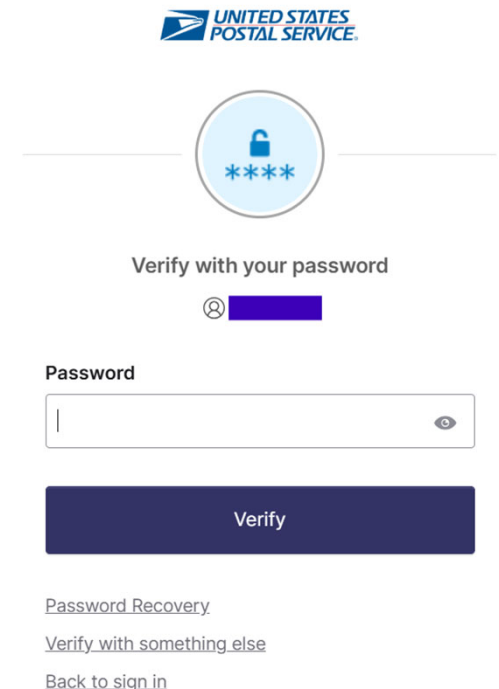
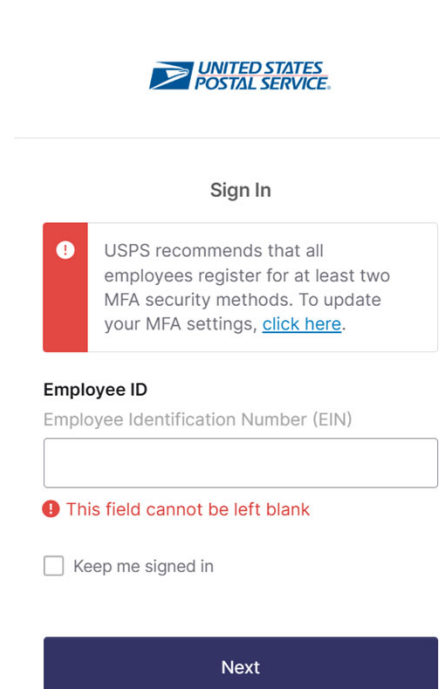


Utilizing eReassign

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

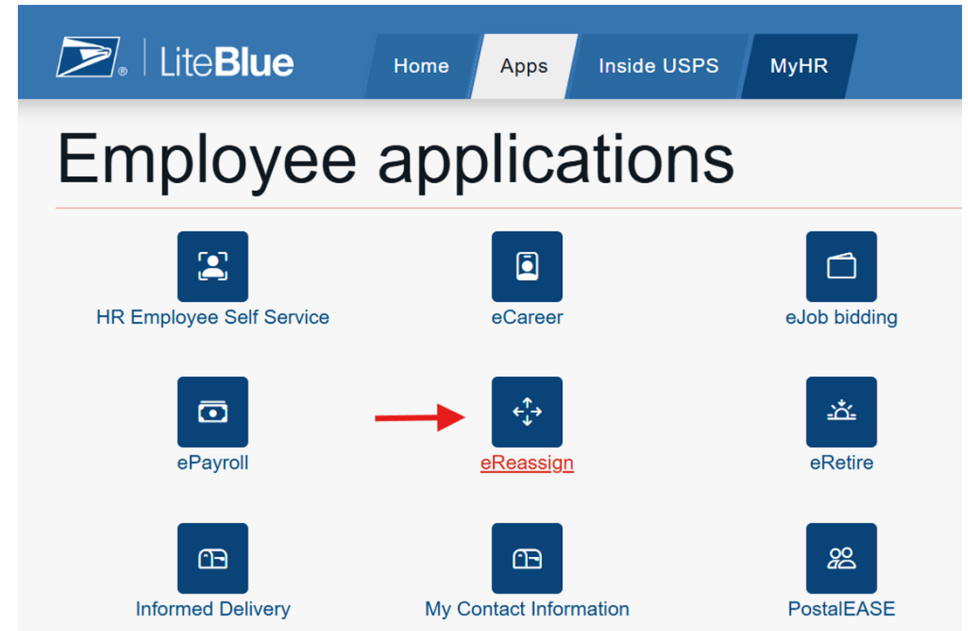
From the internet browser, go to <https://liteblue.usps.gov>.
Enter Employee ID and Password to login.



