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UNITED STATES
POSTAL SERVICE

March 17, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service is revising the information security policies related to the employees' password criteria for their Self-Service Profile (SSP). The self-service password created in SSP is used to access a range of resources, including, LiteBlue, PostalEase, ePayroll, eRetire, eOPF, eReassign, IdeaSmart (external), and HERO (external).

Strong and unique passwords act as the first line of defense against potential cyberthreats. To better secure personal information, all employees will be required to reset their SSP password to meet the new password requirements. This change will take effect on April 24, 2022. After the April 24, 2022, effective date, all employees will be required to reset their SSP password using the new password requirements. Once reset, the new password will be immediately available to access applications.

The new password requirements are as follows:

- SSP passwords must be 15 characters in length.
- The last 5 passwords cannot be re-used.
- The password cannot contain the employee's first name, last name or Employee Identification Number (EIN).

Prior to the new password requirements taking effect, there will be a mailing to all employees to inform them of this change and the requirement to reset their password.

If you have any questions on this matter, please contact Bruce Nicholson at extension 7773.

Sincerely,

David E. Mills
Director
Labor Relations Policies and Programs