

January 28, 2015

MEMORANDUM FOR: ALL EMPLOYEES
SUBJECT: PERSONNEL CHANGE ORDER 2015-#4

Tracey Brooks is fully qualified on **Job ID 95243575**, Bulk Mail Technician, PS-07, Charlotte L&DC, Qualifications: Valid State Driver's License, 425 Business Mail Entry Prereq, 427 Business Mail Academy Exam, 714 Typing Test-Low, PAA: Detached Mail Unit Responsibilities, job requires lifting and bending, when not needed in the BME will have collateral duties in the plant or CSS. Will be required to pass the CBT 425 Exam (as well as the 714 typing test, view video and 2 hr self study course) as prerequisite for attending Business Mail Academy at Norman OK and pass all Exams/Tests as part of the BMEU training, Schedule: 1200-2030-30L, SDO Sat/Sun, **effective Saturday, February 7, 2015.**

Per the request of the APWU, the following clerk jobs not be awarded due to an issue with the principle assignment area: These jobs will be reposted on the posting that opens 2/11/2015.

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On PCO 2014-#39, Phillip Marlowe was reassigned to the Mid-Carolinas District effective November, 29, 2015 to the Charlotte P&DC Tour 1 Level 6.

Due to an administrative error, Mr. Marlowe was not added to the list of junior full-time employees within the section (PCO 2014-#40) as being excess to the needs of the section.

Effective February 7, 2015 you will become an unassigned regular and involuntarily reassigned.

Nancy Daugherty
Human Resources Specialist