After inputting your password, you must verify with the Multi-Factor Authorization (MFA) method you set up.

Utilizing eReassign


From the home page, click the “**Apps**” tab at the top. Locate and click on the “**eReassign**” application.



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

Click “Submit 21-day Request” at the top of the page.

Utilizing eReassign



UNITED STATES POSTAL SERVICE®

eReassign
RESTRICTED INFORMATION

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

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:**

* **Home City:**

* **State:** ▼

* **Zip Code:**

Zip+4: (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

4 of 27

Utilizing eReassign

<input type="checkbox"/>	* Supervisor Phone Number:	<input type="text"/>
<input type="checkbox"/>	Current District:	Northland District
<input type="checkbox"/>	Current Bid Cluster:	MINNEAPOLIS(MN) POST OFC - INS
<input type="checkbox"/>	Current Position:	MAIL PROCESSING CLERK , Level 06
<input type="checkbox"/>	City:	MINNEAPOLIS
<input type="checkbox"/>	State:	MN
<input type="checkbox"/>	Zip Code:	55401
<input type="checkbox"/>	Zip+4:	2002
<input type="checkbox"/>	Enter on Duty Date:	01/07/2015
<input type="checkbox"/>	DES ACT:	110
<input type="checkbox"/>	Seniority Date:	01/07/2015
<input type="checkbox"/>	Months at Current Location in Present Craft:	18 or more
<input type="checkbox"/>	Pay Location:	343
<input type="checkbox"/>	* Do you have a valid state driver's license?	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	* Please click this checkbox to indicate that you understand and accept the terms of the Driving Disqualifications Table .	
<p>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.</p>		
<input type="checkbox"/>	* 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.	





Driving Requirements:

- You must answer BOTH driving questions.
- And you must answer the qualification verification.

Utilizing eReassign

* 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

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

Utilizing eReassign

Select your choices from the table by entering the choice number in the textbox.
 Selections will be ranked by numerical choice.
 Acknowledge the location requirements and hit SAVE.


eReassign

Welcome | [FAQ](#) | [Help](#) | [Sign Out](#)
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](#)
- [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 records per page

Job ID	Bid Cluster	Schedule	Hours	Skills, Schemes, License	Pay Lvl	Title	Choice #
10862360	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	CLERK CRAFT	<input style="width: 40px;" type="text" value="1"/>
31038457	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	CLERK CRAFT	<input style="width: 40px;" type="text"/>
85542743	AFTON(MN) POST OFC - INSHD	Sat,0900,170 0	8	-	-	Sample Position	<input style="width: 40px;" type="text"/>

Showing 1 to 3 item(s) of 3

* 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.

Utilizing eReassign

You have the ability to withdraw or modify your requests from the Welcome Page. REMEMBER THAT ALL CHANGES MUST BE MADE BEFORE THE POSTING CLOSES.

UNITED STATES POSTAL SERVICE®

Welcome | [FAQ](#) | [Help](#) | [Sign Out](#) **eReassign**
RESTRICTED INFORMATION

Welcome:
ANDERSON, ARTHUR
A

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](#)
- [Reports](#)

My 21 Day Clerk Craft Only Requests
To modify your 21 Day Clerk Craft Only requests, click the following button:

Show entries

Job ID	Bid Cluster	Schedule	Hours	Skills, Schemes, License	Pay Lvl	Title	Choice #
39879483	ABBYVILLE(KS) P OST OFC - INSHD	Sat.0100.040 0;	111	-	-	700 mil es	1
42739487	ABBYVILLE(KS) P OST OFC - INSHD	Sat.0100.080 0;	168	-	-	819 mil es	2

Showing 1 to 2 of 2 entries Previous Next

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.
- [Print Submission Form](#) - Print a blank copy of the submission form to mail to employees. Include a printed version of the [Driving Disqualification Table](#).

