

**STANDUP TALK  
MANDATORY STAND UP TALK: REQUIRED TO BE GIVEN  
TO ALL PTFs and/or PSEs IN YOUR OFFICE**

Subject: Canvassing for all PTFs/PSEs within a 50 mile radius for PTF Career Opportunities

This electronic notification to Postmasters / Station Managers / and OICs is the only way for PSEs to receive notice of opportunities to become career employees within the Clerk Craft at the Postal Service. Canvassing notice(s) are sent whenever a vacancy within 50 miles of the employee's current installation arises for a selection opportunity.

**Every PTF and PSE Clerk must receive the attached Preference Sheet and notification of opportunity for transfer/conversion to a career position Service Talk.**

Each Installation Head is responsible to ensure this stand-up talk and attached Preference Sheet is provided to each PTF and/or PSE within their employ. The posting will be open for 10 days as indicated on the Preference Sheet: **September 1, 2018 to September 11, 2018.**

**Please print a copy for each of your PTF and/or PSE clerks in your APO and RMPOs.** We are also asking that you post the Cover Page and Preference Sheet by your time clock and/or where you normally post jobs up for bid. Please display it for the entire Posting period. This is to ensure that every applicable employee is aware of the canvassing open and close dates and the instructions.

The employee will be required to either fax or mail me the signed sheets as stated on the Cover Page and Preference Sheet. I have supplied my fax number and address for the employee.

**All positions are awarded based on "installation seniority" and the employee's APO must be within 50 miles of the open positions. If a PSE was recently converted to PTF they are locked in for the first career appointment for 18 months. All PTFs or PSEs must complete and pass window training prior to being effective into the PTF positions.**

Thank you,



Jenien M. DeSilvis  
Staffing Specialist  
Human Resources

**STAND UP TALK FOR YOUR PTFs and/or PSEs**

PSE Clerk Preferencing Bid Sheet for Potential Available PTF Positions

**Opens: September 1, 2018**

**Closes: September 11, 2018**

This Preferencing is in accordance with the National Arbitration award dated September 5th, 2014 and the MOU regarding: Staffing of Offices, Filling of Assignments, PSE Usage and conversions. Please be advised that you are being offered to transfer or convert to a career Part-Time Flexible Sales, Service and Distribution Associate Clerk. The transfer or conversion to a career employee is contingent upon successfully completing and passing window training for all positions listed on the canvass. These positions require a flexible schedule, there is no guarantee of work hours, includes benefits (health & life insurance, flexible spending, retirement, thrift savings plan and leave program.) EXAMPLE: if your first choice is for a PTF position at the Red Hill Installation, place a 1 beside it. If your second choice is for a PTF position at the Delta Installation, place a 2 beside that choice and so on. You may preference as many positions as you would be willing to accept and are within the 50 miles of your APO.

\*\*\*\*Employees awarded career positions on previous POSTPlan canvassing or PSE canvassing have a 18 month lock-in period on the awarded position.\*\*\*\*

\*\*\*ONLY RANK THOSE OFFICES IN WHICH YOU WOULD ACCEPT A PTF SSDA or NTFT POSITION within a 50 Mile Radius of your Installation.\*\*\*

If interested and eligible, the completed document must be received by close of business **September 11, 2018**. All sheets included in the canvass must be signed and returned by the date above to be considered. You may mail in your sheet or Fax it as shown below. Thank you.

Fax To: Attention: Jenien M. DeSilvis, Staffing Specialist  
651-994-3546

Mail To: Jenien M. DeSilvis, Staffing Specialist  
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