



July 14, 2023

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JUL 18 2023
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Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service is updating the Enterprise Resource Management System (eRMS) database to align with the current Postal organization. The update will eliminate two databases (eRMS Pacific and eRMS Great Lakes) and rename the remaining five to align with the present Postal structure.

Given eRMS is a tool to manage absences, during this update the Enterprise Leave Request Application (eLRA) and the Interactive Voice Response (IVR) will be temporarily unavailable from July 18, at 3 a.m. Central Time until July 20, 3 a.m. Central Time. Employees should contact their supervisor or manager for unscheduled leave requested during this time.

Enclosed is the Stand Up Talk, *TACS/eRMS Instances and Names* chart, and *TACS/eRMS Timeline Chart* relevant to this matter.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that reads "Lloyd".

^{FOR} James Lloyd
Director
Contract Administration (NALC)

Mandatory Stand-Up Talk

July 10, 2023

IVR, ELRA temporarily unavailable for some employees

The Postal Service will make upgrades the week of July 17 to the Interactive Voice Response system, also known as IVR, and the Enterprise Leave Request Application, also known as ELRA.

Some employees will be unable to access these programs from Tuesday, July 18, at 3 a.m. Central Time until Thursday, July 20, at 3 a.m. Central Time.

During this interval, if you're unable to use the IVR or ELRA to request unscheduled leave, you should make every effort to contact your manager or supervisor.

All policies concerning leave remain in effect during this outage. This includes the requirement to submit PS Form 3971, Request for or Notification of Absence.

If you need to request leave during this interval, submit a completed PS Form 3971, Request for or Notification of Absence, upon your return to work.

Thank you for listening.

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TACS/eRMS Instances and Names

Current TACS/eRMS Instances & Names	
TACS/eRMS01	TACS/eRMS01 Northeast ROLE NAME
TACS/eRMS03	TACS/eRMS03 Capital ROLE NAME
TACS/eRMS05	TACS/eRMS05 Eastern ROLE NAME
TACS/eRMS08	TACS/eRMS08 Great Lakes ROLE NAME
TACS/eRMS09	TACS/eRMS09 Southern ROLE NAME
TACS/eRMS10	TACS/eRMS10 Western ROLE NAME
TACS/eRMS11	TACS/eRMS11 Pacific ROLE NAME

Re-Aligned TACS/eRMS Instances & Names by End of FY 2023	
TACS/eRMS01	TACS/eRMS01 Atlantic ROLE NAME
TACS/eRMS03	TACS/eRMS03 Headquarters ROLE NAME
TACS/eRMS05	TACS/eRMS05 Central ROLE NAME
TACS/eRMS09	TACS/eRMS09 Southern ROLE NAME
TACS/eRMS10	TACS/eRMS10 West-Pac ROLE NAME

TACS/eRMS Timeline Chart

DRA #	PP for Moves	Start Date	Moves	Moves	Moves
#1 TACS/eRMS11 moves (Decommission)	PP 2023-13	06/06/2023	11 to 10		11 to 03
#2 TACS/eRMS08 moves (Decommission)	PP 2023-16	07/18/2023	08 to 05	08 to 09	08 to 03
#3 TACS/eRMS01 moves	PP 2023-17	08/01/2023	01 to 09		01 to 03
#4 TACS/eRMS05 moves	PP 2023-18	08/15/2023	05 to 01	05 to 09	05 to 03
#5 TACS/eRMS09 moves	PP 2023-19	08/29/2023 (2H)	09 to 10		09 to 03
#6 TACS/eRMS10 moves	PP 2023-21	09/26/2023	10 to 05		10 to 03
#7 TACS/eRMS03 #1 moves	PP 2023-22	10/10/2023 (1H)	03 to 01	03 to 05	
#8 TACS/eRMS03 #2 moves	PP 2023-23	10/24/2023	03 to 09	03 to 10	