Submission of Regular eReassign Reassignment Opportunities

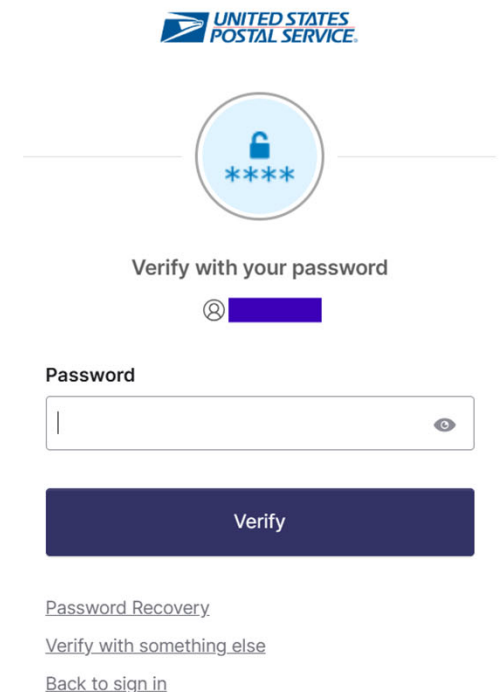
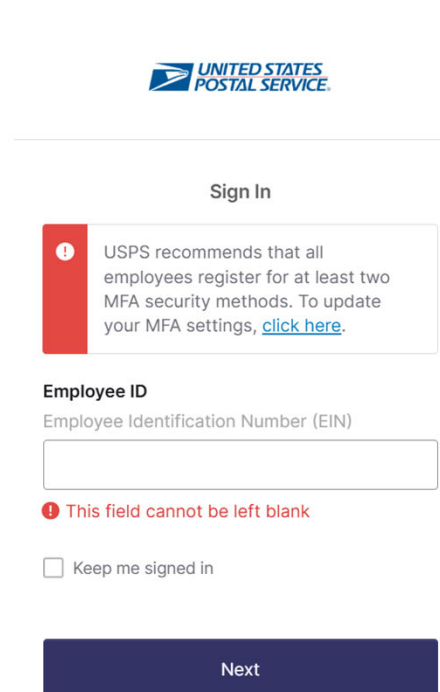
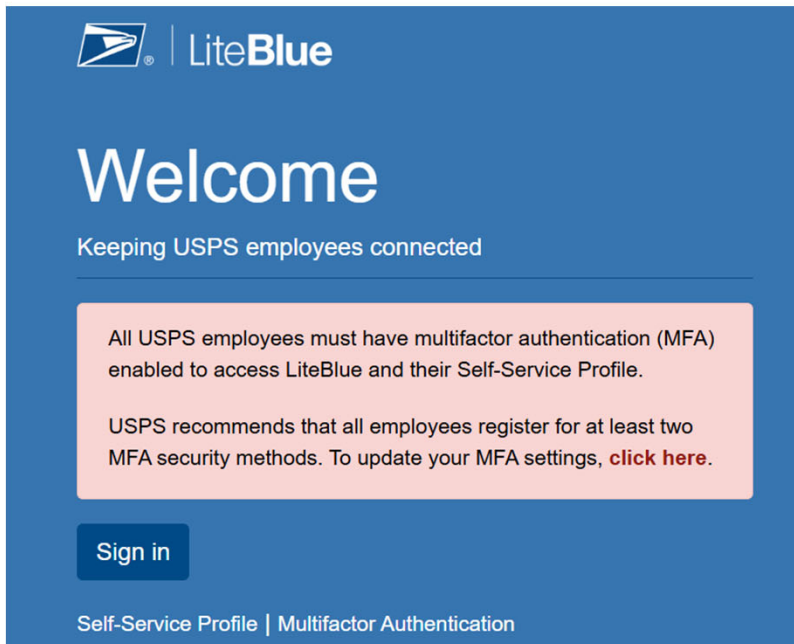
Note: There are 2 ways to submit a Regular eReassign Request.

Method 1: You can submit a request for a specific installation and craft at any time, even when there is no vacancy (this gets your name on the list for that location immediately), or

Method 2: you can submit for an installation and craft when there is an actual listed vacancy.

From the internet browser, go to <https://liteblue.usps.gov>.

