



December 28, 2017

Brian J. Wagner  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Brian:

As a matter of information, the enclosure will be sent by formal correspondence to each newly promoted Supervisor Customer Services and Supervisor Distribution Operations effective immediately. The correspondence will highlight the Postal Service's commitment to the awareness of our ethical obligations.

Please contact Henry Bear at extension 2324 if you have questions concerning this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosure



Congratulations on your recent appointment as a United States Postal Service Supervisor!

Every supervisor in the Executive Branch has a heightened personal responsibility for advancing government ethics. It is imperative that supervisors serve as models of ethical behavior for subordinates. Supervisors have a responsibility to help ensure that subordinates are aware of their ethical obligations under the Standards of Conduct and that subordinates know how to contact agency ethics officials. As a supervisor, you may not instruct an employee not to contact an ethics official nor do anything that would interfere with an employee's ability to contact the ethics office if they have a question or concern.

Supervisors are also responsible for working with agency ethics officials to help resolve conflicts of interest and enforce government ethics laws and regulations, including those requiring certain employees to file financial disclosure reports. In addition, supervisors are responsible when requested, to assist agency ethics officials in evaluating potential conflicts of interest and identifying positions subject to financial disclosure requirements.

The United States Postal Service's Ethics Office may be reached by e-mailing [ethics.help@usps.gov](mailto:ethics.help@usps.gov) or calling the Ethics Helpline at 202-268-6346. Information about the Standards of Ethical Conduct for Employees of the Executive Branch, including the 14 General Principles of Ethical Conduct, may be found at <http://blue.usps.gov/uspslaw/Ethics.htm>.

USPS, Human Resources