



Employee and Labor Relations Manual (ELM)

Issue 12

May 1, 1989
Transmittal Letter

1. **Explanation.** ELM Issue 11 is obsolete. Issue 12 is a complete revision which contains all changes published in the *Postal Bulletin* between January 19 and April 28, 1989 and other changes originators submitted; all revisions are described in the *Summary of Changes*. Subchapter 580 has been retitled *Federal Employees' Retirement System (FERS)* and contains all policies and procedures pertaining to that program. The material previously contained in 580 is now the newly established subchapter 930, *Work Clothes and Uniforms*. This Issue also includes a new Appendix B, *Forms Listing*, a list of forms referenced throughout the book.
2. **Instructions.** File this transmittal letter (TL) in the front of your book. Discard all other previous ELM TLs and text.
3. **Distribution**
 1. **Initial.** The ELM is published semiannually in May and November and distributed to all postal facilities. Beginning with this Issue, all classified stations and branches will also receive a copy. Postmasters are responsible for providing functional guidance to contract stations and branches.
 2. **Additional Copies.** Order copies from your materiel distribution centers using Form 7380, *Supply Center Requisition*.
 3. **On-Line-Availability.** The composition and graphics for this document were electronically produced using the USPS SPECTRUM database publishing system. The text is available to USPS users through the SPECTRUM database which is resident at NISSC. To obtain information on accessing this system, contact the Customer Support Branch at NISSC (PEN 878-5001).
4. **Sale to the Public.** The ELM is available to the public on a subscription basis through Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371.
5. **Comments, Questions, and Problems.** If you cannot find or understand certain material, or discover that topics are omitted, send a memorandum outlining the problems, through appropriate management channels, to Document Control Division, USPS Headquarters, Washington, DC 20260-1571.
6. **Effective Date.** This material is effective upon receipt.

A handwritten signature in black ink that reads "Richard D. Weirich".

Richard D. Weirich
Assistant Postmaster General
Information Resource Management Department