

MEGAN J. BRENNAN
POSTMASTER GENERAL, CEO



March 6, 2020

OFFICERS

SUBJECT: Corporate Travel

Due to the developing spread of Coronavirus (COVID-19) in the United States, and consistent with recent guidance that was issued by the Office of Personnel Management that is applicable to the rest of the federal government, the Postal Service will, effective immediately, begin requiring advanced written approval for travel for all Officers, Executives, and Non-Bargaining employees. While this action being taken is a precautionary action only, we need to take a careful and considered approach before authorizing travel.

Employees are encouraged to utilize video/teleconferencing for meetings in place of travel when possible.

Official travel for any Area or District employee must be approved in advance, in writing (written or email) by the Area Vice President. Official travel for Headquarters employees must be approved in advance by their functional Vice President or Executive Leadership Team member.

Additional information will be forthcoming. This new Corporate Travel policy will remain in effect until written notice is reissued. As you are aware this is a developing situation, and the policy will be revisited as circumstances warrant.

I appreciate your diligence and compliance to this instruction as we continue to monitor COVID-19 and help ensure the safety and well-being of our employees.

A handwritten signature in blue ink, appearing to read "Megan J. Brennan", with a long horizontal line extending to the right.

Megan J. Brennan