



**AMERICAN POSTAL
WORKERS UNION, AFL-CIO**

May 27, 2011

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Dear Postal Veteran:

The American Postal Workers Union represents more than 50,000 veterans and with their support, we have achieved a living wage, affordable healthcare, guaranteed work hours, paid holidays, annual leave, sick leave, and job security for our members.

Most recently, the APWU negotiated a Collective Bargaining Agreement that will create thousands of new employment opportunities for veterans and ***we need your help to ensure veterans are hired.***

In many instances, the USPS is obligated to hire veterans before civilians, provided they are on the hiring register. We want to make sure that veterans across the nation are on the list when hiring begins.

To facilitate this, we have enclosed a short tutorial that explains how veterans can conduct a job search and apply for the new positions.

We hope you will pass it along to veterans you know who are looking for work.

In solidarity,

Cliff Guffey
President





Employment Opportunities for Veterans

(Updated June 14, 2011)

The American Postal Workers Union has recently negotiated a new Collective Bargaining Agreement that will create thousands of employment opportunities for veterans.

About the Positions

Postal Support Employees (PSEs) are non-career employees who will receive appointments of up to 360 days. After a break in service of at least five-days they can be reappointed for additional 360-day terms.

PSE positions are the only non-career assignments that provide a path to career employment.

The hourly wage of PSEs will range from \$12 to \$15.85, depending on the position they are hired for. PSEs will be eligible for health insurance after one year of employment.

PSEs can be hired in the Clerk, Maintenance, and Motor Vehicle Crafts, and can perform duties including mail processing and distribution, retail services, expedited mail delivery, custodial work, and transportation.

When to Apply

The Postal Service has started recruitment, and we want to be certain veterans don't miss these employment opportunities.

Each position will be listed individually and job-seekers must apply for them individually. The posting period will often be *brief*. The USPS will only permit candidates to apply for posted positions – regardless of the candidate's status as a veteran – so conducting daily job searches on the Postal Service's *eCareer* Web site at www.usps.com/employment will be key to securing employment. Frequent searches are essential because hiring may be sporadic.

How to Search and Apply

Interested individuals can conduct online job searches to find desired positions. Searches can be narrowed by entering keywords, a city and state or zip code, or functional area. A "Notes on Search" link on the "Job Search" page provides helpful tips. (For example, by holding the

“Control” key, applicants can search multiple states at one time. If searchers do not enter narrowing data in any field, all results should be displayed.) We recommend performing both narrowed and unrestricted searches.

To limit results to PSE positions, enter “PSE” or “Postal Support Employee” in the “Key Word” box. Unrestricted searches will produce lists that include career positions as well as other non-career positions.

Applications can be submitted online once an *eCareer* personal profile is created, simply by hitting the “Apply” button.

Creating a Profile

Job-seekers can create an *eCareer* profile on the USPS employment webpage. They will be asked to provide personal data, including their work experience for the past seven years, educational background, and eligibility for veterans’ preference.

Applicants will be invited to submit a cover letter, a summary of accomplishments, references, and attachments, such as Form DD 214. Once completed, the profile can be stored for future use. Applicants may be required to answer additional questions and submit additional documentation when applying for specific positions.

Assessments

Most positions require applicants to take an exam. Depending on the requirements, assessments may be conducted online and/or at a nearby test facility. Generally, applicants must take tests within 14 days of receiving e-mailed scheduling information. Passing test scores remain valid for six years.

Applicants who do not receive passing scores or who are dissatisfied with their score may retest every 120 days. The most recent score, even if it is lower, will be used for ranking.

Veterans Preference and Other Important Information

Veterans without a disability rating who served in specific eras will be credited with an additional 5 points on their scores. Veterans with service-connected disability ratings will receive 10 extra points, making 110 the highest possible score.

The names of eligible applicants will be placed on hiring lists and selected in order of their score. Ten-point preference eligible veterans with at least a 30 percent service-connected disability rating who achieve a passing score (70 or better) should be placed at the top of all hiring lists.

The USPS is obligated to hire veterans before civilians for specially-reserved positions, provided there are veterans on the hiring register. Federal law prohibits the Postal Service from discriminating against individuals with disabilities, and requires the USPS to make reasonable accommodations that enable individuals with disabilities to perform the core essential duties of a position.

Additional information will be posted on the APWU Web site, at www.apwu.org.