

9 Labor Relations

910 Employee Organizations

911 Participation and Membership in Labor Organizations

911.1 Right to Participation

Each postal employee has the right, freely and without fear of penalty or reprisal, to form, join, or assist a labor organization or to refrain from any such activity. Each employee is protected in the exercise of such rights. Except as specified in 911.3, this right extends to participation in the management of the organization and acting as an organization representative. It includes presentation of the organization's views to officials of the USPS, officials of the Executive Branch, the Congress, or other appropriate authority.

911.2 Right to Membership

No interference, restraint, coercion, or discrimination to encourage or discourage membership in a labor organization may be effected in the Postal Service.

911.3 Conflict of Interests

Supervisors and certain other employees may not actively participate in the management of a labor organization including voting in intra-union elections or acting as a representative of a labor organization when it would result in a conflict of interest, or apparent conflict of interest, or otherwise be incompatible with law or with the official duties of the supervisor or employee.

911.4 USPS Recognition

The USPS gives exclusive recognition to labor organizations that meet the requirements for such recognition under the provisions of the Postal Reorganization Act.

911.5 **Employee Compensation During Negotiations**

Employees who represent a recognized labor organization are not on official time when negotiating a collective-bargaining agreement with postal management.

912 **Participation and Membership in Supervisory and Managerial Organizations**

912.1 **Right to Participation**

Postal personnel have the right, freely and without fear of penalty or reprisal, to form, join, or assist a supervisory or managerial organization or to refrain from any such activity. Such personnel are protected in the exercise of such rights. Such rights include participation in the management of the organization and acting as organization representative and may include the presentation of the organization's views to USPS officials, officials of the Executive Branch, the Congress, or other appropriate authority.

912.2 **Right to Membership**

No interference, restraint, coercion, or discrimination to encourage or discourage membership in such an organization shall be effected in the Postal Service.

920 Dues Withholding for Employee Organizations

921 Voluntary Withholding of Dues

Employees who are members of supervisory, managerial, or labor organizations that have approved dues withholding agreements with the Postal Service (see 923) may voluntarily authorize the Postal Service to withhold periodic dues from their salary payments. The organizations for which dues deductions are authorized include those encompassed by the provisions of the Postal Reorganization Act.

922 Dues Collection Schedule

Dues for labor organizations are withheld each pay period. Dues for all supervisory or managerial organizations are deducted the first pay period ending in a calendar month and are reflected in the salary check for that pay period.

923 Eligible Organizations

The following organizations have been approved to participate in dues withholding. They are identified in data processing records by the indicated alphabetical code designations:

a. Labor Organizations

Recognized Bargaining Agent	Code
NATL POSTAL PROFESSIONAL NURSES PO BOX 1605 TEMPLE HILLS MD 20757-1605	D
FRATERNAL ORDER OF POLICE NATL LABOR COUNCIL USPS NO. 2 PO BOX 4069 HARTFORD CT 06147-4069	F
NATL POSTAL MAIL HANDLERS UNION 1 THOMAS CIR NW STE 525 WASHINGTON DC 20005-5802	H
NATL ASSOC OF LETTER CARRIERS AFL-CIO 100 INDIANA AVE NW WASHINGTON DC 20001-2196	L
NATL RURAL LETTER CARRIERS' ASSOC 1630 DUKE ST 4TH FLOOR ALEXANDRIA VA 22314-3465	R
AMER POSTAL WORKERS' UNION AFL-CIO 1300 L ST NW WASHINGTON DC 20005-4128	W

Other Labor Organization	Code
AMER FEDER OF GOVT EMPLOYEES AFL-CIO 80 F ST NW WASHINGTON DC 20001-1528	A
NATL ALLIANCE OF POSTAL EMPLOYEES 1628 11TH ST NW WASHINGTON DC 20001-5011	E

b. Supervisory and Managerial Organizations

Supervisory and Managerial Organization	Code
NATL LEAGUE OF POSTMASTERS OF THE US 1023 N ROYAL ST ALEXANDRIA VA 22314-1569	N
NATL ASSOC OF POSTMASTERS OF THE US 8 HERBERT ST ALEXANDRIA VA 22305-2600	P
NATL ASSOC OF POSTAL SUPERVISORS 1727 KING ST STE 400 ALEXANDRIA VA 22314-2753	S

924 Authorization for Dues Withholding

924.1 Authorization Forms

924.11 Supervisory or Managerial Organizations

Standard Form 1187, Authorization for Deduction of Union Dues, is used by members of supervisory or managerial organizations for authorization of dues withholding.

924.12 Labor Organizations

One of two revised versions of SF 1187 is provided by the unions and used by members of labor organizations for authorization of withholding of dues, which may include the yearly subscription price to the union's publications. The forms used are:

- For transitional employees, SF 1187, *Authorization for Deduction of Union Dues for Transitional Employees*.
- For other bargaining unit employees, SF 1187, *Authorization for Deduction of Union Dues*.

924.2 Employee Eligibility

924.21 Employment Status Requirement

924.211 General

Employees who are members of approved organizations are eligible to participate in dues withholding procedures.

924.212 **Exception**

Because of the intermittent nature of their employment, the following employees are excluded from this policy:

- a. Casual and temporary employees.
- b. Postmaster leave replacements at NCD offices.

924.22 **Multiple Dues Withholdings**

An eligible employee may have dues deducted for up to three organizations at one time. A separate authorization is required for each organization.

924.3 **Distribution of Authorization Forms**

924.31 **Function of Organization Representative**

The organization representative:

- a. Distributes appropriate forms to members who voluntarily desire to have the Postal Service withhold dues from their salary payments.
- b. Makes certain that the top portion of the form is completed: indicating the name and alpha code (see 923) of the organization; identifying each member by name, address, and Social Security number; and showing the name and finance number of the installation where such member is officially assigned.
- c. Certifies the amount of dues to be withheld biweekly or each month from the employee's compensation.

924.32 **Limit on Time and Place**

Distribution, collection, and certification of such forms should not be made on official time in a work area.

924.4 **Submission of Completed Authorization Form**

924.41 **General**

The organization representative submits the original SF 1187 to the postal installation where the member is employed. The installation head makes sure that the "date of delivery to employer" is entered and the form is promptly forwarded to the servicing distributed data entry/distributed reporting (DDE/DR) site. This date cannot be entered by the organization representative, except as noted in 924.422.

924.42 **Exceptions**

924.421 **Postmasters**

Postmasters' organizations may submit the original SF 1187 through regular payroll channels to the servicing DDE/DR site.

924.422 **Rural Carriers**

The NRLCA National Office, which is responsible for entering the "date of delivery to employer" at the time of transmittal, submits the SF 1187 for a rural carrier.

924.5 **Implementation of Dues Withholdings**

The Minneapolis Accounting Service Center (MNASC) begins dues withholdings with the first full pay period following the receipt of a properly completed SF 1187 at the DDE/DR site. In the event that an SF 1187 is received at the DDE/DR site without the date of delivery filled in, the DDE/DR site enters the date of receipt as the "date of delivery," and proceeds to process the form, using the "date of delivery" as the anniversary date. The DDE/DR site sends a copy of this annotated form with an appropriate explanation to the installation of origin for transmittal to the organization.

924.6 **Certification of Amount to be Withheld**

924.61 **Function of Organization Representative**

The appropriate official of each employee organization properly certifies the amount to be withheld.

924.62 **Change by Organization**

When the organization changes the amount to be withheld, a blanket authorization listing the affected employees is accepted and used for such purpose by the MNASC. Such notice includes the employee's name, Social Security number, finance number, effective date, and "from" and "to" dues amounts. The notice is certified by a regional or national official of the organization and forwarded to the manager of human resources in the area office, who indicates approval and forwards it to the MNASC.

924.7 **Confirmation of Correct Deduction**

924.71 **Notation or Earnings Statement**

The amount withheld for dues is shown on Form 1223-A or Form 1223-B, *Earnings Statement*. If the employee has authorized withholdings for more than one organization, the earnings statement shows the organization code and deduction for each organization.

924.72 **Procedure in Case of Error**

If an erroneous dues amount is withheld, the employee follows normal payroll inquiry procedures in questioning such deduction. The personnel office maintaining the employee's official personnel folder (OPF) rechecks the amount authorized by the employee on the current SF 1187, and the DDE/DR site will change the employee payroll master record if it is in error. The MNASC does not make a retroactive adjustment unless the Postal Service is responsible for the error in dues withholding; e.g., if it fails to process a properly submitted SF 1187, or deducts an incorrect amount, or makes deductions for the wrong organization.

925 **Cancellation of Dues Withholding Authorization**

925.1 **Voluntary Cancellations**

925.11 **Form Used**

Employees use Form 1188, *Cancellation of Organization Dues from Payroll Withholdings*, to cancel dues withholding.

925.12 **When Employees Can Cancel**

925.121 **General**

Except as specified in 925.122, an employee can cancel an SF 1187 only in accordance with the terms of the authorization form that the employee signs to initiate the dues withholding. This holds true for members of organizations such as the American Federation of Government Employees or the National Alliance of Postal Employees, which are not “certified bargaining representatives” or “recognized organizations of supervisory and other managerial personnel.”

925.122 **Special Circumstances**

Special circumstances that alter the conditions for canceling dues withholding are as follows:


- a. Employees who enrolled in any organization before July 1, 1971, or who are members of supervisory or managerial organizations designated by Codes N, P, or S, may submit their cancellation notice at any time, but it is not processed until the first full pay period following March 1 or September 1, whichever occurs first after receipt of the form. These employees submit Form 1188 to the installation head, who forwards the form to the servicing DDE/DR site (see Exhibit 925.1).
- b. An employee using the revised SF 1187 described in 924.12 may cancel only by submitting Form 1188 to the installation head and via certified mail to the organization’s national office not more than 20 days, and not less than 10 days before the anniversary date (date of the delivery to employer). Form 1188 must be date-stamped upon receipt. It is this date that will be used to determine if the cancellation request was received in accordance with the above requirements.

Example: Assume an anniversary date of December 1. The employee signs and dates Form 1188 on November 10 and certifies that Copy 3 of the form has been sent to the organization’s national office by certified mail. To comply with the 20/10 day requirement specified above, the employing office must receive and date stamp part B of the form between November 11 and November 21. If the DDE/DR site receives all three copies of Form 1188, the entire form is returned to the employee with the reason(s) noted. The 20/10 day rule is a requirement of the revised SF 1187, which can be waived only by the union.

- c. An employee whose documented position is not within a recognized bargaining unit (such as a supervisor), but who is having dues withheld for a labor organization that is recognized as a bargaining agent (see

Exhibit 925.1

Standard Form 1188, Cancellation of Organization Dues from Payroll Withholdings

 Cancellation of Organization Dues From Payroll Withholdings		<i>See Privacy Act Statement on Reverse</i>				
Part A -- Completed by Employee						
1. Employee Name (<i>Print -- Last, First, MI</i>)		2. Social Security Number				
3. Post Office Name and State		4. Post Office Finance Number				
5. Name of Organization and Code (<i>See reverse side for organizations and codes</i>)		6. Employee's Dues Deduction Anniversary Date				
<p>7. I hereby certify that I sent copy 3 of this cancellation to the above named organization's national office VIA CERTIFIED MAIL on this date, _____, as notice of my intention to discontinue payroll withholdings.</p> <p>Notice must be received within the required window period (<i>see ELM, Chapter 9</i>). Notice to the organization must be sent by certified mail to organization's national office, as directed in ELM, Chapter 9.</p> <p style="text-align: right;">_____ Employee Must Sign & Date (<i>Mo., Day, Year</i>)</p>						
Part B -- Completed by Employing Office						
Date Form Received in the Employing Office:		Original and Copy 2 Will Be Separated by Processing Center				
Part C -- Completed by Processing Center						
1. Date Form Received (<i>Mo., Day, Year</i>)						
2. Organization Code						
3. Effective Pay Period -- Year						
4. Date Processed (<i>Mo., Day, Year</i>)						
5. Verified By (<i>Initials</i>)						
6. Form Will Not Be Processed and Is Being Returned to the Employee Because:						
<input type="checkbox"/> Not received within the required 20 - 10 day window period (<i>see notice in Part A, no. 7</i>).						
<input type="checkbox"/> Not currently enrolled in the organization shown.						
<input type="checkbox"/> Form incomplete. See item _____.						
<input type="checkbox"/> Explain:						
<div style="text-align: right;">FOR DDE/DR USE</div> <table border="1" style="width: 100%;"><tr><td>Entered By</td><td>P/P</td><td>Initials</td></tr></table>				Entered By	P/P	Initials
Entered By	P/P	Initials				
PS Form 1188 , April 1994		1 -- Employee's OPF				

923a), may voluntarily cancel the dues withholding authorization, effective the first full pay period after the request for cancellation is received at the DDE/DR site. The Form 1188 should be annotated to reflect the employee's current job title and effective date.

- d. The 1187 of a transitional employee stays in effect for 180 days following termination, even though the Postal Service does not withhold dues, to allow the employee the option of continued withholding if the employee is rehired within that 180-day period. If a transitional employee wants to cancel dues withholding when rehired, he or she may do so within 10 days by submitting Form 1188. A transitional employee may also cancel dues withholding according to the 20/10 day requirement, i.e., not more than 20 days, and not less than 10 days before the anniversary date. This anniversary date is the "date of delivery to employer" of the 1187 originally authorizing dues withholding, and this date remains fixed regardless of the number of consecutive appointments.

925.2 **Discontinued Withholding**

925.21 **Separation**

The Postal Service discontinues dues withholding upon separation of any employee enrolled in the dues withholding program, although the process is modified for transitional employees. Dues withholding is discontinued for a transitional employee at the end of a term of employment, but the 1187 stays in effect for 180 days. If the employee is rehired within 180 days, the dues deduction restarts, unless the employee submits a cancellation as specified in 925.122d. After 180 days, a rehired employee must complete another 1187 in order to activate dues withholding.

925.22 **Organization Request**

Withholding of dues is discontinued at any time upon written request from the organization for which the withholding is authorized.

925.3 **Cancellation Notices**

Cancellation notices must include the employee's name, date, dues deduction anniversary date, Social Security number, name and finance number of the installation where officially assigned, and name and alpha code of the organization involved.

925.4 **Cancellation Procedures**

The postal installation receiving a properly executed Form 1188 promptly forwards the original and Copy 2 to the DDE/DR site. The DDE/DR site promptly notifies the installation head or designee of any refusal to honor Form 1188, and the reason for doing so, by returning Copy 2 of the completed Form 1188 to the employing office. The installation head or designee, in turn, notifies the employee.

925.5 **Filing Procedures**

All SFs 1187 (as provided by the various eligible postal organizations as specified in 923) and Forms 1188 requiring a payroll adjustment are sent to the MNASC for processing. The forms, however, are returned for filing with the permanent documents on the right side of the employee's OPF.

925.6 **Transfer or Reassignment**

When an employee who is having dues withheld for a management or labor organization (as listed in 923a or b) transfers or is reassigned to another postal installation, his or her dues withholdings are transferred to the local organization at the gaining installation. The dues amount remains the same unless otherwise changed by the new local organization. If a change in the dues amount is to be made, a request is submitted by the organization as provided in 924.62; however, such request is limited to the employee involved.

926 **Coding Instructions**

926.1 **Organization Codes**

Each national organization is identified by a specific alphabetical code as shown in 923.

926.2 **Subdivision Codes**

The post office finance number is used to identify each post office local. Official state codes are used to identify the postmaster and rural carrier organization subdivisions.

926.3 **Remote or District Locals**

In some cases, an employee working at one postal installation is a member of a local identified with a different post office. The postal installation finance number is used to identify the office of employment. In addition, the post office finance number used to identify such remote or district local is also entered.

926.4 **Members at Large**

If a member is attached directly to the national organization or state division instead of to a local, the words "Member at Large" are shown after the name of the organization. Such members include those at post offices that do not have local organizations. The finance number should be the state code followed by four zeros (i.e., 35-0000).

