



DIRECT LINE

September 19, 1994

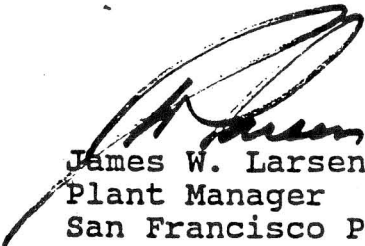
To: All Managers
San Francisco P&DC

A SECOND REMINDER ...

English is the official business language of the USPS and the San Francisco P&DC. Communications Manager-to-Manager and Manager-to-subordinate should be conducted in English.

It's the POLICY and, it MAKES SENSE. Communicating in languages other than English frequently makes us "English Only" people feel left out (... and it's only human at times for us to wonder "are they talking about us?").

And, a simple rule to follow on "personal conversations" is: if you're on the job and if anyone might over hear you ... use ENGLISH.



James W. Larsen
Plant Manager
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