

Summary of Postal Bulletin Updates May 1989 to June 1996

Note that changes are cumulative. Numbering of a section may be modified by a change made subsequently.

1. Overall Revisions

Addresses, PEN numbers, and form titles have been updated. Addresses have also been reformatted to reflect machine readability standards.

Parts 515, 936, and 937; subchapters 450, 460, 540, 640, 690, 880, and 920; and Chapter 7 have been edited in their entirety. Language has been changed in some instances to promote clearer, fuller understanding. Some heading and exhibit titles are modified to improve readability. Changes have been made to correct grammatical, printing, and reference errors; to eliminate sexist language; to meet the technical requirements of the electronic publication system; and to preserve consistency of style. These changes are not listed in this summary except where they are deemed necessary for clarification.

2. Specific Revisions

Substantive changes published in *Postal Bulletin* articles are marked with vertical bars in the margins or printed in bold type in tables and certain exhibits.

Chapter 3

313.53 For Job References is amended to specify the exact data element that may be given to an inquiring prospective employer without the written consent of the employee. (PB 21856, 12/9/93)

313.64 Fees is amended to include new language making fees charged for Privacy Act requests for records consistent with the Freedom of Information Act fee schedule (changed pursuant to the Office of Management and Budget guidelines) and reflecting the increase to the Postal Service in the direct cost (from 10 to 15 cents per page) for duplicating records. (PB 21749, 11/2/89)

355 Light Duty Assignments is added to clarify Article 13, Assignment of Ill or Injured Regular Workforce Employees, by indicating that light duty assignments do not include a guarantee of workhours per day or per week. Requests for light duty are voluntary and made in accordance with the collective bargaining agreement. (PB 21743, 9/21/89)

355.14 (under **Light Duty Assignments**) is added to reflect labor agreement provisions detailing consideration taken by managers in making such assignments. (PB 21849, 9/2/93)

365.234d Employee Ordered to Initial Period of Active Duty for Training is amended to include new language about National Guardsmen being

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entitled to restoration following active military duty (changed pursuant to specific provisions in Title 32, United States Code, applicable to both federal and postal employees). (PB 21756, 2/8/90)

Chapter 4

Subchapter 410

References to tool and die shops in **410**, **420**, and **430** are deleted. (PB 21819, 7/9/92)

411.333 EAS A–E Postmaster Rates (under **Determination of Salaries**) is amended to show the revised salary conversion equation. (PB 21883, 12/22/94)

414.31 (under **Reassignment to Nonbargaining Positions, EAS A–E Postmasters**) is amended to reflect current pay procedure. (PB 21883, 12/22/94)

414.32 (under **Reassignment to Nonbargaining Positions, EAS A–E Postmasters**) is amended to reflect current pay procedure. Sections 414.32a and b replace 414.321 and 414.322. (PB 21883, 12/22/94)

Exhibit 418.1 Equivalent Grades is amended to change grades 5 and 6 to grades 1 and 2 in the Postal Police Officers' column. (PB 21819, 7/9/92)

Subchapter 420

References to tool and die shops in **410**, **420**, and **430** are deleted. (PB 21819, 7/9/92)

421.32 Setting Salaries is revised to delete specifications and to add two references. (PB 21797, 9/5/91)

421.422c Temporary Assignment is amended to delete the word *worksite*. (PB 21819, 7/9/92)

421.452 Step Increase (under **Salary Increases**) is changed to incorporate *most prevalent step* in the definition. (PB 21817, 6/11/92)

421.453 Equivalent Increase (under **421.45 Salary Increases**) is changed to incorporate *most prevalent step* in the definition. (PB 21817, 6/11/92)

421.531 Explanation (under **Saved Grade**) is amended to delete *a*, relating to the Tool and Die Shop, and reletter subsequent items. It is modified to clarify the applicability of the bargaining unit agreement and the necessity for approval by area Human Resources managers. (PB 21819, 7/9/92; PB 21849, 9/2/93)

