



What's that got to do with your job?

- Misuse of your title or Postal Service letterhead may violate the ethics regulations.
- A Postal Service employee may write a letter of recommendation for an individual using his or her official title and official letterhead if:
 - (1) the employee has personal knowledge of the ability or character of the individual;
 - (2) the employee has dealt with the individual in the course of postal employment or the employee is recommending the individual for postal or Federal employment.

When you refrain from using your Postal Service position for the private gain of yourself, relatives, or anyone that you are affiliated with in a nongovernmental capacity, you preserve the reputation of the Postal Service for being fair and honest.

And that's smart business.

Contact the Ethics Office (ethics.help@usps.gov) for more guidance.