

## JOB BID MANAGEMENT FAQs

This document contains Frequently Asked Questions (FAQs) regarding the process and activities related to employees and Job Bid Management.

### Table of Contents

#### [1.0 General](#)

## 1.0 GENERAL

### What does “abolish” refer to?

It is a management decision to reduce the number of occupied duty assignment(s) in an established section and/or installation.

### What is “automated bidding”?

It is the ability to submit bids for positions through the use of telephone and computer applications.

### What is an “award notice”?

It is an announcement document listing the senior/successful bidder(s) of a corresponding posting.

### What does “best qualified” refer to?

It is a selection method for identified APWU positions.

### What is a “bid”?

It is a request by a bargaining unit employee to be considered for a posted position.

### What is a “bid cluster”?

It is a group of facilities for which all employees at each facility can bid on posted positions at any other facility. Seniority within a craft is defined across all facilities in the cluster.

### What is a “bid status”?

It is the current status of an employee's submitted bid against a posted position.

### What is a “bid withdrawal”?

It is the act of canceling a previously submitted bid within the open period of a posting.

### What is a bidding computer?

It is a Postal owned computer used by bargaining unit employees to submit position bids electronically.

### What does CA stand for within Job Bid Management (JBM)?

It is the system identifier of City Carrier.

**What does CC stand for within JBM?**

It is the system identifier of Complement Committee.

**What does CK stand for within JBM?**

It is the system identifier of Clerk.

**What does COB stand for?**

It is an acronym for Close of Business.

**What is the role of a Complement Committee?**

It is responsible for reviewing all activities involving complement including movement of personnel within and outside of the District.

**What is a “Cost Center”?**

It is the equivalent of an installation's "Finance Number."

**What is a “craft”?**

It is a position for which a union has secured exclusive recognition at the national level. USPS crafts include City Carriers, Clerks, Mail Handlers, Rural Carriers, Maintenance Employees and Motor Vehicle Employees, each representing a specific craft.

**What is a “craft ID”?**

It is a two letter code that identifies the craft; e.g. CA (City Carrier), CK (Clerk), or MH (Mail Handler).

**What does a “delimit”?**

It is the replacement of the end date of a validity period of a record with one that occurs sooner.

**What is a “draft posting”?**

It is a preview of a posting which provides the bid cluster the opportunity to confirm the requested changes from the vacancy report are complete and accurate.

**What does “EE” stand for within JBM?**

It is the system identifier for Employee.

**What does “EG” stand for within JBM?**

It is the system identifier for Employee Group (equivalent - Employee Designation).

**What does “ESG” stand for within JBM?**

It is the system identifier for Employee Sub Group (equivalent - Employee Activity).

**What does “ESS” stand for within JBM?**

It is the system identifier for Employee Self Service which allows employees to display and maintain personal contact information, look up a colleague's contact information and access a personal workflow box.

**What does “MH” stand for within JBM?**

It is the system identifier of Mail Handler.

**What does “NLT” stand for within JBM?**

It is the system identifier for “No Later Than.”

**What does “NOA” stand for within JBM?**

It is the system identifier for Nature of Action as described on a PS Form 50.

**What is an “effective date”?**

It is the date on which an action is active.

**What does EIN stand for?**

It is an acronym for Employee Identification Number.

**What is an eligible bid?**

It is a bid submitted by a bargaining unit employee within the guidelines and timeframe set forth in the National Labor Agreements.

**Who is designated as an eligible bidder?**

An eligible bidder is an employee whose bid is included in the processing for posted positions as determined by the National Labor Agreements.

**What is “excess”?**

It is a term used to describe a situation in which the number of employees in a section, craft or installation, needs to be reduced more rapidly than can be effected through attrition.

**What is “excessing”?**

It is the process of reassigning an employee who has been identified as being excess to the needs of another section, craft, or installation.

**What is a “finalized posting”?**

It is the official document distributed and displayed, inviting employees to bid on vacant positions.

**What does FTF stand for within JBM?**

It is the system identifier for a Full-time Flexible Employee.

**What does FTR stand for within JBM?**

It is the system identifier for a Full-time Regular Employee.

**What does HCES stand for?**

It is an acronym for Human Capital Enterprise System - USPS HR computer system using SAP software to support Postal employee's human resource needs.

**What does NTFT stand for within JBM?**

It is the system identifier for a Non-traditional Full-time Employee.

**What is an “HR Generalist Principal”?**

It is the District human resources contact.

**What does HRSSC stand for?**

It is an acronym for Human Resources Shared Service Center located in Greensboro, North Carolina.

