To submit a 21-Day request, click the following button:

My Requests

To submit a request, click the following button:

Search for Bid Cluster

To search for a bid cluster by State, click on the following button:

To search for a bid cluster by entering the City and State, click the following button:

Reassignment Opportunities

Reassignment opportunities are advertisements of positions in demand.

To search the Reassignment Opportunities Postings, click the following button:

Administration

[SO Contacts](#) - View the contact information for Selecting Official personnel.

[HR Contacts](#) - View the name, address, phone/fax number, and email address of all Reassignment Coordinators.

[Return to Top](#)

Welcome | FAQ | Help | Sign Out

If you need assistance, please refer to the Help, FAQ or your local Personnel Office.

Welcome:

K_LNAME, J_FNAME
J

**Request for Change
in Craft**

eReassign is not to be used for requests to change crafts within an installation. It is to be used only for reassignment requests from one postal installation to another.

Update HR Contact

Please update the HR Contact list as turnover occurs in personnel. To remove someone from the list, the FSC should revoke their access in eAccess.

**Reassignment No
Longer Desired**

If you are no longer interested in being reassigned, please remember to withdraw your request.

- [APWU Contract](#)
- [Mail handler Contract](#)
- [NALC Contract](#)
- [Job Descriptions](#)
- [ELM Policy](#)
- [EL-312](#)
- [APWU Transfer MOU](#)

Instructions: Complete the following form to submit your 21 Day Clerk Craft Only Reassignment Opportunity.

Please note your selection will allow you to apply within your current district, within a 100 miles of your current bid cluster, and expanded distance opportunities (when available).

Note: Employees who receive a reassignment will be accepting a position as a FT except for some maintenance positions.

Request
History

Employee Name: K_LNAME, J_FNAME J

Employee ID: 57257661

This is your official address on file. You can change your address for this request, however, it will not change your official address. Please contact your local personnel services if there are official changes.

* Home Address: 7661 LONE OAK PKWY

* Home City: MINNEAPOLIS

* State: Minnesota ▼

* Zip Code: 55418

* Zip+4: 0000 (Optional)

* Email Address: (Optional)

* Daytime Phone Number: (Optional)

* Supervisor Name:

* Supervisor Phone Number:

* Current District: Northland District

* Current Bid Cluster: MINNEAPOLIS(MN) POST OFC - INS

? * Supervisor Phone Number:

? Current District: Northland District

? Current Bid Cluster: MINNEAPOLIS(MN) POST OFC - INS

? Current Position: MAIL PROCESSING CLERK , Level 06

? City: MINNEAPOLIS

? State: MN

? Zip Code: 55401

? Zip+4: 2002

? Enter on Duty Date: 01/07/2015

? DES ACT: 110

? Seniority Date: 01/07/2015

? Months at Current Location in Present Craft: 18 or more

? Pay Location: 343

? * Do you have a valid state driver's license?
☐ Yes ☐ No

? ☐ * Please click this checkbox to indicate that you understand and accept the terms of the [Driving Disqualifications Table](#).

Please select one or more districts in order to look for 21 Day Clerk Craft Only Reassignment Opportunities from the combo box below and click Add Districts. Reassignment Opportunity selection will be filtered by district. You also have the option to filter by bid clusters within your selected districts.

! ! * To qualify for this position your current impacted bid cluster must be in the same District or within 100 miles. Award shall be based on clerk craft seniority in your current bid cluster.

You must answer BOTH driving questions

Also must answer the qualification verification

Highlight Bid Cluster(s) and use the arrows to move them to the selected column. This will generate a list of 21 day Reassignment Opportunities.

Bid Cluster Selection:

Instructions: Highlight your preferred Bid Cluster(s) and use the arrows to generate a list of selected Bid Cluster(s) for which you would like to view 21-Day Reassignment Opportunities

Available		Selected
Lakeland District		
DEERFIELD(IL) POST OFC - INSHD 417 miles away		
SAXON(WI) POST OFC - INSHD 554 miles away	←	
	→	
Northland District	←	
	→	
AFTON(MN) POST OFC - INSHD 413 miles away		
ALEXANDRIA(MN) POST OFC - INSH 471 miles away		

Privacy Act: Please read the following.

The collection of this information is authorized by 39 USC 401 and 1001. This information will be used to process your request for reassignment. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes, where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to

This posting closes on the 21st day of the month at midnight Central Time. You may withdraw or modify your selection(s) during the month until that time. Once the posting is closed (21st day at midnight CT) you may not make further changes and your placement is mandatory. Failure to report to the gaining bid cluster you selected will result in your separation from the U.S. Postal Service. If the assignment you select has a skill or scheme requirement listed on the posting for which you are not currently qualified you must successfully qualify or you will be separated from the U.S. Postal Service. Click Agree to continue or Disagree to end this session.

Agree	Disagree
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Click on this button if you wish to modify your request.

After responding to the Privacy Act Statement, click Display 21 day Clerk Craft Only Reassignment Opportunities.

[Welcome](#)
[FAQ](#)
[Help](#)
[Sign Out](#)

eReassign
 RESTRICTED INFORMATION

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K LNAME, J FNAME
J

Request for Change in Craft
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Reassignment No Longer Desired
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- [NALC Contract](#)
- [Job Descriptions](#)
- [ELM Policy](#)
- [EL 312](#)
- [APWU Transfer MOU](#)

21 Day Clerk Craft Only Reassignment Opportunities Selection

Instructions: Select your choices from the table below by entering the choice number into the Choice # textbox. If you would like to unselect or remove a reassignment opportunity, delete the entry from the Choice # textbox. Selections will be ranked by your numerical choice.

Display 10 records per page

Job ID	Bid Cluster	Schedule	Hours	Skills, Schemes, License	Pay Lvl	Title	Choice #
10962360	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	CLERK CRAFT	<input type="text" value="1"/>
31038457	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	CLERK CRAFT	<input type="text"/>
85542743	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	Sample Position	<input type="text"/>

Showing 1 to 3 item(s) of 3

Previous Next

☒ **To qualify for this position your current impacted bid cluster must be in the same District or within 100 miles. Award shall be based on clerk craft seniority in your current bid cluster.**

[Return to Top](#)

[Welcome](#) / [FAQ](#) / [Help](#) / [Sign Out](#)

If you need assistance, please refer to the Help, FAQ or your local Personnel Office.

Select your choices from the table by entering the choice number in the textbox. Selections will be ranked by your numerical choice.

Acknowledge the location requirements and hit SAVE.

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RESTRICTED INFORMATION

Modify 21-Day Requests

 Print Submission Form - Print a blank copy of the submission form to mail to employees. Include a printed version of the **Driving Disqualification Table**.