



December 21, 2007

POSTMASTERS, MANAGERS, SUPERVISORS
SAN FRANCISCO DISTRICT

SUBJECT: Facility Security Issues, San Francisco P&DC

It has come to my attention that some employees are participating in activities that jeopardize the safety of all employees at the San Francisco P&DC. Specifically, it has been observed that employees are unlocking, propping open, and even damaging outer security doors in order to have free access to the building.

To be clear, all employees are responsible for safeguarding the equipment and facility security of the San Francisco P&DC. All employees must wear Postal identification at all times, and visitors to this facility must be registered and issued temporary visitor badges according to SOP.

Employees will not unlock or prop open any outer security door. Employees will not damage locks, doors, or any other Postal property to enable access to this facility. Any employee found in violation of this directive or any of the Rules and Regulations Governing Conduct on Postal Service Property (Poster 7) will be subject to discipline, up to and including removal from the US Postal Service.

Deliberate damage to Postal property and violation of Postal security guidelines are serious matters that will not be tolerated. Please ensure that this message is communicated to all employees within the San Francisco District.

A handwritten signature in cursive script that reads "Winifred G. Groux".

Winifred G. Groux

cc: Harriet White, Manager Human Resources
Maria Yumul, Manager Safety

Attachment: Poster 7