



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

September 16, 1987

MEMORANDUM FOR REGIONAL DIRECTORS
FINANCE

REGIONAL DIRECTORS
HUMAN RESOURCES

FIELD DIVISION GENERAL MANAGERS/POSTMASTERS

SUBJECT: Letters of Demand

It has been brought to our attention that there is some confusion in regard to the policy of the Postal Service concerning the personal accountability of postmasters and supervisors in situations involving employee credit shortages where contractual or other reasons preclude collection of the shortage from the employee.


The Postal Service will not normally hold postmasters and supervisors personally accountable for such employee shortages if they do not have direct access to the credit or are not involved in collusion with the employee. That policy was enunciated in a December 4, 1985, memorandum from former Senior Assistant Postmaster General for the Employee and Labor Relations Group, Michael S. Coughlin, and it has not been withdrawn or modified. The policy is not intended to absolve a postmaster, supervisor or others who have financial accountability for postal funds and accountable paper from conscientiously enforcing Postal Service policies and procedures. However, rather than issuing a letter of demand to these individuals, it is more appropriate to consider counseling or discipline for failure to properly carry out the duties of their position. The action warranted should be determined on a case-by-case basis depending upon the particular circumstances.

In those cases where postmasters, supervisors, or others have direct access to the credit or have engaged in collusion, and it is determined that the issuance of a letter of demand is warranted, you are reminded that the regulations promulgated

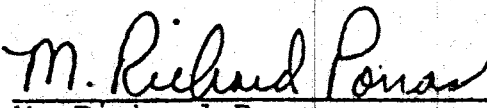
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under authority of Section 5 of the Debt Collection Act, 5 U.S.C. §5514(a), apply. Those regulations were published in Postal Bulletin No. 21568, dated May 29, 1986, and Postal Bulletin No. 21586, dated September 25, 1986.

A copy of the December 4, 1985, policy statement is enclosed for your information.



Joel S. Trosch
Assistant Postmaster General
Employee Relations Department



M. Richard Porras
Assistant Postmaster General
Department of the Controller

Enclosure

cc: Mr. Charters

Mr. Coppie

Appeals Review Coordinators