

Contract Administration Unit

Brian Renfroe, Executive Vice President
Lew Drass, Vice President
Christopher Jackson, Director of City Delivery
Manuel C. Peralta Jr., Director of Safety and Health
Ron Watson, Director of Retired Members

Voluntary reassignments

Article 12 of the National Agreement sets forth the process used when letter carriers wish to voluntarily transfer from one installation to another. It states:

Section 6. Transfers

- A. Installation heads will consider requests for transfers submitted by employees from other installations.
- B. Providing a written request for a voluntary transfer has been submitted, a written acknowledgment shall be given in a timely manner.

These provisions must be read along with the Memorandum of Understanding (MOU), Re: Transfers included in Article 12 to determine the rules governing the request. While the process for submitting the request is the same regardless of the circumstances, the rules vary depending on the location of the transfer request. The MOU comprises two sections that define the two categories of transfers:

1. Reassignments (transfers) to other geographical areas.
2. Local reassignments (transfers).

Determining which section governs the request depends on the location of the installation where the employee wishes to transfer. Transfers under Section 1 of the MOU are to any installation unless they are defined as local transfers in Section 2. Local transfers are defined in Section 2 as reassignments to an installation in the current or adjacent districts.

The only difference between the two types of transfers is the lock-in period employees must serve prior to submitting their request. For transfers covered by Section 1, letter carriers must be employed for at least one year in their current installation prior to the request. For transfers under Section 2, the lock-in period is 18 months.

There are two exceptions to both lock-in periods. One exception is granted if a letter carrier who previously transferred wants to return to their former installation. In this case, there is no lock-in period. The second exception may be granted if the installation head of the current installation releases the employee early. Keep in mind that newly converted career employees also must serve this lock-in period, and time spent as a CCA does not count toward the minimum service time requirements discussed above. This issue is covered in the Questions and Answers 2011 USPS/NALC National Agreement (M-01870) dated March 16, 2016:

28. After a CCA becomes a career employee does he/she serve a lock-in period for transfers as defined by the Memorandum of Understanding, Re: Transfers?

Yes.

Employees have two options for submitting their requests; however, regardless which option is used, the request will be entered in eReassign. This is the automated system

used by the Postal Service to administer transfer requests. This program may be accessed either online at liteblue.usps.gov, through the Postal Service intranet for employees with computer access at work, or through the self-serve kiosks located in some facilities.

The first option is for an employee to submit a written request to human resources (HR) in the installation where they want to transfer. The employee should keep a written record of the request. In addition, HR is required to provide the employee with written confirmation of the request.

The second option is to submit the request through eReassign using one of the options listed above; however, most letter carriers will use LiteBlue for their submission. To log into LiteBlue, employees will need their employee identification number (EIN) and password. Once the employee logs in, eReassign is accessed by the “My HR” tab at the top of the page and then by clicking on “Access eReassign.” Accessing eReassign requires the employee to log in again using their EIN and password.

After logging in, employees can submit a request if they know the installation and craft into which they want to transfer. If they do not know which craft positions are employed in offices that they desire to work in, eReassign allows them to search by city or state. Keep in mind that even though an office may have letter carrier craft employees, a vacant position may not be available at the time of the request. In that case, employees should still request a transfer to the installation, because when a position does become available, all individuals who request transfer into that installation will be considered in the order in which the requests are made.

Employees may submit an unlimited number of transfer requests; however, each request expires one year from the date of submission. If a request is placed in review in eReassign because transfers are being considered to fill a vacancy, it will be automatically extended for one year. If the request is never in review, the employee is responsible for renewing the request, which may be done within 90 days of the expiration date. If an employee fails to renew the request, any new request will be placed in an order based on the date of the new submission.

It is very important that letter carriers monitor their transfer requests and do not allow them to expire. If a transfer request expires, employees must submit a new request if they still wish to transfer to that installation. Again, transfer requests are considered in the order in which they are received, and a newly submitted request will cause the employee to start over in the process. This could result in their missing out on a transfer opportunity that they would have otherwise been offered.