Exhibit 421.7 Reference Table is amended to delete the line relating to the Tool and Die Shop, to change the line relating to the Postal Police Officer's Schedule from *j* to *i*, and to change "Grades 5–6" in that line to "Grades 1–2." (PB 21819, 7/9/92)

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422.122a (under **Hourly Rates for Part-Time Employees**) is modified to correct the number of hours by which annual rate is divided to read *2,080* rather than *2,000*. (PB 21849, 9/2/93)

422.231 Basic Rules (under **Promotion Within the PS Schedule**) is updated to include most prevalent step and adds language to ensure employees will be compensated no less as a consequence of a promotion than they would have been had they remained in their former grade levels. (PB 21817, 6/11/92)

422.232a Between Steps (under **Supplemental Rules**) is deleted and replaced with a new **422.232a Repromotion**, which adds a new rule for employees repromoted to a previously held grade. (PB 21817, 6/11/92)

422.25 Demotion, 422.26 Voluntary Reduction, and 422.27 Management Action Reduction are incorporated into a new **422.25 Reductions in Grade**, which replaces rules applicable to step and step date assignment for demotions, voluntary reductions, and management action reductions with a new simplified rule for any reduction in grade. Rate retention provisions are not changed. The consolidation of reductions in grade is also reflected in modifications to references in **423 Mail Handlers' Schedule** (423b(5)), **425 Postal Nurses' Schedule** (425b(5)), **426 Data Centers Schedule** (426.25), **427 Operating Services Division Schedule** (427.26, 427.27, and 427.27a), and **429 Postal Police Officers' Schedule** (4292e). Note renumbering of 429 to 428 under **429** below. (PB 21817, 6/11/92)

Exhibit 422.3 Bargaining Unit Step Increase Waiting Periods is amended to delete the Tool and Die Shop (TDS) Schedule and to alter the Postal Police Officers' (PPO) Schedule so that "Grades 5–6" is changed to "Grades 1–2." (PB 21819, 7/9/92)

423a(1) (under **Mail Handler's Schedule**) is amended to change "Grades 3 through 6" to "Grades 4 through 6." (PB 21817, 6/11/92)

425 Postal Nurses' Schedule (PNS) is revised to correct a typographical error, to delete reference to cost-of-living adjustments (COLA), to incorporate language from 422.14 and 421.32b relating to setting newly hired career nurses' salaries, and to renumber to accommodate changes. (PB 21797, 9/5/91)

428 Tool and Die Shops is deleted and the following section renumbered to accommodate the change. (PB 21819, 7/9/92)

428.1a (formerly **429.1a** under **Salary System**) is amended to change "Grades 5 and 6" to "Grades 1 and 2." (PB 21819, 7/9/92)

429 Postal Police Officers' Schedule is renumbered 428 following the deletion of Tool and Die Shops. (PB 21819, 7/9/92)

Subchapter 430

References to tool and die shops in **410, 420, and 430** are deleted. (PB 21819, 7/9/92)

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433.6 EAS A–E Postmasters (under **Straight Time Pay**) is amended to reflect current pay procedure. (PB 21883, 12/22/94)

Exhibit 434.141a Postal Overtime Pay Eligibility Table is amended to show new overtime eligibility for EAS A–E postmasters. (PB 21883, 12/22/94)

434.31c (under **Sunday Premium, Policy**) is modified to eliminate reference to a temporary schedule initiated by management. (PB 21849, 9/2/93)

434.415 (under **Holiday Leave Pay, Policy**) is amended to indicate that postal police officers consult the USPS-FPPO agreement concerning holidays that fall on Sunday. (PB 21819, 7/9/92)

434.422 (under **Holiday Leave Pay, Eligibility**) is amended to show holiday leave pay eligibility for EAS A–E postmasters.

