

Summary of Changes

1. Overall ELM Revisions

The entire ELM is reformatted, with changes in typographical treatment where necessary, for ease of use for printing and online viewing. Addresses are reformatted to reflect machine readability standards.

Addresses and telephone numbers are updated in the text, and Appendix C, Addresses, previously added by PB 21809, 2/20/92, is deleted.

Form titles in the text and in Appendix B, Form Titles, were updated when the ELM was issued online in 1996. Any subsequent updating is noted in the revisions specific to this segment noted below. (PB 21929, 9/26/96)

Chapter 7, subchapters 450, 460, 540, 640, 680, 880, 920, and parts 515, 937 and 938 are edited in their entirety. Language is changed in some instances to promote clearer, fuller understanding. Some heading and exhibit titles are modified to improve readability. Changes are 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.

Substantive changes are marked with vertical bars in the margins or printed in bold type in tables and certain exhibits.

2. Revisions Specific to Updated Segments

Chapter 3

Position titles and organizational structure are updated.

311.22 Area Human Resources Manager (formerly **Regional Director, Human Resources**) is renamed to eliminate reference to programs that are not employment and placement responsibilities

311.23 through 311.27 are deleted because the organization structure has changed and the statement of responsibilities for the various positions within the current structure is not needed in the ELM.

311.31 Nonbargaining Unit Employees (under **Employee Classifications**) deletes the definitions from Chapter 3 and refers to 432.112, which contains identical language.

311.32 Bargaining Unit Employee (under **Employee Classifications**) deletes the definitions from Chapter 3 and refers to 432.111, which contains identical language.

312.21 Nonbargaining Unit Positions (formerly **Handbook EL-302**) is changed to delete the reference to Handbook EL-302, *Qualification*

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Standards — Nonbargaining Unit Positions, and to show online availability of nonbargaining unit qualification standards.

312.22 Handbook EL-303, Bargaining Unit Positions, includes a reference to additional information found in Manager, Selection, Evaluation, and Recognition, Memorandum dated February 20, 1998, concerning online availability of bargaining unit qualification standards.

313.52 For Credit References (under **Disclosure of Information About an Employee to Others**) is modified to reflect the same privacy act language that appears in the *Administrative Support Manual*, 353.327a.

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)

313.61e under **For Personnel Information (e)** (under **Requests Made by an Employee Regarding Information Pertaining to Self**) is amended to permit release of register information concerning eligibles' prospects for appointment.

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)

314.2 Personnel Investigation Records includes a reference to additional information in Vice President, Human Resources, Memorandum dated November 9, 1995, and Manager, Employment and Placement, Memorandum dated September 15, 1997.

314.6 Service Record Cards is deleted because Form 7, *Service Record Card*, was obsoleted in December 1992 and its use is no longer authorized.

314.7 Merit Evaluation Records is renumbered as 314.6.

322 Special Employment Programs (Employment of Individuals with Disabilities) includes a reference to additional information in Assistant Postmaster General Memorandum dated December 15, 1987.

323.212 Definition (under **Career Appointment**) is amended so that the definition of *career appointment* includes auxiliary rural carriers, rural carrier reliefs, and rural carrier associates.

323.43 Former Postal or Federal Employees (under **Temporary and Casual Appointments**) includes a reference to additional information in Manager, Employment and Placement, Memorandum dated October 10, 1997.

341.4 Confidentiality (under **Maintaining Adequate Registers**) is amended to permit release of information concerning eligibles' prospects for appointment.

342.14 Nonselection of Veteran (under **Use of Registers**) includes a reference to additional information in Manager, Employment and Placement memorandum of October 15, 1995.

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353.1 Promotion (under Selection of Nonbargaining Unit Positions)

includes a reference to additional information in Deputy Postmaster General Memorandum dated January 20, 1995, concerning EAS selection policies.

353.2 Reassignment (under Selection of Nonbargaining Unit Positions)

includes a reference to additional information in Deputy Postmaster General Memorandum dated January 20, 1995, concerning EAS selection policies.

354.2 Assignment of Nonbargaining Unit Employees is modified by deleting previous provisions and incorporating by reference the “Reduction in Force Policies and Procedures” issued by Vice President, Human Resources, Memorandum of December 14, 1995, found in Exhibit 354.2.

Exhibit 354.2 Reduction in Force Policies and Procedures is added.

354.4 Assignment of Employees in Regional Headquarters and Related Offices

is modified by deleting previous provisions and incorporating by reference the “Reduction in Force Policies and Procedures” issued by Vice President, Human Resources, Memorandum of December 14, 1995.

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)

362.24 Realignments (under Change to Lower Grade) is amended to include a reference to the Reduction in Force policies incorporated by reference in 354.2 and 354.4 for nonbargaining unit employees.

363.4 Retirement Coverage is rewritten for clarity and updates the references to the applicable ELM provisions in 560 and 580.

364.43 Suspension is modified to eliminate the reference to “personnel action forms,” i.e., Forms 50, which are no longer used to document suspensions.

364.44 Separation-Military is amended to clarify that a personnel action is no longer used.

365.23 Separation-Military (S-MIL) is modified by deleting previous language in this section and incorporating by reference the February 17, 1998, “Interim Guidelines for the Employment Restoration of Individuals Who Served in the Uniformed Services” issued by Manager, Selection, Evaluation, and Recognition, Memorandum of February 17, 1998, found in Exhibit 365.23. This modification supercedes changes made in PB 21756, 2/8/90.

Exhibit 365.23 Interim Guidelines — Employment Restoration of Individuals Who Served in the Uniformed Services is added.

378.1 Evaluation During Probationary Period includes a reference to additional information in Vice President, Human Resources, Memorandum

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dated August 24, 1994, which introduced an evaluation process for most temporary employees.

378.2 Evaluation After Probationary Period is amended to clarify that the withholding of step increases for bargaining unit employees is determined in accordance with the appropriate labor agreements. Under several agreements, step increases cannot be withheld for reasons of unsatisfactory performance.

Subchapter 410

Form titles and position titles are updated.

References to the Tool and Die Shop previously deleted are replaced in accordance with the collective bargaining agreement of 1997. This change supersedes the changes made previously in PB 21819, 7/9/92.

References to *steps*, *COLA*, *assistant postmaster general of Human Resources*, *senior assistant postmaster general of Human Resources*, *anniversary date*, *general increases*, and *region* are deleted.

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)

413.2 Promotion Increases is modified to reflect changes in the nonbargaining unit promotion increase ranges implemented in 1994 and 1996 as a result of consultations with the management associations concerning the restructuring placement policies and finalized in the 1996 pay consultations.

413.3 Considerations is modified in paragraph c. to reflect the changes in the compensation policies applicable to upgrades implemented in 1996 as a result of pay consultation with the management associations.

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)

415 Rate Retention and Change to Lower EAS Grade is modified by deleting previous language under 415.1 through 415.6 and incorporating new rate and grade retention policies issued on May 9, 1997, after consultations with the management associations.

416 Merit Pay Program is modified to update the description of the merit program and delete the language relating to the step process that was eliminated in 1994 as a result of consultations with the management associations.

417.234 Conditions (under **Higher Grade**) is modified in paragraph a(1) to reflect a 10-day waiting period for higher level pay implemented in 1996 as a result of pay consultations with the management associations.

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417.235 Pay Amount is modified to reflect changes in higher level pay calculations implemented in 1994 as a result of consultations with the management associations.

Exhibit 417.235 Higher Level Pay is amended so that the footnote to Rural Carriers conforms with the national agreement concerning higher level pay. It is also modified under calculation method 3 to reflect the changes in higher level pay. Calculation method 2 is modified to reflect the elimination of steps in the EAS salary schedule in 1996 as a result of pay consultations.

Exhibit 418 Promotional Increase is amended so that calculation methods 1 and 2 incorporate repromotion policy from PB 21817, 6/11/92. Calculation method 3 is updated to conform with the Rural Carrier national agreement. Calculation method 4 is modified to reflect the change for promotional increases in 413.2.

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

Position titles and organizational structure are updated.

Substantive changes are marked with vertical bars in the margins or printed in bold type in tables and certain exhibits.

References to the Tool and Die Shop previously deleted are replaced in accordance with the collective bargaining agreement of 1997. This change supersedes the changes made previously in 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)

421.441 Basic Salary is modified to reflect that COLA is included in basic salary in accordance with 1994 and 1995 collective bargaining agreements.

421.442 Base Salary is deleted because COLA is included in basic pay in accordance with 1994 and 1995 collective bargaining agreements.

421.443 Compensation is modified to reflect that COLA is included in basic salary in accordance with 1994 and 1995 collective bargaining agreements.

421.452 Step Increase (under **Salary Increase**) is modified to delete references to performance criteria in step advancement in accordance with 1990 Memorandums of Understanding with the APWU, NALC and NPMHU. Clarification is added to indicate which bargaining unit step increases are subject to performance criteria.

417.235 is also revised to incorporate *most prevalent step* in the definition. (PB21817, 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)

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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 so that Grade 6 is shown for the range for the Postal Police Officers schedule on line i., in accordance with the collective bargaining agreement of 1994, and Grades 4 through 11 are shown for the range **along with reference to 429** added for the Tool and Die Shop schedule on line j., in accordance with its reestablishment as a bargaining unit in January 1997. The changes made previously (PB 21819, 7/9/92) are thus superseded.

422 is modified to add **City Carrier (CC)** to the heading in accordance with the 1997 collective bargaining agreement.

422.11 Salary Schedule is modified to add the City Carrier salary schedule as item b., in accordance with the 1994 collective bargaining agreement, and subsequent items are relettered.

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 in accordance with a Memorandum of Settlement with the APWU/NALC, June 13, 1990. Rate retention provisions are not changed. The consolidation of these reduction in grade provisions 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** (429.2e). (PB 21817, 6/11/92)

Exhibit 422.3 Bargaining Unit Step Increase Waiting Periods is amended to add new steps and associated step waiting periods added by the 1994–1995 collective bargaining agreements, and that of the Tool and Die Shop, which was reestablished as a bargaining unit in January 1997. These changes supersede changes made previously to the Tool and Die Shop and Postal Police Officers schedules in PB 21819, 7/9/92.

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422.31 Eligibility Requirements is modified to delete references to performance as a basis for withholding step increases for employees covered by the 1990 Memorandums of Understanding with the APWU, NALC, and NPMHU concerning granting step increases. Also, language is added to recognize that this modification concerning periodic step increases does not change employees' eligibility for quality step increases.

422.34 Performance Determinations is deleted to comply with the 1990 Memorandums of Understanding with the APWU, NALC, and NPMHU that state that step increases will not be withheld for reasons of unsatisfactory performance.

422.35 Processing Step Increases is deleted to comply with the 1990 Memorandums of Understanding with the APWU, NALC, and NPMHU that state that step increases will not be withheld for reasons of unsatisfactory performance. The following item is renumbered.

422.441 Cost of Living Adjustment is deleted because COLA is included in basic pay in accordance with 1994 and 1995 collective bargaining agreements.

423 Mail Handlers (MH) Schedule is modified to change "Grades 3 through 6" to "Grades 4 through 6" in paragraph a(1) in accordance with changes agreed to in 1992. (PB 21817, 6/11/92)

424.31 Eligibility and Procedure is amended to incorporate the "satisfactory or outstanding" performance requirement for Rural Carrier step increases that previously appeared in 422.31.

424.32 Performance Determinations incorporates the step increase provisions applicable to Rural Carriers that previously appeared in 422.34.

424.322a is changed to reflect the appropriate name of the award applicable to bargaining unit employees.

424.33 Processing a Step Increase incorporates the step increase provisions applicable to Rural Carriers that previously appeared in 422.35.

425 Postal Nurses Schedule is amended at paragraph (c) to indicate that step increase provisions previously found in 422.3 are incorporated in 424.3.

425 is also 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)

426.11 Schedule (under **Data Centers Schedule**) is amended to indicate that the schedule consists of Grades 6 through 23 (rather than Grades 6 through 22) in accordance with the collective bargaining agreement of 1995.

428 Tool and Die Shop is deleted as a section in conformance with the decertification of the unit in January 1991 and **Postal Police Officers Schedule** is renumbered as **428**. (PB 21819, 7/9/92)

428.1 Salary System (formerly **429.1** under **Postal Police Officers (PPO) Schedule**) is changed to delete paragraph c., Cost-of-Living-Adjustment, in accordance with collective bargaining agreement of 1994.

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428.1 also changes paragraph a. to indicate that the schedule consists of Grade 6 in accordance with the collective bargaining agreement of 1994. This change supersedes the changes made previously in PB 21819, 7/9/92.

429 (Reserved for Tool and Die Shop) is added.

Subchapter 430

References, form titles, and position titles are updated.

References to the Tool and Die Shop previously deleted are replaced in accordance with the collective bargaining agreement of 1997. This change supersedes the changes made previously in PB 21819, 7/9/92.

432.111c(3) Auxiliary Rural Carriers (under **Bargaining Unit**) is amended to add “hired prior to 1981” to be consistent with the national agreement.

432.112 Nonbargaining Unit Employees and **432.12 Supplemental Work Force** are modified by the addition of explanatory text previously in 311.31.

432.12d (under **Supplemental Work Force**) adds **Temporary Relief Carrier**.

432.21 Basic Rate is modified to delete the reference to COLA in accordance with the 1994 collective bargaining agreements that included COLA in the basic pay of bargaining unit employees and in accordance with the 1996 pay consultations with the management associations that eliminated COLA as a nonbargaining unit pay provision.

432.22 Base Rate is deleted. The definition of this term is no longer applicable since COLA now results in an immediate adjustment to basic pay for bargaining unit employees and is no longer a pay provision for nonbargaining unit employees.

432.463 (under **Five-Minute Leeway Rule**) is corrected so that 8.06 hours now reads 8.08 hours.

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

434.134 FLSA-Exempt Additional Pay is a new provision defining “additional pay” for certain FLSA-exempt employees that was established in 1996 pay consultations with the management associations.

Exhibit 434.141a Postal Overtime Pay Eligibility Table is amended so that footnote 2 incorporates nonexempt, nonbargaining overtime changes.

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

434.144 Eligibility for FLSA-Exempt Additional Pay is a new provision to describe the eligibility for additional pay as defined in **434.134**.

Exhibit 434.2 Night Differential Pay Eligibility Table is modified to replace “postal overtime” with “additional pay” for FLSA-exempt employees and to replace “management associates” with “employees in management development programs” in footnote 1.

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434.223 (under **Eligibility**) is modified to replace “postal overtime” with “additional pay” for FLSA-exempt employees.

434.23 Pay Computation is modified to update pay computation for night differential.

434.31 Policy (under **Sunday Premium**), **434.32 Eligibility**, and **434.34 Pay Computation** are amended to update Sunday premium policy for nonbargaining unit employees.

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

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appeals must mitigate damages during the entire back pay period by making reasonable efforts to obtain other employment. (PB 21768, 7/26/90)

436.61 Purpose (under **Interest on Back Pay**) and **436.63 Rate of Interest** are amended to note which interest rate is applicable for the various types of back pay settlements.

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

437.5 Review by Human Resources is amended to replace “compensation unit” with “Human Resources official.”

Subchapter 440

444.214 Exclusions Not Creditable is amended to be consistent with 444.213. (PB 21944, 4/24/97)

444.222 Exclusions is amended to clarify the nature of exclusions from the definition of *actual work*. The 4/24/97 change removes the word “compensable.” (PB 21768, 7/26/90) (PB 21944, 4/24/97)

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)

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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)

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)

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Subchapter 470

Position, organization, and location titles are updated.

473.1 Description and **473.2 Eligibility** are amended to exclude nonbargaining employees who are covered by the EAS Recognition and Awards Program issued by Vice President, Human Resources, Memorandum dated March 19, 1998. This change supercedes changes made in PB 21758, 3/8/90.

474.1 Description (under **Quality Step Increase**) is revised to delete the language that implies that regular step increases are based on levels of performance. While performance determinations are the basis for quality step increases, they are no longer used under the regular periodic step increase process for most bargaining units.

475.1 Description and **475.2 Eligibility** are amended to exclude nonbargaining employees who are covered by the EAS Recognition and Awards Program issued by Vice President, Human Resources, Memorandum dated March 19, 1998. This change supercedes changes made in PB 21758, 3/8/90.

476.1 Description and **476.2 Eligibility** are amended to exclude nonbargaining employees who are covered by the EAS Recognition and Awards Program issued by Vice President, Human Resources, Memorandum dated March 19, 1998. This change supercedes changes made in 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)

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)

Subchapter 510

Addresses, form titles, and position titles are updated.

References to the postal data centers are changed to refer to the Minneapolis Information Service Center throughout.

512.212 Service Counted is modified in paragraph c. to clarify prior federal civilian service that does and does not apply for leave purposes.

512.222 Military Service Counted is modified to include reference to Veterans Affairs disability payments.

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)

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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)

512.321 Maximum Carryover Amounts and **512.543 Leave Carry-Over** are updated to reflect increases established in collective bargaining and pay consultations.

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)

512.81 Transfer Without a Break in Service is modified to clarify procedures followed for individuals who have earned leave that cannot be transferred between federal agencies and the Postal Service. Also, reference to procedures followed when employees transfer from installations serviced by different data centers is deleted.

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)

513.371 Reasons for Restriction is modified to delete references to quarterly listings that are no longer provided.

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)

514.24 Leave Credit Adjustment is amended so that **Exception** clarifies that there is no adjustment for military or OWCP LWOP.

Summary of Changes

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)

516.51 General is updated per revision reported in the Postal Bulletin dated 8/4/94 to Handbook F-10 (now F-15). (PB 21873, 8/4/94)

517 Paid Military Leave is modified to clarify when policies apply to paid military leave as opposed to absences for military leave purposes.

517.92 Monitoring Paid Military Leave is amended to reflect current procedures.

519.27 Postmaster Organizations is changed to comply with the October 9, 1996, pay consultation Letter of Decision concerning pay policies applicable to postmasters. The new policies reduce the number of days for paid convention leave *inclusive of travel time* from up to 10 days, to up to 5 days of administrative leave (leave with pay) to attend postmaster conventions; limit such leave to postmasters; and discontinue paid administrative leave for nonresident officers of the postmaster associations. **519.272 Organization Business (Officer Other Than President of a National Organization)** is deleted, and subsequent sections are renumbered. (PB 21947, 6/5/97)

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 520

All sections citing specific registration periods are updated to reflect regulations effective August 1997 published by the Office of Personnel Management (OPM), which expanding registration periods for opportunities to enroll and change enrollment under the Federal Employees Health Benefit Program (FEHBP).

All references to SF 2810, *Notice of Change in Health Benefits Enrollment*, for those instances when employees transfer to another agency, retire, or die, or when enrollment must be transferred to or from the Office of Workers' Compensation Programs (OWCP) are deleted, and references to Postal Service-designed memoranda are added to reflect OPM-modified procedures for those changes in enrollment. Addresses, form titles, and position titles are updated.

Summary of Changes

521.1 General is amended to include a reference note to identify the Office of Personnel Management (OPM) *Operating Manual: The Federal Employees Health Benefits (FEHB) Handbook for Personnel and Payroll Offices* (formerly FPM Supplement 890-1) as the source document for further information.

521.2 Eligible Employees is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

521.2 Eligible Employees is expanded to incorporate OPM regulations for noncareer employee enrollment.

521.4 Family Members' Eligibility is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

521.423 Foster Children is expanded to incorporate OPM regulations regarding criteria to allow coverage of an employee's grandchildren.

Exhibit 521.423 Statement of Foster Child Status is a new exhibit added to provide documentation to establish compliance with regulations cited in 521.423.

521.6 Former Spouses is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

521.63 Request for Reconsideration is modified to incorporate revised OPM guidelines that delegate final authority to the agency.

521.7 Temporary Continuation of Coverage is amended to include a reference note to identify Management Instruction EL-520-91-2, *FEHB: Temporary Continuation of Coverage*, as the source document for further information. Information is also added to incorporate OPM provisions for continuation of coverage following loss of entitlement to remain in FEHB.

522 Health Insurance Plans Available is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

522.11 Indemnity Benefit Plan (formerly) is deleted to eliminate reference to a nonparticipating health plan to comply with OPM regulations.

523 Registration is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

523.34 Effective Date of Late Registration is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

523.4 Registration by Proxy is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

Summary of Changes

523.6 Registration by a Former Spouse is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524 Enrollment is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524.5 Enrollment/Change in Enrollment is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524.51 General is updated to delete a reference to unrestricted change to Self Only coverage to incorporate Internal Revenue Service (IRS) regulations that define opportunities to change plans and options for employees with pre-tax payment of premiums.

524.529 Change to Self Only is added to incorporate IRS regulations that define opportunities to change plans and options for employees with pre-tax payment of premiums.

524.533 Change in Spouse's Employment Status is modified to incorporate revised OPM regulations that define and employee's opportunities to enroll or change enrollments.

524.534 Employee Loses Coverage as Family Member is modified to incorporate revised OPM regulations that define an employee's opportunities to enroll or change enrollments.

524.536 Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan is modified to incorporate revised OPM regulations to delete the requirement that the loss be involuntary.

524.54 Family Changes Not Affecting Enrollment is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524.6 Effective Date of Enrollment or Enrollment Change is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524.62 Change to Self Only is expanded to reflect IRS regulations relating to effective dates based on premiums paid on a pre-tax or after tax basis.

524.7 Termination of Enrollment is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

524.71 Cancellation by Employee is modified to incorporate IRS regulations that define the opportunities to cancel enrollment for employees with pre-tax payment of premiums.

524.8 Cost of Enrollment is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

Summary of Changes

524.83 Pre-Tax and After-Tax Premiums is added to describe a tax-saving benefit for employees.

524.84 Health Benefits Schedule is updated to identify the most current FEHBP reference material.

524.95 Cancellation of Enrollment is expanded to incorporate Social Security Administration (SSA) regulations that affect FEHBP benefits due to enrollment in a Medicare-sponsored prepaid health plan.

525 Special Circumstances Affecting Health Insurance Coverage is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.121 Transfer to OWCP is expanded to incorporate revised OWCP guidelines.

525.142 Eligibility for Transfer (formerly **OWCP Determine if Employee is Eligible**) is renamed and modified to incorporate revised OWCP guidelines.

Exhibit 525.142 Transfer of FEHB Enrollment to OWCP is added to provide a new memorandum to comply with modified OPM procedures.

525.143a Pending OWCP's Request for Transfer is expanded to incorporate revised OWCP guidelines.

525.146 On LWOP Eight Months, But Enrollment Not Transferred is updated to incorporate revised OWCP guidelines.

525.2 Employees in Nonpay Status is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.222 Procedures to Be Followed by Employing Office is expanded to incorporate revised OPM regulations regarding the termination of benefits due to LWOP.

525.3 Military Service is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.4 Coverage Into Retirement is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.41 Employee Requirements for Continuation is modified to eliminate redundancy regarding payment of premium when insufficient annuity exists (information stated in 525.431).

Exhibit 525.422 Memorandum About FEHB Enrollment is added to provide a new memorandum to comply with modified OPM procedures.

525.431 Benefits and Cost is expanded to incorporate revised OPM regulations that allow CSRS annuitants to make direct premium payments for benefits when an annuity is insufficient.

Summary of Changes

525.45 Reemployed Annuitant is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.5 Death of an Employee is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.511 Requirements is modified to eliminate redundancy regarding payment of premium when insufficient annuity exists (information stated in 525.431).

525.6 Transfer To or From Overseas Post of Duty is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

525.7 Move Outside Service Area of a Comprehensive Plan is expanded to incorporate OPM regulations regarding the effective date of plan changes.

525.83 Congressional Office is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

526 Self-Support Determinations is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

526.5 Procedures for Notifying the Health Benefits Plan is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

528 Employee Appeals is amended to include a reference note to identify the OPM *Operating Manual: The FEHB Handbook for Personnel and Payroll Offices* as the source document for further information.

528.1 Appeal of Refusal to Allow Enrollment or Change of Enrollment is modified to incorporate revised OPM guidelines that delegate final authority to the agency.

529 Forms and Brochures is deleted to eliminate redundancy and obsolete processing and requisitioning instructions.

Subchapter 530

Addresses, form titles, and position titles are updated. Coverage limits, premiums, and retirement costs are updated to 1997 values.

531 Administration and Eligibility is amended to include a reference note to identify the *Office of Personnel Management (OPM) Operating Manual: The Federal Employees' Group Life Insurance (FEGLI) Handbook for Personnel and Payroll Offices* (formerly FPM Supplement 870-1) as the source document for further information.

