

Attached is the document "Alternate Work Arrangement 10 Hours/4 Day Work Week Pilot Program Minneapolis Information Service Center".

The document contains the procedures to be used in the implementation of the Alternative Work Schedule in the Wilkes-Barre IBSSC.

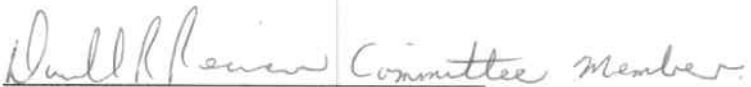
For the purposes of determining work schedule selection, the supervisory units are:

- Product Tracking System
- USPS.COM applications
- CCM applications
- SCM applications
- Blue/Lite Blue/WEBEIS
- Any application not covered by the above.

(See section 6.0, paragraph 2, page 4).

If you would like to change your schedule to a 10 hour 4 day work week, complete the attached form and return it to Audrey Graham no later than noon on Wednesday, November 12. From this point forward, the opportunity to enroll in the Alternate Work Arrangement will occur twice a year and will coincide with Daylight Savings Time changes.

  
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Manager IBSSC

  
Patrick J. Garvey  
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