

# The Manual Bid Process

## by Trevor Payne & Kelsey Crosbie

The bidding process has evolved through the years, and like the old saying goes “What’s old is new again.” We are back to doing manual bid cards. There was a time not so long ago (think 2020 and previous), where 99% of our bids were being done electronically. We would log onto LiteBlue, go to e-bidding and hope for the best (where probably less the 1% of bids would need to be placed manually). Those days seems to be gone, like noon express mail.

Today, however we have problems logging onto LiteBlue and an increasing amount of bids needing to be done manually. The manual process can be confusing. I did my first manual bid in 2016 with over 20 years of service. Today, each bid sheet has at least one manual bid listed. Kelsey and I are here to make the manual bid process painless and easy.

Kelsey has created a “manual bid card” cheat sheet. Just fill in the corresponding boxes with the sample information and you’ll be golden. Kelsey has already seen where wrong information from management was given to a prospective bidder which would’ve resulted in the bid being invalid.

To start off, let’s look at the first page of the most recent bids.

Arrow #1 – this is the Posting number. This is printed on ONLY the first page of the bids. Don’t confuse this with the Job ID.

Arrow #2 – this is the Job ID. This is the numerical identifier for the route/T6 group that you’re bidding on.

R0576  
BC381792 Columbus(OH) Bid Clus  
KBW5N0

HUMAN CAPITAL ENTERPRISE SYSTEM  
DETAILED/ROUTE VACANCY NOTICE

REQUESTED: 04/04/2023 10:16:14  
PAGE: 1 of 5

THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

1 → POSTING NO: 305421 City Carrier  
Job ID: 95318158 CARRIER (CITY)  
Posting Reason ROUTE FACILITY  
Vacant 01021 EAST CITY  
WORK SCHEDULE: 0800-1630-30L-Su-ROT  
LDC: 21  
JOB SLOT COMMENTS: ROT COLOR: RED  
QUALIFICATIONS: VALID STATE DRIVER'S LICENSE  
LLV RHD

OPENING DATE: 04/05/2023  
KP0011 Q7 01  
DESC Park and Loop  
CLOSING DATE: 04/14/2023  
TOUR II EG: 1=Full Time  
INSP DT ADJ DT  
11/03/2007 06/06/2020

POSTING COMMENTS:  
VACATED BY: JAMES BARNES EMP ID: 1161 ON DATE: 03/24/2023

2 → Job ID: 95151702 CARRIER (CITY)  
Posting Reason ROUTE FACILITY  
Vacant 05008 EAST CITY  
WORK SCHEDULE: 0800-1630-30L-Su-ROT  
LDC: 21  
JOB SLOT COMMENTS: ROT COLOR: BLACK  
QUALIFICATIONS: VALID STATE DRIVER'S LICENSE  
LLV RHD

POSTING COMMENTS: \*MANUAL BID SUBMISSION ONLY\*  
VACATED BY: DERRICK BROWN EMP ID: 5213 ON DATE: 03/24/2023

Job ID: 95331648 CARRIER (CITY)  
Posting Reason ROUTE FACILITY  
Vacant 05021 EAST CITY  
WORK SCHEDULE: 0800-1630-30L-Su-ROT  
LDC: 21  
JOB SLOT COMMENTS: ROT COLOR: BLUE  
QUALIFICATIONS: VALID STATE DRIVER'S LICENSE  
LLV RHD

POSTING COMMENTS:  
VACATED BY: SHANAE CRADDOLPHEMP ID: 6863 ON DATE: 03/24/2023

Job ID: 95065544 CARRIER (CITY)  
Posting Reason ROUTE FACILITY  
Vacant 32029 EASTLAND  
WORK SCHEDULE: 0730-1600-30L-Su-ROT  
LDC: 21  
JOB SLOT COMMENTS: ROT COLOR: BROWN  
QUALIFICATIONS: VALID STATE DRIVER'S LICENSE  
LLV RHD

POSTING COMMENTS:  
VACATED BY: EDDIE BELCHER EMP ID: 6767 ON DATE: 03/24/2023

This is a manual bid card to bid on 1 (one) route. The top three boxes are self-explanatory.