930 Work Clothes and Uniforms

931 Uniforms

931.1 Entitlement and Allowances

- 931.11 Certain employees must wear prescribed uniforms in performing their duties. These employees are entitled: (a) to a uniform allowance to purchase authorized uniform items or (b) to be furnished uniforms which meet USPS specifications.
- 931.12 The annual allowance authorized each employee covered by a collective-bargaining agreement is determined by the terms of that agreement. Allowances for other employees are set as a matter of policy.
- 931.13 The Uniform Program consists of a number of types of clothing developed for various positions dependent on 1) the level of visibility to the public, 2) the type of work normally performed, and 3) the physical environment in which the employee normally works. The current categories are:
- a. *Type 1.* Letter Carriers, Motor Vehicle Operators, Special Delivery Messengers, Letterbox Mechanics, Ramp Clerks, Area Maintenance Technicians/Specialists and General Mechanics working as Letterbox Mechanics (see 932.11h).
 - b. *Type 2.* Employees assigned to retail window operations.
 - c. *Type 3.* Vehicle Maintenance, Custodial Maintenance, and Mail Handler employees who meet the eligibility criteria in 932.12.
 - d. *Type 4.* Mail Handler, Vehicle Maintenance, Maintenance, and Clerical employees who meet the criteria defined in 932.13.
 - e. *Type 5.* Postal Police Officers.
 - f. *Type 6.* Nurses.
 - g. *Type 7.* Medical Officers and Technicians.
 - h. *Type 8.* Supervisors who meet the criteria defined in 938.

The criteria are different for each type, as well as the procedure necessary to establish or terminate an employee in each category. Installation heads must familiarize themselves with the criteria established for each type so that certifications are made under the correct program.

931.2 Purpose and Scope

931.21 Uniforms

Uniforms are provided to certain employees for the following reasons:

- a. To provide immediate visual identification with the USPS to the public.
- b. To project an appearance to the public which is neat, professional, and pleasing.
- c. To help develop in the employee a feeling of esprit de corps.
- d. To meet standard professional practices (doctors, nurses, etc.).

931.22 **Work Clothes**

Work clothes are provided to certain employees:

- a. Who perform dirty work or work with toxic materials.
- b. When it is important that they be recognized and identified with the USPS, work clothes are provided for employees who work in public view.
- c. To certain full-time employees working full time in areas where work clothing is essential.

931.23 **Personal Appearance**

Supervisors are responsible for continually observing the uniforms of employees and taking appropriate corrective action, when necessary, to ensure employees are properly attired.

931.24 **Administration of Uniform Policy**

Items of uniform dress are listed in 933.1. These lists include all items to which allowances are applicable, that employees in these categories may be required to wear under various circumstances (see 936.14). The lists do not mean that every employee is required to acquire and wear every one of the items at some time during service in the category. On the contrary, the list for each of several categories contains a number of items that some employees in a particular category may never need to wear. It is the intent of these regulations that appropriate items for wear in matters of this kind be determined at the installations, in accordance with collective-bargaining agreements and USPS policy.

931.25 **Responsibility of Installation Heads**

- a. Posts a list of uniform items authorized for the installation. The list indicates those items which are required and those which are optional to the employee.
- b. Enforces all uniform allowance regulations and prevents abuses.
- c. Makes all rules and regulations governing uniform clothing and accessory purchases readily accessible to all employees and vendors.

931.26 **Responsibility of Employees**

931.261 **Appearance**

Postal employees are responsible for being adequately and properly dressed for duty. They are expected to maintain high standards of appearance, representing to the public the best tradition of service and efficiency while performing their official duties. Uniform garments should be properly fitted and maintained in a clean, neat, and serviceable condition.

931.262 **Conforming With Regulations**

Uniformed employees are responsible for conforming with all uniform regulations.

931.263 **When to Wear**

- a. *General.* A uniform is worn only while the employee is on duty, in connection with approved activities directly related to postal employment.
- b. *Special Authorization.* Postmasters may authorize wearing postal uniforms for activities in which the Postal Service participates, or which it sponsors, where identification with the USPS is beneficial to the Service, and while the employee is traveling directly to and from work.
- c. *Restrictions.* In no other case may the postal employee's uniform, or any part of it which identifies the garment or wearer with the USPS, be worn in nonpostal employment or activities.

931.264 **USPS Emblem**

The Postal Service emblem may not be worn except by uniformed postal employees as part of the prescribed uniform except in the following circumstances:

- a. Postmasters and other installation heads may permit the voluntary wearing of the USPS emblems by a postal employee who has daily personal contact with the public, but who is not required to wear a uniform.
- b. In all other situations, specific authorization is obtained through administrative channels from the Labor Relations Department.

931.27 **Employee Acting as Agent**

No postal employee may act as agent, directly or indirectly, for any individual or firm engaged in the manufacture or sale of postal employees' uniform items.

931.28 **Payment for Fabric**

Payment will be made for piece goods purchased for use in home sewing of items of uniform apparel authorized for the employee's craft. Reimbursement to the vendor will be made in accordance with 936.5. Note the following:

- a. Payment is not made for purchases of piece goods for home sewing of any item that is not an authorized uniform garment for the craft concerned.
- b. Fabric must meet specifications in 932.3.

932 **Uniform Requirements**

932.1 **Employees Required to Wear Uniforms and Work Clothes**

932.11 **Regular Uniforms**

Employees in the following categories meeting the following conditions wear the prescribed uniform while performing their duties:

- a. City letter carriers and special delivery messengers whose tours of duty during the course of a year average 4 hours or more a day performing carrier or special delivery duties.

- b. Motor vehicle operators, tractor-trailer operators, or driving instructors and examiners, if they average 4 hours or more a day during the course of a year, driving vehicles or holding themselves in readiness to drive them.
- c. Ramp transfer clerks, AMF, assigned on a full-time basis to ramp transfer service at airports who perform transfer duties between air carriers (or special transfer clerks, airmail where there are no ramp clerks assigned).
- d. USPS Security Force Police officers.
- e. Passenger elevator operators or elevator starters if they average 4 hours or more a day during the course of a year performing the duties of these jobs.
- f. Clerks who average 4 hours or more a day performing city letter carrier duties.
- g. Window service personnel, including postmasters and supervisors at CAG A-J post offices, whose official assignment at a public window is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week.
- h. Letterbox mechanics assigned to work outdoors more than one-half the time, or general mechanics assigned to letterbox mechanic duties performed outdoors for more than one-half of the time.
- i. Employees serving as Area Maintenance Technician/Specialist who are on official business away from their duty office for one-half or more of their time.
- j. Nurses and first aid attendants.
- k. Medical officers and technicians.

932.12 **Contract Uniforms**

The USPS has authorized uniforms for mail handlers, custodial maintenance, and vehicle maintenance employees in CAG A-J post offices who meet certain criteria. To be eligible for uniforms under the contract uniforms program, employees must (a) be in public view at least 4 hours a day for 5 days a week, or (b) be in public view not less than 30 hours per week in combined total time. Eligible employees are:

- a. *Mail Handlers and Group Leaders (Mail Handlers)*. Those assigned to dock areas, platforms, and other locations who meet the 4-hour-a-day or 30-hour-a-week criteria.
- b. *Custodial Maintenance*. Those not otherwise authorized to wear uniforms who are assigned to multioccupied buildings operated by the USPS and who meet the 4-hour-a-day or 30-hour-a-week criteria.
- c. *Vehicle Maintenance*. Those who meet the 4-hour-a-day or 30-hour-a-week criteria, including time on road calls.

932.13 **Work Clothes**

This program is separate from the contract uniform program. It is for employees who are not presently eligible for uniforms or contract uniforms.

Affected are certain mail handlers, maintenance employees, motor vehicle employees, and clerical employees involved full time in pouching and dispatching units, parcel post sorting units, bulk mail sacking operations, and ordinary paper sacking units:

- a. Mail handlers and maintenance employees working full time in the following duty assignments located in mailbag depositories, supply centers, and mail equipment shops:
 - (1) Accountable Paper Supply Clerk.
 - (2) Computer Printline Production Operator.
 - (3) Custodian.
 - (4) Electrician.
 - (5) Electronic Technician.
 - (6) General Mechanic.
 - (7) Group Leader, Mail Equipment Repair.
 - (8) Group Leader, Mail Bag Examination.
 - (9) Group Leader, Mail Equipment Handler.
 - (10) Label Printing Center Mechanic.
 - (11) Laborer, Custodial.
 - (12) Laborer, Materials Handling.
 - (13) Lockmaker.
 - (14) Machine Operator.
 - (15) Mail Equipment Handler.
 - (16) Maintenance Mechanic, General.
 - (17) Materials Handling Equipment Operator.
 - (18) Mechanics Helper.
 - (19) Packer-in-Charge.
 - (20) Packer, Shipper.
 - (21) Packer, Warehouseman.
 - (22) Press Operator.
 - (23) Receiving and Shipping Clerk.
 - (24) Shipping Clerk.
 - (25) Supply Clerk.
 - (26) Tool and Parts Clerk.
 - (27) Warehouseman.
 - (28) Group Leader, Warehousing.
 - (29) Sewing Machine Operator.
- b. Clerk Craft Employees assigned to:
 - (1) Ordinary Paper Sacking Units.
 - (2) Parcel Postal Distribution Units (Manual).
 - (3) Pouching and Dispatching Units.

- c. Mail Handlers — Full-Time Mail Handlers working in the following areas:
 - (1) Pouch Dumping Units.
 - (2) Sack Dumping Units.
 - (3) Ordinary Paper Sacking Units.
 - (4) Parcel Post Units (dumping of sacks or manual separation of sacks).
 - (5) Platform (Dock) Operations.
- d. Motor Vehicle Maintenance Employees:
 - (1) Automotive Mechanic.
 - (2) Automotive Painter.
 - (3) Body and Fender Repairman.
 - (4) Garageman.
 - (5) Junior Mechanic, Automotive.
 - (6) Storekeeper, Automotive Parts.
 - (7) Tire Repairman.
 - (8) Tool and Parts Clerk.
 - (9) Vehicle Maintenance Analyst.
- e. Assigned full time in the specified duty assignment:
 - (1) Assistant Engineman.
 - (2) Blacksmith-Welder.
 - (3) Carpenter.
 - (4) Cleaner.
 - (5) Conveyor-Mechanic.
 - (6) Custodian.
 - (7) Electrician.
 - (8) Electronic Technician.
 - (9) Elevator Mechanic.
 - (10) Engineman.
 - (11) Fireman.
 - (12) Fireman-Laborer.
 - (13) General Mechanic.
 - (14) Group Leader.
 - (15) Laborer, Materials Handling.
 - (16) Laborer.
 - (17) Label Printing Center Mechanic.
 - (18) Mason.
 - (19) Mechanic Helper.
 - (20) MPE Mechanic.
 - (21) Office Appliance Repairman.

- (22) Painter.
- (23) Plumber.
- (24) Postal Machines Mechanic.
- (25) Scale Mechanic.
- (26) Stationary Engineer.
- (27) Tool and Parts Clerk.
- (28) Vehicle Operations Maintenance Assistant.
- (29) Building Equipment Mechanic.
- (30) Building Maintenance Custodian.
- (31) Laborer, Custodial.
- f. Full-time employees in the Bulk Mail Entry Unit (BMEU):
 - (1) Bulk Mail Technician.
 - (2) Bulk Mail Clerk.
 - (3) Mailing Requirements Clerk.

932.14 **Aprons**

Postmaster or installation heads are authorized to purchase aprons locally on an as-needed basis for those employees who work on assignments involving dirty work but do not qualify for work clothes.

932.15 **Alternative Protective Items**

If the installation head determines that the occasional use of such items as coveralls, smocks, aprons, or foul weather gear meet the need, these items are to be purchased for the installation through the GSA FEDSTRIP catalog or through other authorized means.

932.2 **Uniforms Not Required**

932.21 **New, Part-Time, and Casual Employees**

- a. *New employees* listed in 932.11 (except eligible Security Force employees) are not required to wear a uniform during the first 90 days of their employment, except for the prescribed uniform cap. Employees required to wear the uniform cap are reimbursed from uniform allowance funds for the cap (see F-1, 756). When the employees become eligible for the full uniform allowance, the cost of the cap is charged against their first year allowance.
- b. *Part-time employees* with a regular or flexible work schedule are not required to wear uniforms, except for the cap, unless they meet the basic minimum hourly and daily requirements outlined in 932.11.
- c. *Casual employees* are not required to wear uniform dress, except for the cap.

932.22 **Ninety-Day Requirement Exemptions (see 932.21a)**

- a. Eligible employees in the USPS Security Force.
- b. Present career employees in the regular work force who are assigned into a uniform category and have completed their 90-day probationary period.

932.3 **Specifications and Quality Control Certification**

932.31 **Specifications**

Specifications for items of uniform dress for the guidance of uniform manufacturers and retailers are issued by the USPS Uniform Quality Control Office at Natick, MA.

932.32 **Quality Control Certification**

Payment is made only for purchases of authorized uniform items manufactured in accordance with specifications issued by the USPS Uniform Quality Control Office, U.S. Army Natick Laboratories, Natick, MA. All items except overboots, gloves, hose, face masks, and helmets must contain the certificate label issued by the USPS Uniform Quality Control Office (see 936.32). By incorporating the label, the manufacturer guarantees that the item conforms to specifications. The label appearing in the uniform items must state the following:

This garment is warranted to meet or exceed the standards of specification number [__number__] and was produced under certificate number [__number__] from basic material warranted by the manufacturer as having been produced in accordance with the sample under current certification.

933 Authorized Uniform Items and Combinations

933.1 Employee Uniforms

- a. *City Carrier, Special Delivery Messenger, Clerk Performing City Carrier Duties, Motor Vehicle Operator, Tractor-Trailer Operator, or Driving Instructor and Examiner.*

Items for Men	
Outer Uniform	Unlined or zip-in lined jacket, surcoat, parka, windbreaker, trousers, walking shorts.
Headgear	Cap (uniform fabric, dark blue post office color 5013), baseball cap, knit "watch cap" with convertible face mask, fur trooper cap, helmet, detachable parka-type hood for surcoats, jackets and parkas.
Shoes	Black regulation shoe or boot bearing SR/USA label.
Uniform shirt	Long or short sleeve, warm weather shirt (with finished bottom) to be worn outside of trousers.
Tie	Four-in-hand (regular or pretied).
Emblem	With craft tab.
Rain gear	Coat or two-piece cape-style raincoat with or without hood (emblem must be attached when purchased), rainpants or leggings, cap cover (with or without detachable cape), black rubbers or galoshes.
Accessories	Sweater (emblem must be attached when purchased), neck/chest protector, black belt, black gloves, black knee-length socks, Navy blue face masks (when authorized by installation head).
Optional	Coveralls are authorized for and may be worn over the uniform by Motor Vehicle and Tractor-trailer Operators during periods when the employee is exposed to dirty or toxic materials.

Items for Women	
Outer Uniform	Jackets, surcoat, parka, windbreaker, skirt, slacks or culottes, walking shorts.
Headgear	Oval pillbox style (uniform fabric), male style uniform fabric cap, wave-style cap, baseball cap, knit "watch cap" with convertible face mask, fur trooper cap or detachable parka-type hoods and helmets.
Shoes	Black regulation shoe or boot bearing SR/USA label.
Uniform blouse	Long or short sleeve, warm weather shirt (with finished bottom) to be worn outside of slacks.
Necktab	Navy blue.
Tie	Four-in-hand (regular or pretied).
Emblem	With craft tab.
Rain gear	Same items as male.
Accessories	Sweater (emblem attached), neck/chest protector, black gloves, black belt 1" wide, black knee-length socks, navy blue face mask (when authorized by installation head).
Optional	Coveralls are authorized for and may be worn over the uniform by Motor Vehicle and Tractor-trailer Operators during periods when the employee is exposed to dirty or toxic materials.

b. *Passenger Elevator Operator or Elevator Starter.*

Items for Men	
Outer Uniform	Jacket and trousers.
Headgear	Cap (uniform fabric post office blue No. 5000), baseball cap
Shoes	Black regulation shoe or boot bearing SR/USA label.
Accessories	Belt.
Uniform shirt	Long or short sleeves.
Emblem	With craft tab.
Tie	Blue, four-in-hand.

Items for Women	
Basic Uniform	Jacket, skirt.
Uniform blouse	Long or short sleeve with blue necktab or four-in-hand tie.
Shoes	Black regulation shoe or boot bearing SR/USA label.