434.432 (under **Holiday Leave Pay, Pay Computation**) is modified to eliminate the word *sole* from the last sentence. (PB 21849, 9/2/93)

434.433 (under **Holiday Leave Pay, Pay Computation**) is modified to correct the maximum number of hours in the daily working schedule to read 8 rather than 5. (PB 21849, 9/2/93)

434.611 (under **Out of Schedule Premium, Policy**) is modified to eliminate the last sentence, reference to notice. (PB 21849, 9/2/93)

434.622k (under **Out-of-Schedule Premium, Eligibility**) is added to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

434.71 Policy (under **Nonbargaining Rescheduling Premium**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

436.22 (under **Limitations**) is amended to show that employees ordinarily need not document their efforts to obtain employment during the first 45 days of the back pay period. (PB 21768, 7/26/90)

436.425 (under **Statements by Employee**) is expanded to clarify the nature of required documentation of efforts to seek employment during back pay periods of various lengths. (PB 21728, 6/8/89; PB 21768, 7/26/90)

436.426 (under **Statements by Employee**) is amended to delete all references to optional life insurance coverage, which is addressed in a new section 436.427. (PB 21734, 7/20/89)

436.427 (under **Statements by Employee**) is added to make postal regulations for back pay conform with the life insurance regulations of the Office of Personnel Management describing the qualifying events that permit an employee to elect new or additional optional life insurance coverage. (PB 21734, 7/20/89; PB 21737, 8/10/89; PB 21738, 8/17/89)

436.428 (under **Statements by Employee**) is added to show that individuals denied employment with the Postal Service who subsequently file successful appeals must mitigate damages during the entire back pay period by making reasonable efforts to obtain other employment. (PB 21768, 7/26/90)

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437.21 Pay (under **Definitions**) is modified to eliminate reference to life and health insurance premiums. (PB 21849, 9/2/93)

Subchapter 440

444.324 Pay on a Salary Basis (under **Fair Labor Standards Act Administration, Exempt Positions**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

Subchapter 450

450 Collection of Postal Debts From Nonbargaining Unit Employees is amended to add a provision for an alternative amount of salary offset for bargaining unit employees. Sections 452.31, 452.332d, 452.322f(3), 452.334, and 452.335 are affected. (PB 21897, 7/6/95)

451.1 Scope is amended to extend the right to petition for hearing over letters of demand, under specific circumstances, to bargaining unit employees and to reference a new provision in 462.42 for an alternative amount of salary offset for a bargaining unit employee. (PB 21897, 7/6/95)

451.2 Representation is added to indicate that employees have the right to, and free choice of, representation, and that a postal employee designated as representative is granted a reasonable amount of official time to perform authorized functions. Subsequent sections of 451 are renumbered to accommodate the addition. (PB 21897, 7/6/95)

Exhibit 452.233, Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness, adds provisions for nonbargaining and bargaining unit employee offsets and deduction amounts. (PB 21897, 7/6/95)

452.241 Consideration and Response is amended to clarify the need for follow-up action. (PB 21897, 7/6/95)

452.322 Contents deletes the exhibit reference that excluded bargaining unit employees. (PB 21897, 7/6/95)

Exhibit 452.322 Sample Notice of Involuntary Administrative Salary Offsets deletes the exclusion for bargaining unit employees from the sample notice and adds both to the letter and to the Statement of Debtor's Rights and Responsibilities an alternative amount of salary offset for bargaining unit employees. (PB 21897, 7/6/95)

452.332a (under **Requests for Postal Records**) is amended to include a request by a bargaining unit employee or the union. (PB 21897, 7/6/95)

453.21 Notice is amended to indicate that the letter notifying an employee of the Postal Service's intention to initiate an offset to collect a debt reflected by a federal court judgment, as well as a copy of the court judgment, should be hand delivered if possible, and if not, then by certified or Express Mail, return receipt requested. (PB 21897, 7/6/95)

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455.3 Collection of Debt Upon Separation is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS). (PB 21897, 7/6/95)

Subchapter 460

460 Collection of Postal Debts From Bargaining Unit Employees is amended to add a provision for an alternative amount of salary offset for bargaining unit employees. Sections 462.31, 462.42, 464.1, and 464.3 and exhibits 452.233 and 452.322 are affected. (PB 21897, 7/6/95)

