

Contents

1	Organizational Structures	1
110	General Information	1
111	Purpose	1
111.1	Objectives	1
111.2	Chapter Content	1
111.3	Importance of Concepts	1
112	Responsibilities	2
112.1	Headquarters	2
112.2	Regions	2
112.3	Managers	2
113	Definitions	2
113.1	Organizational Terms	2
113.2	Basic Managerial Positions	3
113.3	Organizational Entities	3
120	Structures and Staffing	5
121	Overview	5
122	Structuring Principles	5
123	Standard Structures	6
123.1	Characteristics	6
123.2	Installations	6
123.3	Standard Structure Reference Manuals	6
124	Specialized Structures	6
125	Staffing	7
125.1	Staffing Overview	7
125.2	Staffing Criteria	7
125.3	Staffing Matrices	7
130	Organizational Change Criteria	8
131	Workload Increase or Decrease	8
131.1	Increased Work	8
131.2	Decreased Work	8
132	Change in Nature of Work	8
133	Duplication of Functional Responsibility	8
134	Inappropriate Reporting Relationships	8
134.1	Hierarchy of Responsibility	8
134.2	Contingent Work Relationships	9
135	Unconnected Work	9
136	Inappropriate Span of Control	9

Contents

136.1	Factors	9
136.2	Considerations	9
137	Change in Basic Mission	9
138	Reduction of Expenses	10
139	Completion of Transition	10
140	Organizational Change Analysis	11
141	Analysis of Work Requirements	11
141.1	Nature of Functions	11
141.2	Volume of Work	11
141.3	Performance Standards	11
142	Analysis of Skill Requirements	11
142.1	Purpose	11
142.2	Method	12
143	Analysis of Functional Relationships	12
143.1	Basic Factors	12
143.2	Additional Factors	13
143.21	Administrative and Functional Reporting Relationships	13
143.22	Line and Staff Relationships	14
143.23	Responsibility and Authority	14
144	Identification of Discrepancies	14
144.1	Design of Model	14
144.2	Comparison With Existing Organization	15
150	Organizational Change Process	16
151	Nonorganization Performance Problems	16
152	Reasons for Making Organizational Changes	16
153	Types of Organizational Changes	16
153.1	General	16
153.2	Major Organizational Changes	17
153.21	Field Units	17
153.22	Headquarters Units	17
153.3	Minor Organizational Changes	17
153.31	Field Units	17
153.32	Headquarters Units	17
154	Submitting Requests	18
154.1	Field Units	18
154.2	Headquarters Units	18
155	Documenting Requests	18
155.1	Major Organizational Changes	18
155.2	Minor Organizational Change	18
156	Approval Authority	19
156.1	Field	19

Contents

156.2	Headquarters	19
157	Disposition of Requests	19
157.1	Office of Organizational Requirements	19
157.11	General	19
157.12	Approval	19
157.13	Denial	19
157.2	Field Divisions	20
157.21	General	20
157.22	Approval	20
157.23	Denial	20
157.3	Implementation Guidelines	20
160	Monitoring and Assessment	21
161	Organization Management Staffing System (OMSS)	21
161.1	Explanation	21
161.2	Reports Generated	21
161.21	Management Organization Report	21
161.22	Management Staffing Report	21
161.23	Management Staffing Exception Report	22
161.3	Administrative Responsibility	22
161.31	Headquarters	22
161.32	Field Divisions	22
162	Organization, Staffing, and Position Reviews	22
162.1	Responsibility	22
162.2	Purpose	22
170	Documentation	24
171	Functional Statement	24
172	Organization Charts	24
2	Job Evaluation	25
210	General Information	25
211	Purpose	25
212	Responsibilities	25
212.1	SAPMG, Human Resources Group	25
212.2	Office of Organizational Requirements, Human Resources Group	25
212.3	Field Divisions	26
212.4	Reviewing Offices	26
212.5	Initiating Offices	26
213	Management Levels of Review	26
214	Handbooks	27
214.1	Bargaining Job Descriptions	27

Contents

214.2	Nonbargaining Job Descriptions	27
214.3	Availability	27
215	Forms	27
215.1	Form 6802	27
215.2	Form 820	27
216	Maintenance of Position Descriptions	34
216.1	Headquarters (Office of Organizational Requirements)	34
216.2	Field Divisions	34
216.3	Updating Handbooks and Files	34
217	Access to Job Descriptions	34
220	Nonbargaining Unit Positions	35
221	Background Information — Standard Position Description	35
222	Form 6802 — Request for Job Evaluation Action	35
222.1	Purpose	35
222.2	Conditions	35
222.3	Restrictions	35
222.4	Responsibility	35
223	Form 6802 Preparation	36
223.1	Summary	36
223.2	Entries	36
223.21	Heading Entries	36
223.22	Body	36
223.3	Sign-Off at Managerial Review Levels	37
223.4	Action by Field Division	37
223.5	Action by Office of Organizational Requirements	37
224	Request for Job Evaluation Review (RFR)	38
224.1	Background Information	38
224.11	Conditions	38
224.12	Employee/Management Differences	38
224.2	Documentation Requirements	38
224.21	Preparation	38
224.22	Routing	38
224.3	Sign-Off at Management Review Levels	38
224.31	Action Required Prior to Sign-Off	38
224.32	Sign-Off Procedure	38
224.4	Action by Field Divisions	39
224.5	Action by Office of Organizational Requirements	39
225	Special Review Panel	39
225.1	Background Information	39
225.2	Required Documentation	40
230	Bargaining Unit Positions Covered by a National Agreement	41

Contents

231	Background Information	41
231.1	Evaluation of Position	41
231.2	Purpose of Position Description	41
232	Form 820 Use	41
232.1	Purpose	41
232.2	Conditions	41
232.3	Authority	41
232.4	Responsibility	42
233	Form 820 Preparation	42
233.1	Heading Entries	42
233.2	Body	42
233.21	Basic Function (Item 5A)	42
233.22	Duties and Responsibilities (Item 5B)	42
233.23	Organizational Relationships (Item 5C)	43
233.3	Evaluation Report (Item 6)	43
233.4	Signature and Date of Authorized Official (Items 7B and 7C)	43
233.5	Sign-Off at Managerial Review Levels	43
233.6	Action by Field Division	44
233.7	Action by Office of Organizational Requirements	44
233.71	Job Evaluation Action	44
233.72	Coordination With Labor Relations Department	44
233.73	Notification of Initiating Official	44
234	Evaluation of Bargaining Unit Positions	44
234.1	Purpose	44
234.2	Basis for Position Evaluation	44
234.3	Criteria for Evaluating Mixed Assignments	45
234.31	Regularly Scheduled to Two Positions on a Daily Basis	45
234.32	Regularly Scheduled on Intermittent Days in Two Positions	45
234.33	Regularly Scheduled on Intermittent Days to More Than Two Positions	45
234.34	Regularly Scheduled to Perform Work in Two or More Positions in the Same Grade	45
235	Appeals	45
240	Other Bargaining Unit Positions	46
250	Position Reviews	47
3	Employment and Placement	49
310	General Provisions	49
311	Functional Responsibilities	49
311.1	Basic Principles	49
311.11	Best Qualified Personnel	49
311.12	Prohibition of Discrimination	49

Contents

311.13	Prohibition of Political Recommendations	49
311.2	Administration	49
311.21	Vice President of Human Resources	49
311.22	Area Human Resources Manager	50
311.3	Employee Classifications	50
311.31	Nonbargaining Unit Employees	50
311.32	Bargaining Unit Employees	50
312	Qualification Standards	50
312.1	General	50
312.2	Sources	50
312.21	Nonbargaining Unit Positions	50
312.22	Handbook EL-303, Bargaining Unit Positions	51
313	Collection, Use and Disclosure of Personnel Information Under the Privacy Act	51
313.1	Privacy Act Requirements	51
313.2	Responsibilities of Records Custodian	51
313.21	Compliance With Laws and Regulations	51
313.22	Safeguarding Information	52
313.3	Penalties	52
313.4	Authorized Systems of Records	52
313.41	Individual Records	52
313.42	Record Systems Currently Authorized	52
313.43	Prohibited Record Keeping	53
313.431	Unauthorized Records	53
313.432	Minority Code Records	53
313.433	Lists of Bond and Charity Program Participants	53
313.44	Obtaining Authorization for New Record-Keeping Practices	54
313.5	Disclosure of Information About an Employee to Others	54
313.51	To the Public	54
313.52	For Credit References	54
313.53	For Job References	54
313.54	Third-Party Disclosures	54
313.55	Freedom of Information Act Requests	54
313.56	Information for Postal Uses	55
313.57	Restrictions on Other Disclosures	55
313.6	Requests Made by an Employee Regarding Information Pertaining to Self	55
313.61	For Personnel Information	55
313.62	Requests to Amend a Record	56
313.63	Requests for Records of Disclosures	56
313.64	Fees	56
313.7	Processing Requests for Personnel Information	56
313.71	Requests for Local Records	56

Contents

313.72	Requests for Retired Official Personnel Folders	57
314	Maintaining Personnel Records and Files	57
314.1	Official Personnel Folders (OPFs)	57
314.11	Establishment	57
314.12	Laws Governing Use of Information	57
314.121	Privacy Act	57
314.122	Freedom of Information Act	58
314.13	Security of Folders	58
314.14	Access to Folders	58
314.141	Official Uses	58
314.142	Employee Review	58
314.143	All Others	58
314.15	Detailed Instructions	59
314.2	Personnel Investigation Records	59
314.21	Responsibility	59
314.22	Purpose	59
314.23	Location of Record System	59
314.24	Content	59
314.25	Disclosure to Employee Concerned	60
314.251	Local Preemployment Background Investigations Records	60
314.252	Investigative Material Developed by the Office of Personnel Management During NACI Investigation	60
314.253	Investigative Memorandums Generated by the Postal Inspection Service	61
314.254	Disclosure Accounting Records	61
314.26	Retention and Disposal	61
314.3	Medical Records	61
314.31	Program Administration	61
314.32	Confidentiality	61
314.33	Maintenance	61
314.34	Retention and Disposal Upon Employee Reassignment, Separation, or Transfer	61
314.4	Injury Compensation Case Files	61
314.41	Responsibility	61
314.42	Purpose	62
314.43	Content	62
314.44	Confidentiality	62
314.45	Disclosure to the Individual Concerned	62
314.46	Retention and Disposal	62
314.5	Supervisor's Personnel Records and Personal Notes	62
314.51	General	62

Contents

314.52	Levels of Information	63
314.53	Maintenance	63
314.54	Supervisor's Personnel Records (Level 2 Records)	63
314.541	Contents	63
314.542	Privacy Act Requirements	63
314.543	Disclosure	64
314.544	Retention and Disposal	64
314.55	Supervisors' Personal Notes	64
314.6	Merit Evaluation Records	65
314.61	Contents	65
314.62	Maintenance	65
314.63	Retention and Disposal	65
320	Recruitment and Hiring	66
321	General Provisions for Recruiting	66
321.1	Establishing a Need for Recruitment	66
321.11	Administration	66
321.12	Equal Employment Opportunity (EEO) Program	66
321.2	Obtaining Recruiting Materials and Publicizing Job Opportunities	66
321.3	Administering Entrance Examinations	66
321.4	Reopening Entrance Registers	66
321.5	Review of Rating	66
321.6	Register Preference Factors	66
321.7	Registers	67
322	Special Employment Programs (Employment of Individuals With Disabilities)	67
323	Accessions	67
323.1	Definition	67
323.2	Career Accessions	67
323.21	Career Appointment	67
323.211	Authority	67
323.212	Definition	67
323.213	Offer of Appointment	68
323.22	Transfer	68
323.221	From Other Federal Agencies	68
323.222	Status After Transfer	68
323.223	Effective Date	68
323.23	Reinstatement	68
323.231	Definition	68
323.232	Applicants Separated for Cause	68
323.233	Time Limits on Reinstatement	68
323.24	Positions Restricted to Preference Eligibles	69
323.3	Reemployment of Former Postal Employees	69

Contents

323.31	After Military Duty	69
323.32	After Transfer to Other Federal Agencies, Commissions, or International Organizations	69
323.321	Eligibility	69
323.322	Exercise or Forfeiture of Reemployment Rights	69
323.323	Effecting the Reemployment	70
323.324	Refusal to Reemploy	70
323.33	Reemployment of Retired Annuitants	70
323.331	Definition	70
323.332	Eligibility	70
323.333	Annuitants Who Remain Annuitants After Reemployment	71
323.334	Annuitants Who Cease to Be Annuitants After Reemployment	71
323.335	Special Requirements for Reemployment of Disability Annuitants	72
323.4	Temporary and Casual Appointments	72
323.41	Temporary Appointment	72
323.411	Definition	72
323.412	Use of Temporary Appointments	72
323.42	Casual Appointment	73
323.43	Former Postal or Federal Employees	73
323.5	Rural Carrier Positions	73
323.6	Dual Employment or Dual Compensation	73
323.61	Within the Postal Service	73
323.611	General Explanation	73
323.612	Prerequisite	74
323.613	Authority to Appoint	74
323.614	Appointment Requirements	74
323.615	Compensation, Benefits, and Other Rights	74
323.616	Change to Full-Time Status	75
323.62	Between USPS and Other Federal Agencies	75
323.63	Between USPS and Private Industry	75
323.7	Simultaneous Holding of Federal and State or Local Office	75
323.8	Employment of Retired Members of Uniformed Services	75
323.81	Applicability	75
323.82	Definitions	75
323.83	Reporting Requirements	76
323.84	Obtaining Necessary Information	76
323.85	Retired Pay	76
323.851	Reduction in Retired Pay	76
323.852	Statutory Exception	76
323.853	Special Rule for Temporary Work	76
323.9	Preemployment Determinations	77

Contents

330 Examinations	78
331 Description of Examinations	78
331.1 Purpose of Examinations	78
331.2 Forms of Examination	78
331.21 Written	78
331.22 Rated Application	78
331.23 Performance Test	78
331.3 Types of Examinations	78
331.31 Entrance Examinations	78
331.32 Inservice Examinations	78
331.321 Purpose	78
331.322 Competitive	78
331.323 Noncompetitive	79
331.33 Noncompetitive (Other)	79
332 Conducting Examinations	79
332.1 General	79
332.2 Entrance Examinations	79
332.3 Inservice Examinations	79
332.4 Examination Locations and Administration	79
333 Veteran Preference	79
340 Registers	80
341 Establishing Registers	80
341.1 Definition	80
341.2 Required Actions	80
341.21 Appointing Officer	80
341.22 Installation	80
341.3 Maintaining Adequate Registers	80
341.31 Responsibility	80
341.32 When Register Is Inadequate	80
341.33 Publicizing Job Opportunities	80
341.4 Confidentiality	81
342 Use of Registers	81
342.1 Hiring Worksheets	81
342.11 When to Prepare Worksheets	81
342.12 Responsibility of the Appointing Officer	81
342.13 Rule of Three	81
342.14 Nonselection of a Veteran	82
342.2 Auditing Hiring Work Sheets	82
350 Assignment, Reassignment, and Promotion	83
351 Introduction	83
351.1 Purpose and Scope	83

Contents

351.11	Employee Utilization	83
351.12	Filling Postal Positions	83
351.13	Eligibility for Promotion	83
351.2	Positions Not to Be Filled on a Permanent Basis	83
351.3	Qualification, Eligibility, and Physical Requirements	83
351.31	Qualification	83
351.32	Eligibility	83
351.33	Physical Requirements	84
351.4	Equal Opportunity	84
351.5	General Promotion Policies	84
351.51	Merit Promotion Program	84
351.52	Objectives of the Program	84
351.53	Policies	85
351.54	Applicability to Other Personnel Actions	85
351.55	Exceptions to Competitive Promotion Procedures	85
351.56	Temporary Promotions	86
351.6	Mutual Exchanges	86
351.61	General Policy	86
351.62	Rural Letter Carrier Employees	86
352	Selection for Positions Within the Bargaining Unit	86
352.1	Procedures and Requirements	86
352.2	New and Changed Requirements	86
353	Selection for Nonbargaining Unit Positions	87
353.1	Promotion	87
353.11	Definition	87
353.12	Procedures	87
353.2	Reassignment	87
353.21	Definition	87
353.22	Management Option	87
353.23	Employee Self-Nomination	87
353.24	Unassigned Employees	88
353.3	Temporary Assignment	88
353.31	Definition	88
353.32	General Policies	88
353.33	Time Limits	88
353.34	Higher Grade Temporary Assignment	88
353.4	Realignment or Reevaluation	89
354	Assignment of Unassigned Employees	90
354.1	Policy	90
354.11	Bargaining Unit Employees	90
354.12	Nonbargaining Unit Employees	90

Contents

354.2	Assignment of Nonbargaining Unit Employees	90
354.3	Actions for Nonbargaining Employees in Connection with the Discontinuance and Consolidation of Post Offices	99
354.31	Background	99
354.32	Definition of Terms	99
354.33	Planning Considerations	99
354.34	Postmaster and Supervisors	99
354.341	Postmasters	99
354.342	Supervisors	102
354.343	Reassignment to Higher Grade Position	104
354.344	Salary Protection	104
354.345	Relocation Expenses	104
354.346	Discussions With Postmasters and Supervisors	104
354.347	Subsequent Personnel Actions	104
354.348	Refusal of Reassignment Offer	104
354.4	Assignment of Employees in Regional Headquarters and Related Offices	105
355	Light Duty Assignments	105
355.1	Voluntary Requests	105
355.2	No Guarantee	105
360	Other Personnel Actions	106
361	General Considerations	106
362	Change to Lower Grade	106
362.1	Purpose and Authority	106
362.2	When Change to Lower Grade May Be Made	106
362.21	At Request of Employee	106
362.22	Because of Performance	106
362.23	Relegation of a Post Office	107
362.24	Realignments	107
362.3	Restrictions on Change to Lower Grade	107
363	Conversions	107
363.1	Definition	107
363.2	Conversion to Career Appointment	107
363.3	Restrictions on Conversion to Career Appointment	107
363.31	Vacancies	107
363.32	Members of Family Requirement	108
363.33	Positions Reserved for Veterans	108
363.34	Medical Evidence	108
363.35	Disqualifications	108
363.36	Temporaries or Casuals Qualified for Reinstatement	108
363.4	Retirement Coverage	108
364	Other Change Actions	108

Contents

364.1	Name Changes	108
364.11	Name on Records	108
364.12	Requests for Name Changes	108
364.13	Processing	109
364.2	Address Change	109
364.3	Change in Title	109
364.4	Changes in Duty Status	109
364.41	Definition	109
364.42	Leave Without Pay (LWOP)	109
364.43	Suspension	109
364.44	Separation — Military	109
364.45	Absence Without Leave (AWOL)	110
364.46	Return to Duty	110
364.47	Remarks	110
364.5	Changes Affecting Compensation	110
364.51	Inclusions	110
364.52	Processing Personnel Action Forms	110
365	Separation	110
365.1	Administrative Considerations	110
365.11	Definition	110
365.12	Effective Date of Separation	110
365.13	Standard Terminology	110
365.14	Veterans Rights	110
365.15	Notice to Federal Employee About Unemployment Insurance	111
365.16	Exit Interview	111
365.17	Accountable Property Clearance	111
365.171	Applicability	111
365.172	When to Take Action	111
365.173	Form to Be Used	111
365.174	Preparation and Routing	111
365.2	Separations — Voluntary	111
365.21	Resignation	111
365.211	Definition of Resignation (RESIG)	111
365.212	To Avoid Separation “For Cause”	112
365.213	Because of Illness	112
365.214	Notice and Acceptance	113
365.22	Separation-Transfer (S-Trans)	113
365.221	Definition	113
365.222	Effective Date	113
365.223	Replying to Requests for Suitability Information	114
365.23	Separation-Military (S-Mil)	114

Contents

365.24	Separation, Retirement	125
365.25	Separation, Abandonment of Position	125
365.3	Separations — Involuntary	125
365.31	Removal (REM)	125
365.311	Definition	125
365.312	Procedure	125
365.313	Effective Date	125
365.32	Separation-Disqualification (S-Disqual)	125
365.321	Applicability	125
365.322	Reasons for Action	125
365.323	Probationary Period	125
365.324	Physical or Mental Disability During Probationary Period	126
365.325	Who Initiates Action	126
365.326	Procedure in Separating	126
365.327	Effective Date	126
365.33	Termination or Separation of Temporary or Casual Employees	126
365.34	Separation-Disability (S-Disab)	127
365.341	Definition	127
365.342	Applicability	127
365.343	Notice to Employee	128
365.344	Effective Date	128
365.35	Separation, Reduction in Force (RIF)	128
365.36	Death	128
365.361	Proof of Death	128
365.362	Effective Date	128
365.363	Letter of Condolence	128
366	Appeals from Involuntary Personnel Actions	129
366.1	Bargaining Unit Employees	129
366.2	Nonbargaining Unit Employees	129
366.3	Veteran Preference Eligible Employees	129
370	Performance Evaluation	130
371	Introduction	130
372	Purpose of Performance Evaluation	130
372.1	Standards of Performance	130
372.2	Sound Supervision	130
373	Established Performance Standards and Evaluation Systems	130
373.1	Standards	130
373.2	Performance Evaluation Systems	131
373.21	Formal	131
373.22	Informal	131
374	Discussing Performance with Employees	131

Contents

375	Outstanding and Unsatisfactory Performance	131
375.1	Outstanding Performance	131
375.2	Unsatisfactory Performance	132
376	Performance Evaluation During Probation	132
376.1	Significance of Probationary Period	132
376.2	Informal Evaluation During Probationary Period	132
376.3	Formal Evaluations During Probationary Period	132
377	Probationary Periods	132
377.1	Length of Time Required	132
377.2	How to Count Probationary Service	133
377.21	Periods of Absence	133
377.22	Periods of Military Service	133
377.23	Postal Service Prior to Personnel Action Involving New Probationary Period ..	133
377.24	Effect of Personnel Actions During Probationary Period	134
377.25	Effect of Position Changes Within the Postal Service	134
378	Bargaining Unit Employees	134
378.1	Evaluation During Probationary Period	134
378.11	At Initial Session, Thirty, and Sixty Days	134
378.12	At Eighty Days	134
378.13	At Other Intervals	135
378.2	Evaluation After the Probationary Period	135
380	Postal Career Executive Service (PCES)	136
381	Purpose	136
382	Equal Opportunity	136
383	Positions in the PCES	136
383.1	Officer Positions	136
383.2	Other Executive Positions	136
384	Filling PCES Vacancies	136
384.1	PCES II Vacancies	136
384.2	PCES I Vacancies	136
4	Pay Administration	137
410	Pay Administration Policy for Nonbargaining Unit Employees	137
411	General	137
411.1	Scope	137
411.2	Objectives	137
411.3	Responsibility	138
411.31	Assignment of Positions	138
411.32	Policy and Procedural Changes	138
411.33	Determination of Salaries	138

Contents

411.331	Responsibility of Appointing Officer	138
411.332	Approval Required	138
411.333	EAS A–E Postmaster Rates	138
411.4	Payment Procedures for Post Office Space	138
411.41	Lease Agreement	138
411.411	Basis for Payment	138
411.412	Newly Appointed Postmaster	138
411.413	Conversion to Rental Allowance	138
411.42	Rental Allowance	139
411.421	Allowance Amounts	139
411.422	Change in Allowance	139
411.423	Manner of Payment	139
411.424	Absent Postmaster	139
411.425	Vacant Postmaster Position	139
411.426	Conversion to Lease Agreement	139
412	New Appointment	140
412.1	Career Appointment	140
412.2	Noncareer Appointment	140
413	Promotion to Nonbargaining Positions	140
413.1	Definition	140
413.2	Promotion Increase	141
413.21	EAS Employees	141
413.22	Bargaining Unit Employees	141
413.3	Considerations	141
413.4	A–E Postmasters	142
414	Reassignment to Nonbargaining Positions	142
414.1	Definition	142
414.2	Rate Adjustment	142
414.21	Nonbargaining Employees	142
414.22	Bargaining Unit Employees	142
414.3	EAS A–E Postmasters	143
415	Rate Retention and Change to Lower EAS Grade	143
415.1	Rate Retention Types	143
415.11	Saved Grade	143
415.12	Veterans' Preference Saved Grade NTE Under RIF	143
415.13	Saved Salary	144
415.14	Veterans' Preference Retained Salary Under RIF	144
415.15	Protected Salary	144
415.2	Changes to Lower Grade Using RIF Avoidance Procedures	144
415.3	Changes to Lower Grade Using RIF Procedures	144
415.31	Non-Veterans' Preference Eligibles	144

Contents

415.32	Veterans' Preference Eligibles	144
415.4	Post-RIF Placement to Lower Grade	145
415.5	Non-RIF-Related Changes to Lower Grade	145
415.51	Voluntary Change to Lower Grade, Demotion for Cause, or Refusal of a Reasonable Assignment to a Higher-Grade Position During a Rate Retention Period	145
415.52	Position Reclassified to a Lower Grade	145
415.53	Management-Initiated Action Where Employee Voluntarily Accepts a Lower-Grade EAS Position	146
415.6	Rate Retention Effect on Promotion	146
415.7	Termination of Salary Retention	146
415.71	Reason for Terminating	146
415.72	Salary Adjustment	146
415.73	Same Relative Percentile Point	147
416	Merit Pay Program	147
416.1	Policy	147
416.2	Eligibility Requirements	147
416.21	Military Duty	147
416.22	Injury Compensation Absence	147
416.23	Association Officials	148
416.24	Leave Without Pay (LWOP)	148
416.3	Simultaneous Personnel Actions	148
417	Temporary Assignment to Nonbargaining Positions (Career Employees)	148
417.1	Definitions	148
417.11	Temporary Assignment	148
417.12	Pay Schedule	148
417.2	Rates of Pay	148
417.21	Lower Grade	148
417.22	Same or Equivalent Grade	149
417.23	Higher Grade	149
417.231	General Requirement	149
417.232	Employee With Rate Retention	149
417.233	Eligibility	149
417.234	Conditions	149
417.235	Payment Amount	150
417.236	Payment Factors	152
417.3	Postmaster Positions	152
417.31	Officer in Charge (OIC)	152
417.311	Definition	152
417.312	Basis for Rate of Pay	152
417.32	Postal Operations Administrator (POA)	153

Contents

417.321	Definition	153
417.322	Basis for Rate of Pay	153
418	Assignment to a Different Salary Schedule (see Exhibit 418)	153
418.1	Equivalent Grades	153
418.2	Changes Between Nonbargaining Schedules	153
418.3	Changes From Nonbargaining to Bargaining Schedules	153
418.4	Changes From Bargaining to Nonbargaining Schedules	153
419	Supplemental (Noncareer) Workforce	156
419.1	Assignments	156
419.11	Casual Employee	156
419.111	Definition	156
419.112	Salary Grade	156
419.12	Noncareer Rural Carriers	156
419.121	Definition	156
419.122	Salary Grade	156
419.13	Temporary Employee	156
419.131	Definition	156
419.132	Salary Grades	156
419.14	Postmaster Relief/Leave Replacements (PMRs)	156
419.141	Definition	156
419.142	Salary Grades	157
420	Wage Administration Policy for Bargaining Unit Employees	159
421	General Principles and Terms	159
421.1	Scope	159
421.2	Objectives	159
421.3	Responsibilities	159
421.31	Assigning Positions to Salary Schedules	159
421.32	Setting Salaries	160
421.4	Definitions	160
421.41	Appointments	160
421.42	Assignments	160
421.43	Change Actions	160
421.44	Salary Terms	161
421.45	Salary Increases	162
421.5	Rate Retention Provisions	162
421.51	Protected Rate	162
421.511	Explanation	162
421.512	Rate Determination	163
421.513	Duration	163
421.514	Termination	163
421.515	Effect on Other Compensation	164

Contents

421.516	Documentation	164
421.517	Step Increases	164
421.52	Saved Rate	164
421.521	Explanation	164
421.522	Red-Circle Amount	164
421.523	Duration	165
421.524	Termination	165
421.525	Effect on Promotion	165
421.526	Documentation	165
421.53	Saved Grade	165
421.531	Explanation	165
421.532	Duration and Termination	166
421.533	Step Increases	166
421.6	Changes in Compensation Following Review or Audit	166
421.7	Reference Table	166
422	Postal Service (PS), City Carrier (CC), Mail Transportation Equipment Centers (MTEC), and the Mail Equipment Shops and Area Supply Centers (MEDC) Salary Schedules ...	167
422.1	Salary System	167
422.11	Salary Schedule	167
422.12	Basis of Rates	167
422.121	Annual Rates for Full-Time Employees	167
422.122	Hourly Rates for Part-Time Employees	167
422.13	Cost-of-Living Adjustment (COLA)	167
422.14	Setting Salaries	167
422.15	Employee Classifications	168
422.2	Change Action Pay Rules	168
422.21	Career Appointment	168
422.22	Additional Appointment	168
422.23	Promotion Within the PS Schedule	168
422.231	Basic Rules	168
422.232	Supplemental Rules	169
422.24	Reassignment	170
422.25	Reductions in Grade	170
422.251	General	170
422.252	Step and Step Date Assignment	170
422.253	Rate Retention	170
422.3	Step Increases	171
422.31	Eligibility Requirements	171
422.32	Creditable Service	171
422.321	Postal Service	171
422.322	Military Duty	174

Contents

422.323	Injury Compensation	174
422.324	Union Officials	174
422.33	Leave Without Pay (LWOP)	174
422.34	Simultaneous Personnel Actions	174
422.4	Higher Level Assignments	175
422.41	Definitions	175
422.42	Written Management Order	175
422.43	Rate of Pay	175
422.431	Part-Time Flexible Employees	175
422.432	Regular Employees	175
422.44	Adjustments and Increases	176
422.441	Step Increase Credit	176
422.442	Effect on Promotion	176
422.45	Benefits	176
422.451	Terminal Leave Payments	176
422.452	Retirement Deductions	176
422.453	Continuation of Pay (Injury Compensation)	177
422.5	Dual (Multiple) Employment	177
422.51	Explanation	177
422.52	Salary Determination	177
422.53	Documentation	177
422.54	Step Increases	177
422.55	Leave	177
422.56	Reassignment	178
422.57	Promotion	178
422.6	Change From Rural Carrier Schedules	178
422.61	General	178
422.62	Regular Rural Carrier Changed to PS-5 or Below	178
422.63	Regular Rural Carrier Changed to PS-6 or Above	179
422.64	Substitute Rural Carrier Changed to PS Position	179
422.65	Return to PS Position	179
423	Mail Handler's (MH) Schedule	179
424	Rural Carrier Schedules	180
424.1	Salary System	180
424.11	Salary Schedules	180
424.12	Basis of Rates	180
424.13	Cost-of-Living Adjustment	180
424.14	Setting Salaries	180
424.15	Employee Classifications	180
424.2	Change Action Pay Rules	181
424.21	Appointment	181

Contents

424.211	Regular Rural Carrier	181
424.212	Auxiliary Rural Carrier	181
424.213	Rural Carrier Associate (RCA) and Rural Carrier Relief (RCR)	181
424.22	Promotion	181
424.23	Transfer to Rural Carrier	181
424.24	Waiting Period for Step Increase	181
424.25	Adjusting Pay for Route Change	181
424.251	Change in Length of Route	181
424.252	Reassignment to Another Route	182
424.3	Step Increase	182
424.31	Eligibility and Procedure	182
424.32	Performance Determinations	182
424.321	Responsibility	182
424.322	Criteria	182
424.33	Processing a Step Increase	183
424.331	Notification of Increase	183
424.332	Supervisor's Appraisal	183
424.333	Disposition	183
424.334	Approved Increase	183
424.335	Withheld Increase	183
424.34	Adjustment in Length of Route	184
424.4	Higher Level Pay	184
425	Postal Nurses' Schedule (PNS)	184
426	Data Centers Schedule (DCS)	185
426.1	Salary System	185
426.11	Schedule	185
426.12	Part-Time Employees	186
426.13	Cost-of-Living Adjustment (COLA)	186
426.14	Employee Classifications	186
426.2	Change Action Pay Rules	186
426.21	Career Appointment	186
426.22	Promotion	186
426.23	Reassignment	186
426.24	Demotion	186
426.25	Voluntary Reduction	187
426.26	Management Action Reduction	187
426.3	Step Increases	187
426.4	Higher Level Assignments	187
427	Operating Services Division Headquarters & Facilities Service Section, Merrifield, VA	187
427.1	Salary System	187

Contents

427.11	Salary Schedule	187
427.12	Basis of Rates (see 422.12)	187
427.13	Cost-of-Living Adjustment (see 422.13)	187
427.14	Determination of Salaries	187
427.15	Employee Classifications (see 422.15)	188
427.2	Change Action Pay Rules	188
427.21	Career Appointment	188
427.22	Additional Appointment (see 422.22)	188
427.23	Promotion	188
427.24	Reassignment	188
427.25	Demotion	188
427.26	Voluntary Reduction	188
427.27	Management-Action Reduction	188
427.3	Step Increases	189
427.4	Higher Level Assignments	189
427.5	Multiple Employment (see 422.5)	189
427.6	Change From RC Schedules (see 422.6)	189
428	Postal Police Officers' (PPO) Schedule	189
428.1	Salary System	189
428.2	Change Action Pay Rules	189
428.3	Step Increases (see 422.3 and 424.32 through 424.34)	189
428.4	Higher Level Assignments (see 422.4)	190
428.5	Dual (Multiple) Employment (see 422.5)	190
428.6	Change From Rural Carrier Schedules (see 422.6)	190
429	(Reserved for Tool and Die Shop)	190
430	Basic and Special Pay Provisions	191
431	Scope	191
432	General Definitions and Provisions	191
432.1	Employee Classifications	191
432.11	Regular Work Force	191
432.111	Bargaining Unit	191
432.112	Nonbargaining Unit Employees	192
432.12	Supplemental Work Force	192
432.2	Rates of Pay	192
432.21	Basic Rate	192
432.22	Regular Rate	193
432.23	Rounding of Rates	193
432.3	Work Schedules and Overtime Limits	193
432.31	Basic Work Week	193
432.32	Maximum Hours Allowed	194
432.33	Mealtime	194

Contents

432.34	Postmasters	194
432.4	Service Periods	194
432.41	Pay Period	194
432.42	Service Week	194
432.43	Service Day	194
432.44	FLSA Workweek	195
432.45	Work Assignments	195
432.46	Five-Minute Leeway Rule	195
432.5	Work Credit	196
432.51	Postal Inspectors and FLSA-Exempt Postmasters	196
432.52	Full-Time and Part-Time Employees	196
432.53	City Letter Carriers (7:01 Rule)	197
432.54	Rural Carriers	197
432.6	Guarantee Time	197
432.61	Explanation	197
432.62	Eligibility	197
432.63	Pay Computation	199
432.7	Time Worked	199
432.8	Compensation Due Deceased Employee	200
432.81	Definition	200
432.82	Payment of Compensation or Money Due	200
432.821	Order	200
432.822	Missing Beneficiaries	201
433	Straight Time Pay	201
433.1	Definition	201
433.2	Full-Time Employees	201
433.3	Part-Time Employees	201
433.4	Casual and Temporary Employees	201
433.5	Reemployed Annuitant	201
433.6	EAS A–E Postmasters	202
434	Overtime and Premium Pay	202
434.1	Overtime	202
434.11	General	202
434.12	Definitions	202
434.121	Exempt Employees	202
434.122	Nonexempt Employees	202
434.123	Paid Hours	203
434.13	Types of Compensation	203
434.131	Postal Overtime	203
434.132	FLSA Overtime	203
434.133	Penalty Overtime	203

Contents

434.134	FLSA-Exempt Additional Pay	203
434.14	Eligibility and Coverage	203
434.141	Eligible for Overtime Pay	203
434.142	Multiple Eligibility	207
434.143	Dual Assignment	207
434.144	Eligible for FLSA-Exempt Additional Pay	207
434.2	Night Differential	207
434.21	Policy	207
434.22	Eligibility	208
434.23	Pay Computation	209
434.3	Sunday Premium	209
434.31	Policy	209
434.32	Eligibility	209
434.33	Leave	210
434.34	Pay Computation	210
434.4	Holiday Leave Pay	211
434.41	Policy	211
434.42	Eligibility	212
434.43	Pay Computation	212
434.5	Holiday-Worked Pay	212
434.51	Policy	212
434.52	Eligibility	213
434.53	Pay Computation	213
434.6	Out-of-Schedule Premium	214
434.61	Policy	214
434.615	Examples	215
434.62	Eligibility	216
434.63	Pay Computation	217
434.7	Nonbargaining Rescheduling Premium	217
434.71	Policy	217
434.72	Eligibility	217
434.73	Pay Computation	218
434.8	Pyramiding of Premiums	218
435	Severance Pay	219
435.1	Eligibility	219
435.2	Computing Severance Fund	219
435.21	Limitation	219
435.22	Creditable Service	219
435.23	Paid Allowances	219
435.24	Allowance to Age Over Forty	220
435.3	Pay Rate and Duration	220

Contents

435.31	Form 50 Information	220
435.32	Amount and Intervals	220
435.4	Effect of Reemployment	220
435.41	Permanent Employment	220
435.42	Temporary Employment	220
436	Back Pay	221
436.1	Corrective Entitlement	221
436.2	Limitations	221
436.3	Corrective Action	221
436.4	Documents in Support of Claim	222
436.41	Statements by Local Official	222
436.42	Statements by Employee	222
436.5	Erroneous Separation for Retirement	224
436.6	Interest on Back Pay	224
436.61	Purpose	224
436.62	General	224
436.63	Rate of Interest	225
436.64	Responsibility	225
437	Waiver of Claims for Erroneous Payment of Pay	225
437.1	Purpose	225
437.2	Definitions	225
437.21	Pay	225
437.22	Employee	225
437.23	Applicant	225
437.24	Installation Head	225
437.3	Submission of Request	226
437.31	Expiration Date	226
437.32	Form 3074	226
437.4	Review by Installation Head	226
437.5	Review by Human Resources	227
437.6	Action by Minneapolis Accounting Service Center	227
437.7	Appeal of Disallowed Request	227
437.71	Appeal Procedure	227
437.72	Final Decision	227
438	Pay During Travel or Training	228
438.1	Pay During Travel	228
438.11	Definitions	228
438.12	Commuting To and From Work	228
438.13	Types of Compensable Travel Time	228
438.131	General	228
438.132	Travel From Job Site to Job Site	229

Contents

438.133	One Day Assignment Outside the Local Commuting Area	229
438.134	Travel Away From Home Overnight	230
438.14	Special Travel Provisions	230
438.141	Use of Private Automobile for Personal Convenience	230
438.142	Required Use of an Automobile	230
438.143	Work Performed While Traveling	231
438.15	Compensation Provisions	231
438.16	Effect on Other Travel Reimbursement	231
438.2	Pay During Training	231
438.21	General	231
438.22	Specific Rules on Compensation for Training Time	232
438.23	Special Training Provisions	232
438.24	Compensation Provisions	233
439	Territorial Cost-of-Living Allowance (TCOLA)	233
439.1	Eligibility and Pay Factors	233
439.2	Allowance Categories	234
440	Fair Labor Standards Act (FLSA) Administration	235
441	Overview	235
441.1	Federal Statute	235
441.2	Enforcement	235
442	USPS Coverage	235
442.1	Effective Date	235
442.2	Exclusions	235
442.3	FLSA Poster	235
443	Equal Pay Provisions	235
443.1	Sex Discrimination Policy	235
443.2	Justified Wage Differentials	236
443.3	Labor Organization Intervention	236
443.4	USPS Coverage	236
444	Overtime Pay	236
444.1	Policy	236
444.2	Explanation of Terms	236
444.21	Regular Rate	236
444.211	Definition	236
444.212	Inclusions	236
444.213	Exclusions	237
444.214	Exclusions Not Creditable	237
444.215	Dual Employment Rate	237
444.22	Actual Work	237
444.221	Definition	237
444.222	Exclusions	238

Contents

444.223	Unauthorized Time	238
444.23	FLSA Work Week (see 432.42 for Service Week)	238
444.231	Explanation	238
444.232	Permanent Change	238
444.233	Full-Time Employees	238
444.234	Part-Time Employees	239
444.3	Exemptions	239
444.31	Policy	239
444.311	General	239
444.312	USPS Administration	240
444.313	Dual Assignments	240
444.32	Exempt Positions	240
444.321	Executive Employee	240
444.322	Administrative Employee	241
444.323	Professional Employee	241
444.324	Pay on a Salary Basis	242
445	Rural Letter Carrier Compensation	242
445.1	Regular Rural Carriers	242
445.11	Guaranteed Annual Wage	242
445.12	Base Rate of Pay	242
445.2	Other Rural Carriers	242
446	Compliance Investigations	243
446.1	DOL On-Site Visit	243
446.2	DOL Findings	243
446.3	USPS Actions	243
450	Collection of Postal Debts From Nonbargaining Unit Employees	245
451	General	245
451.1	Scope	245
451.2	Representation	245
451.3	Debts Due Other Federal Agencies	245
451.4	Definitions	245
451.5	Time Computation	246
451.6	Effect of Waiver Request	246
451.7	Service of Notice, Delivery of Records	246
452	Procedures Governing Administrative Salary Offsets	247
452.1	Determination and Collection of Debt	247
452.11	Establishment of Accounts Receivable	247
452.12	Collection by Postmaster or Installation Head	247
452.2	Voluntary Repayment Procedures	247
452.21	General	247
452.22	Notice to Employee	247

Contents

452.23	Employee Response to Notice	252
452.231	Request for Copies of Postal Records	252
452.232	Payment in Full	252
452.233	Consent to Salary Offsets	252
452.234	Request for Consideration of Alternative Offset Schedule	254
452.235	Request for Reconsideration of Debt	255
452.24	Action Following Reconsideration of Debt and/or Offset Schedule	255
452.241	Consideration and Response	255
452.242	Reconsideration of Debt	255
452.243	Consideration of Alternative Offset Schedule	256
452.25	Voluntary Repayment Following Reconsideration	256
452.251	Payment in Full	256
452.252	Consent to Salary Offsets	256
452.26	Failure to Resolve or Repay Debt	257
452.3	Statutory Offset Procedures	257
452.31	Authority	257
452.32	Notifying the Employee	257
452.321	Notice	257
452.322	Contents	257
452.33	Procedures Governing the Exercise of Employee Rights	266
452.331	Employee Options	266
452.332	Requests for Postal Records	266
452.333	Payment in Full	266
452.334	Consent to Salary Offsets	266
452.335	Alternative Offset Schedule	267
452.336	Debt Collection Hearing	268
452.34	Employee Failure to Respond	268
452.4	Collection of Amounts Due Under Federal Benefits Programs	269
453	Court Judgment Salary Offsets	269
453.1	Authority	269
453.2	Applicable Collection Procedures	269
453.21	Notice	269
453.22	Implementing Offsets	271
454	Multiple Offsets	271
454.1	Administrative Salary Offsets	271
454.2	Court Judgment Salary Offsets	271
454.3	Administrative and Court Judgment Salary Offsets	271
454.4	Priority of Postal Service Indebtedness	272
454.5	Garnishments	272
455	Action Upon Transfer or Separation	272
455.1	Withholdings From Any Amount Due	272

Contents

455.2	Transfer to Another Federal Agency	272
455.3	Collection of Debt Upon Separation	273
460	Collection of Postal Debts From Bargaining Unit Employees	275
461	General	275
461.1	Scope	275
461.2	Debts Due Other Federal Agencies	275
461.3	Definitions	275
461.4	Effect of Waiver Request	275
462	Procedures Governing Administrative Salary Offsets	275
462.1	Determination and Collection of Debt	275
462.11	Establishment of Accounts Receivable	275
462.12	Collection by Postmaster or Installation Head	276
462.2	Applicable Collection Procedures	276
462.21	Right to Grieve Letters of Demand	276
462.22	Right to Petition for Hearing	276
462.3	Statutory Offset Procedures	277
462.31	Authority	277
462.32	Initiation of Statutory Offset Procedure	277
462.33	Hearing Officials Under 39 CFR Part 961	278
462.34	Limit of Right to Petition for Hearing	278
462.4	Collection of Debt	278
462.41	Stay of Collection of Debt	278
462.42	Limit on Amount of Salary Offset to Collect Debt	278
462.5	Implementing Offsets	278
463	Court Judgment Salary Offsets	278
463.1	Authority	278
463.2	Applicable Collection Procedures	279
463.21	General	279
463.22	Notice	279
463.23	Implementing Offsets	279
464	Multiple Offsets	279
464.1	Administrative Salary Offsets	279
464.2	Court Judgment Salary Offsets	280
464.3	Administrative and Court Judgment Salary Offsets	280
464.4	Priority of Postal Service Indebtedness	280
464.5	Garnishments	280
465	Action Upon Transfer or Separation	281
465.1	Withholdings From Any Amount Due	281
465.2	Transfer to Another Federal Agency	281
465.3	Collection of Debt Upon Separation	281
470	Incentive Awards	283

Contents

471	Overview	283
471.1	Policy	283
471.2	Management	283
471.3	Awards	283
471.31	Cash Amounts	283
471.32	Payment	283
471.4	Privacy Act Considerations	284
471.5	Presentation Ceremonies	284
472	Certificate of Appreciation	284
472.1	Purpose	284
472.2	Description	284
472.3	Responsibility	284
472.4	Approval Authority	284
472.41	Field	284
472.42	Areas	284
472.43	Headquarters and Related Units	284
472.5	Administration	285
472.51	Basis	285
472.52	Ordering Certificates	285
472.53	Presentation	285
473	Special Achievement Award (SAA)	285
473.1	Description	285
473.2	Eligibility	285
473.3	Basis	286
473.4	Procedures	286
473.5	Form 1727, Award Recommendation/Authorization	286
473.6	Evaluation	286
473.7	Guidelines	286
473.8	Approval (Form 1727)	287
473.81	Field	287
473.82	Areas	287
473.83	Headquarters and Related Units	287
473.9	Disapproval	287
474	Quality Step Increase (QSI)	287
474.1	Description	287
474.2	Eligibility	288
474.3	Basis	288
474.4	Comparisons	288
474.41	To Regular Within-Grade Increases	288
474.42	To Special Achievement Awards	288
474.5	Procedures	288

Contents

474.6	Form 1727	289
474.7	Evaluation	289
474.8	Approval (Form 1727)	289
474.81	Field	289
474.82	Headquarters and Related Units	289
474.9	Final Action	289
475	Meritorious Service Award (MSA)	289
475.1	Description	289
475.2	Eligibility	289
475.3	Basis	290
475.31	General	290
475.32	Other	290
475.4	Procedures	290
475.5	Evaluation	290
475.6	Approval (Form 1727)	291
475.61	Field	291
475.62	Areas	291
475.63	Headquarters and Related Units	291
475.7	Ordering Certificates	291
476	Distinguished Service Award (DSA)	291
476.1	Description	291
476.2	Eligibility	291
476.3	Basis	291
476.31	General	291
476.32	Other	291
476.4	Procedure	292
476.5	Evaluation	292
476.6	Approval	292
476.7	Award Certificates	292
477	Benjamin Franklin Award	292
477.1	Description	292
477.2	Eligibility	292
477.3	Basis	292
477.4	Approval	293
477.5	Documentation	293
478	Service Award Pins	293
478.1	Description	293
478.2	Basis	293
478.3	Responsibility	293
478.4	Administration	293
478.5	Presentation	293

Contents

478.6	Ordering Pins	294
479	Service Award Certificates	294
479.1	Basis	294
479.11	Retirement	294
479.12	Death	294
479.2	Responsibility	294
479.21	Headquarters	294
479.22	Area Headquarters	295
479.23	Field	295
479.3	Commendatory Letters	295
479.31	Retirees	295
479.32	Deceased Employees	295
479.4	Presentation	297
479.41	Retirement Award Certificates	297
479.42	Posthumous Awards	297
479.5	Documentation	297
479.6	Ordering Certificates	297
5	Employee Benefits	299
510	Leave	299
511	General	299
511.1	Administration Policy	299
511.2	Responsibilities	299
511.21	Postal Officials	299
511.22	Minneapolis Information Service Center	299
511.23	Postal Employees	299
511.3	Eligibility	300
511.31	Covered	300
511.32	Not Covered	300
511.4	Unscheduled Absence	300
511.41	Definition	300
511.42	Management Responsibilities	300
511.43	Employee Responsibilities	300
512	Annual Leave	300
512.1	General	300
512.11	Purpose	300
512.12	Definitions	301
512.121	Leave Year	301
512.122	Accumulated Leave	301
512.123	Current Leave	301

Contents

512.124	Accrued Leave	301
512.2	Determining Annual Leave Category	301
512.21	Federal Civilian Service	301
512.211	General Policy	301
512.212	Service Counted	301
512.22	Military Service	302
512.221	General Policy	302
512.222	Service Counted	302
512.223	Retired Military Personnel	302
512.3	Accrual and Crediting	310
512.31	Employee Categories	310
512.311	Full-Time Employees	310
512.312	Part-Time Employees	311
512.313	Appointees	312
512.32	Maximum Carryover	313
512.321	Maximum Carryover Amounts	313
512.322	Nonbargaining to Bargaining	313
512.4	Authorizing Annual Leave	314
512.41	Application	314
512.411	General	314
512.412	Emergencies	314
512.42	Form 3971, Request for, or Notification of, Absence	314
512.421	Purpose	314
512.422	Approval/Disapproval	314
512.423	Retention and Disposal Period	314
512.43	Insufficient Leave Balance	314
512.5	Leave Charge Information	315
512.51	Full-Time Employees	315
512.511	Minimum Unit Charge	315
512.512	Holidays	315
512.513	Leave for Postmasters and Installation Heads	315
512.514	Rural Carriers (Regular and Substitute)	315
512.52	Part-Time Employees	315
512.521	Part-Time Regular	315
512.522	Part-Time Flexible	315
512.523	A–E Postmasters	316
512.53	Rural Carriers	316
512.531	General	316
512.532	Saturday Absences	316
512.54	Triweekly Rural Carriers	316
512.541	Week's Absence	316

Contents

512.542	Absences Less Than a Week	316
512.543	Leave Carry-Over	317
512.55	Substitute Rural Carriers	317
512.551	General	317
512.552	Ninety-Day Qualifying Period	317
512.553	Lump-Sum Payment	317
512.554	Procedures for Placing Leave-Earning Status	317
512.6	Vacation Planning	318
512.61	Bargaining Unit Employees	318
512.62	Nonbargaining Unit Employees	318
512.7	Separation Adjustments	318
512.71	Terminal Leave Worksheet	318
512.72	Collection for Unearned Leave	318
512.721	Refund	318
512.722	Exception	319
512.73	Payment for Accumulated Leave	319
512.8	Transfers	320
512.81	Transfer Without a Break in Service	320
512.811	From the Postal Service to a Federal Agency	320
512.812	From a Federal Agency to the Postal Service	320
512.82	Transfer With a Break in Service	320
512.9	Recrediting Annual Leave	320
512.91	Policy	320
512.92	Procedures	321
512.921	Leave Earned in Prior USPS Service	321
512.922	Leave Earned at Another Agency	321
512.923	Leave Buy-Back OWCP	321
513	Sick Leave	321
513.1	Purpose	321
513.2	Accrual and Crediting	322
513.21	Accrual Chart	322
513.22	Crediting	322
513.221	General	322
513.222	Part-Time Employees	322
513.223	Substitute Rural Carriers	322
513.224	Auxiliary Rural Carriers	322
513.225	Substitute Rural Carriers in Dual Appointment	322
513.226	Leave Credit Adjustment	322
513.3	Authorizing Sick Leave	322
513.31	Policy	322
513.311	General	322

Contents

513.312	Restriction	322
513.32	Conditions for Authorization	323
513.33	Application for Sick Leave	323
513.331	General	323
513.332	Unexpected Illness/Injury	323
513.34	Form 3971, Request for, or Notification of, Absence	324
513.341	General	324
513.342	Approval/Disapproval	324
513.35	Postmaster Absences	324
513.36	Documentation Requirements	324
513.361	Three Days or Less	324
513.362	Over Three Days	324
513.363	Extended Periods	324
513.364	Medical Documentation or Other Acceptable Evidence	324
513.365	Failure to Furnish Required Documentation	325
513.37	Restricted Sick Leave	325
513.371	Reasons for Restriction	325
513.372	Notice and Listing	325
513.373	Recision of Restriction	325
513.38	Performance Ability Questioned	325
513.4	Charging Sick Leave	326
513.41	Full-Time Employees	326
513.411	General	326
513.412	Minimum Unit Charge	326
513.413	Special Situations	326
513.42	Part-Time Employees	326
513.421	General	326
513.422	Minimum Unit Charge	327
513.5	Advance Sick Leave	327
513.51	Policy	327
513.511	May Not Exceed Thirty Days	327
513.512	Medical Document Required	327
513.52	Administration	327
513.521	Installation Heads' Approval	327
513.522	Forms Forwarded	327
513.53	Additional Sick Leave	327
513.531	Thirty-Day Maximum	327
513.532	Liquidating Advance Sick Leave	328
513.6	Leave Charge Adjustments	328
513.61	Insufficient Sick Leave	328
513.62	Insufficient Sick and Annual Leave	328

Contents

513.63	Disapproved Sick Leave	328
513.64	Absence Without Leave	328
513.65	Annual Leave Changed to Sick Leave	328
513.7	Transfer or Reemployment	328
513.71	Transfer	328
513.711	Crediting	328
513.712	Recrediting	328
513.72	Reemployment	329
513.73	Reemployment — OWCP	329
513.8	Retirements or Separations	329
513.81	General	329
513.82	Retirement	329
513.821	Credit for Sick Leave	329
513.822	Disability Retirement	329
513.83	Separation by Death	330
513.9	Collection for Unearned Sick Leave	330
514	Leave Without Pay (LWOP)	330
514.1	Definition	330
514.2	Policy	330
514.21	Restriction	330
514.22	Administrative Discretion	330
514.23	Condition	331
514.24	Leave Credit Adjustment	331
514.25	Other Employment	331
514.3	Authority to Approve	331
514.31	Installation Head	331
514.32	Field Division General Managers/Postmasters	331
514.4	Acceptable Reason and Instructions	331
514.5	Forms Required	334
514.51	Form 3971	334
514.52	Form 50	334
515	Absence for Family Care or Serious Health Condition of Employee	334
515.1	Purpose	334
515.2	Definitions	334
515.3	Eligibility	335
515.4	Leave Requirements	335
515.41	Conditions	335
515.42	Leave Type	335
515.43	Authorized Hours	336
515.5	Documentation	336
515.51	General	336

Contents

515.52	New Son or Daughter	336
515.53	Care of Others for Medical Reasons	336
515.54	Additional Medical Opinions	337
515.55	Employee Incapacitation	337
515.6	Intermittent Leave or Reduced Schedule	337
515.61	New Son or Daughter	337
515.62	Care of Others for Medical Reasons or Employee Incapacitation	337
515.63	Temporary Change in Duty Assignment	337
515.64	FLSA Status	337
515.7	Return to Position	338
515.8	Benefits	338
515.9	Family Leave Poster	338
516	Court Leave	338
516.1	General	338
516.11	Definitions	338
516.111	Court Leave	338
516.112	Judicial Proceedings	338
516.12	Eligibility	339
516.2	Absences for Court or Court-Related Service	339
516.3	Determining Nature of Court Service	339
516.4	Granting Court Leave	339
516.41	Pay Status Requirement	339
516.42	Employee on Annual Leave	340
516.43	Combination of Court Service and Postal Duty	340
516.44	Accommodation of Employees Called for Court Service	340
516.45	Overtime	341
516.46	Recording Court Service	341
516.5	Fees	341
516.51	General	341
516.52	Court Service Outside of Regular Working Hours or Regular Working Days ...	342
516.53	Holidays	342
516.54	Recording and Reporting of Fees	342
516.6	Official Duty	342
516.61	Definition	342
516.62	Compensation	342
516.63	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	343
517	Paid Military Leave	343
517.1	General	343
517.11	Definition	343
517.12	Types of Duty	343
517.121	Duty Covered	343

Contents

517.122	Types of Duty Not Covered	343
517.2	Procedures	344
517.21	Approval	344
517.22	Return From Duty	344
517.3	Policy	344
517.4	Eligibility	344
517.41	Eligible	344
517.42	Ineligible	344
517.5	Military Time Allowances	345
517.51	General Allowance	345
517.52	Previous Service	345
517.53	Law Enforcement Allowance	345
517.54	Special Exception — D.C. National Guard	345
517.6	Granting Leave	346
517.61	Pay Status Requirement	346
517.62	Minimum Units	346
517.63	Leave Charge for Nonworkdays	346
517.64	Absence Beyond 15 days	346
517.641	Training Periods	346
517.642	Active Duty Extends Into Another Fiscal Year	346
517.643	Choice of Annual Leave or LWOP	346
517.65	Use of Mixed Leave	346
517.66	Use of Leave Intermittently	346
517.7	Conflict With Work Schedule	346
517.71	Employee Alternatives	346
517.72	Administrative Policy	347
517.721	Reassignments	347
517.722	Rescheduling	347
517.8	Continuance of Night Differential Pay	347
517.9	Records Control	347
517.91	Form 3973	347
517.92	Monitoring Paid Military Leave	347
517.921	Regular Paid Military Leave	348
517.922	Paid Military Leave for Law Enforcement	348
518	Holiday Leave	348
518.1	Observed Holiday	348
518.2	Holidays on Nonscheduled Workdays	349
518.21	Saturday	349
518.22	Sunday	349
518.23	Nonscheduled Workday	349
518.3	Holidays on Scheduled Workdays	349

Contents

518.4	Eligibility for Holiday Pay	349
518.5	Rural Carriers and Substitutes	349
518.51	Rural Carriers	349
518.52	Substitute Rural Carriers	349
518.6	Postmasters	349
519	Administrative Leave	349
519.1	Definition	349
519.2	Events and Procedures for Granting Administrative Leave	350
519.21	Acts of God	350
519.211	General	350
519.212	Authorizing Administrative Leave for Acts of God	350
519.213	Determining the Cause of Absence	350
519.214	Early Dismissal Due to Acts of God	350
519.215	Employees Prevented From Reporting	351
519.216	Employees on Annual Leave	351
519.217	Substitute Rural Carriers	351
519.22	Civil Disorders	351
519.221	Decision to Curtail or Terminate Postal Operations	351
519.222	Civil Disorder Extends Beyond Three Days	351
519.223	Early Dismissal	351
519.224	Employees Prevented From Reporting	351
519.23	State and Local Civil Defense Programs	352
519.231	No Charge to Leave	352
519.232	Annual or LWOP	352
519.233	Availability for Civil Defense Assignment	352
519.234	Key Role Restriction	352
519.235	Statement Requirement	352
519.24	Voting or Registering to Vote	352
519.241	Policy	352
519.242	Administrative Determination	353
519.243	Voting	353
519.244	Registration	353
519.245	Restrictions	353
519.25	Blood Donations	353
519.251	Policy	353
519.252	Time Allowed	354
519.253	Restrictions	354
519.254	Facility Arrangements	354
519.26	Funeral Services	354
519.261	Absence of Veterans to Attend Funeral Services	354
519.262	Funeral of Immediate Relatives Who Died in Combat Zone	354

Contents

519.27	Postmaster Organizations	355
519.271	Conventions	355
519.272	Recording Leave at Time Card Offices	355
519.273	Travel or Per Diem	356
519.3	Physical Examination for Entry Into Armed Forces	356
519.4	Relocation Leave	356
519.41	Policy	356
519.42	Requirements	356
519.43	Notation on Form 50	356
519.44	Limitations	356
519.5	State, Local, and Religious Holidays — Exclusion	356
519.6	First-Aid Examination and Treatment for On-the-Job Injury or Illness	357
519.61	Employee on Regular Tour	357
519.62	Employee in Overtime Status	357
519.7	Nonbargaining Personal Absence	357
519.71	Policy	357
519.72	Allowable Personal Absences	357
519.721	Four Hours or Less	357
519.722	More Than Four Hours	357
519.723	Directed to Work	358
519.73	Administration	358
519.731	General	358
519.732	Approval	358
519.733	Full Day Leave	358
519.74	Management Controls	358
519.741	Responsibility	358
519.742	Administration	359
520	Health Benefits Program	361
521	Administration and Eligibility	361
521.1	General	361
521.2	Eligible Employees	361
521.3	Employees Not Eligible	362
521.4	Family Members' Eligibility	363
521.41	General	363
521.42	Determining Family Membership Status of Children	363
521.421	Adopted Children	363
521.422	Stepchildren	364
521.423	Foster Children	364
521.424	Child's Temporary Absence on "Living-With" Requirement	366
521.425	Effect of Child's Marriage on Family Member Status	366
521.5	Relatives Not Eligible	366

Contents

521.6	Former Spouses	367
521.61	Eligibility Determination	367
521.611	Requirements	367
521.612	Office of Personnel Management Responsibility	367
521.613	Employing Office Responsibility	368
521.62	Documentation of Eligibility	368
521.621	Eligible for Coverage	368
521.622	Ineligible for Coverage	368
521.63	Request for Reconsideration	369
521.7	Temporary Continuation of Coverage	369
521.71	Eligibility	369
521.711	Eligible for Coverage	369
521.712	Ineligible for Coverage	370
521.72	Agency Responsibilities	370
521.721	Office of Personnel Management Responsibility	370
521.722	National Finance Center Responsibility	370
521.723	Employing Office Responsibility	370
521.73	Time Limitations for Enrollment	370
521.74	Length of Coverage	371
521.75	Premiums	371
522	Health Insurance Plans Available	371
522.1	Types of Participating Plans	371
522.11	Service Benefit Plan	371
522.12	Employee Organization Plans	372
522.13	Comprehensive Medical Plans	372
522.2	Description of Participating Plans	372
523	Registration	372
523.1	Initial	372
523.2	Employee Declines to Register	373
523.3	Late Registration or Change in Enrollment	373
523.31	Accepting Late Registration	373
523.32	Causes Beyond Employee's Control	373
523.33	Procedures for Documenting Late Registration	373
523.34	Effective Date of Late Registration	374
523.341	Belated Open Season Registration	374
523.342	Late Registration Other Than Open Season	374
523.4	Registration by Proxy	374
523.5	Registration in an Employee Organization Plan	375
523.6	Registration by a Former Spouse	375
523.61	Registration Form	375
523.62	Statement Signed by Former Spouse	375