- c. *Letterbox Mechanics. (includes General Mechanics, assigned to work outdoors performing letterbox mechanic duties, more than one-half of the time) and Area Maintenance Technicians/Specialists, Ramp Transfer Clerks AMF (includes Special Transfer Clerks, Airmail, when there are no Ramp Transfer Clerks assigned).*

Items	
Outer Uniform	Unlined or zip-in lined jackets, windbreaker, parka, trousers, surcoat.
Headgear	Cap (uniform fabric dark blue post office color 5013), baseball cap, fur trooper cap, helmet, detachable parka-type hood for surcoats, jackets, and parkas, knit "watch cap" with convertible face mask.
Shoes	Black regulation shoe or boot bearing SR/USA label.
Uniform shirt	Long or short sleeve, warm weather shirt (with finished bottom) to be worn outside of trousers.
Emblem	With craft tab.
Tie	Four-in-hand (regular or pretied).
Rain gear	Coat or two-piece cape-style garment, shorty raincoat, with or without hood (emblem must be attached when purchased), rain pants or leggings, cap cover (with or without detachable cape), black rubbers or galoshes.
Accessories	Black belt, sweater (emblem attached), neck/chest protector, black gloves, navy blue masks (when authorized by the installation head).
Optional Item	Coveralls.

- d. *Window Service Personnel.*

Items for Men	
Uniform shirt	USPS blue, white, and gold, long or short sleeve.
Uniform jacket	Shade post office blue 5000.
Tie	Four-in-hand gold, dark blue, and red (regular or pretied).
Emblems	With craft tab.
Trousers	Navy blue.
Accessories	Black belt, sweater (emblem attached).
Optional Item	Black regulation shoes bearing SR/USA tag. ¹

¹ Footwear for window personnel is reimbursable after the employee has completed at least 2 years of eligibility in the window clerk uniform program.

Items for Women	
Blouses	White, post office blue and gold, short sleeve. USPS blue, long-sleeve blouse.
Skirt and slacks	Navy blue.
Dress	Navy blue, double knit fabric.
Uniform jacket	Shade USPS Blue 5000.
Emblems	With craft tab.
Accessories	Sweater (emblem attached).
Optional Item	Black regulation shoes bearing SR/USA tag. ¹

¹ Footwear for window personnel is reimbursable after the employee has completed at least 2 years of eligibility in the window clerk uniform program.

e. *Nurses.*

Items for Women
White dress, or white or solid pastel blue, green, or yellow tunic with white pants (cap optional); white oxford shoes with white hose; insignia pin with full name and RN No.

Items for Men
White or solid pastel blue, green, or yellow surgical coat with white pants; white oxford shoes with white socks; insignia pin with full name and RN No.

f. *Medical Officer and Technician.*

Item
White surgical coat, long, or short.

g. *Security Force Police Officers.*

Items for Men	
Outer Uniform	Uniform coat, reefer, trousers.
Headgear	Cap (uniform fabric, winter and summer weight), fur trooper cap.
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Uniform shirt (Regular Officer)	Long sleeve, short sleeve, light blue.
Uniform shirt (Sergeant, Lieutenant, Captain)	White long sleeve, short sleeve.
Tie	Four-in-hand, ready-made clip-on style only, dark blue, winter, light blue-gray, summer.
Emblem	Security Force shield insignia.
Rank insignia	Sergeant — embroidered and enameled stripes, blue, white and black. Second Lieutenant — single gold metal bar. First Lieutenant — single silver metal bar. Captain — 2 connecting silver metal bars.
Rain gear	Raincoat (Security Force shield insignia attached), rain leggings, rain cape cover with or without cape. The raincoat may be used as a topcoat in those areas where a winter overcoat is not mandatory. Black rubbers, galoshes, or insulated boots.
Accessories	Black belt, black gloves.

Items for Women	
Outer Uniform	Uniform blouse, reefer, slacks, skirt, and culottes.
Headgear	Pillbox style (uniform fabric), male style cap (uniform fabric, winter or summer weight), fur trooper cap.
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Uniform blouse (Regular Officer)	Light blue long, or short sleeve

Items for Women	
Uniform blouse (Sergeant, Lieutenant, Captain)	White long sleeve, short sleeve.
Emblem	Security Force shield insignia.
Rank insignia	Sergeant — embroidered stripes, blue, white and black. Second Lieutenant — single gold metal bar. First Lieutenant — single silver metal bar. Captain — 2 connecting silver metal bars.
Tie or necktab	Light blue summer, dark blue winter, four-in-hand clip on ready-made only or necktab.
Rain gear	Raincoat (Security Force shield insignia attached), rain leggings, rain cap cover with or without cape, rain hood. The raincoat may be used as a topcoat in those areas where a winter overcoat is not mandatory. Black rubbers, galoshes, or insulated boots.
Accessories	Black belt, black gloves.

- h. *Motor Vehicle (Maintenance), Building Maintenance, and Mail Handler (for those eligible under 932.12).*

Items	
Outer Uniform	Jacket (with emblem), trousers (dark blue).
Headgear	Baseball style cap or fur trooper cap.
Shirt	Light blue or dark blue long, or short sleeve.
Coveralls	
Shoes	Black regulation shoes bearing SR/USA tag.

- i. *Clerk, Motor Vehicle (Maintenance), Maintenance and Mail Handler (for those employees eligible under 932.13).*

Items	
Outer Uniform	Trousers, dark blue, coveralls.
Shirt	Light blue or dark blue long, or short sleeve.
Shoes	Black regulation shoes bearing SR/USA tag.

- j. *Other Employees.* Certain supervisors may be eligible for a work clothes allowance. (See 938.)

933.2 **Authorized Uniform Combinations**

933.21 **Male City Carriers, Special Delivery Messengers, and Motor Vehicle Operators**

Cold Weather	Warm Weather		
	Option No. 1	Option No. 2	Option No. 3
Required Items			
Shirt, long or short sleeve	Shirt (short sleeve); finished with bottom shirt worn outside trousers ¹	Shirt (long sleeve with convertible collar or short sleeve); Finished bottom shirt worn outside trousers ¹	Shirt (long sleeve with convertible collar or short sleeve); Finished bottom shirt worn outside trousers ¹
Blue tie	Blue tie		
Uniform trousers	Uniform trousers	Uniform trousers	Walking shorts and black knee length socks
Black belt	Black belt	Black belt	Black belt
Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)
Optional Items			
Headgear: winter or fur cap, baseball cap, parka-style hood, knit cap with convertible face mask	Headgear: summer cap, baseball cap, or helmet	Headgear: summer cap, baseball cap, or helmet	Headgear: summer cap, baseball cap, or helmet
Winter jacket	Summer jacket		
Rain gear	Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker	Windbreaker
Parka or Surcoat			
Black gloves			
Neck/chest protector			
Sweater			
Coveralls ²			

¹ This shirt is not to be tucked in, or worn with any outer garment (e.g., sweater, jacket, etc.) except rain gear.

² Coveralls are authorized for Motor Vehicle Operators when exposed to dirty or toxic materials.

933.22 **Female City Carriers, Special Delivery Messengers, and Motor Vehicle Operators**

Cold Weather	Warm Weather	
	Option No. 1	Option No. 2
Required Items		
Blouse (long or short sleeve)	Blouse (short sleeve); finished bottom shirt worn outside ¹	Blouse (short sleeve); finished bottom shirt worn outside ¹
Blue necktab, or four-in-hand tie		
Uniform slacks, skirt or culottes	Uniform slacks, skirt or culottes	Walking shorts and black knee length socks
Black Belt	Black Belt	Black Belt
Black shoes (SR/USA label)	Black shoes (SR/USA label)	Black shoes (SR/USA label)
Optional Items		
Headgear: winter cap, baseball cap, pillbox cap, or parka-style hood, knit cap with convertible face mask	Headgear: summer cap, helmet, baseball, WAVE-style, or pillbox cap.	Headgear: summer cap, helmet, baseball, WAVE-style, or pillbox cap.
Winter jacket	Summer jacket	
Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker
Surcoat		
Parka		
Black gloves		
Neck/chest protector		
Sweater		
Coveralls ²		

¹ This shirt is not to be tucked in or worn with any other garment (e.g., sweater, jacket, etc.) except rain gear.

² Coveralls are authorized for Motor Vehicle Operators when exposed to dirty or toxic materials.

933.23 **Window Service Personnel**

Male	Female	
	Option No. 1	Option No. 2
Shirt (long or short sleeve)	Blouse	Dress
Tie		
Trousers	Skirt or slacks	
Color combination of shirt and tie at the option of the employee	Color of blouse and wearing of option No. 1 and No. 2 is at the discretion of the employee	
Optional Item		
Uniform jacket	Uniform jacket	
Sweater (emblem attached)	Sweater (emblem attached)	
Black belt	Black belt	
USPS certified shoes	USPS certified shoes	

933.3 **Insignia**

933.31 **Stars**

- Who shall wear.* Regular uniformed employees may, at their option, wear one or more stars, depending on their time in the service.
- Significance of Stars.* Stars indicate length of service. In computing length of service, credit is allowed for all career service. Stars are worn as follows:

Years of Service	Stars
5	1 Silver
10	2 Silver
15	3 Silver
20	4 Silver
25	5 Silver
30	6 Silver
35	1 Gold
40	2 Gold
45	3 Gold
50	4 Gold

933.32 **Other Insignia**

Except as indicated below, other insignia may not be worn with the uniform. Officially authorized name badges are worn by window service personnel as prescribed. An award emblem for safe driving or superior accomplishment, or other officially authorized insignia, may be worn on the left side of the cap.

Employees not required to wear caps may wear the insignia on the lapel of the jacket.

933.4 **Apparel Worn for Promotional Purposes**

933.41 **Authorized Use**

933.411 **Uniformed Employees**

Only caps may be used as promotional items for uniformed employees, and they may be used only to promote U.S. Postal Service products or services. Designs must be consistent with the overall appearance of the uniform and must not contain extraneous decoration (e.g., gold leaf on the bill, commonly referred to as “scrambled eggs”). The Assistant Postmaster General, Marketing Department, must approve the designs. The use of pins and other insignia must be controlled and should not be required for uniformed employees.

933.412 **Nonuniformed Employees**

Items purchased for wear by nonuniformed employees may be of any design considered appropriate by the field division general manager/postmaster.

933.413 **Contract Uniform/Work Clothes Program**

The policy for uniformed employees applies.

933.42 **Source**

All apparel items purchased with Postal Service funds for the purpose of promoting a product (e.g., Express Mail) or a program (e.g., safety) must be American made.

933.43 **Payment**

Payment for promotional items will not be made from the Uniform Allowance Program.

933.44 **Exceptions**

The Assistant Postmaster General, Labor Relations Department, may grant exceptions to the policy.

934 **Wearing of Uniform Items**

934.1 **Uniform Headgear**

934.11 **Optional Wear**

For the following employees, the wearing of uniform headgear is at the option of the employee:

- a. Area Maintenance Technician/Specialist.
- b. Letterbox Mechanic (see 933.1c).
- c. Letter Carrier.
- d. Motor Vehicle Operator, Tractor Trailer Operator, Driving Instructor, and Ramp Transfer Clerk.

- e. Ramp Transfer Clerk.
- f. Special Delivery Messenger.

934.12 **Mandatory Wearing of Cap**

Wearing of the cap is mandatory for: a) casual employees, b) new employees who are not required to wear a uniform during the first 90 days of their employment, and c) all other employees who are authorized only a cap as a means of identifying them with the USPS. No substitute headgear may be worn by these employees.

934.2 **Cold Weather Items**

934.21 **Face Mask**

In extremely cold climates, uniformed employees who are regularly assigned to outdoor duties for more than one-half of the the time may purchase a face mask as an optional reimbursable item. The face mask must be dark blue with no ornamentation, in a wool blend or synthetic fabric. The use of this item shall be authorized by the installation head. This section does not apply to face masks that are part of the "knit watch cap."

934.22 **Neck/Chest Protector**

Employees authorized to wear the neck/chest protector as part of the cold weather uniform will not be required to wear a necktie when the neck/chest protector is being worn to protect them from cold weather. However, employees will replace the protector with a tie if they work inside a postal facility and are in view of the public.

934.23 **Sweaters**

A sweater may be worn as an outer garment. When so worn, the official emblem is permanently attached.

934.24 **Outer Garments**

Only authorized outer garments are to be worn on the street during duty hours. Jacket liners may not be worn as outer garments, and they may be purchased only by employees who choose or have chosen to purchase the related jacket.

934.3 **Warm Weather Items**

934.31 **Walking Shorts and Knee Length Hose**

Walking shorts may be worn only with black knee-length hose. Purchase of specified hose is limited to employees who choose or have chosen to purchase walking shorts.

934.32 **Summer Shirt and Tie**

Where a convertible collar, short- or long-sleeve summer shirt is authorized, the tie is not necessarily required. The tie must be worn whenever a jacket or coat is worn. After consulting with affected employees at the post office, if the

postmaster decides a tie is to be worn with the convertible collared summer shirt, the tie is worn by all affected employees at that post office. However, if the decision is that a tie need not be worn, individual employees who desire to wear the tie may do so even though the majority are without ties.

934.4 **Seasonal Changes of Uniform**

The head of an installation determines when seasonal changes of uniforms will take place.

934.5 **Employees in Nonuniform Categories**

Employees not eligible for the window service uniform allowance, but who have contact with the public and wish to identify themselves with the USPS, may purchase the window service uniform. These items are nonreimbursable. They may be purchased only at the option of the employees at no cost to the Postal Service and must be worn in accordance with these regulations.

934.6 **Prohibitions**

Wearing postal uniforms is prohibited under the following circumstances:

- a. A person not connected with the letter carrier branch of the USPS who wears the uniform or badge worn by a city carrier is fined not more than \$100, or imprisoned not more than 6 months, or both. When employees are separated from the USPS, all emblems, buttons, or other identifying insignia must be removed before the uniforms are discarded.
- b. The uniform is not worn during or in connection with the furtherance of private employment or commercial interests.
- c. The uniform is not worn under circumstances which would tend to bring discredit upon the USPS.
- d. The uniform is not worn, except when authorized by the postmaster or Headquarters, when participating in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration which may imply service sanction of the cause for which the demonstration or activity is being conducted.

935 **Uniform and Work Clothes Allowances**

935.1 **When Allowances Take Effect**

935.11 **Anniversary Date**

Allowances take effect on the earliest date an employee is required to wear the uniform following completion of the 90-day probationary period. This date is known as the employee's anniversary date.

935.12 **Transfers**

When employees who have been receiving allowances in one uniformed category transfer or are reappointed to a different uniformed category within

the allowance year, they start a new anniversary date provided they are eligible in the new category on the date of assignment (see 935.251).

935.2 **Adjustment for Certain Absences During Allowance Year**

935.21 **Absences From Uniform Category of 90 Days to 1 Year**

935.211 **Policy**

Employees temporarily assigned to light duty assignments, OWCP absences, extended sick leave, or higher level detail for a period of 89 days or more which does not require wearing a uniform have their uniform allowance suspended for the time they are on this assignment. When such is the case, the following is applicable:

- a. Prepare Form 50-A, *Request for Personnel Action*, showing Personnel Action Code 903, *Uniform Certification Disallowance*, at the time the employee is placed in a light duty detail.
- b. Invoices showing purchase dates during the time an employee is in a nonuniform category may not be accepted for payment.
- c. If the detail is terminated in less than a year after the last anniversary date, the allowance is redetermined by the postmaster as described in 935.23, and the employee retains the former anniversary date.

935.212 **Suspension Instructions**

Insert a statement that the uniform allowance is suspended for the period of the detail. When the detail is terminated and the employee is reassigned to a position which makes him again eligible for a uniform allowance, prepare a new Form 50-A, establishing the employee's eligibility. See Handbook EI-311, *Personnel Operations*. (Handbook EL-311 contains chapters 1–5 of former Handbook P-11; chapter 6 of P-11 becomes EL-301, *Processing Personnel Actions*, which will be published in the next 6 months.

