

September 28, 2007

TO: All Post Offices

Subject: Carrier Training Certification

In support of the San Francisco District effort to secure proper messaging and reinforce policy and procedures to new Carrier employees, we are requiring a New Employee Certification form. Every office that is assigned a Carrier, the Postmaster and/or Station Manager will be required to:

- Have a face-to-face meeting with the new employee
- Guarantee that the 24-OJI training is provided to new employee
- Reinforce proper scanning procedures, EXFC and Customer Connect (increasing revenue)\

Every new employee will have a New Employee Certification form with their OJI package. Attached is a copy of the form for duplicating, for future need. Training Unit and Carrier Academies can provide the form upon request.

Compliance and return of the Certification form will be tracked and information provided to the Executive Staff.

/S/

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Manager, Human Resources

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