461.1 Scope is amended to add a provision for application of regulations in 451.2, 451.5, 451.7, and 452.3 when circumstances specified in 462.32 apply to bargaining unit employees. (PB 21897, 7/6/95)

461.3 Definitions is amended to add the term *Severe Financial Hardship* for consistency with 451.4. (PB 21897, 7/6/95)

462.2 (formerly **462.3**) **Applicable Collection Procedures** is amended to add provisions that extend the right to petition for a hearing over letters of demand issued to bargaining unit employees, to address the applicable grievance-arbitration procedure, to make certain provisions from 450 applicable to bargaining unit employees, and to change the limit on the amount of salary offsets to collect a debt. (PB 21897, 7/6/95)

462.3 Statutory Offset Procedures is amended to incorporate the former 462.1 Authority and to add or revise 462.32 through 462.42 to provide bargaining unit employees with statutory offset procedures in accordance with the Debt Collection Act. (PB 21897, 7/6/95)

464.1 Administrative Salary Offsets and **464.3 Administrative and Court Judgment Salary Offsets** are amended to add provisions that reference 462.42, which provides an alternative limit on the amount of salary offset to collect a debt that is owed to the Postal Service. (PB 21897, 7/6/95)

465.3 Collection of Debt Upon Separation is amended to add a provision for debt collection from former employees under the Federal Employee Retirement System (FERS). (PB 21897, 7/6/95)

Subchapter 470

473.1 Description is amended to increase the maximum Special Achievement Award to \$1,500. (PB 21758, 3/8/90)

475.1 Description is amended to increase the maximum Meritorious Service Award to \$3,000. (PB 21758, 3/8/90)

476.1 Description is amended to increase the maximum Distinguished Service Award to \$5,000. (PB 21758, 3/8/90)

479.11 Retirement is amended to indicate that retirees with 50 or more years of service receive a certificate and commendatory letter signed by the Postmaster General. Responsibility for this action is indicated in **479.21**, **479.22**, and **479.23**. (PB 21769, 8/9/90)

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479.31 Retirees is amended to provide procedures for arranging for the Postmaster General's letter for retirees with 50 or more years of service. (PB 21769, 8/9/90)

Chapter 5

Subchapter 510

Exhibit 512.223a Wars, Campaigns, and Expeditions of the Armed Forces Since 1937 is updated. (PB 21918, 4/25/96)

512.312c(1) (under **Annual Leave, Accrual and Crediting, Part-Time Employees**) is amended to show annual leave entitlement for EAS A–E postmasters. (PB 21883, 12/22/94)

512.313b(4) and **(5)** (under **Appointees**) are amended to denote how the 90-day qualifying period applies to A–E postmasters. (PB 21883, 12/22/94)

512.511 Minimum Unit Charge (under **Leave Charge Information, Full-Time Employees**) is amended to delete EAS A–E postmasters from the table. (PB 21883, 12/22/94)

512.514 Saturday Absences (Postmasters in EAS A–E Offices) is moved to **512.523 A–E Postmasters**. (PB 21883, 12/22/94)

512.515 becomes 512.514. (PB 21883, 12/22/94)

512.523 A–E Postmasters is amended to reflect the new criteria for free Saturdays for A–E postmasters. (PB 21883, 12/22/94)

513.21 Accrual Chart (under **Sick Leave**) is amended to move EAS A–E postmasters from the full-time to the part-time formula. (PB 21883, 12/22/94)

513.32 Conditions for Authorization (under **Authorizing Sick Leave**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

513.362 Over Three Days is corrected to indicate that employees are required to submit *medical* documentation or other acceptable evidence of incapacity for work for absences in excess of three days. (PB 21731, 6/29/89)

513.363 Extended Periods (under **Authorizing Sick Leave, Documentation Requirements**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

513.412 Minimum Unit Charge (under **Charging Sick Leave, Full-Time Employees**) is amended to delete EAS A–E postmasters from the table. (PB 21883, 12/22/94)

513.413a Special Situations (under **Charging Sick Leave**) is amended to reflect current leave practice. (PB 21883, 12/22/94)

514.22c (under **Leave Without Pay, Administrative Discretion**) is added to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

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Exhibit 514.4e(3) (under **Acceptable Reasons and Instructions for LWOP**) is corrected to remove the word “not” from a section where it is used erroneously. (PB 21920, 5/23/96)

Exhibit 514.4f (under **Acceptable Reasons and Instructions for LWOP**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

515 Absence for Family Care or Serious Health Condition of Employee is changed to comply with the Family and Medical Leave Act of 1993. Policy formerly found in ELM 515, Absence for Maternity/Paternity Reasons, is incorporated into this new policy. Sections in 430, 440, 513, 514, and 519 relating to family and medical leave are modified to reflect the new policy. (PB 21847, 8/5/93)

519.71 Policy (under **Nonbargaining Personal Absence**) is modified to reflect the new family and medical leave policy found in 515. (PB 21847, 8/5/93)

Subchapter 540

542.112 Time Limit clarifies FECA time limit for written notice of traumatic injury. (PB 21768A, 8/2/90)

542.122 Time Limit clarifies FECA time limit for notice of occupational illness or disease. (PB 21768A, 8/2/90)

542.222 Time Limit clarifies FECA time limit for notice of death. (PB 21768A, 8/2/90)

543.11b (under **General**) adds cross-reference regarding Form CA-16. (PB 21768A, 8/2/90)

543.14 Emergency Treatment is organized into two subsections, 543.141, Choice of Treatment, and 543.142, Prompt Treatment. (PB 21768A, 8/2/90)

543.21 Informing Employees clarifies FECA requirement to inform employees of FECA rights. (PB 21768A, 8/2/90)

543.222 (under **General Procedures**) deletes reference to selection of a physician following treatment by the USPS medical unit to clarify option to select at any time. (PB 21768A, 8/2/90)

544.18 (under **Immediate Supervisor**) is deleted and the information covered in 544.23, 544.24, and 544.25. (PB 21768A, 8/2/90)

544.23 Penalty for False Statement deletes reference to perjury and changes title. (PB 21768A, 8/2/90)

544.24 Penalty for False Claim is added to outline penalty for false claim. (PB 21768A, 8/2/90)

544.25 Penalty for Refusal to Process Claim is added to outline penalty for refusal to process claim. (PB 21768A, 8/2/90)

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545.11 (under **Responsibility**) modifies the chart to reflect changes in responding relationships with injury compensation personnel. (PB 21768A, 8/2/90)

545.252 (under **Recurrence of Disability**) clarifies control office option to authorize medical care, by use of Form CA-16, for recurrences. (PB 21768A, 8/2/90)

545.253 (under **Recurrence of Disability**) clarifies when the control office must contact the Office of Workers' Compensation Programs (OWCP) for instructions regarding medical care for recurrences. (PB 21768A, 8/2/90)

545.72 Waiting Period clarifies applicability of compensation waiting period. (PB 21768A, 8/2/90)

545.73b(1) (under **Sick or Annual Leave**) clarifies the time period for continuation of pay. (PB 21768A, 8/2/90)

545.73b(6) (under **Sick or Annual Leave**) is expanded to outline limitations on the period that current employees may buy back leave. (PB 21768A, 8/2/90)

545.854 Investigation is relettered so that *a–f* becomes an introduction statement and *a–e*. (PB 21768A, 8/2/90)

New 545.94c(1) (under **Deciding Appropriate Action**) deletes reference to Civil Service Retirement Act and adds wording to deal with employee covered under the Civil Service Retirement System (CSRS). (PB 21768A, 8/2/90)

New 545.94c(2) (under **Deciding Appropriate Action**) adds eligibility requirements for employees covered under the Federal Employees' Retirement System (FERS). (PB 21768A, 8/2/90)

545.94c(4) and **545.94c(5)** (under **Deciding Appropriate Action**) are added to outline appropriate action when employees are ineligible for CSRS or FERS. (PB 21768A, 8/2/90)