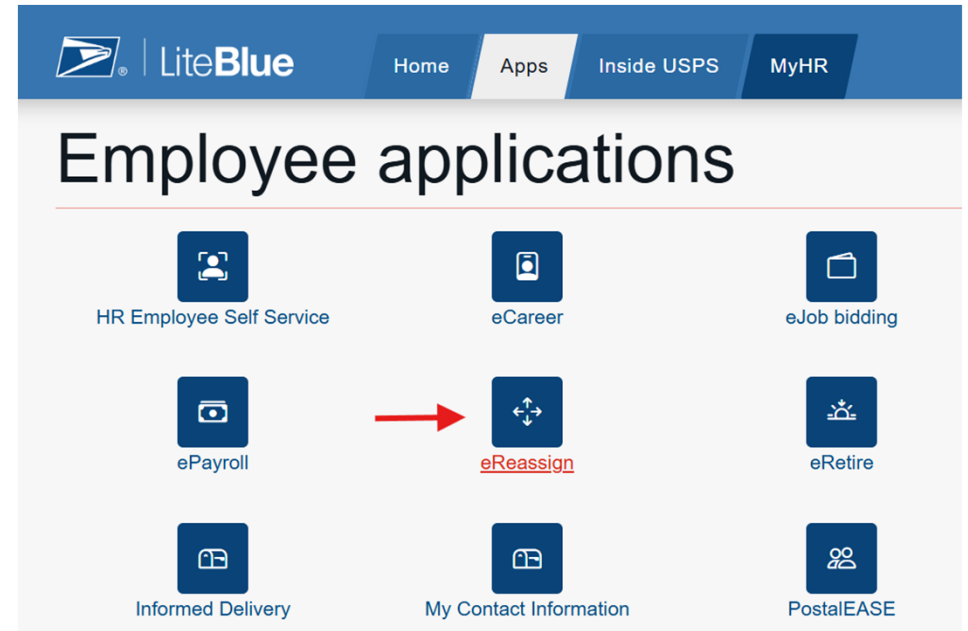
Enter Employee ID and Password to login.



After inputting your password, you must verify with the Multi-Factor Authorization (MFA) method you set up.

Utilizing eReassign

From the home page, click the “**Apps**” tab at the top. Locate and click on the “**eReassign**” application.



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

Method 1: Click “Submit a Request” at the top of the page.

UNITED STATES POSTAL SERVICE®

eReassign

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

Utilizing eReassign

 **UNITED STATES POSTAL SERVICE®**

Welcome | [FAQ](#) | [Help](#) | [Sign Out](#) **eReassign**
RESTRICTED INFORMATION

Welcome:
C_LNAME, J_FNAME
H

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 reassignment request. Each request can only be for one district, one bid cluster and up to five crafts within that bid cluster. Requests for multiple districts or bid clusters must be submitted as separate requests.

Request

Employee Name: C_LNAME, J_FNAME H

Employee ID: 50458357

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:** 8357 LONE OAK PKWY

***Home City:** JASPER

***State:** Georgia

***Zip Code:** 30143

ZIP + 4: 0000 (optional)

Email Address: (optional)

Daytime Phone Number: (optional)

***Supervisor Name:**

***Supervisor Phone Number:**

Current District: Atlanta District

Current Bid Cluster: ACWORTH(GA) POST OFC - INSHD (GA)

Current Position: MAIL PROCESSING CLERK, Level 06

City: ACWORTH

State: GA

ZIP Code: 30101

ZIP+4: 9998

Enter on Duty Date: 01/07/2015

DES ACT: 110

Seniority Date: 01/07/2015

Complete the required information.

Utilizing eReassign

You can select up to 5 craft choices per bid cluster per request. Once you select the first choice, then the second choice box will appear and so on.

When complete, click **Submit Request**. You may save as a Draft but this will automatically delete after 30 days of inactivity.

The screenshot displays a web form for reassignment. It includes the following elements:

- Months at Current Location in Present Craft:** 18 or more.
- Pay Location:** 144
- Do you have a valid state driver's license?:** Radio buttons for Yes and No.
- Acceptance of Terms:** A checkbox with a help icon and a link to the [Driving Disqualifications Table](#). Below it, instructions state: "Click the buttons below to search for crafts. Bid Cluster and craft(s) should be selected in order of preference. Each request can only be for one district, one bid cluster and up to five crafts within that bid cluster. Requests for multiple districts or bid clusters must be submitted as separate requests. You must specify a bid cluster and craft when requesting a reassignment." A note follows: "You must be qualified on the appropriate exam(s) at the time of consideration."
- State:** A dropdown menu with the text "You must first select a State."
- District:** A dropdown menu with the text "You must first select a State."
- Bid Cluster:** A dropdown menu with the text "You must first select a District."
- First Choice Craft:** A dropdown menu with the text "You must first select a Bid Cluster."
- Privacy Act:** A section titled "Please read the following." containing a text box with the following text: "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 a USPS decision concerning employment security." The text box has scroll arrows on the right side.
- Submit Request:** A button labeled "Submit Request" with the instruction: "If you would like to submit this request to the district where you requested reassignment, click the following button."
- Save Draft:** A button labeled "Save Draft" with the instruction: "If you are not finished with the request and want to complete it later, click the following button to save the request as a draft. Requests that have not been submitted within 30 days will be deleted."
- Return to Welcome Page:** A button labeled "Return to Welcome Page" with the instruction: "If you would like to Cancel this request, click the following button."
- Return to Top:** A blue hyperlink.

Utilizing eReassign

If you are an impacted employee eligible for Priority Status, there will be a message above your choices as below.

You must be qualified on the appropriate exam(s) at the time of consideration.

You have APWU priority status for request received between 06/30/2016 and 04/01/2017.

? *State:

? *District:

? *Bid Cluster:

? *First Choice Craft:

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 a USPS decision concerning employment security.

If you would like to submit this request to the district where you requested reassignment, click the following button.

If you are not finished with the request and want to complete it later, click the following button to save the request as a draft. Requests that have not been submitted **within 30 days** will be deleted.

If you would like to Cancel this request, click the following button.

[Return to Top](#)

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

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

Utilizing eReassign

If you successfully submitted a Priority Request, the confirmation will appear as below.

Welcome FAQ Help Sign Out		RESTRICTED INFORMATION
Welcome: K_LNAME, J_FNAME J	Submit Request Confirmation	
	11/29/2016	
	K_LNAME, J_FNAME J 7661 LONE OAK PKWY MINNEAPOLIS, MN 55418-0000	
	This is to acknowledge receipt of your request for priority reassignment.	
	First Choice: AFTON(MN) POST OFC - INSHD (MN) MAINTENANCE CRAFT	
	You have been identified as a member of the group of employees being excessed from MINNEAPOLIS(MN) POST OFC - INS.	
	Under the terms of the APWU Contract Extension MOU, you are given priority status for voluntary reassignment based on your Craft Seniority. Each choice on your request has been placed on Hold until one of your requested choices has a vacancy or the period of Priority Status expires on 04/01/2017. At such time, the corresponding choice on your request will be placed In Review and you will be notified in writing of the specific position for which you are being considered. Note: The End Priority Transfer Date is subject to extension if the Involuntary Excessing Effective Date is extended.	
	If you have applied for any other craft than Clerk Craft, Maintenance Craft, Motor Vehicle Craft, and Material Support Craft or any combination of these, your request will not receive priority consideration. You will be placed on the active request list by the date submitted in a status of on hold until your request has been reached.	
	If you are a Part Time Flexible Clerk from a Bid Cluster with an impact to PTF Clerks and you are applying to a Reassignment Opportunity within your District and/or 100 miles from your impacted Bid Cluster in the 21-day process, you will have until midnight (Central Time) the 21st day of the month to withdraw if you are no longer interested in reassignment. If you do not withdraw by that date and time you will be reassigned if you are the senior applicant for the PTF Clerk vacancy. If you are an APWU represented employee from a Bid Cluster with an impact to Full Time APWU jobs and you have applied for reassignment to APWU represented jobs through regular Reassignment Opportunities you will have the option of declining the offered position, but will then be removed from consideration for this choice.	
	Please do not call our bid cluster to inquire about the status of your request, as you will be notified in writing when you are being considered for a position.	
All request choice(s) will be merged into the regular eReassign requests upon the expiration of the Priority Status period. Your request will then be considered in date order based on the Submission Date.		
If, during this period, your home address changes, it will be your responsibility to update your request online to assure accurate addressing of letters informing you of the progress of your request. You may also check the status of your request online in the event that you are unable to print this letter at this time.		
If you are no longer interested in reassigning to one or more of your selected choices, you should withdraw the choice or the entire request as applicable.		
You can review and update your request at the eReassign web site. https://eReassign.usps.com		
Thank you for your interest in reassigning to the .		
Return to Welcome Page		

Method 2: Click “Search Reassignment Opportunities” at the top of the page.

