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OCT 22 2020

October 19, 2020

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

Dear Mr. Wagner:

As a matter of general interest, the Postal Service has issued guidance concerning the use of pre-recorded films, film clips, and television broadcasts at postal facilities.

We have enclosed a memo from Thomas Marshall, General Counsel and Executive Vice President, concerning this matter.

Please contact Bruce Nicholson at 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills". The signature is stylized and somewhat circular.

David E. Mills  
Manager  
Labor Relations Policies and Programs

Enclosure



October 13, 2020

OFFICERS

SUBJECT: Termination of License to Use Motion Pictures

The Law Department wants employees to know that they cannot show "pre-recorded films" or film clips at USPS facilities due to the cancellation of the license allowing such use.

"Pre-recorded films" includes videos saved onto any medium such as VHS cassettes, DVDs, Blu-ray discs, storage devices (such as computers, tablets, and smartphones) as well as movies accessed on Netflix, Disney+, Amazon Prime, Apple TV, and other streaming services. Similarly, movies or film clips accessed through YouTube, Facebook, Instagram, and similar websites are prohibited. This prohibition includes videos used solely for internal purposes (shown to Postal Service employees only) as well as videos that could be seen by members of the public.

Postal Service employees **may not**:

- Show movies or movie clips to customers in a Post Office lobby.
- Show movies or movie clips in a break room at a Postal Service facility or other space that is controlled by the Postal Service (subject to the exception discussed below).
- Show movies or movie clips at events and conferences.
- Include movies or movie clips in training or training materials provided by the Postal Service.

Postal Service employees and the public **may** view programs (including movies) broadcast from a television. However, the television must be of the size typically used in a home. The Postal Service cannot use large screens, like the ones used in bars and restaurants. Additionally, Postal Service employees may privately watch videos on their personal devices during approved break time.

Please contact one of the Intellectual Property Attorneys in the Law Department (<https://blue.usps.gov/uspslaw/trademark.htm>) if you have any questions regarding this policy. Please also contact the Law Department if you have a business need to use a pre-recorded movie in order to get assistance acquiring a license.

A handwritten signature in blue ink that reads "Thomas J. Marshall".

Thomas J. Marshall

cc: Law Department Managing Counsels