935.22 **Absences From Uniform Category Exceeding 1 Year**

Employees on LWOP in excess of a year, or absent on military duty in excess of a year, who were eligible for uniform allowances immediately prior to their absence receive a new anniversary date for uniform allowances directly on return to a duty and pay status in a uniformed category. Other employees separated from a uniform category for periods in excess of 1 year are regarded as new employees and, therefore, entitled to the first-year allowances when reassigned to a uniform category.

935.23 **Absences From Duty While in Uniform Category**

An employee on LWOP, OWCP absence, extended sick leave, higher level detail, or military LWOP not in excess of 89 calendar days during a year of eligibility receives full allowance if otherwise eligible. If such leave exceeds 89 calendar days (not necessarily consecutive, but accumulative) during any uniform allowance year, the maximum allowance is reduced 10 percent for the 90 calendar days of LWOP and 10 percent for each full 30 calendar days of accumulative leave beyond the 90-day period. Recovery of earlier grants of allowance is not required, however, in achieving this reduction.

935.24 **Reappointments**

Eligible employees who are separated from a uniformed category and are later reappointed to a position in the same category within 1 year of their last anniversary date have their allowance redetermined as outlined in 935.23 and retain the former anniversary date.

935.25 **Adjustment for Employees Who Transfer Crafts**

935.251 **Change to Another Uniform Category**

An employee who has been receiving an annual allowance and later transfers to another uniformed category receives the allowance for newly eligible employees in that category. Any balance of the previous annual allowance is liquidated by the PDC, and a new card is issued with the new allowance.

935.252 **Transfer or Separation in Excess of 1 Year**

An employee who transfers or separates from a uniformed category for a period exceeding 1 year and later returns to duty in a uniformed category is regarded as a newly eligible employee. The employee receives the increased first-year allowance.

935.26 **Notification to Employee and Postal Data Center**

935.261 **Determination of Eligibility**

When an employee's eligibility for a uniform allowance is uncertain, the installation head makes the decision. An employee is to be notified as soon as possible when his uniform status has changed.

935.262 **Change in Eligibility**

A change in assignment or eligibility which requires no other type of concurrent personnel action, but which changes eligibility for the uniform allowance, is recorded on Form 50. The form indicates that the employee has either become or is no longer eligible for the uniform allowance. After completing Form 50, the ELRIC makes normal distribution. The postmaster notifies the employee and ELRIC whether the employee is newly eligible for a uniform allowance and is entitled to the additional first-year allowance (see 935.25).

936 **Payments**

936.1 **Limitations on Payments**

936.11 **Total Yearly Payments**

Total payments for an employee during an allowance year may not exceed the maximum allowance prescribed except as indicated in 935.25.

936.12 **Insufficient Funds for Claims**

Payment will not be made for purchase made in excess of an employee's yearly allowance. Employees must be particularly careful not to have merchandise invoiced before their anniversary date if the current year's allowance has been exhausted.

936.13 **Related Expenses**

Payment is neither claimed nor made for expenses involved in the purchase of secondhand items of uniform nor for cleaning, repairs, or alterations (except alterations made at the time of purchase for the sole purpose of ensuring proper fit).

936.14 **Items Not Specified**

All branches of service have specific detailed specifications for the style and color of their particular uniforms. Detailed specifications and styles are prescribed for both male and female uniform items of clothing in each specific category of employment. Payment is neither claimed nor made for any items of clothing that do not conform with the detailed male or female specifications and styles for the employee's category of employment.

936.15 **Purchases Exceeding Allowances**

Each employee is personally responsible to the authorized licensed vendor for all purchases exceeding his or her uniform allowance. In cases where employees purchase in excess of their full allowance or existing allowance balance, the full licensed vendor invoice is processed regardless of amount (even if records show a zero balance in the employee's allowance). The St. Louis ISSC pays only the maximum left in employee's account and notifies the vendor why the remainder has not been paid.

936.2 **Payment for Uniform Purchase After Separation of Employee**

Payment to the vendor is not allowed if the following conditions exist:

- a. The employee separates from the uniform program for any reason, including retirement, within 30 days following purchase of items of uniform wear that are *not* recognizable as distinctive uniform items unless worn with the basic outer garments of the uniform. In these cases notify both employee and specific vendor involved. Return the invoice to the vendor (see 936.32). Nondistinctive items include shoes, gloves, rubbers, galoshes, overboots, hose, face masks, pith helmets, and belts.
- b. When there is evidence that, before making the purchase, the employee indicated an intention to separate from the uniform program for any reason, including retirement, involuntary separation, or bid to an assignment not requiring the same uniform category, do not process the invoice for payment. After placing a copy of the invoice in the employee's uniform file with the appropriate remarks, return the invoice to the vendor advising why it will not be honored.

936.3 **Approval by Installation Head**

936.31 **Inspection of Purchases**

The installation head may require the employee to present the uniform purchases for inspection within 10 working days from receipt of the uniform item. An employee who is unable to comply with this requirement because of

being in an approved leave status may present the purchased item(s) for inspection upon return to a work status. All items must contain the certificate label issued by the USPS Quality Control Office except as noted in 936.32. Discretion is exercised in permitting the purchase of excessive amounts of one-of-a-kind items, such as shoes, gloves, socks, and other civilian type items.

936.32 **Purchases Not Meeting Regulations**

If all or a portion of the merchandise presented in 936.31 is unacceptable because it does not conform to current postal regulations, the employees responsible for reviewing vendor invoices (see 936.53) returns the invoice to the vendor stating why it was unacceptable. The employee retains but does not wear the unacceptable merchandise and waits for instructions from the vendor.

936.33 **Disallowing Payments**

The district accounting office may disallow payment for excessively priced items, for items not needed for local climatic conditions, and for excessive amounts of civilian-type items.

936.34 **Employee's Responsibility for Excesses**

The installation head cautions all employees that uniform purchases exceeding their current allowances are the employees' personal responsibilities.

936.35 **Notification of Responsibility**

Although not responsible for purchases made in excess of an employee's uniform allowance, the USPS advises employees in writing of their responsibilities to make payment when notified of delinquencies.

936.4 **Separating Employees**

936.41 **Conditions for Nonpayment**

Invoices dated before an employee's separation date and submitted for payment are processed for payment. However, they are not paid under any of the following conditions:

- a. When purchases of uniform items not recognizable as distinctive uniform items were made within 30 days before separation (see 936.2a).
- b. When there is evidence that before making the purchase the employee indicated an intention to separate for any reason, including retirement (see 936.2b).

936.42 **Addition to Form 337**

Postmasters and installation heads add "Uniform Allowance Invoices Submitted" on Form 337, *Clearance Record for Separated Employee*, as a write-in item.

936.43 **Employee Submission of Invoices**

When an employee who is leaving the USPS checks out, the postmaster, or other designated employee, asks the separating employee if any uniform purchases have been made during the past 30 days. If the answer is negative, complete the item in the same manner as the other items on the checkout sheet. If the answer is affirmative, contact the district accounting office and advise the employee accordingly (see 936.44).

936.5 **Payment to Licensed Vendors**

936.51 **Direct Payment**

Payment is made directly to licensed vendors.

936.52 **Employee Reimbursement**

Employees are not reimbursed for uniform purchases except for caps (see 932.21) and as provided for at 936.6 and 938.4.

936.53 **Examination of Invoice**

The installation head assigns an employee(s) at each facility to examine questionable invoices referred by the district accounting office to ensure that purchases are reasonable under all circumstances and that they comply with postal regulations.

936.54 **Evidence of Purchase**

Payment to the vendor is made on the basis of submission of the certified invoice by the vendor (see 936.55). Order blanks and cash register tapes are not acceptable evidence. Licensed uniform vendors' invoices must contain an itemization and description of the uniform garments purchased including the size of each item. The evidence also contains the full name of the employee, the post office finance number, the first seven digits of the employee's Social Security number, the employee's anniversary date, the vendor's license number, the vendor's invoice number, the date on which the purchase was made, and a statement by the supplier that the items are in accordance with USPS specifications. The itemization must be sufficiently specific to permit a determination that payment is being claimed for prescribed uniform items in accordance with USPS specifications. Prices of items represented on receipts, or other acceptable evidence of acquisition, must represent the actual net amount charged by the supplier.

