

NOV 13 2013



November 7, 2013

Mr. Louis Atkins
President
National Association of Postal Supervisors
1727 King Street Suite 400
Alexandria, VA 22314-2753

Mr. Robert J. Rapoza
President
National Association of Postmasters
of the United States
8 Herbert St.
Alexandria, VA 22305-2600

Mr. Mark Strong
President
National League of Postmasters
of the United States
5904 Richmond Highway Suite 500
Alexandria, VA 22303-1864

Gentlemen:

As a matter of information, the enclosed November 6 memorandum concerning *Compliance with the Rehabilitation Act and Adjudication of Veterans' Preference Claims* is provided for your information.

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

Sincerely,

John Cavallo
Manager
Labor Relations Policy Administration

Enclosure

NOTED:

PRES: _____

EXEC VP: _____

SECY: _____

To File _____



November 6, 2013

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)
MANAGER, CORPORATE PERSONNEL MANAGEMENT

SUBJECT: Compliance with the Rehabilitation Act and Adjudication of Veterans'
Preference Claims

The Postal Service has been and will continue to remain in compliance with the Rehabilitation Act. To protect the rights of applicants who seek veterans' preference for service-connected disabilities and ensure that disabled veterans are not subject to medical inquiries prior to a conditional job offer. Please ensure that officials involved in the hiring process:

1. Limit documentation requested to support entitlement to claimed 10-point veterans' preference in the application process to the SF 15, *Application for 10-Point Veteran Preference*, and the supporting documents described on back of the SF 15.
2. Encourage applicants providing documents supporting claims for 10-point preference involving a veterans' disability to submit only the brief, generic letter from the Department of Veterans Affairs containing the individual's name, type of discharge, and percentage of disability as proof of entitlement. Do not under any circumstances ask disabled veteran applicants or applicants claiming veterans' preference involving a veteran's disability to provide information related to the nature of the disability or medical condition(s). When applicants provide a copy of the detailed Rating Decision containing medical information to support their claim for 10-point preference, acknowledge receipt of the information, indicate successful adjudication on the bottom of page 1 of SF 15 and in *eCareer*, and return the documents to the applicant without retaining a copy in any form.
3. Refrain from requesting any other medical information or documentation before a conditional job offer is extended.
4. Refrain from requiring medical release forms of any kind, including PS Form 2488, *Authorization to Use or Disclose Protected Health Information*, until the applicant has received a conditional offer of employment. This form should be issued only by Occupational Health Services when additional information is needed to complete a preemployment medical assessment.
5. Maintain medical records for applicants confidentially and separately from personnel files.

Chapter 4 of Handbook EL-312, *Employment and Placement*, was updated on May 19, 2011, to incorporate these policies. Please ensure this message reaches all personnel who are involved in the hiring process. If you have questions regarding this matter, please contact Gina Russell at gina.a.russell@usps.gov.


Jennifer Utterback