545.94d (under **Deciding Appropriate Action**) is combined with 545.94c, and the numbered items below it are reordered. (PB 21768A, 8/2/90)

546.131 Obligation (under **Disability Overcome After More Than 1 Year**) is modified to include reassignment of current employees as well as reemployment of former employees. (PB 21898, 7/20/95)

546.142e(5)(a)–(c) (formerly **546.142e(e)(1)–(3)** under **Rights and Benefits Upon Partial Recovery**) is modified to update reporting relationships. (PB 21898, 7/20/95)

546.21 Compliance (under **Collective Bargaining Agreements**) is modified to include reassignment of current employees as well as reemployment of former employees. (PB 21898, 7/20/95)

546.221 Scope (under **Collective Bargaining Agreements**) is modified to include reassignment of current employees as well as reemployment of former employees. (PB 21898, 7/20/95)

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546.222 Reemployment or Reassignment (under **Collective Bargaining Agreements**) is modified by the 8/2/90 change to transfer responsibility to waive minimum qualification requirements for former employees from the region to the division reporting relationships and includes reassignment of a current employee or reemployment of a former employee to a position in a different craft, which may be a residual vacancy or a position uniquely created to fit the employee's medical restrictions. The 7/20/95 change supersedes the previous changes and updates. (PB 21768A 8/2/90) (PB 21898, 7/20/95)

546.23 Types of Appointments (under **Collective Bargaining Agreements**) is modified to provide for placement of career employees in positions equivalent to their previous positions and for placement of noncareer employees in positions for which they may qualify and in compliance with collective bargaining agreements. (PB 21898, 7/20/95)

546.65a (under **Management's Refusal to Reemploy**) is modified to update reporting relationships and to require final Headquarters concurrence through the area office. (PB 21898, 7/20/95)

546.54 Notification is modified to conform to addressing standards and reworded for clarity. (PB 21768A, 8/2/90)

547.31 Determining Fitness indicates that the installation head or director of Human Resources is authorized to approve a fitness-for-duty examination. (PB 21768A, 8/2/90)

Subchapter 560

563.231b Total Disability is expanded to outline the reassignment provisions provided in the Civil Service Retirement (CSR) law for a disability retirement application filed by an employee of the USPS. (PB 21725, 5/18/89)

568.12 Medical Examination (under **Management-Initiated Disability Retirement Procedures**) is added to provide a detailed clarification of current practice. The former 568.12, Filing Application, becomes 568.13, and its subsections are renumbered. (PB 21849, 9/2/93)

Chapter 6

Subchapter 610

613.2 Space Allowance is modified by the removal of the words *without charge* from the first sentence. (PB 21866, 4/28/94)

Subchapter 630

630 Ideas Program replaces **630 Employee Suggestion Program**. It outlines the new program and provides instructions for processing proposals. (PB 21869, 6/9/94)

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Subchapter 640

644.31 Insurance is amended to allow employees the flexibility of not going to insurance companies for small claims up to \$500. (PB 21782, 2/7/91)

Subchapter 650

651.5 Suspensions, Fourteen Days or Less is replaced temporarily by Management Instruction EL-650-96-3, *Letters of Warning in Lieu of Time-Off Suspensions*, which implements procedures for the use of letters of warning in lieu of time-off suspensions for nonbargaining employees. It is marked "Reserved." (PB 21922, 6/20/96)

Subchapter 690

690 Inventions and Patents substitutes *Procurement Policy Committee* for *Patent Rights Board* throughout. (PB 21811, 3/19/92)

Chapter 7

711.522e (under **Conditions**) is revised to explain that management approval of the employee's participation in self-development training is required only if Postal Service resources (e.g., funds, facilities, training materials, programs, equipment, etc.) will be used. Management approval is not required when employees participate in self-development opportunities at their own initiative, on their own time, and at their own expense. (PB 21799, 10/3/91)

714.221b Correspondence Programs is revised to reflect the conversion of correspondence programs to postal employee development center (PEDC) programs. 711.513, 711.524, 714.21, 731, and 732.11 delete references to such programs. (PB 21799, 10/3/91)

714.226 Postal Satellite Training Network is added to describe the new Postal Satellite Training Network. (PB 21799, 10/3/91)

715.2 Postal Orientation and **715.3 Craft Training** are revised to reflect changes in orientation and craft training programs. (PB 21799, 10/3/91)

715.51a Advanced Management Program is revised to add the Advanced Management Program. The remainder of the section is relettered. (PB 21799, 10/3/91)

716.123 Trip Destination is revised to conform with a revision of Handbook F-10, *Travel*, 232 (announced in *Postal Bulletin* 21790, 5-30-91) limiting intermediate travel destination to permanent duty station or home of residence. (PB 21799, 10/3/91)

718 Contract and Noncareer Personnel Participation in Nonpostal Training is added to provide nonpostal training for contract and other nonpostal personnel. (PB 21799, 10/3/91)

721.222a (under **Types of Programs**) is revised to indicate that local training must not be in conflict with national training. (PB 21799, 10/3/91)

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721.241a (under **General**) is revised to add national employee development programs. (PB 21799, 10/3/91)

721.242 Career Ladder Program is added to describe the Career Ladder Program. (PB 21799, 10/3/91)

721.243 Management Associate Program is added to describe the Management Associate Program. (PB 21799, 10/3/91)

721.244 Management Intern Program is added to describe the Management Intern Program. (PB 21799, 10/3/91)

721.245 Management Trainee Program is added to describe the Management Trainee Program. (PB 21799, 10/3/91)

721.246 Professional and Specialist Trainee Program is added to describe the Professional and Specialist Trainee Program. (PB 21799, 10/3/91)

721.247 Summer Intern Program is added to describe the Summer Intern Program. (PB 21799, 10/3/91)

732.12 Form 2548, Individual Training Record, is revised to provide that local training records are to be maintained in a central location. (PB 21758, 3/8/90; PB 21799, 10/3/91)

732.15 Form 180, Certificate of Training, is added to describe Form 180 and its use. (PB 21799, 10/3/91)

741.22b (under **Other Related Expenses**) is revised to clarify and expand Postal Service policy by which employees are eligible for educational assistance leading to academic degrees. (PB 21799, 10/3/91)

742.3 Distribution of Copies is revised to require that a copy of Form 1782 be sent or delivered to the training sponsor if the sponsor requires advance payment. (PB 21822, 8/20/92)

742.414 Advance Payments is revised to change the procedures for preparing, approving, and processing Form 1782 when the training sponsor requires payment in advance of the nonpostal training. Under the new procedures: (a) the training sponsor must receive a copy of the Form 1782 and prepare an invoice billing the Postal Service for the training; (b) the postal official who approved the training must certify the invoice and send it with the original Form 1782 to the Postal Data Center (PDC) for payment; and (c) the PDC must issue a remittance advice and check to the training sponsor. All of these steps must be completed before the training begins. (PB 21822, 8/20/92)

753.11 Voluntary (under **Individual Memberships**) is revised to authorize the use of Postal Service funds for the payment of voluntary individual memberships, dues, and/or fees in professional associations under certain restricted conditions. (PB 21811, 3/19/92)

753.12 Required (under **Individual Memberships**) is revised to authorize Postal Service reimbursement of employees' costs of maintaining required licenses, certifications, and/or memberships in professional associations at

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the discretion of the appropriate officer. (See ELM 311.311a for the list of Postal Service officers.) (PB 21799, 10/3/91)

Chapter 8

880 Smoking is revised to prohibit smoking in all Postal Service buildings. The definition in 881 is retained, and the prohibition of smoking in GSA vehicles, formerly found in 884l, is retained as 882.2. All other material is replaced by 882.1 Buildings. (PB 21841, 5/13/93; PB 21834, 2/4/93)

