

SAN FRANCISCO DISTRICT



April 5, 2005

MEMORANDUM FOR ALL SAN FRANCISCO PERFORMANCE CLUSTER MANAGERS AND
POSTMASTERS

SUBJECT: Displaying Postal Identification

This notice shall serve to reaffirm our policy regarding the requirement to properly display postal identification at all times while on postal property. The photo identification badge must be worn so that it is visible at all times. There is no exception to this rule, and I fully expect all employees and visitors to comply.

The Administrative Support Manual, Chapter 277.31, "Proper Wearing of Identification" states in relevant part, "All personnel assigned a Form 4098 must wear it during official duty hours." Sales Associates and Letter Carriers are, by this directive, required to wear the postal photo identification badge while on duty at the window or while carrying mail for delivery.

I expect this Performance Cluster's leadership to lead by example and to enforce this policy at all times with our employees. Employees without proper identification, in accordance with these regulations, can be denied access to facilities.

Scott Tucker
cc: Postal Police