

SAN FRANCISCO DISTRICT MANAGER



**REISSUANCE**

April 19, 2010

ALL POSTMASTERS, MANAGERS, AND SUPERVISORS  
SAN FRANCISCO DISTRICT

SUBJECT: Displaying Postal IDs

Security reviews conducted in big and small offices indicate that many employees continue not to properly display their postal identification.

This letter is being re-issued 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. 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.

The San Francisco District Leadership is expected to lead by example and enforce this policy at all times with our employees. Employees without proper identification, in accordance with these regulations, can be denied access to facilities.

This policy supersedes all other policies that have been issued in the San Francisco District concerning displaying postal identification. Please relay this information to all employees in your installation, and post this policy in a prominent location on all employee bulletin boards.

A handwritten signature in black ink, appearing to read "Rosemarie Fernandez", with several loops and a long horizontal stroke extending to the right.

Rosemarie Fernandez