

SENIOR PLANT MANAGER
DES MOINES PROCESSING & DISTRIBUTION



January 14, 2011

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: WORKROOM FLOOR ACCESS

Access to all workroom areas is limited to authorized on-duty postal employees and authorized contractors. All other individuals are excluded unless they have legitimate business on the floor and are properly escorted.

It is every employee's responsibility to prevent unauthorized individuals, including off-duty employees, from entering restricted areas. All individuals on the workroom floor who are not properly identified or escorted should be immediately challenged.

A handwritten signature in cursive script, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager