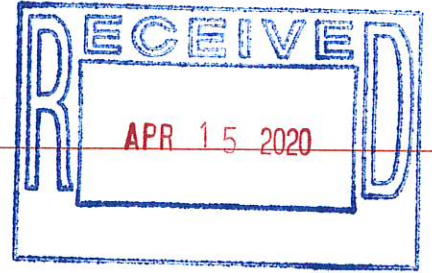


LABOR RELATIONS



April 13, 2020

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 is encouraging employees who are military veterans, current members of the military, the National Guard, the Reserve, or the spouse of a military veteran, to voluntarily complete a self-identification survey using new applications in HERO and via LiteBlue.

While the decision to self-identify as a military veteran is voluntary and up to each individual employee, completion of the survey will allow the Postal Service to update its data on military veterans and comply with federal regulations related to military member recruitment, hiring, advancement and retention.

The survey is available year-round and employees can provide their information by logging on to HERO or LiteBlue. We have enclosed a copy of the Stand-Up talk, FAQ's, and a Survey Sample.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

for David E. Mills
(A) Manager
Labor Relations Policies and Programs

Enclosures

STAND UP TALK

Stand-Up Talk

April XX, 2020

USPS asks veterans to complete military survey

The Postal Service is encouraging employees who are military veterans to complete a voluntary self-identification survey using a new application on LiteBlue.

The survey gives these employees the opportunity — in full confidentiality — to identify their military or veteran status and help the organization collect important information.

The decision to self-identify as a veteran; a current member of the armed forces, National Guard or Reserve components; or the spouse of a veteran; is up to each individual.

Doing so will help the Postal Service comply with federal regulations related to military member recruitment, hiring, advancement and retention.

In addition to being available online, physical copies of the survey can be obtained from supervisors and returned through the mail.

The survey will be available year-round and employees can update their veteran or military status as needed.

However, the Postal Service is asking eligible employees who have been with the organization for 90 days or longer to complete the survey by April 30.

To complete the survey online, you should log on to LiteBlue, log on to your HERO page, go to the Quick Links carousel and select Veterans Survey.

Thank you for listening.

###

8. FAQs -- FREQUENTLY ASKED QUESTIONS

1. Who will be asked to participate in the survey?

All employees, both career and non-career, and employees who are spouses of veterans, who are on the Postal Service's active rolls within the last 90 days are asked to take the survey.

2. When should I take the survey?

Employees are asked to take the survey through April 30, 2020 to provide sufficient time for end-of-year reporting.

3. Where can I get my survey?

To complete the survey, employees should log on to LiteBlue, log on to their HERO page, go to the Quick Links carousel and select Veterans Survey.

4. Can the survey be completed at work?

Yes, you can complete your survey at work, and the survey is available 24/7 on HERO.

5. How do I complete the survey on the clock?

Notify your supervisor that you would like to complete the survey. Supervisors and managers may provide unmonitored locations for employees to take the survey individually while on the clock. Local management reserves the right to effectively balance operational requirements with survey administration practices based on infrastructure capabilities.

6. Will anyone be able to track my military/veteran status back to me?

Your response will remain confidential and will be used only for statistical reports. The status you report through this survey will be included in your employee record and used only for statistical reports to determine the inclusion and participation of military/veteran employees and employees who are spouses of veterans.

7. Can my manager see my answers?

No. The information you provide will be used to prepare aggregate statistics and not for any purpose that will affect you individually.

8. What if I have questions regarding the Military/Veteran Status Survey?

Please contact Neana Long, Veteran Program Recruiter, Diversity and Talent Acquisition at 202-268-2737, or Neana.M.Long@usps.gov, or MILITARY@usps.gov.

9. SURVEY SAMPLE

Employee Veteran Information

All fields marked with an asterisk are required.

Privacy Act Statement: Your information is captured in HERO and will be used to enhance Postal Service's ability to provide critical and useful information for emergencies, facility information, open season information, benefits information, Area or District information as well as general HR information. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Providing information is voluntary, but if not provided, the Postal Service may not be able to provide you with the general or critical information you have requested. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. Authorized disclosures include the following standard routine uses: in relevant legal proceedings; to law enforcement when the Postal Service or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract or agreement with the Postal Service; to government agencies and other entities authorized to perform audits; to labor organizations as required by law; to a federal, state, local or foreign government agency when necessary in connection with decisions by the requesting agency or by the Postal Service; to the Equal Employment Opportunity Commission when requested; 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 www.usps.com/privacypolicy.

To change any entry, please return to this page and select/deselect or change any information, then click on the save/submit button.

Are you a Veteran of the Armed Forces, Reserves or Guard (check all that apply)?

- Army
- Navy
- Marine Corps
- Coast Guard
- Air Force
- Army Reserve
- Navy Reserve
- Marine Corps Reserve
- Coast Guard Reserve
- Air Force Reserve
- Army National Guard
- Air National Guard

Are you a military spouse or spouse of a veteran?

May we recognize your service during meetings or in other public forums? *

May we mail you cards or letters with appreciation or veterans information? *

Cancel

Submit