



January 26, 2011

Mr. Cliff Guffey
President
American Postal Workers Union,
AFL-CIO
1300 L Street, N.W.
Washington, D.C. 20005-4128

Dear Cliff:

This is to advise you that implementation of a Human Capital Enterprise System (HCES) upgrade is scheduled to begin Friday, January 28 at 12:01 p.m., CST. We anticipate the upgrade will be completed by Monday, January 31 at 6:00 a.m., CST. During this period, posting and bidding assignments for clerks, city letter carriers, rural carriers, and mail handlers through HCES will be unavailable.

All postings that are scheduled to close during the upgrade will be extended until Tuesday, February 1 at 11:59 p.m., CST. The extension of each affected posting will not impact or change placement effective dates.

The introduction page of relevant Employee Self Service applications including web bidding and phone bidding will announce that the system is unavailable and will be available on Monday, January 31.

If you have any questions concerning this matter, please contact Hallie Kline at extension 5656.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs