



June 21, 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 encouraging employees that did not disclose their sex, race, and ethnicity prior to being hired to enter their demographic information into the Employee Self-Service (ESS) applications located within MyHR.

The Postal Service, as an equal opportunity employer, is required by US Federal law to report on employee's sex, race, and ethnicity. To meet this obligation, the Postal Service will be sending out automated emails to employees when action is required, providing information about the process to disclose any missing information and will include an employee job aid on using demographic reporting features.

If an employee elects not to disclose their demographic information, managers will be required to make a visual observation of the employee and inform the employee of the data they will be reporting. Managers will enter the corresponding selection(s) within into the Manager Self-Service (MSS) application.

Enclosed is a Manager Job Aid and example of automated emails concerning this matter.

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

Sincerely,

A handwritten signature in blue ink that reads "L.A. Butler".

for Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

Demographic Reporting Emails

To Employee

Subject: *ACTION REQUIRED* Demographic Data

Dear Employee. FIRST.NAME Employee.LAST.NAME,

As an equal opportunity employer, the Postal Service is **required by law** to provide reporting on the sex, race, and ethnicity of our employees. Your demographic information will support our efforts to develop human resource management practices and programs that promote a culture of diversity, inclusion, and acceptance.

Providing the information is voluntary and has no impact on your employment status. However, if you decline to self-identify within 10 days, the Postal Service is required to determine and report your sex, race, and/or ethnicity based on visual observation. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005; 29 C.F.R. 1614.601.

Please access the My Personal Details Self-ID tile under [Employee Self Service \(ESS\)](#) to enter and submit your sex, race, and/or ethnicity responses that are marked as **“Undisclosed” and/or “Undeclared”**.

Follow the step-by-step instructions in this [Demographic Reporting for Employees job aid](#) to enter your demographic information within ESS.

Note: Modifying your sex, race, and/or ethnicity will generate a new Notification of Personnel Action (Form 50).

To Manager

Subject: *ACTION REQUIRED* Employee Demographic Data

Dear Manager,

FIRST.NAME Employee.LAST.NAME did not voluntarily self-identify their sex, race, and/or ethnicity in the hiring process.

As an equal opportunity employer, the Postal Service is **required by law** to determine and report this information by visual observation when an employee does not self-identify. Obtaining this information will support our efforts to develop human resource management practices and programs that promote a culture of diversity, inclusion, and acceptance. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005; 29 C.F.R. 1614.601.

You have 7 days to complete the following required actions.

Demographic Reporting Emails

For each undisclosed or undeclared demographic field within Self-identify application, you are required to make a visual observation of the employee and make an appropriate selection based on the steps below.

- Use your best judgment based **only** on the visual observation.
- Present your selection(s) to the employee and let them know the demographic information you will be reporting in the system. If the employee requests changes, make those changes before submitting them.

Please access the Self-Identify tile under [Manager Self Services \(MSS\)](#) to submit responses to the employee's sex, race, and/or ethnicity for any fields that are **"Undisclosed" and/or "Undeclared."**

Follow the step-by-step instructions in this [Demographic Reporting for Managers job aid](#) to enter your employee's demographic information within MSS.

Note: Modifying the employee's sex, race, and/or ethnicity will generate a new Notification of Personnel Action (Form 50). As a result, please be sure to notify the employee of the new Form 50 being sent.

If you have questions, please contact your local [Mgr. Field Human Resources](#).

To Manager

Subject: *COMPLETED* Employee Demographic Data Received

Dear Manager. FIRST.NAME Employee.LAST.NAME,

This is to notify you that Employee FIRST.NAME Employee.LAST.NAME has updated their responses to sex, ethnicity, and/or race in Employee Self Service. No action is required on your part, and you can disregard prior messages instructing you to identify this information.

Demographic Reporting

Manager Job Aid

May 2024

Demographic Reporting: Manager Job Aid



MyHR

Overview

This job aid provides managers with step-by-step instructions on the processes and actions necessary to enter an employee's demographic information into the Self-Identify Tile under Manager Self-Service (MSS).



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Demographic Reporting: Manager Job Aid



How to Navigate to Self-Identify Tile via USPS Network Computer

<p>1. Click on Manager Self-Service (MSS) within the automated email you received.</p>	<p>Dear Manager,</p> <p>FIRST.NAME Employee.LAST.NAME did not voluntarily self-identify their sex, race, and/or ethnicity in the hiring process.</p> <p>As an equal opportunity employer, the Postal Service is required by law to determine and report this information by visual observation when an employee does not self-identify. Obtaining this information will support our efforts to develop human resource management practices and programs that promote a culture of diversity, inclusion, and acceptance. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005; 29 C.F.R. 1614.601.</p> <p>You have 7 days to complete the following required actions.</p> <p>For each undisclosed or undeclared demographic field within Self-identify application, you are required to make a visual observation of the employee and make an appropriate selection based on the steps below.</p> <ul style="list-style-type: none">• Use your best judgment based only on the visual observation.• Present your selection(s) to the employee and let them know the demographic information you will be reporting in the system. If the employee requests changes, make those changes before submitting them. <p>Please access the Self-Identify tile under Manager Self Services (MSS) to submit responses to the employee's sex, race, and/or ethnicity for any fields that are "Undisclosed" and/or "Undeclared."</p> <p>Follow the step-by-step instructions in this Demographic Reporting for Managers job aid to enter your employee's demographic information within MSS.</p> <p>Note: Modifying the employee's sex, race, and/or ethnicity will generate a new Notification of Personnel Action (Form 50). As a result, please be sure to notify the employee of the new Form 50 being sent.</p> <p>If you have questions, please contact your local Mgr. Field Human Resources.</p>
<p>2. Enter your ACE ID, ACE Password, and click Log In.</p>	
<p>3. Select Self-Identify tile.</p>	

Demographic Reporting: Manager Job Aid



How to Enter Employee's Demographic Information into the Self-Identify Tile

<p>1. Enter Employee's Name that was provided in the automated email and click on arrow next to their name.</p>	
<p>2. Validate Employee's Name and EIN above the Privacy Act Statement.</p>	
<p>3. Read the Privacy Act Statement.</p>	<p>Privacy Act Statement</p> <p>Your information will be used to assess the impact of selection decisions on applicants across the categories of ethnicity, race, and sex, in support of personnel research and reporting activities. Your information will also be used to support research and development efforts on personnel assessment instruments, recruitment efforts, workforce analysis, and evaluation of human resource management practices. Collection is authorized by 39 U.S.C. 401, 410, 1001, and 1005. Supplying your information is voluntary, but if not provided, we may not be able to report on equal employment opportunity and affirmative action programs. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to the Equal Employment Opportunity Commission when requested in connection with the investigation of a formal complaint; to the Merit Systems Protection Board or Office of the Special Counsel for the purpose of litigation. For more information regarding our privacy policies, visit http://www.usps.com/privacypolicy.</p>
<p>4. If race is undisclosed, select the box(s) next to <u>each</u> race that applies:</p> <ol style="list-style-type: none"> American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Asian White Black or African American 	

Demographic Reporting: Manager Job Aid



MyHR

<p>5. If ethnicity is undisclosed, click on drop-down arrow and select ethnicity that applies:</p> <ul style="list-style-type: none">a. Hispanic/Latinob. Not Hispanic/Latino	<p>Ethnicity (i) Ethnicity is undisclosed. Select an option below. x</p> <p>*Select an ethnicity:</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Hispanic/Latino v</p><hr/><p>Hispanic/Latino</p><hr/><p>Not Hispanic/Latino</p></div>
<p>6. If gender is undeclared, click on drop-down arrow and select gender that applies:</p> <ul style="list-style-type: none">a. Maleb. Female	<p>Gender (i) Gender is undeclared. Select an option below. x</p> <p>*Select a gender:</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Male v</p><hr/><p>Male</p><hr/><p>Female</p></div>
<p>7. Click on Submit.</p>	<p style="text-align: right;">Exit Submit</p>

