



Statement for Postmasters and Officers-In-Charge

I certify that I have read the following:

- (1) *Administrative Support Manual (ASM), section 274, Mail Security, and,*
- (2) *Employee and Labor Relations Manual (ELM), subchapter 660, Conduct.*

I fully understand that if, through either my own personal conduct or negligence of duty, I fail to observe the requirements of United States Postal Service regulations in regard to the privacy or security of the mail, or protection of public property and funds, I am subject not only to administrative discipline but also to punishment under law, including fine or imprisonment or both.

I understand these requirements and accept the responsibility for their enforcement in my position as postmaster or officer-in-charge.

Printed Full Name

Signature

Date

Post Office

Privacy Act Statement: Your information will be used to determine whether you have met the position requirements as state on this form. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Providing the information is voluntary, however, if you choose not to comply with the requirements as stated on this form and you choose not to acknowledge acceptance of the responsibility of their enforcement, you may be considered deficient in meeting the position requirements of postmaster or officer-in-charge. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policy visit us at usps.com.