936.55 **Submission of Invoice**

Vendors are directed to submit the original invoice to the appropriate district accounting office or to the inspector in charge for purchases made by security force employees.

936.56 **Processing of Invoice**

The district accounting office reviews the invoice and determines employee eligibility. If the employee is not eligible, a copy of the invoice is sent to the installation head for review and resolution. After review, if the employee is not

eligible, the installation head notifies the district accounting office. The district accounting office returns the original invoice to the vendor with an explanation. If the employee is eligible, the district accounting office retains the invoice for 10 working days, pending possible submission of Form 6375, *Uniform Allowance Stop Payment Notice*. If the employee does not submit a stop payment notice, the invoice is processed for payment immediately after the 10-working-day period has elapsed. If the employee submits a stop payment notice within the 10-working-day period, the original invoice, along with the stop payment notice, is returned to the vendor for resolution of the problem directly with the employee. Stop payment notices received after 10 working days, or after the invoice is processed for payment, are duplicated. One copy is sent to the St. Louis ISSC to adjust subsequent payments to the vendor; the second copy is sent to the vendor, who initiates resolution of the problem directly with the employee. An invoice that exceeds an employee's annual allowance is to be processed to establish a record in case of future claims.

936.57 **Processing of Stop Payment Notice**

Employees receive a duplicate of the vendor's invoice. If there is any problem associated with the purchase, e.g., wrong size, wrong item, etc., the employee submits a stop payment notice within 10 working days from receipt of the vendor invoice, through the employee's supervisor, to the person responsible for certifying invoices for payment to the St. Louis ISSC. Employees are encouraged to submit the stop payment notice immediately if there is a problem with the purchase to ensure quick resolution of the problem. However, an employee may submit a stop payment notice after 10 working days have elapsed when circumstances prevent earlier submission. Employees should retain their invoice copies until receipt of the adjusted Form 1961, *Employee Uniform Allowance Statement*, from the St. Louis ISSC. At that time, a comparison can be made between both documents to be certain the annual uniform allowance balance on the current Form 1961 is correct.

936.58 **Restrictions of Payment**

Except for temporary employees who are required to wear the cap prescribed for their category, payment is made only for employees required to wear full uniform dress or work clothes as specified.

936.59 **Posting Publication 136**

Publication 136, *Licensed Vendor Listing: Uniform Allowance Program*, is placed at a designated point within the postal installation and all eligible employees notified of its availability and location. Additions to the listing are published in the *Postal Bulletin*. The listing must be kept up to date and available to employees at all times.

936.6 **Purchase Procedures for Nurses Program**

936.61 **Eligibility**

Full-time and part-time nurses who have completed their probationary period receive a uniform reimbursement card following their uniform anniversary date. Part-time nurses who have not worked at least 1,560 hours in the 12-month period immediately before their anniversary date are not entitled to uniform reimbursement.

936.62 **Procedures**

936.621 **Standard**

Nurses may purchase uniforms from USPS licensed uniform vendors. Payment to the vendor is made in the same manner as that for other employees eligible for uniform allowances.

936.622 **Optional**

Nurses who have difficulty in locating a USPS licensed uniform vendor that provides nurses uniforms may purchase their uniforms from any bona fide source in the following manner:

- a. Nurses must purchase their uniforms within 60 days after receipt of their uniform authorization card (PS Form 1961).
- b. Nurses must present itemized invoices to the uniform clerk at their facility. Invoices must include the following information:
 1. Name of Employee.
 2. Name of the firm from which the purchase was made.
 3. Date of purchase.
 4. Employee's Social Security number.
 5. An itemized description of the items purchased including size and color.
 6. A statement by the employee certifying that the items listed were actually purchased.
- c. Installations process the purchase in the same manner as a vendor invoice except that 81886 is used for the vendor number. This provides payment to the nurse.

937 **Uniform Vendors**

937.1 **Communication From Vendors**

The district accounting office designates an employee to respond to all licensed vendor correspondence relating to employee uniform purchases. All correspondence that requires an answer must be received from the licensed vendor in the following manner:

- a. Addressed to
UNIFORM CLERK
C/O DISTRICT ACCOUNTING OFFICE
[CITY] [STATE] [ZIP CODE].

- b. In duplicate with self-addressed stamped return envelope.
- c. Show employee's name, the first seven digits of the employee's Social Security number, invoice number in question, invoice amount, date of invoice.
- d. Provide space for a reply.

937.2 **Access to Postal Premises**

Postmasters may permit a licensed vendor of official postal uniform items access to postal installations and their subinstallations as follows:

- a. Licensed vendors or their representatives must present proper identification to postmasters or their designated representatives.
- b. The location must have a lunchroom or other nonwork area space of sufficient size so that vendors and interested employees may conduct their business without interfering with postal activities.
- c. Vendors must strictly adhere to local rules as to location, hours, etc., as required by local postmaster.
- d. Vendors failing to meet requirements in 937.2 a and c may be denied admission by the postmaster.

938 **Supervisor Work Clothes Program**

938.1 **Purpose**

A work clothes allowance is authorized for certain categories of supervisors whose duties require them to come in contact with dirty or toxic materials while supervising or inspecting the work of their subordinates.

938.2 **Eligibility**

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.21 **Determined by Installation Head**

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.3 **Acquisition of Work Clothing**

938.31 **Alternative Protective Items**

If the installation head determines that occasional use of such items as coveralls, smocks, or aprons meet the need, these items are purchased for the installation through the GSA FEDSTRIP catalog.

938.32 **Work Clothes Allowance**

938.321 **Reimbursement Limit**

If the installation head approves a work clothes allowance for an eligible supervisor, the supervisor is reimbursed for the actual cost of an initial purchase of two sets of work clothes (two shirts and two pairs of trousers).

However, total reimbursement for both initial sets may not exceed \$44. Work clothes may be purchased from any retail outlet.

938.322 **Types of Work Clothes**

Work clothes may be in any shade of blue, green, brown, or khaki. Although further specifications are not prescribed, it is recommended that the trousers be twill weave, polyester, cotton, durable press, or medium- or heavy-weight fabrics and that the shirts be poplin weave, polyester/cotton, or durable press fabrics.

938.323 **Purchases Not Authorized**

Reimbursement is not authorized for dress shirts, slacks, sport clothes, or any other types of garments which are not clearly identifiable as work clothes.

938.324 **Replacements**

Replacement work clothes may subsequently be authorized by the installation head on an as-needed basis in order that the supervisor maintain two complete sets. Reimbursement for replacements is limited to a maximum of \$44 per year beginning on the anniversary date of the initial purchase.

938.4 **Reimbursement Procedure**

938.41 The installation head lists all eligible supervisors on Form 8006, Uniform Allowance Code Sheet, and submits the completed form to the designated DDE/DR site.

938.42 When set up on the Uniform Allowance Master File at the St. Louis PDC, a card Form 1961 is cut for each eligible supervisor.

938.43 When invoices for an eligible supervisor are processed for payment, vendor number 81886 should be used to assure payment directly to the supervisor.

939 **Authorized Exceptions**

939.1 **Footwear**

939.11 **Standard Specification**

Employees purchasing footwear under the uniform and work clothes programs must ensure that the footwear meets USPS standard specifications and bears the SR/USA label.

939.12 **Exceptions**

Footwear must be purchased from a USPS licensed vendor; however, exceptions to the certified footwear program may be granted, when appropriate (e.g., medical reasons, very unusual sizing restrictions), under the following guidelines:

- a. Employees must submit their request for exception, in writing (with appropriate supporting documentation), to the Field Director, Human Resources, of the appropriate Division. The employee's request, whether approved or not, must be filed in his uniform folder.

- b. When authorization is granted to purchase footwear from other than a USPS vendor, employees must present an itemized invoice to the uniform clerk at their facility. Invoices must include the name of the employee; the name of the firm from which the purchase was made; date of purchase; the post office finance number; the employee's anniversary date; the employee's Social Security number; an itemized description of the items purchased including size and color; and a statement by the employee certifying that the items listed were actually purchased.
- c. Installations will process the purchase in the same manner as a vendor invoice except that 81886 shall be used for the vendor number. This will provide payment to the employee.

939.2 **Nurses Uniforms**

Nurses uniform/footwear exception procedures are outlined in 936.622.