Summary of Changes

Exhibit 531.3 Exclusions is updated to incorporate OPM regulations that identify a break in service requirement for the exclusion of benefits for CAG L noncareer employees.

532 Coverage is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

532.215b Accidental Dismemberment Provision is updated and expanded to incorporate OPM regulations that include an additional disallowance clause.

533 Cost, Payment, Withholdings is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

533.12 Payment Schedule is deleted to eliminate redundancy (information stated in 532.212).

533.22 Withholdings is revised to incorporate FEGLI revised premium rates, clarify chart headings, and delete semi-monthly columns.

533.225 Insufficient Pay to Cover Optional Insurance Withholdings is updated to include deductions for flexible spending accounts in the priority of withholdings.

534 Special Circumstances Affecting Coverage is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

534.341 Choice is updated to incorporate OPM regulations regarding the issuance of SF 2819, *Notice of Conversion Privilege*.

534.343b Procedures for Continuation is updated to incorporate OPM regulations regarding the forwarding of SF 2817 and/or SF 176, *Life Insurance Election*.

534.4 Living Benefits is added to incorporate FEGLI provisions that allow payment of Basic Life Insurance proceeds prior to an employee's death.

534.5 Assignment of Life Insurance is added to incorporate FEGLI provisions that allow employees to give up ownership of coverage and receive insurance proceeds prior to death.

534.6 Erroneous Enrollments is added to incorporate the FEGLI Incontestability Clause. This clause allows erroneous elections to stand if not detected and corrected within 2 years of the completion of the SF 2817.

535.1 Acquiring Coverage is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

535.6 Termination is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

535.611e Basic Insurance is updated to include a reference to Exhibit 531.3.

Summary of Changes

535.63a Notice of Termination and of Conversion Privilege is expanded to incorporate OPM regulations regarding the process when an employee is in receipt of Office of Worker's Compensation Program (OWCP) benefits.

535.8 Canceling Waivers or Declinations is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

535.81 Conditions is expanded to incorporate OPM regulations regarding the cancellations of waivers following separations from federal employment.

535.82 Procedures is updated to clarify current procedures regarding the processing of SF 2822, *Request for Insurance*.

535.9 Exceptions for Canceling a Declination of Optional Insurance is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

535.91 Life Status Changes (formerly **Marriage or Acquisition of Unmarried Dependent Child**) is renamed and modified to incorporate revised FEGLI regulations that allow employees to cancel previous waivers for Option B and Option C coverage, or increase Option B if already enrolled.

535.911 Time Limitation (formerly **Conditions**) is renamed and modified to incorporate revised FEGLI regulations that eliminate age requirement for optional insurance changes and update time frames for submission of life status change requests to increase coverage.

535.912 Limitation on Coverage is expanded to incorporate revised FEGLI regulations that determine limits to Option B increases.

536 Retirement is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

536.211 Premiums is added to replace 536.211 through 536.213. It is updated to incorporate revised FEGLI regulations that require Basic Life Insurance premiums in retirement to maintain coverage.

536.22 Optional Insurance is expanded to incorporate revised OPM regulations that allow Federal Employees Retirement System (FERS) annuitants to make direct premium payments for benefits when insufficient annuity exists.

536.4 Social Security Retirement; 563.41 Application Pending; and 536.42 Application Approved are deleted. Deleted information does not apply to the Postal Service, only to other federal agencies where noncareer employees may establish entitlement to life insurance benefits.

536.4 Living Benefits is added to incorporate FEGLI provisions that allow payment of Basic Life Insurance proceeds prior to an annuitant's death.

536.5 Assignment of Life Insurance is added to incorporate FEGLI provisions that allow annuitants to give up ownership of coverage and receive life insurance proceeds prior to death.

Summary of Changes

537 Reemployed Annuitants is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

538.1 Beneficiaries is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

538.113 Designating Trusts is expanded to identify FEGLI established formats of language when a trust is the designated beneficiary.

538.114 Informing the Employee is deleted to eliminate redundancy (information stated in 538.111).

538.2 Benefits Payable is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

538.3 Claims is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

538.342 Accidental Dismemberment is updated to advise of present procedures to secure FE-7, *Claim for Accidental Dismemberment*.

539 Insurance Forms is amended to include a reference note to identify the *OPM Operating Manual: The FEGLI Handbook for Personnel and Payroll Offices* as the source document for further information.

539.33 Employee Retires or Separates is deleted to eliminate redundancy (information stated is 539.31).

539.4 Requisitioning is deleted to eliminate redundancy (information stated in 538.342) and to eliminate obsolete requisition instructions and requirements.

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)

Summary of Changes

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)

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)

Summary of Changes

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)

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 550

Addresses and position and organization titles are updated as of March 1998. References to E&LR Information Centers are deleted because they no longer exist.

552.31 Administration is modified to identify area Human Resources managers as responsible for designating the office to coordinate unemployment claims.

Exhibit 552.31 is deleted. The addresses for state coordinators are now maintained by the Minneapolis Accounting Service Center.

Summary of Changes

Subchapter 560

Addresses, form titles, and position titles are updated. References to retirement age requirements and annuity dollar figures are updated to 1997 values.

561 General is amended to include a reference note to identify the Office of Personnel Management (OPM) *CSRS/FERS Handbook* as the source document for further information.

562 Creditable Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

562.252 Employee Receiving OWCP Benefits is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

562.252b Employee Separated from Postal Service is expanded and clarified to incorporate OPM regulations regarding reemployed individuals and credit for time spent on Office of Workers' Compensation Programs (OWCP) rolls.

562.253 Employee Restored After Erroneous Removal or Suspension is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

562.3 Military Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

562.341 Amount of Deposit is updated to delete an erroneous handbook reference.

562.36 Additional Information is deleted to eliminate an erroneous handbook reference.

562.4 Credit for Unused Sick Leave is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

563.1 General Requirements is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

563.21 Involuntary Separation is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

563.22 Mandatory Retirement is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

563.23 Disability Retirement Requirements is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

Summary of Changes

563.231 Service (formerly **Requirements**) is renamed and reorganized so that the former 563.231a is included under this number, the former 563.231b becomes 563.232, and the former 563.231c becomes 563.233.

563.232 Total Disability (formerly **563.231b**) 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 Postal Service. (PB 21725, 5/18/89)

563.232 Additional Information (former edition) is deleted to eliminate reference to an obsolete handbook.

563.3 Deferred Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

564.1 Annuity Without Survivor Benefits is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

564.21 Annuity to Current and/or Former Spouse(s) is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

564.216 Effective Date is clarified to comply with OPM regulations regarding survivor annuitants and remarriage.

564.22 Annuity to Former Spouse Based on Court Order is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

564.25 Surviving Child is clarified to comply with OPM regulations regarding survivor annuitant student status.

564.3 Election of Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

565.1 Deductions from Current Earnings is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

565.2 Deposits for Prior Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

565.3 Redeposits is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

565.33 Impact on Annuity is expanded to incorporate revised OPM regulations regarding redeposits.

565.4 Voluntary Contributions is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

Summary of Changes

565.5 Refund of Deductions is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

565.514 Application is expanded to incorporate OPM regulations that require spouse and former spouse notifications for refunds.

566.1 Effective Dates is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.131 Use of Annual Leave Balance is clarified to state that employees must be advised regarding forfeiture of leave prior to retirement.

566.2 Factors Affecting Annuity Computations is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.3 General Formula is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.41 Guaranteed Minimum is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.42 Application of Guaranteed Minimum Principle is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.5 Reemployed Annuitants, Additional Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.511b Eligibility is deleted to eliminate redundancy (information stated in 566.511 (formerly 566.511a)).

566.6 Alternative Form of Annuity/Payment of Lump-Sum Credit is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

566.61 Alternative Option (formerly **Eligibility**) is renamed and updated to incorporate revised OPM regulations that determine eligibility for the Alternative Form of Annuity.

567 Death Benefits — Death in Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

568 Management-Initiated Disability Retirement Procedures is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

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)

Summary of Changes

569 General Retirement is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

569.122a Content is updated to remove a restrictive description of annuity estimate distribution dates.

569.126 Certified Summary of Federal Service is updated to eliminate erroneous instructions for personnel services offices.

569.21 Guidelines for Processing Personnel Actions is updated to eliminate an obsolete publishing reference.

Subchapter 570

Addresses, telephone numbers, form titles, and position titles are updated. Percentage factors and dollar figures used by the Social Security Administration (SSA) are updated to 1997 values.

571.1 Overview is expanded to include the SSA Internet address and toll free telephone numbers.

575.53 Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA) is modified to clarify and expand examples and explanation information.

576 Inquiries is deleted to eliminate insufficient information. Updated inquiry information has been incorporated into **571 Overview**.

Subchapter 580

Addresses, form titles, and position titles are updated. References to retirement age requirements and annuity dollar figures are updated to 1997 values.

581 General is amended to include a reference note to identify the Office of Personnel Management (OPM) *CSRS/FERS Handbook* as the source document for further information.

582.1 General is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

582.4 Employee Receiving OWCP Benefits is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

582.42 Employee Separated is expanded and clarified to incorporate OPM regulations regarding reemployed individuals and credit for time spent on Office of Workers' Compensation Program (OWCP) rolls.

582.5 Employee Restored After Erroneous Removal or Suspension is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

582.7 Military Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

Summary of Changes

582.73 Military Service After December 31, 1956 is updated to delete an erroneous handbook reference.

582.79 Additional Information is deleted to eliminate an erroneous handbook reference.

582.8 Transfers to FERS is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

583.1 General Requirements is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

583.21 Involuntary Separation is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

583.22 Mandatory Retirement is updated to incorporate OPM regulations that determine mandatory retirement age for law enforcement employees.

583.23 Disability Retirement Requirements is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

583.231 Service (formerly **Requirements**) is renamed and reorganized so that the former 583.231a is included under this number, the former 583.231b becomes 583.232, and the former 583.231c becomes 583.233.

583.3 Deferred Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

584.1 Annuity Without Survivor Benefits is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

584.26 Annuity to Former Spouse(s) Based on a Court Order is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

584.271 General is clarified to incorporate OPM regulations regarding insurable interest annuities.

584.3 Election of Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

585.1 Deduction From Current Earnings is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

585.3 Service Credit Deposit is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

585.4 Redeposits is expanded and clarified to incorporate OPM regulations regarding retirement contributions for service performed prior to the

Summary of Changes

establishment of the Federal Employees Retirement System (FERS) or service included in the computation of a frozen Civil Service Retirement System (CSRS) annuity.

585.5 Refund of Deductions is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

585.51 Eligible is expanded to incorporate OPM regulations that require spouse and former spouse notifications for refunds.

586.1 Effective Date is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.33 Annuity Supplement is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.4 Transferees to FERS is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.5 Disability Retirement is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.513 Exceptions is updated to comply with OPM regulations regarding the effect of military retirement status on disability retirement computations. The deleted information does not apply to FERS under OPM regulations.

586.6 Reemployed Annuitants — Additional Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.7 Alternative Form of Annuity is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

586.71 Eligibility is updated to incorporate revised OPM regulations that determine eligibility for the Alternative Form of Annuity.

586.8 Cost-of-Living Adjustments (COLA) is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

587 Death Benefits — Death in Service is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

588 Management Initiated Disability Retirement Procedures is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

589 General Retirement Information is amended to include a reference note to identify the OPM *CSRS/FERS Handbook* as the source document for further information.

Summary of Changes

589.122a Contents is updated to remove a restrictive description of annuity estimate distribution dates.

589.21 Processing is updated to eliminate an obsolete publishing reference.

Subchapter 590

Addresses, form titles, and position titles are updated.

591.12 Further Information is added to incorporate Thrift Savings Plan (TSP) Internet address and direct phone access.

591.32 New Career Employees is revised to clarify election opportunities in compliance with TSP regulations.

591.33 Rehired Employees is revised to clarify election opportunities in compliance with TSP regulations.

591.341 Eligibility is expanded to incorporate revised TSP regulations relating to the eligibility of reemployed annuitants to participate.

591.35 Transfers From Another Agency is added to incorporate TSP regulations that ensure an employee's uninterrupted participation.

591.36 Dual Appointments is added to incorporate TSP regulations relating to contributions when a person is employed by more than one agency.

591.41 Open Season is updated to incorporate revised TSP regulations and delete obsolete information regarding reallocation of funds.

591.42 Interfund Transfers is added to incorporate revised TSP regulations relating to fund reallocation procedures.

591.51 Form Required is updated to remove restrictive language regarding TSP-1 submission.

591.53 Effective Dates is revised to clarify effective dates of open season elections.

591.6 CSRS Transfers to FERS is revised to clarify effective dates of TSP-1 elections.

591.7 Booklets is updated to identify the most current TSP reference material.

592.2 Contribution Rates is condensed, and information regarding contributions from reduced earnings is stated in 592.92.

592.51 FERS Employees is clarified to incorporate TSP regulations regarding matching contributions.

592.81 Federal Income Taxes is expanded to incorporate TSP regulations regarding Medicare and Social Security taxes.

592.92 Reduced Earnings is added to clarify TSP regulations relating to reductions in contributions due to decreased basic pay.

593.1 Funds Available is updated to incorporate revised TSP fund descriptions.

Summary of Changes

593.21 Fund Allocation is revised to incorporate TSP regulations that eliminate prior restrictions.

593.22 Changing Investments is updated to incorporate revised TSP regulations that permit certain allocation changes.

594.32 Excess Contributions (formerly **Form 2240**) is updated to outline current internal procedures to correct an employee's record in compliance with TSP regulations.

594.4 Underdeductions is revised to reflect existing procedures and to comply with TSP regulations.

594.62 Erroneous Separation is updated to incorporate revised TSP regulations regarding annual contribution limit restrictions in back pay awards.

594.63 Continuous Service is updated to incorporate revised TSP regulations regarding prior elections and back pay awards.

596.2 Types of Loans is updated to incorporate revised TSP loan program regulations.

596.32 Documentation is updated to incorporate revised TSP loan program regulations.

596.44 Payment is clarified to comply with TSP regulations regarding payment of loan principal.

596.511 Minimum Amount is clarified to comply with TSP regulations.

596.512 Maximum Amount is revised to incorporate Federal Employees' Retirement System Act (FERSA) of 1986 and Internal Revenue Code (IRC) loan limits.

596.522 Maximum Duration is updated to comply with revised TSP regulations regarding types of loans.

596.55 Number of Loans is updated to comply with revised TSP regulations regarding residential loans.

596.56 Spousal Rights is added to incorporate TSP regulations regarding present or former spouse's legal entitlement to employee funds.

596.57 Court Orders is added to incorporate TSP regulations regarding the impact of court orders on loan applications.

597.1 Eligibility is updated to incorporate TSP regulations regarding in-service withdrawals.

597.2 Withdrawals Upon Separation (formerly **Separations Other Than Retirement**) is updated to incorporate revised TSP regulations regarding account withdrawal opportunities and options.

597.3 In-Service Withdrawals is added to incorporate TSP regulations regarding limited account withdrawal opportunities for active employees.

597.4 Death is updated to incorporate revised TSP regulations regarding death benefit distributions.

Summary of Changes

597.5 Spousal Rights is updated to incorporate revised TSP regulations.

597.6 Withdrawal Packages is updated to incorporate revised TSP regulations regarding forms and publications required for separated employees.

598.1 Types is expanded to clarify TSP regulations regarding court orders.

598.2 Requirements is added to clarify criteria under TSP for a qualifying benefits court order.

598.7 Additional Information is added to identify the most current TSP reference material.

Subchapter 610

The codification of **615 Social Recreational Program** is altered substantially by the removal of procedural information from the main text. Exhibit 615 incorporates this procedural material in a table designed for easier reference.

Codification is regularized elsewhere, and changes are made to preserve grammatical and stylistic consistency. Exhibit titles and headings are modified to improve readability, and some material is reworded minimally to clarify meaning. Position titles and addresses are updated. Neither policy nor procedures are affected by these changes.

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

614.4 Funds is amended to indicate that the percentage of redistributed or shared sales is *net* rather than *gross*.

616.33 Issuance and Refunds is amended to indicate that the lowest bond denomination is changed from \$75 to \$100 to comply with Treasury Department requirements.

616.5 Awards (formerly 616.6) is deleted.

617 Combined Federal Campaign Program is added to provide policy and procedural guidelines for conducting an annual Combined Federal Campaign.

Subchapter 620

Position and organization titles are updated and minor language changes are made for clarity.

627.2 Expenditure is revised to be consistent with the current organization structure. The installation types formerly listed in 627.21 are deleted and the expense ceilings per district or plant contest are incorporated in the matrix of former 627.22, which is now included under 627.21. The remaining sections under 627.2 are renumbered accordingly.

Summary of Changes

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)

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

Position titles and references to suspensions are updated.

651.5 Letters of Warning in Lieu of Time-Off Suspensions replaces **Suspensions, Fourteen Days or Less** and refers to Management Instruction EL-650-96-3 for detailed procedures. (PB 21922, 6/20/96)

Subchapter 670

670 Affirmative Action and Equal Employment Opportunity is amended to include a reference note to identify appropriate sources of current information.

675 Complaint Processing and Appeals is modified by deleting previous provisions and adding a reference to Handbook EL-603, *Equal Employment Opportunity Complaint Process*, July 1996, which contains current procedures.

Subchapter 680

680 Participation in Supervisory and Managerial Organizations is revised to update titles and to clarify current policy. (PB 21947, 6/5/97)

Subchapter 690

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

Chapter 7

Position titles and organizational structure are updated.

711 Training and Development Definition, General Policy, Goals, Objectives, and Categories is revised to delete "Definitions" from the title. The former **711.1 Definitions** is deleted, as it was outdated and unnecessary. The remainder of 711 is renumbered accordingly.

711.3 Purpose and Goals is revised to delete paragraph *g.* as redundant.

Summary of Changes

711.421 Description (under **Self-Development Training**) is revised to be parallel with other descriptions of training categories and is reorganized for clarity.

711.422e (formerly **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)

711.423 Job Relatedness (under **Self-Development Training**) is revised for clarity.

711.424 Examples (under **Self-Development Training**) is revised to delete the reference to a Postmasters Course that is obsolete.

712.22 Scheduling (formerly **Conformance**) is a title change to reflect more accurately the substance of this section.

712.3 FLSA Responsibilities is revised to delete this heading. The term "Responsibilities" is added to the heading of the subsequent sections, which are renumbered as **712.24 Management Responsibilities** and **712.25 Employee Responsibilities**.

713.2 Selection Considerations is revised to change paragraph *i.* from "Affirmative action goals" to "Affirmative action commitments."

714.221 Headquarters (under **Delivery Sources**) is revised to reflect the fact that the Field Programs Training Branch no longer exists. The new language sets out the broad framework for the delivery of training by the Headquarters employee development function. These changes supersede those made by 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)

715.1 Explanation (under **Training Systems**) is revised to include references to sources for individual course information.

715.2 Postal Orientation is revised to include Orientation for New Employees (ONE) as the primary course for new employees. It replaces Tier 1 of New Employee Training, which is obsolete. The reference to Handbook EL-701-B, *New Employee Training for Maintenance Employees*, which was obsoleted in 1994, is deleted. These changes supersede those made by PB 21799, 10/3/91.

715.3 Craft Skills Training (formerly **Craft Training**) is retitled and revised to reflect changes in training systems and terminology. "Tier 2, Tier 3 and Tier 4 of New Employee Training," previously described under **715.31 Basics**, **715.32 Skills Building**, and **715.33 Career Basics**, are obsolete and these sections are deleted. The reference to Handbook EL-701-B, *New Employee Training for Maintenance Employees*, which was obsoleted in 1994, is deleted.

Summary of Changes

715.43 Delivery (under **Technical Maintenance Training**) is amended to clarify the authorization process for vendor training under paragraph *d*.

715.51 General (under **Management and Professional Training**) is revised to reflect current management and professional training policies. References to the obsolete curriculum are deleted. These changes supersede those made by PB 21799, 10/3/91.

715.52 Curriculum Guides and Enrollment (under **Management and Professional Training**) is revised to reflect current enrollment methods and available sources of curriculum information.

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)

721.1 Headquarters (under **Organizational Responsibilities and Functions**) is revised to reflect organizational changes and consolidate under the vice president of Human Resources the general statement of responsibilities of the former Training and Development Department. The former **721.2 Training and Development Department** and its subsections are deleted. The various structured development programs previously described in 721.242 through 721.247 are superseded by more current management training initiatives explained in the program literature. These changes supersede those made by PB 21799, 10/3/98.

721.2 Areas (formerly **721.3** under **Organizational Responsibilities and Functions**) is renumbered and retitled to reflect current organization structure.

721.3 Districts (formerly **721.4** under **Organizational Responsibilities and Functions**) is renumbered and retitled to reflect current organization structure.

722.22 PEDC Reporting Relationship (under **PEDC Network Operating Procedures**) is revised to reflect the current organization structure and reporting relationships. The former **722.221** and **722.222** are deleted.

722.24 Reviews is revised to indicate that the composition of district review teams is determined by the Human Resources manager.

731 Nomination and Registration is revised to reflect current practices.

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, added by PB 21799, 10/3/91, is revised to reflect current practice for issuing certificates.

732.2 Training Tracking System (formerly **Training Activities Reporting System**) is retitled and revised to refer to current tracking systems.

Summary of Changes

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 the discretion of the appropriate officer. (PB 21799, 10/3/91)

Chapter 8

Position titles are updated. The term fire brigade is changed to emergency evacuation team throughout 854.

816 Joint Labor-Management Safety and Health Committees is amended to add a reference to Article 14 of the collective bargaining agreements for additional information.

817.6 Special Emphasis Training is amended to add a reference to management instructions providing additional information.

821.3 Reporting is amended to delete reference to processes that included the MSC and ELRIC, which no longer exist, and replace them with references to the servicing safety office. These modifications affect **821.313** through **821.317** and **831.333**.

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)

Summary of Changes

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)

931.13 (under **Entitlement and Allowances**) is modified to show the same list of types found in the newly numbered 933.1 through 933.6.

932.12 Contract Uniforms is modified to include bulk mail entry unit positions in the list of those entitled to clothing allowances under the Contract Uniform Program. (PB 21944, 4/24/97)

932.13 Work Clothes lists are realphabetized and reconciled with the material in 933 by the change of the term *general mechanic* to *maintenance mechanic* and the deletion of *mechanic's helper*. (PB 21963, 1/15/98)

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 deleted. The 4/24/97 change rescinds the 6/20/96 change, which erroneously placed bulk mail entry positions under the Work Clothes Program rather than the Contract Uniform Program. (PB 21922, 9/20/96) (PB 21944, 4/24/97)

933.1 through **933.5** (formerly **933.1** and **933.2**), and references to these sections, are modified to show changes made to the uniform items and combinations listed for Postal Service employees since 1989. **933.6** is added to include supervisors in this sequence. Changes are as follows:

- a. **933.1 Type 1 Uniforms** (formerly **933.1a, b, and c**) — delivery personnel. (PB 21852, 10/14/93) (PB 21880, 11/10/94) (PB 21883, 12/22/94) (PB 21963, 1/15/98)
- b. **933.2 Type 2 Uniforms** (formerly **933.1d**) — window service personnel. (PB 21771, 9/6/90) (PB 21781, 1/17/91) (PB 21839, 4/15/93) (PB 21963, 1/15/98)

Summary of Changes

- c. **933.3 Type 3 Uniforms** (formerly **933.1h** and **i**) — mail handler and maintenance personnel. (PB 21908, 12/7/95) (PB 21922, 6/20/96) (PB 21944, 4/24/97) (PB 21963, 1/15/98)
- d. **933.4 Type 4 Uniforms** (formerly **933.1g**) — security force personnel. (PB 21741, 9/7/89) (PB 21769, 8/9/90) (PB 21795, 8/8/91) (PB 21797, 9/5/91) (PB 21811, 3/19/92) (PB 21812, 4/2/92) (PB 21818, 6/25/92) (PB 21819, 7/9/92) (PB 21820, 7/23/92) (PB 21885, 1/19/95) (PB 21886, 2/2/95) (PB 21952, 8/14/97) (PB 21963, 1/15/98)
- e. **933.5 Type 5 Uniforms** (formerly **933.1e** and **f**) — medical personnel. (PB 21952, 8/14/97) (PB 21963, 1/15/98)
- f. **933.6 Type 6 Uniforms** — supervisors. (PB 21963, 1/15/98)

Subsequent sections are renumbered.

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)

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. (PB 21817, 6/11/92)

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

Summary of Changes

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.