



March 11, 2022

Mr. Ivan D. Butts  
President  
National Association of  
Postal Supervisors  
1727 Kings St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 2452

Dear Ivan:

This letter is in further reference to the Postal Service notice dated October 8, 2020 (enclosed), regarding the Postal Service's partnership with the General Services Administration (GSA) to provide the biometric capture of fingerprints for the activation of Personal Identification Verification (PIV) cards for newly hired federal personnel. The Postal Service is planning to expand this program in phases to additional sites over the next two years.

As previously informed, the GSA has enlisted the Postal Service's assistance with credential verification during the hiring process. The GSA USAccess is a program that provides federal government agencies with identity credential solutions. Retail employees will use the program to enter applicant data for verification processing and PIV card activation.

Listed below are the proposed locations, by District and site, included in the first phase of the subject expansion:

- New York 1 District
  - Midtown Post Office
- Virginia District
  - Falmouth Post Office
- Florida 2 District
  - Lakeland Post Office
- Texas 2 District
  - University Post Office
- Texas 3 District
  - San Marcos Post Office
- California 2 District
  - Arden Post Office

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shannon Richardson', with a long horizontal flourish extending to the right.

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosure



October 8, 2020

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7019 2280 0001 7461 2059

Dear Brian:

As a matter of general interest, the Postal Service is partnering with the General Services Administration (GSA) to provide the biometric capture of fingerprints for the activation of Personal Identification Verification (PIV) cards for newly hired federal personnel. The partnership gives an efficient, economical and secure structure to support GSA's needs.

The GSA has enlisted the Postal Service's assistance with credential verification during the hiring process. The GSA US Access Service is a program that provides federal government agencies with identity credential solutions. Retail employees will use the program to enter applicant data for verification processing and PIV card activation. The process for activating the PIV card will include:

- GSA applicants receive an email notifying them to schedule an appointment for registration at the Postal retail facility.
- Retail Clerks will review the acceptable forms of ID presented, take the individual's photo, capture the individual's fingerprints (using biometric fingerprint reader) and transmit the information to GSA for credential verification.
- Approximately two weeks later, the applicant will receive an email indicating the PIV card is ready for pick up at the Postal retail facility, the applicant will schedule another appointment to return to the Postal retail facility.
- Retail Clerks will again verify the applicants ID and fingerprints and the applicant will enter his/her Personal Identification Number (PIN) for card activation.
- Retail Clerks will give the PIV card to the applicants. When needed, the applicant can return to have the PIV card rekeyed for new work assignments.

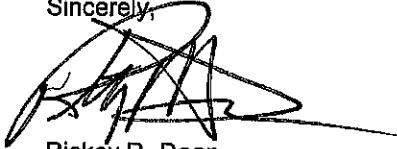
The subject program is scheduled to begin November 5 in the Atlantic Area. The pilot sites are listed below, by District and site:

- Capital District
  - Ben Franklin Post Office
  - National Capitol/Dorothy Height Post Office
  - Suitland Post Office
  - Temple Hills Post Office

- Northern Virginia District
  - Herndon Post Office
  - Reston Post Office
  - Merrifield Post Office

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rickey R. Dean', with a long horizontal line extending to the right.

Rickey R. Dean  
Manager  
Contract Administration (APWU)