“Posting Number”, enter the 6 digit number located on the bid sheet as shown in Arrow #1 above.

“Seniority Date”, You can get this from the branch website ([nalc-branch78.org](http://nalc-branch78.org)). Scroll to the bottom of the home page and look at either of the relevant rosters. You can also get this from management at your office.

“Position Number, Route Number or Position Title”, enter the Job ID as shown in Arrow #2 above.

“Location”, enter the name of the station that you are bidding TO.

“Choice Number”, will always be 1 (one), since you’re bidding on a single route/T6.

“Present Assignment”, your current route number (last 2 digits of zip code followed by 2 digit route number).

“Craft”, enter City Carrier.

“Position Title”, enter City Carrier or T6.

“Level”, enter Q1 or if a T6 then it would be Q2.

“Pay Location”, enter the name of your station.

Make sure to sign and date the form.

UNITED STATES POSTAL SERVICE		Bid for Preferred Assignment	
Name (Print or type name Last, First, and MI)		Employee Identification Number (Located on pay stub)	
Seniority Date			
Posting Number 6 DIGIT # AT TOP OF PAGE 1 OF BID POSTING - REFER TO ARROW #1		Position Number, Route Number, or Position Title "JOB ID:" - REFER TO ARROW #2	
Location STATION YOU ARE BIDDING TO		Choice Number 1	
<p>The Law (39 U.S.C. Code 1002) prohibits political and certain other recommendations for appointments, promotions, assignments, transfers, or designations of persons in the Postal Service™. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.</p> <p><b>Privacy Act Statement:</b> Your information will be used to determine your qualifications and suitability for a preferred assignment. Collection is authorized by 39 U.S.C. 1001. Providing the information is voluntary, but if not provided, you may not receive full consideration for the assignment. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; on official bulletin boards in Postal Service facilities, and to managerial organizations recognized by USPS.</p>			
Present Assignment CURRENT ROUTE #	Craft CITY CARRIER	Position Title CITY CARRIER OR T6	Level Q1 OR Q2 FOR T6
Pay Location CURRENT STATION	Signature of Applicant		Date Submitted (MM/DD/YYYY)

PS Form 1717, June 2009 (Front) PSN 7530-02-000-7384

The steps for bidding on multiple routes are pretty much the same with only minor differences.

“Position Title” is your CURRENT position (unlike a single bid where it’s the Job ID of the assignment you’re bidding on).

As you can see here, you will then list the choice of bids in order of preference. Your most desired route would be choice #1, then #2, #3, etc...

You don’t however need to bid on every route on the bid sheet, only on the routes you want a shot at.

That’s pretty much it. As always, make sure to sign and date the form.

You have multiple ways to submit the forms. I would suggest going to the union hall to have it faxed with a confirmation receipt. Management can also scan the form and email it to Joy’Ell Sims. Once again, make sure your get a confirmation that it was sent. Keep a copy of all relevant paperwork in case something happens (junior carrier was awarded the bid for example).

Lastly, you can get either of the manual bid cards from the branch website at [nalc-branch78.org](http://nalc-branch78.org)

Good Luck!  
May the odds be ever in your favor!

UNITED STATES POSTAL SERVICE®		Preferred Assignment Multiple Bid Card	
Personal Information			
Name (Print or type name Last, First, and MI)		Employee Identification Number (Located on pay stub)	
Posting Number/Notice Number 6 DIGIT # AT TOP OF FIRST PAGE OF BID POSTING REFER TO ARROW # 1		Seniority Date	
Present Assignment			
Craft CITY CARRIER		Pay Location CURRENT STATION	
Position Title CITY CARRIER OR TV		Route Number (Carrier) CURRENT ROUTE #	
Choice	Position Number	Choice	Position Number
1	LIST JOB ID #'s IN	16	
2	ORDER OF BID	17	
3	PREFERENCE	18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
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		41	
		42	
		43	
		44	
		45	
Applicant's Signature (See Reverse for Privacy Act Statement)		Date Submitted (MM/DD/YYYY)	