This method only works when there are active postings from the 1st – 21st of each month.

The screenshot displays the eReassign portal interface. At the top left is the United States Postal Service logo. The main header is a red bar with the text "eReassign" and "RESTRICTED INFORMATION" on the right. Below the header is a navigation bar with links for "Welcome", "FAQ", "Help", and "Sign Out". The main content area is divided into several sections: "Welcome:" with a redacted name; "Mutual Swap/Trade" explaining the process; "Application to Posted Position" with a partial description; "My Requests" with a "Submit a Request" button; "Search for Bid Cluster" with "Search by State" and "Search by City" buttons; "Reassignment Opportunities" with a "Search Reassignment Opportunities" button highlighted by a red arrow; and "Administration" with links for "SO Contacts" and "HR Contacts".

UNITED STATES POSTAL SERVICE®

eReassign
RESTRICTED INFORMATION

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

Welcome:
[Redacted Name]

Mutual Swap/Trade
eReassign does not process a mutual exchange. When a mutual exchange is made between employees in the same craft and status. The exchange is different bid clusters to an unassigned status. The employees both take the seniority of the junior employee in the trade. Contact your union regarding a search of employees interested in an exchange and eligibility.

Application to Posted Position
Although you may apply for a specific

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](#)

Select a **District** from the Dropdown menu. This is required. Optionally, you select a bid cluster and position as well (this will narrow the results and may result in no results being returned).

The screenshot shows the eReassign web application interface. At the top, there is a red navigation bar with links for 'Welcome | FAQ | Help | Sign Out' and 'RESTRICTED INFORMATION'. Below this is a blue sidebar with a 'Welcome:' section and a 'Mutual Swap/Trade' section. The main content area is titled 'Active Reassignment Opportunities Search' and contains a search form. The form includes a 'Reassignment Opportunities Posting Number' text input, a '*District' dropdown menu (highlighted with a red arrow and containing 'AR-OK DISTRICT'), a 'Bid Cluster' dropdown menu (containing 'You must first select a Bid Cluster.'), and a 'Position' dropdown menu (containing 'You must first select a Bid Cluster.'). A 'Search' button is located below the form, and a 'Return to Top' link is at the bottom left of the form area.

Utilizing eReassign

Active Reassignment Opportunities meeting the criteria you selected will be displayed. **Click on the hyperlinked “Posting Number”** for any you are interested in.

Welcome | [FAQ](#) | [Help](#) | [Sign Out](#) eReassign
RESTRICTED INFORMATION

Welcome:
[Redacted]

Mutual Swap/Trade
eReassign does not process a mutual exchange. When a mutual exchange is made between employees in the same craft and status. The exchange is different bid clusters to an unassigned status. The employees both take the seniority of the junior employee in the trade. Contact your union regarding a search of employees interested in an exchange and eligibility.

Application to Posted Position
Although you may

Active Reassignment Opportunities Search Results

30 items found

Display records per page Search:

Posting Number: [361917](#)

District: AR-OK DISTRICT

Begin Date: 02/01/2026


End Date: 02/22/2026

Description: The AR-OK DISTRICT is accepting reassignment requests for a **FULL-TIME REGULAR SALES,SVCs/DISTRIBUTION ASSOC, LEVEL 06** for the **OKLAHOMA CITY(OK) POST OFC - I**.
This position has **40 Hours** per week.
The schedule for this position is **Sat/Wed/Thu/Fri - 0400-12**.
The Non-Scheduled days are **SUNTUE**.
This position has the following special requirements:

-This position requires successful applicant to qualify on: **421 EXAM**
-Other: **95756714**

Utilizing eReassign

Complete the required information. Scroll to the bottom and click “Submit Request”.



