



September 12, 2022

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

Certified Mail Tracking Number:
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Dear Ivan:

As a matter of general interest, the Postal Service is partnering with the Department of Health and Human Services (HHS) for the activation of Personal Identification Verification (PIV) cards for newly hired federal personnel.

The HHS has enlisted the Postal Service's assistance with credential verification during the hiring process. The HHS Mobile Credentialing Unit (MCU) is a program that provides HHS with identity credential solutions. Postal Service 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:

- HHS 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 HHS for credential verification.
- The applicant will receive an email indicating the PIV card is ready for pick up at the Postal retail facility and the applicant will schedule another appointment to return to the Postal retail facility for pick up.
- 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 applicant. When needed, the applicant can return to have the PIV card rekeyed for new work assignments.

Testing for the subject program is scheduled for four months beginning late October. The initial pilot sites are listed below, by Area, District and site:

- Atlantic Area, Virginia District, Fredericksburg Post Office, Fredericksburg, Virginia
- Atlantic Area, Virginia District, Preston King Post Office, Arlington, Virginia
- Southern Area, Florida District, Casselberry Post Office, Casselberry, Florida

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". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Shannon Richardson
Director
Contract Administration (APWU)