

UNITED STATES POST OFFICE

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DATE: August 11, 1988

OUR REF: CED03:RJDeever:jab:50318-9701

SUBJECT: EMPLOYEE PHONE CALL PROCEDURES

TO: ALL TOUR SUPERINTENDENTS  
ALL GENERAL SUPERVISORS

The following procedures will be adhered to regarding incoming phone calls for employees:

If an employee receives a phone call, either take a message or have the employee come to the phone.  
If the employee cannot be located, take a message for the employee and give it to the clerk in the Tour Superintendent's Office.



Robert J. Deever  
Manager, GMF Operations

cc: Paul W. Lanzi, Director, City Operations  
Barb VerSteegh, President, DMI-APWU  
Tim Jeffries, AVP-NPOMH