National Postal Mail Handlers Union

Paul V. Hogrogian
National President

Michael J. Hora
National Secretary-Treasurer

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Vice President
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Vice President
Eastern Region

David E. Wilkin
Vice President
Northeastern Region

Lawrence B. Sapp
Vice President
Southern Region

Don J. Sneesby
Vice President
Western Region

March 22, 2022

To: Local Presidents
Regional Directors/Representatives
National Executive Board

Fr: Charles R. Manago *CRM*
Contract Administration Representative

Re: **Postal Service intends to revise the information security policies related to the employees' password criteria for their Self-Service Profile (SSP).**

Dear Sisters and Brothers:

Please find enclosed a copy of the above-referenced document from the Postal Service regarding its plans to revise the information security policies related to the employees' password criteria for their Self-Service Profile (SSP).

According to the Postal Service, the self-service password created is SSP is used to access a range of resources, including, LiteBlue, PostalEase, ePayroll, eRetire, eOPF, eReaassign, IdeaSmart (external), and HERO (external).

Strong and unique passwords act as the first line of defense against potential cyberthreats. To better secure personal information, all employees will be required to reset their SSP password to meet the new password requirements. This change will take effect April 24, 2022. After the April 24, 2022 effective date, all employees will be required to reset their SSP password using the new password requirements. Once reset, the new password will be immediately available to access applications.

The new passwords requirements are as follows:

- SSP passwords must be 15 characters in length.
- The last 5 passwords cannot be re-used.
- The password cannot contain the employees first name, last name of Employee Identification Number (EIN).

Prior to the new password requirements taking effect, there will be a mailing to all employees to inform them of this change and the requirement to reset their password.

Please disseminate this information, as you deem appropriate and should you have any questions, or comments and/or suggestions regarding the above, please contact this office or forward your responses to the Contract Administration Department.

Cc: Paul V. Hogrogian, National President
        Michael J. Hora, National Secretary-Treasurer
        Teresa L. Harmon, Manager Contract Administration

UNITED STATES
POSTAL SERVICE

March 17, 2022

Mr. Paul V. Hogrogian
National President, AFL-CIO
National Postal Mail Handlers Union
815 16th Street, NW, Suite 5100
Washington, DC 20006-4101

Dear Mr. Hogrogian:

As a matter of general interest, the Postal Service is revising the information security policies related to the employees' password criteria for their Self-Service Profile (SSP). The self-service password created in SSP is used to access a range of resources, including, LiteBlue, PostalEase, ePayroll, eRetire, eOPF, eReassign, IdeaSmart (external), and HERO (external).

Strong and unique passwords act as the first line of defense against potential cyberthreats. To better secure personal information, all employees will be required to reset their SSP password to meet the new password requirements. This change will take effect on April 24, 2022. After the April 24, 2022 effective date, all employees will be required to reset their SSP password using the new password requirements. Once reset, the new password will be immediately available to access applications.

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- The password cannot contain the employee's first name, last name or Employee Identification Number (EIN).

Prior to the new password requirements taking effect, there will be a mailing to all employees to inform them of this change and the requirement to reset their password.

Sincerely,

David E. Mills
Director
Labor Relations Policies and Programs