



July 27, 2018

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

Dear Brian:

As a matter of general interest, the Postal Service plans to revise Poster 72, *Equal Employment Opportunity is the Law*.

The purpose of the revision is to update the methods used to request EEO pre-complaint counseling.

We have enclosed copies of Poster 72, one with and one without changes identified.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

Poster 72: Current wording. Language to be changed or deleted is identified with strike-through lines.

Equal Employment Opportunity Is the Law

Federal law requires the Postal Service™ to afford equal employment opportunity to employees and applicants for employment regardless of race, color, religion, genetic information, national origin, sex, age (40+), or physical or mental disability. Employment discrimination or retaliation for engaging in an EEO-protected activity is prohibited.

How to Begin the EEO Process	
Who	If you are a Postal Service employee or an applicant for Postal Service employment, and you feel that you have been discriminated against because of race, color, religion, genetic information, national origin, sex, age (40+), physical or mental disability, or in retaliation for engaging in an EEO-protected activity, you must consult an EEO counselor before filing a complaint of discrimination.
When	You must bring individual and class action complaints to the attention of the EEO office by requesting counseling within 45 calendar days of the date of the alleged discriminatory act; within 45 calendar days of the date you knew or reasonably should have known about the discrimination; or if a personnel action is involved, within 45 calendar days of its effective date. If you bring an individual complaint and later believe that your case has class-action implications, you may move for class certification at any reasonable point during the processing of your original complaint.
How	<p><u>Request EEO counseling using the online Postal Service EEO eFile application at:</u></p> <p><u>https://efile.usps.com</u></p> <p><u>After registering, you will be able to initiate a request for EEO counseling by completing and submitting an online form.</u></p> <p><u>Alternatively, you may request EEO counseling by writing to:</u></p> <p><u>NEEOISO – EEO Contact Center</u> <u>PO Box 21979</u> <u>Tampa FL 33622-1979</u></p> <p><u>Request EEO counseling by calling one of these TOLL-FREE numbers:</u> <u>888-EEO-USPS (888-336-8777)</u> <u>TTY: 888-325-2914</u></p> <p>You will be asked to provide the following information: your name, Social Security or employee identification number, address, telephone number, and finance number.</p>
What Will Happen	<p>A package of EEO information and forms will be sent to you. After you complete and return the applicable forms to the address provided, An EEO professional will contact you. The EEO professional will look into your problem and try to help the parties reach a resolution within 30 days. If the parties are unable to agree on a resolution, and you agree to extend the time period, the precomplaint processing period will be no longer than 90 calendar days.</p> <p>As an alternative to traditional counseling, the Postal Service may offer mediation as a part of the EEO process. If the matter is not resolved by the conclusion of the counseling process, or if the matter is mediated without resolution, the EEO professional will advise you of the procedures for filing a formal complaint.</p> <p><i>You may request that your name not be disclosed during the counseling portion of the EEO complaint process.</i></p>

Poster 72, March 2012

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