



February 28, 2020

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

Dear Brian:

This is in reference to our August 9, 2018, notice regarding implementation of the Virtual Entry Assessment (VEA), as a replacement for Battery Examination 473, for certain entry level bargaining unit positions.

You were further advised by letter dated May 22, 2019, that the Postal Service developed a customized version of the VEA which needed to be validated. The validation study was scheduled to begin sometime between June and August 2019; however, the study was postponed due to concerns related to the 2019 fall peak season. You were notified by letter dated September 5, 2019, that the validation study was rescheduled to begin between January and March 2020.

Please be advised that the validation process is scheduled to commence the second week of March and will be conducted within the following districts:

Arizona	Nevada-Sierra
Central IL	Northern New Jersey
Dallas	Rio Grande
Detroit	Salt Lake City
Greensboro	San Diego
Gulf Atlantic	Seattle
Honolulu	South Jersey
Houston	Suncoast
Los Angeles	Tennessee
Mid-Carolinas	Westchester

Volunteers will access the assessment via postal computers, postal mobile devices or personal mobile devices.

We have enclosed a copy of the *Virtual Entry Assessment Review Participant Introduction* and a copy of the *Virtual Entry Assessment Review Participant Instructions* which will be provided to the participating volunteers.

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

Sincerely,



David E. Mills
A/Manager
Labor Relations Policies and Programs



Enclosures



Virtual Entry Assessment Review Participant Introduction

The USPS has a longstanding history of testing applicants for entry-level positions. We have recently launched a new test, the Virtual Entry Assessment (VEA), taken by all applicants seeking jobs as mail carriers, window clerks, mail processors, mail handlers and similar positions.

You have been randomly selected to participate in a review of the Virtual Entry Assessment (VEA).

This review will help customize the VEA for the USPS to ensure it identifies the best new hires. Supervisors will also be providing observations related to the performance of employees, such as yourself, for the purpose of the VEA review.

Your help is critical, and we appreciate your assistance!

Some important notes about this review:

- Your participation is completely voluntary.
- Participation in this review will in no way affect your current employment status or your pay.
- The assessment will take about 30 minutes.
- Participation must be at work and on the clock.
- Please respond honestly – this helps us to discover what makes someone a good fit for the job. You will receive no score for the VEA.
- All responses will be kept confidential and be reported in summary form only.

You will receive specific instructions for completing the assessment soon. Please contact the review coordinator with any questions or concerns.

**Thank you for your help with this important review.
Your time and effort are appreciated!**



Virtual Entry Assessment Review Participant Instructions

As you have been made aware, you have been randomly selected to participate in a review of the Virtual Entry Assessment (VEA). This review will help customize this new assessment for entry-level positions at the USPS and ensure it identifies the best new hires. **Your help is critical—thank you for your assistance!**

Please coordinate with your supervisor and the review coordinator at your facility to determine the time and location to complete the assessment.

- **YOU WILL NEED THIS SHEET AND YOUR EMPLOYEE IDENTIFICATION NUMBER (EIN)** to complete the review! Your EIN can be obtained from the review coordinator.
- Your participation is completely voluntary.
- Participation in this review will not affect your current employment status or pay.
- The assessment will take about 30 minutes.
- Participation must be at work and on the clock.
- Specific directions are presented in each section of the assessment.
- Please respond honestly – this helps us to discover what makes someone a good fit for the job. You will receive no score for the VEA.
- Supervisors will also be providing observations related to the performance of employees, such as yourself, for the purpose of the VEA review.
- All responses will be kept confidential and be reported in summary form only.

EIN:

For additional questions about participation, contact the review coordinator at your facility.

REVIEW INSTRUCTIONS

If you can log in and use Postal computers or systems, use the instructions below.

With Active ACE ID

- At a Postal computer, enter your ACE ID and password
- Open an internet browser
- Type into the address bar:
<https://d2.jobtryout.net/USPSVal>
- Enter your EIN when prompted
- Begin the assessment
- *Review coordinators can assist with ACE IDs and EINs*

Without Active ACE ID

- Use a Postal or personal mobile device such as a phone or tablet
- *NOTE: you will not be reimbursed for data usage*
- Open an internet browser
- Type into the address bar:
<https://d2.jobtryout.net/USPSVal>
- Enter your EIN when prompted
- Begin the assessment