

KNOWLEDGE IS POWER

K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

Getting it Right

“Do Not Bend” Marking

“Do Not Bend” is not a valid marking on mailpieces because we cannot guarantee that they will not be bent or folded during processing and delivery. If a customer has already marked a piece “Do Not Bend,” do not refuse it, but let them know that, if they do not want their mailpieces bent, they should

prepare them as parcels using boxes or similar hard containers.

Do not charge parcel rates for a mailpiece that qualifies for flat rates simply based on a “Do Not Bend” marking. If you have questions, please contact your business mail entry manager.

ISSUE 8

Blue’s Clues



NAVIGATING THE BLUE PAGE

TIME-SAVING PFP TOUCHDOWN.

Because fiscal year 2007 End-of-Year (EOY) activities are open at the same time as FY 2008 objective setting activities, evaluators can score time savings by completing multiple parts of the Pay-for-Performance process at a single time.

Once an employee has recorded his or her FY 2007 EOY accomplishments, an evaluator can hold both discussions — 2007 EOY accomplishments and 2008 objectives — with an employee at the same time. The employee can then record his or her 2008 objectives and the evaluator can use PES to record comments for employee’s FY 2007 accomplishments and discussion date; and approve FY 2008 objectives at the same time.

If you haven’t yet completed your actions, visit the PFP website to view guidance and PES quick-start guides to help you complete them. Then, access the Performance Evaluation System.

T.O.T.S Tools Of the Trade

Psst.....It’s Free

Word is getting out. 1-800-YellowPages (1-800-935-5697) is FREE in your area.

From any phone, there's just one number to find restaurants, shops, hotels and more. Search local and nationwide listings by name, or search by category. No matter how you search — it's FREE. You don't even have to be an AT&T customer.

Make sure you are never caught without a number — program 1-800-YellowPages (1-800-935-5697) into your phone now.

Get FREE directory assistance in AL, AR, CA, CO, CT, FL, GA, IL, IN, KS, KY, LA, MA, MI, MN, MS, MO, NV, NY, NC, OH, OK, OR, PA, SC, TN, TX, WA and WI.

Open Season Is Here!

Open Season for employee benefits begins Nov. 12

Beginning Nov. 12, you can update your health benefits, dental and vision coverage, sign up for flexible spending accounts, adjust your Thrift Savings Plan contributions and elect annual leave exchange.

Or not. It’s up to you.

Starting Monday, employees can make changes in their Federal Employee Health Benefits (FEHB) coverage, including the Federal Employees Dental and Vision Insurance Program (FEDVIP). The deadline to make changes in FEDVIP is midnight, ET,

Dec. 10. Open Season for FEHB ends at 5 p.m., CT, Dec. 11.

Open Season for flexible spending accounts also begins Nov. 12 and lasts until 5 p.m., CT, Dec. 29. Open Season for the annual leave exchange begins Nov. 15 and ends at midnight Dec. 15.

You can make changes to all these programs online or by telephone. On the Internet, go to <https://liteblue.usps.gov> and select PostalEASE under Employee Self Service, or access PostalEASE at <http://blue.usps.gov>. If you prefer, call the Employee Service line at 877-477-3273 and select



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