Welcome | [FAQ](#) | [Help](#) | [Sign Out](#) **eReassign**
RESTRICTED INFORMATION

Welcome:
C_LNAME, J_FNAME
H

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 reassignment request. Each request can only be for one district, one bid cluster and up to five crafts within that bid cluster. Requests for multiple districts or bid clusters must be submitted as separate requests.

Request

Employee Name: C_LNAME, J_FNAME H

Employee ID: 50458357

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:** 8357 LONE OAK PKWY

***Home City:** JASPER

***State:** Georgia

***Zip Code:** 30143

ZIP + 4: 0000 (optional)

Email Address: (optional)

Daytime Phone Number: (optional)

***Supervisor Name:**

***Supervisor Phone Number:**

Current District: Atlanta District

Current Bid Cluster: ACWORTH(GA) POST OFC - INSHD (GA)

Current Position: MAIL PROCESSING CLERK, Level 06

City: ACWORTH

State: GA

ZIP Code: 30101

ZIP+4: 9998

Enter on Duty Date: 01/07/2015

DES ACT: 110

Seniority Date: 01/07/2015

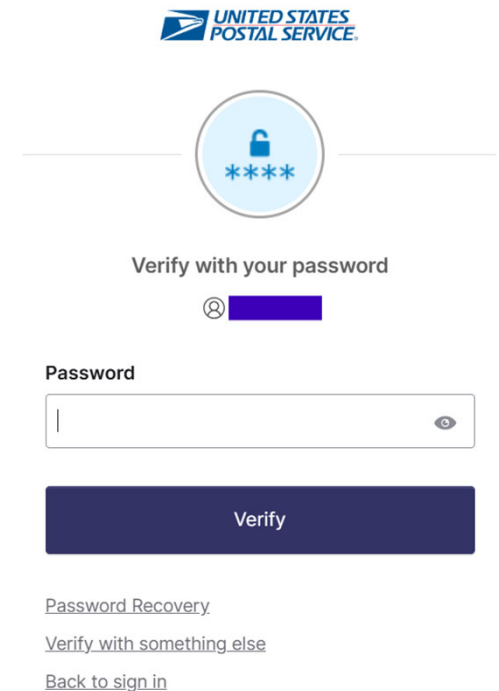
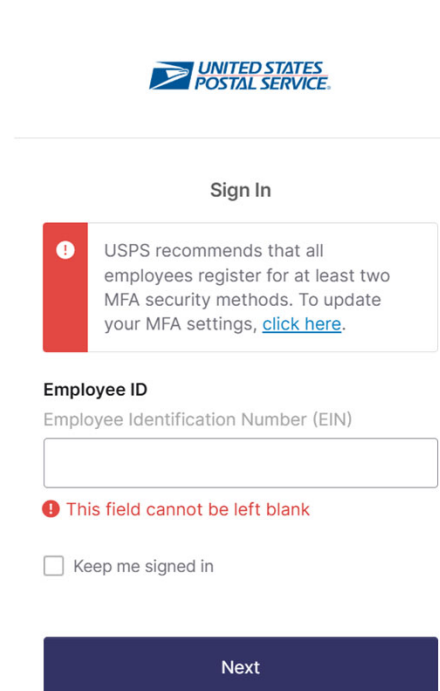
Canvassing through eReassign

A residual vacancy is posted once on a Canvass if the position is not filled prior to Step 7 of the MOU. Canvass postings are posted on the 1st – 10th or the 15th – 25th of the month.

For PTFs and PSEs: These positions are applied for through eReassign. Canvass positions will only show up if an employee's Form 50 office is within 50 miles of an office that is on the Canvass.

