

LABOR RELATIONS



February 26, 2024

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Mr. Ivan 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 issuing a mandatory stand-up talk (SUT) entitled, *Never Share Your ACE Password with Others*. The purpose of this SUT is to remind employees to protect their ACE password, including not sharing their ACE password with anyone.

Enclosed is a final copy of the SUT, *Never Share Your ACE Password with Others*.

Please contact Lindsey A. Butler at extension 7194 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce A. Nicholson".

For Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosure

Mandatory Stand-Up Talk

Feb. 26, 2024

Never share your ACE password with others

The Postal Service is reminding employees that it is against policy to share ACE passwords with anyone.

Sharing credentials can expose USPS and employees to unnecessary, preventable and security-related risks. Once you share your credentials with anyone else, you have no control over how your information may be used.

Always follow these tips:

- Don't write your password on a sticky note and attach it to your computer or monitor.
- Don't use a retired or separated employee's logon information to access any Postal Service system.
- If you're a manager or supervisor, don't ask employees to share their passwords with you or others.

If your password has been disclosed or compromised, change it immediately and notify the USPS Cybersecurity Operations Center by calling 866-877-7247 or sending an email to CyberSafe@usps.gov.

Information security requirements on passwords are in Handbook AS 805-C, Information Security Requirements for All Personnel, available on PolicyNet on Blue. For more information, go to the CyberSafe at USPS pages on Blue or LiteBlue.

Thank you for listening.

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