



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

TO: State and Local Presidents
Regional Coordinators
National Business Agents
National Advocates
Resident Officers

FR: Greg Bell, Director *GB*
Industrial Relations

DT: Sept. 22, 2008

RE: APWU Representative Access to USPS PolicyNet

As a result of discussions with the Postal Service regarding implementation of the Memorandum of Understanding re: Electronic Access to Information, I am pleased to report that we have reached an agreement on the method for providing APWU representatives at the state and local level with direct access to USPS PolicyNet.

PolicyNet is that portion of the USPS intranet (Blue) that contains Handbooks, Manuals, Management Instructions (MIs), Publications (PUBs), Management Operating Procedures (MOPs), Forms, Posters, Notices, Vehicle Maintenance Orders (VMOs) and Vehicle Maintenance Bulletins (VMBs).

Attached is a form, agreed to by the APWU and USPS, that can be used for APWU Representatives to Request PolicyNet VPN Access. (Note: VPN stands for Virtual Private Network, which is the method used to permit an outside computer to connect to the Postal Service's internal network.)

The form for requesting access is simple and self-explanatory. Every certified APWU representative has been authorized by USPS headquarters to be granted access, and the Postal Service has sent instructions to Area and District Managers notifying them that APWU representatives are to be granted access. Please disseminate this form to each APWU certified representative in your local or state organization that desires access to PolicyNet. After completing the form, they should submit it to the manager of their reporting unit.

The manager will input the request into eAccess. After access is granted, the manager will be notified via email and provided with the APWU representative's logon ID and a temporary password. The first time the APWU representative logs into PolicyNet they will be prompted to change their temporary password to one that only they will know. The logon and password established as a result of this process will provide access to PolicyNet only, and only from

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an external (non-postal) computer. It will not allow access to Blue or to PolicyNet from postal-owned computers connected to Blue.

If you have any questions or problems regarding the above, please feel free to contact my office at 202-842-4273.

Attachment

GB/LB:jm
OPEIU #2
AFL-CIO

APWU Representative Request for PolicyNet VPN Access

Directions: APWU representatives must complete this form and provide this request to their postal manager to request electronic access to PolicyNet in accordance with a Memorandum of Understanding.

The postal manager must input the request in eAccess. After access is granted, the manager will be notified via email and provided with the APWU representative's ACE logon and temporary password that will allow the representative Internet access to <https://policynet.usps.gov>.

APWU representative: Please complete this document and give it to the manager of your reporting unit.

Manager: Please input this request in eAccess. After you are notified the request is approved, please provide the logon identification and temporary password to the APWU representative.

Request date: _____

APWU Representative's Name: _____
Last First MI

Employee Identification Number: _____

Facility Address: _____

Business/work phone number: _____

For Manager's use only:

Approved by: _____
USPS manager's signature

Date approved: _____

Date entered into eAccess: _____

Manager: Please return a completed copy of this form to the APWU representative.

Please expect account activation to take approximately two weeks after the request has been entered into eAccess. Managers will receive approval via email from eAccess when the user account has been activated. The manager must provide the new user with his/her ACE logon and temporary password. This authentication is required to access <https://policynet.usps.gov>.

NOTE: The ACE logon and password established as the result of the approval of this request are required to access this website but do not allow access to Blue or to this website from postal-owned computers connected to Blue.