**Who is considered an “incumbent employee”?**

An incumbent employee is an employee currently holding a duty assignment.

**What is an “initial vacancy”?**

It is a bid assignment which has been newly created or newly vacated.

**What does IVR stand for?**

It is an acronym for an Interactive Voice Recognition System used at the HRSSC when employees call and conduct transactions utilizing a phone.

**What is the JB1000?**

It is a job bidding worksheet submitted with a completed vacancy report that carries posting instructions.

**What is the JB1050?**

It is a job bidding worksheet used by authorized automated bid clusters to request a vacancy report for the purposes of providing posting information where no posting cycles have been established.

**What is the JB1100?**

It is a job bidding worksheet used by District Local Services to communicate live bid information to the SSC (Shared Services Center).

**What is the “eHRSSC automated forms application”?**

It is an online application that centralizes and streamlines human resource personnel actions. This application eliminated eleven HR worksheets and consolidated their contents into five automated and interactive forms.

**What is the JB1300?**

It is a job bidding worksheet used to document information necessary for the management of occupied positions.

**What is the JB1400?**

It is a worksheet used to document bargaining unit training and qualification information for HRSSC processing.

**What is the JB1500?**

It is a job bidding worksheet used to document posting schedule information annually in November from the field to local services. It is an optional worksheet.

**What does JBM stand for?**

It is an acronym for Job Bid Management.

**What is the JBM Toolkit?**

It is an Intranet site located on the HR website under the “Professional Portal” section which contains job bidding information and worksheets.

**What is the definition of a “job” within JBM?**

It is a general classification of duties. It is also referred to as an occupation code.

**What is a “Job ID#”?**

It is a number that is assigned to a job, or occupation code, for identification.

**What is a “key position”?**

It is a position that is used as a benchmark or model in the creation of standard positions.

**What is a “kiosk”?**

It is a stand-alone computer station providing HR information and services at selected facilities.

**What does LDC stand for?**

It is an acronym for Labor Distribution Code.

**What does LMOU stand for?**

It is an acronym for Local Memorandum of Understanding. A LMOU is a negotiated agreement between local management and the local union and established under the provisions of Article 30 of the national agreement.

**What are “local services”?**

Local services are District/PC office/departments which support and coordinate personnel activities with the HR SSC, managers, and employees.

### **What is the “managers' portal”?**

See “What does MSS stand for?”

### **What is a “manual bid”?**

It is a PS1717 or local equivalent used by bargaining unit employees to record and submit bids for posted positions for which they wish to be considered.

### **What does MSS stand for?**

It is an acronym for Management Self Service. The managers' portal provides managers/supervisors, who are designated as chiefs, the ability to log in and view information and resources to help manage their workforce, perform administrative tasks, and assist their employees with qualification and skill development.

### **What does MVO stand for?**

It is an acronym for Motor Vehicle Operator.

### **What does MVS stand for?**

It is an acronym for Motor Vehicle Services.

### **What is an “occupied position”?**

It is a position that is currently being filled by an employee.

### **What is “Outlook”?**

It is the electronic mail (e-mail) program used by HCES and the Postal Service to communicate and exchange documents.

### **What does LD&D stand for?**

It is an acronym for Learning, Development & Diversity which is the District's training and diversity department.

### **What does PIN stand for?**

It is an acronym for Personal Identification Number.

### **What is a “position number”?**

It is an 8-digit number that is assigned to a position for identification.

### **What is a “position status code”?**

It is a code identifying the status of a position, i.e. 01=withheld; 02=bidding; 03=abolished.

### **What does POT stand for?**

It is an acronym for Post on Request which is an automated bid cluster that post bids infrequently, with no established schedule and are authorized by the HRSSC to use the JB-1050 to initiate an automated posting cycle.

---

**What is a “posted position”?**

It is a position that is currently posted for bid.

**What is a “posting close date”?**

It is the date the posting closes to employee bidding.

**What is a “posting coversheet”?**

It is a locally generated document used by some Districts to communicate additional information beyond what is contained on the standard Vacancy Notice (posting). The JB1000 is sometimes referred to as the posting coversheet.

**What is a “posting number”?**

It is a number that is assigned to a posting for identification.

**What is a “posting open date”?**

It is the date that a posting opens and is available for employee bidding.

**What is a “posting reason”?**

A posting is vacated, reposted, or newly created.

**What is a “posting schedule”?**

It is a listing developed in November of scheduled postings for the next calendar year along with open and close dates. It is developed locally for each automated bid cluster by craft.