Submission of Canvass Opportunity through eReassign

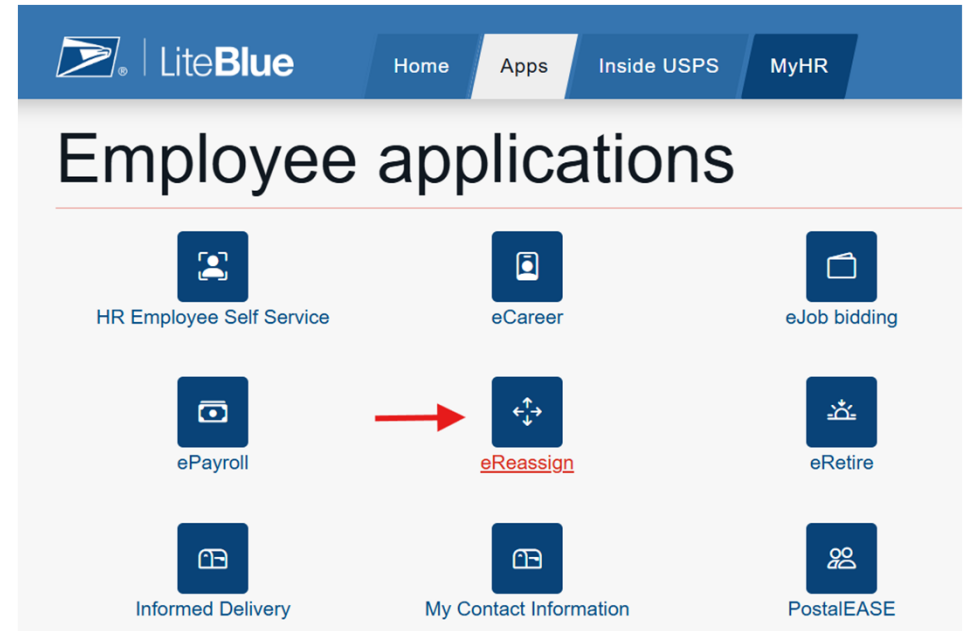
From the internet browser, go to <https://liteblue.usps.gov>.
Enter Employee ID and Password to login.



After inputting your password, you must verify with the Multi-Factor Authorization (MFA) method you set up.

Utilizing eReassign

From the home page, click the “**Apps**” tab at the top. Locate and click on the “**eReassign**” application.



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

Click “**Submit 50-Mile Canvass Request**” at the top of the page.

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>Welcome:

Mutual Swap/Trade
eReassign does not process a mutual exchange. When a mutual exchange is made between employees in the same craft and status. The exchange is different bid clusters to an unassigned status. The employees both take the seniority of the junior employee in the trade. Contact your union regarding a search of employees interested in an exchange and eligibility.

Application to Posted Position


My 50-Mile Canvass Requests

To submit a 50-Mile Canvass request, click the following button: **Submit 50-Mile Canvass Request**

Administration

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

Utilizing eReassign

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RESTRICTED INFORMATION

Welcome:
C_LNAME, J_FNAME H

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 reassignment request. Each request can only be for one district, one bid cluster and up to five crafts within that bid cluster. Requests for multiple districts or bid clusters must be submitted as separate requests.

Request

Employee Name: C_LNAME, J_FNAME H

Employee ID: 50458357

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:** 8357 LONE OAK PKWY

***Home City:** JASPER

***State:** Georgia

***Zip Code:** 30143

ZIP + 4: 0000 (optional)

Email Address: (optional)

Daytime Phone Number: (optional)

***Supervisor Name:**

***Supervisor Phone Number:**

Current District: Atlanta District

Current Bid Cluster: ACWORTH(GA) POST OFC - INSHD (GA)

Current Position: MAIL PROCESSING CLERK, Level 06

City: ACWORTH

State: GA

ZIP Code: 30101

ZIP+4: 9998

Enter on Duty Date: 01/07/2015

DES ACT: 110

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Complete the required information and then scroll towards the bottom of the page.

Utilizing eReassign

If there are vacancies, they will be shown here.

Select the vacancy/vacancies you are interested in from the left column and use the arrows in the middle to move them to the column on the right. Scroll down and click “Agree”.

If there are no vacancies, it will look like this:

 * **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 50-Mile Canvass Reassignment Opportunities.

The mileage indicated below is a radius from your current duty installation.

Available		Selected
<p>There are currently no 50-Mile Canvass Reassignment Opportunities within 50 miles of your installation. Please try again later.</p>	<p>>> > < <<</p>	