

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM TO: ALL EMPLOYEES
DES MOINES PROCESSING & DISTRIBUTION CENTER

SUBJECT: COMMUNICATION DEVICES

Personal electronic devices have become increasingly visible in the workplace. Although these devices are a benefit of modern society, there are concerns.

Utilization of these devices in the workplace often disrupts operations and impedes the efficiency and safety of the Postal Service.

Accordingly, effective immediately, all electronic communication devices to include cell phones, pagers, blackberry's, blue tooth's, etc are not allowed to be used on the workroom floor. This also includes text messaging and emails. You may use these devices during lunches and breaks and then, only off the workroom floor.

The only exceptions are an employee waiting for an emergency call at which time they need to notify their supervisor, in advance, that they are expecting such a call and employees that are using their electronic devices for postal related issues.

A handwritten signature in black ink, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager