Northern New England District

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Date:

Dear New Postmaster

Postmaster Installation ceremonies are a long held postal tradition and part of our proud history.  It remains an important priority to celebrate this achievement with employees and those who live in the communities we serve.  The USPS authorizes the use of postal funds to provide appropriate refreshments (not meals) for Postal Installation ceremonies.

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| §   EAS 24 and above | $300.00 |
| §   EAS 21-22 | $200.00 |
| §   EAS 20 | $150.00 |
| §   EAS 18 | $100.00 |

An eBuy2 requisition is required, with Postmaster, Manager, Post Office Operations, and District Manager approvers in that order. The justification on the eBuy2 requisition must have specific details for Installation ceremony items and refreshments to be purchased.

If you are interested in hosting a Postmaster Installation ceremony to celebrate your appointment, please contact me directly.

Again, congratulations and I look forward to your success in this position.

Sincerely,

Dear Fellow Postmaster;

Congratulations!

As you may know, it is encouraged that new Postmasters to have an installation.

The Installation Ceremony is strongly supported by your District Manager and your respective POOM.

Below we have attached a document containing a timeline and instructions to assist you in preparing for a timely ceremony.

Remember an installation does not mean you have to have a formal Lunch/Dinner etc.

An afternoon coffee and/or refreshments or snacks is quite acceptable.

If you are a 2nd or 3rd time Postmaster you should consider having an open house with your local officials and respective Postal Officials invited to attend around the same time of day so they might meet while visiting and while the oath is administered. Be specific on the time your DM or POOM will be administering the Oath.

Below are a suggested guest list and some guidelines to assist you in planning your Installation Ceremony or Open House.

Remember this is to celebrate your accomplishment so make it fun and remember it doesn’t have to be a big formal affair.

If you need some assistance with starting your plans you can call one of your Executive Board Members of United PMA. They will assist you in getting things started.

**Suggested Installation guest list protocol**

*Towns Officials*

*Remember the purpose for your Installation is to introduce you to the people you will be serving.*

*Family & Friends*

District Manager

POOM’S

Manager Operations Support

Manager Human Resources

Manager Finance

Manager Marketing

Local Area Postmasters

UPMA Officers

**Installation List and Time Line**

**At least 6 weeks prior to Installation Date**

 Decide on and find a Location, Consider how many people your inviting, community, cost and

parking ( Local Church / Town hall / VFW are places that typically do not charge )

 Consider spending limit of $ for Installation Ceremony \*\* see appropriated funding chart from NNE.

Follow proper E-buy Procedures. Save copies of receipts for submission.

 If you are having a formal ceremony select or solicit a Master of Ceremonies who can assist you.

 Select a date and time and check with District Manager or POOM’s office for schedule conflicts and please consider daily post office operations.

 Finalize a Date and time

If inviting any government officials ask for assistance if needed and send letters to the appropriate political reps/ congressional reps or senators for your area. Sometimes they will attend and sometimes they will just send a proclamation to be read. But invite them as soon as you have a date and time.

**At least 4 Weeks Prior to Installation** **Date**

 Make a list of people to invite.

 Contact potential Speakers (usually 1 to 3 is sufficient ) Maybe a town official and your POOM or

Even a town historian. You decide.

 Utilize a word doc invitation template or be ready to purchase invitations at Staples or local print shop

**At least 3 weeks prior to Installation Date**

 Send out invitations, (email is acceptable for district personnel and Postmasters) and use

Stamps purchased out of your installation budget for all others.

 Review Program, fill in Names for your speakers, master of ceremonies, etc.

 Make a list of people who will be attending you want recognized by your Master ceremonies.

(Selectman, Town Officials, former Postmasters and of course any of your family members)

 Find a place to requisition food, prices, delivery and payment if need be.

**At least 2 weeks prior to Installation Date**

 Confirm all Program information, Speakers, officials etc.

(Political Officials 1 week prior)

 Prepare acceptance speech or remarks (average is usually 3 to 8 minutes )

 Finalize food and prices and get assistance for setting up etc…

 Confirm the room where your installation is held will be set up, chairs, head table, tables for

Refreshments, and electrical outlets available for coffee pot or food warmers.

 Be sure to see if there is a podium, flag and or Bible for the ceremony

**At least 1 week prior to Installation Date**

 Everything should be set / If you are using programs for your guests go pick them up, you can design and print them right on Staples.com if you decide to use them. And don’t forget to double check on the food if you’re having it delivered.

NOTE: Programs typically change on the day of the ceremony, so don’t panic if someone listed isn’t there or if you have to add someone. Your MC will take care of announcing their absence or addition.

**OATH OF OFFICE**

**I, (***STATE YOUR NAME***), DO SOLEMNLY SWEAR THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME.**

**I FURTHER SWEAR THAT I WILL WELL AND FAITHFULLY EXECUTE THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN APPOINTED.**

**I WILL CONDUCT MYSELF HONORABLY, RENDERING THE BEST POSSIBLE SERVICE AND THE HIGHEST FORM OF RESPECT TO THE CUSTOMERS AND EMPLOYEES I SERVE AND SERVE WITH.**

**I TAKE THIS OATH FREELY, WITHOUT MENTAL RESERVATIONS OR PURPOSE OF EVASION -- --**