Chapter 9

923 Eligible Organizations is modified to update the names and addresses. The 9/1/94 change also rescinds the 2/20/92 change, which listed the District of Columbia Nurses' Association as a recognized bargaining agent in place of the National Postal Professional Nurses. The 12/7/95 change shows a new address for the Fraternal Order of Police. (PB 21908, 12/7/95) (PB 21809, 2/20/92) (PB 21875, 9/1/90)

924.12 Labor Organizations is modified to indicate that there is a separate SF 1187 for transitional employees. (PB 21875, 9/1/94)

924.62 Change by Organization is modified to indicate that approval is given by the manager of human resources in the area office. (PB 21875, 9/1/94)

925.122d (under **Special Circumstances**) is added to describe the process by which a rehired transitional employee can either reactivate an SF 1187 still in force or elect to cancel dues withholding during the first 10 days after being rehired. (PB 21875, 9/1/94)

925.21 Separation is modified to show that the separation of transitional employees results in cessation of dues withholding but does not result in cancellation of the dues withholding authorization. (PB 21875, 9/1/94)

932.13a (under **Work Clothes**) is amended to add Lockmaker to the list of positions for which a work clothes allowance is authorized under the conditions specified. (PB 21801, 10/31/91)

932.13f (under **Work Clothes**) is added to include bulk mail entry unit positions in the list of those entitled to annual work clothing allowances. (PB 21922, 6/20/96)

933.1g Security Force Police Officers is amended to reflect the requirement that postal employees purchase approved footwear having a plain toe and bearing the SR/USA label. (PB 21741, 9/7/89)

933.22 Female City Carriers, Special Delivery Messengers, and Motor Vehicle Operators is amended to omit requirement that skirt or culottes be worn only with black knee-length socks or neutral colored hose. (PB 21737, 8/10/89)

933.23 Window Service Personnel is amended to add USPS certified shoes to lists of optional uniform items. (PB 21737, 8/10/89)

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933.33 Promotional Pins or Buttons is deleted and the information incorporated in 933.4. (PB 21712, 2/16/89)

933.4 Apparel Worn for Promotional Purposes is added to provide more detailed information on such apparel worn by uniformed and nonuniformed employees. (PB 21712, 2/16/89)

936.2a (under **Payment for Uniform Purchase After Separation of Employee**) is corrected by the addition of the word *not* in the first sentence. Reference is to items of uniform wear that are not recognizable as distinctive uniform items.

936.33 Disallowing Payments is changed to indicate that the district accounting office may disallow payment for excessively priced items (rather than is responsible for disallowing such items). (PB 21922, 6/20/96)

936.43 Employee Submission of Invoices is changed to indicate that, if a separating employee indicates that he or she has made uniform purchases during the past 30 days, the postmaster or installation head is to contact the district accounting office, where the invoice files will be maintained (rather than reviewing the file to determine if payment should be made). (PB 21922, 6/20/96)

936.53 Examination of Invoice is changed to indicate that installation heads examine questionable invoices referred by the district accounting office (rather than all invoices). (PB 21922, 6/20/96)

936.55 Submission of Invoice is changed to indicate that vendors will be directed to submit the original invoice to the appropriate district accounting office (rather than to the installation head) or to the inspector in charge for purchases made by security force employees. (PB 21922, 6/20/96)

936.56 Processing of Invoice is changed to describe the process the district accounting office will use for processing the invoice. (PB 21922, 6/20/96)

937.1 Communications From Vendors is changed to indicate that a district accounting office employee responds to licensed vendor correspondence and shows the district accounting office in the sample address. (PB 21922, 6/20/96)

Appendix A

Appendix A, 84, Uniform Allowance Payment Records (050.040) is changed to show that copies of records are arranged by pay period, maintained by the district accounting office, and disposed of after 2 years. Files maintained at the post office are arranged alphabetically by name and disposed of after 2 years. (PB 21922, 6/20/96)

Appendix B

Appendix B is updated to show form titles current through August 1996.

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Appendix C

Appendix C is added to provide updated information on addresses and telephone numbers found throughout the ELM. Addresses are formatted to meet new machine readability standards. (PB 21809, 2/20/92)