



March 7, 2002

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS
DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
PLANT MANAGERS, PROCESSING AND DISTRIBUTION CENTERS

SUBJECT: Revised Security Requirements

As a result of the September 11 terrorist attacks and subsequent anthrax incidents, the Postal Service increased its vehicle security requirements. Additionally, some locations withheld vehicles from disposal in order to form "contingency fleets," in the event of further anthrax contamination.

While security awareness will remain an essential part of our "normal" operating conditions, vehicle inventory, reporting, and contingency requirements are being modified. Effective immediately:

USPS-owned and leased vehicles and government license plates ("P"-tags and GSA) are to be physically inventoried and results recorded on an accounting period, rather than daily basis. Area vice presidents or district managers may require a higher inventory reporting frequency, if indicated due to local conditions.

Managers, Vehicle Maintenance are to continue to report missing or stolen vehicles and government license plates to the area and to headquarters Delivery Vehicle Operations, as they are identified.

"Contingency fleets" of surplus vehicles are to be disbanded. Vehicle maintenance facilities will dispose of surplus vehicles, in a timely manner, through established processes.

Although we are reducing the inventory and reporting requirements, we must remain vigilant for future challenges. Other vehicle security and safety measures implemented to date remain in effect, including restrictions of pedestrian and vehicular traffic into and around postal facilities, restrictions against leaving vehicles unlocked, and restrictions against the use of compressed air for cleaning purposes.

Thank you for your prompt compliance. If you have questions regarding vehicle security, please contact Wayne Corey at (202) 268-4104.

A handwritten signature in black ink, appearing to read "PRD", with a long horizontal flourish extending to the right.

Patrick R. Donahoe
Chief Operating Officer
and Executive Vice President

cc: Mr. Rowan
Mr. Rapp
Mr. Pankey
Managers, Operations Support (Area)
Managers, Delivery Programs Support (Area)