



TO: POSTMASTER, MANAGER

NEW EMPLOYEE CERTIFICATION

****Due immediately after 24-hour OJI Training.

****Must be returned with the OJI training packet.

****Certification and OJI Training will be tracked.

I CERTIFY THAT I HAVE DISCUSSED THE FOLLOWING MESSAGES WITH THE NEW TE or PTF EMPLOYEE(S), DURING A FACE-TO-FACE MEETING:

- Proper Scanning procedures
- EXFC
- Customer Connect (increasing revenue)

Name(s) of New Employee(s):

Date Talk Given: _____

Office: _____

Postmaster/Manager: _____

Print Name

Signature Required

**Return this Original with OJI Training packet.
Compliance is required, will be tracked and reported.**