

## ***Policy Reminder:*** **Facility Security is YOUR Responsibility**

The first step to ensuring a secure facility is knowing who should be there, and who should not. This is where YOU come in:

**All Postal Service employees must have a photo identification badge.**

Postal ID badge must be displayed at all times when an employee is in a Postal Service facility or on official Postal business.

Sales and Services Associate (SSA) name tags are to be worn over the left breast so that they are visible to the customer. Employees must still wear their official Postal ID badges at all times, but customer-facing employees may wear their badges out-of-sight of the customer -- either on the waist or as prescribed by the installation head.

Employees are also charged with the responsibility of preventing unauthorized individuals, including off-duty employees, from entering restricted areas. Immediately report to a supervisor any and all individuals on the workroom floor who are not properly identified or escorted.