Contents

523.63	Employing Office Records on Former Spouse	377
523.631	Establishing File	377
523.632	Contents of File	377
523.633	Access to File	377
523.634	Disposition of File	377
524	Enrollment	378
524.1	Types of Enrollment	378
524.11	Self Only	378
524.12	Self and Family	378
524.2	Husband and Wife Both Eligible to Enroll	378
524.3	Dual Coverage Restriction	379
524.31	General	379
524.32	Procedures to Be Followed by Employing Office	379
524.4	Correction of Erroneous Enrollment	379
524.5	Enrollment/Change in Enrollment	380
524.51	General	380
524.52	Events Permitting	380
524.521	New Appointment	380
524.522	Change in Employment Status	380
524.523	Open Season	380
524.524	Reemployment After Break in Service of More Than 3 Days	380
524.525	Return to Duty After 365 Days in Nonpay Status	380
524.526	Return From Military Service	381
524.527	Loss of Coverage Under Federal Programs	381
524.528	Eligible for Medicare	381
524.529	Change to Self Only	381
524.53	Family Changes Affecting Enrollment	382
524.531	Change in Marital Status	382
524.532	Change in Family Status	382
524.533	Change in Spouse's Employment Status	383
524.534	Employee Loses Coverage as Family Member	383
524.535	Loss of Coverage Under Parent's Nonfederal Plan	384
524.536	Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan	384
524.537	Employee Reaches Age 19	384
524.54	Family Changes Not Affecting Enrollment	384
524.541	General	384
524.542	Name Change	385
524.6	Effective Date of Enrollment or Enrollment Change	385
524.61	Open Season	385
524.611	New Enrollment	385

Contents

524.612	Change of Enrollment	385
524.62	Change to Self Only	385
524.63	Change to Self and Family to Provide Coverage to Child	386
524.64	All Other Enrollments or Changes in Enrollment	386
524.7	Termination of Enrollment	386
524.71	Cancellation by Employee	386
524.72	Discontinuance of Plan or Part	386
524.73	Membership Termination in Employee Organization	387
524.74	Effective Termination Dates of Employee Enrollment	387
524.75	Effective Termination Dates of Family Member Coverage	388
524.76	Temporary Extension of Coverage	388
524.761	For Enrolled Employee	388
524.762	For Family Member	388
524.763	For Confined Employee or Family Member	388
524.77	Conversion Rights	389
524.771	Employee's and Family Member's Right to Convert	389
524.772	Employing Office Responsibility	389
524.773	Application for Conversion	389
524.774	Effective Date of Conversion	389
524.775	Benefits and Costs of Conversion Contract	389
524.78	Reinstatement of Enrollment After Conversion	390
524.8	Cost of Enrollment	390
524.81	Postal Service Contribution	390
524.82	Employee Withholding	390
524.83	Pre-Tax and After-Tax Premiums	390
524.831	Tax Benefits	390
524.832	Career Employees	391
524.833	Certain Noncareer and Transitional Employees	391
524.834	Further Information	391
524.84	Health Benefits Schedule	391
524.9	Enrollments for Former Spouses	391
524.91	Type of Enrollment	391
524.92	Effective Date of Enrollment	391
524.921	New Enrollment	391
524.922	Change in Enrollment	392
524.93	Payment of Premiums	392
524.94	Opportunities to Change Enrollment	392
524.941	Change to Self Only	392
524.942	Open Season	392
524.943	Other Events Which Permit Changes in Enrollment	392
524.95	Cancellation of Enrollment	393

Contents

524.96	Termination of Enrollment	393
524.961	Events Terminating Coverage	393
524.962	Temporary Extension of Coverage	394
524.963	Termination Due to Failure to Pay Premiums	394
524.964	Termination of Coverage for Family Members	394
524.965	Former Spouse Responsibility	394
524.966	Employing Office Responsibility	394
525	Special Circumstances Affecting Health Insurance Coverage	395
525.1	Office of Workers' Compensation Programs (OWCP)	395
525.11	Requirements to Continue Enrollment	395
525.111	Employee	395
525.112	Survivor	395
525.12	Transfer of Enrollment	396
525.121	Transfer to OWCP	396
525.122	Transfer Back to Employing Office	396
525.13	Withholding and Contribution by OWCP	396
525.131	Effective Dates	396
525.132	Health Benefits Refund Program	396
525.14	Procedures for Continuation of Enrollment	398
525.141	Reporting to OWCP	398
525.142	Eligibility for Transfer	398
525.143	Pending OWCP's Request for Transfer	400
525.144	Employee Not Eligible to Continue	400
525.145	OWCP Determines Not Eligible	400
525.146	On LWOP Eight Months, But Enrollment Not Transferred	400
525.147	OWCP Terminates Compensation	401
525.148	Employee Returns to Duty	401
525.149	Employee Elects Retirement	401
525.2	Employees in Nonpay Status	402
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation	402
525.22	Payment Required for Periods of Nonpay Status	402
525.221	Responsibility	402
525.222	Procedures to Be Followed by Employing Office	402
525.223	Procedures to Be Followed by Employee	403
525.23	Employee Granted LWOP to Serve in Employee Organization	403
525.231	Policy	403
525.232	Procedures to Be Followed by Employing Office	403
525.233	Procedures to Be Followed by Employee	403
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment	404
525.25	Employee in Nonpay Status Pending Removal	404
525.251	Removal Upheld	404

Contents

525.252	Restored to Duty	404
525.3	Military Service	405
525.31	Entry Into Military Service	405
525.311	Thirty Days or Less	405
525.312	More Than Thirty Days	405
525.32	Return From Military Service	405
525.321	Return Not in Exercise of Reemployment Rights	405
525.322	Return in Exercise of Reemployment Rights	405
525.33	Death During Military Service	406
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program ...	406
525.35	Continuous Enrollment	406
525.4	Coverage Into Retirement	407
525.41	Employee Requirements for Continuation	407
525.42	Procedures to Be Followed by Employing Office	407
525.43	Benefits and Cost	409
525.44	Employee Separates and Subsequently Retires	409
525.45	Reemployed Annuitant	410
525.451	Enrolled	410
525.452	Nonenrolled	410
525.453	Reemployed Without Break in Service	410
525.454	Open Season Opportunities for Reemployed Annuitant	410
525.5	Death of an Employee	411
525.51	Transfer of Enrollment to Eligible Survivor	411
525.511	Requirements	411
525.512	Procedures to Be Followed by Employing Office	411
525.513	Benefits and Cost	411
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant	411
525.6	Transfer To or From Overseas Post of Duty	412
525.7	Move Outside Service Area of a Comprehensive Plan	412
525.8	Employment Transfer	412
525.81	Within Postal Service or to Another Federal Agency	412
525.82	Outside Comprehensive Area	413
525.83	Congressional Office	413
526	Self-Support Determinations	413
526.1	Physical and Mental Incapacity Requirement	413
526.11	Incapable of Self-Support	413
526.12	Capable of Self-Support	414
526.2	Financial Dependency	414
526.21	Dependency Requirement	414
526.22	Automatic Dependency	414
526.23	Proof of Dependency	414

Contents

526.3	Medical Requirement	415
526.31	Authority	415
526.32	Medical Certificate	415
526.321	Submission	415
526.322	Time Limitation	415
526.323	Renewal	415
526.324	Failure to Renew	415
526.325	Late Submission	415
526.4	Medical Determinations	416
526.5	Procedures for Notifying the Health Benefits Plan	416
526.51	Employing Office	416
526.511	Existing Enrollment	416
526.512	New Enrollment	416
526.52	Postal Data Center	416
527	Privacy Act Considerations	416
527.1	Disclosure	416
527.2	Maintenance	417
527.3	Privacy Act Requests	417
527.31	Employees	417
527.32	Former Employees	417
527.33	Retired Employees	417
528	Employee Appeals	417
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	417
528.2	Appeal of Claim Denial	418
528.21	Initial Appeal Rights	418
528.211	Request for Reconsideration	418
528.212	Health Plan Responsibility	418
528.22	Request for Office of Personnel Management Review	418
528.221	Cause for Request to Review	418
528.222	Time Limit	418
528.223	Authorization for Release of Medical Information	419
528.224	Office of Personnel Management Responsibility	419
530	Life Insurance Program	421
531	Administration and Eligibility	421
531.1	General	421
531.2	Eligible Employees	421
531.3	Exclusions	421
532	Coverage	423
532.1	Based on Pay	423
532.11	Full-Time Employees	423
532.12	Part-Time Employees	423

Contents

532.13	Employees Serving in More Than One Position	423
532.131	Part-Time Flexible	423
532.132	Others	424
532.2	Amount	424
532.21	Basic Insurance	424
532.211	Minimum	424
532.212	Maximum	424
532.213	Extra Benefit	424
532.214	Automatic Change	424
532.215	Accidental Dismemberment Provision	424
532.22	Optional Insurance	426
532.221	Option A — Standard	426
532.222	Option B — Additional	426
532.223	Option C — Family	426
533	Cost, Payment, Withholdings	426
533.1	Basic Insurance Cost	426
533.2	Optional Insurance	426
533.21	Cost	426
533.22	Withholdings	427
533.221	Option A — Standard	427
533.222	Option B — Additional	427
533.223	Option C — Family	427
533.224	Birthdays/Pay Periods	427
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	428
534	Special Circumstances Affecting Coverage	429
534.1	LWOP	429
534.11	Twelve-Month Maximum	429
534.12	Notice of Right of Conversion	429
534.13	Return to Duty	429
534.14	Appointment to Temporary Position	429
534.141	Coverage	429
534.142	New Twelve-Month Maximum	430
534.143	Optional Insurance Withholdings	430
534.15	Retirement Annuity Pending	430
534.2	Service in Employee Organization	430
534.21	Election	430
534.211	General	430
534.212	Employee Elects to Continue	430
534.213	Employee Does Not Elect to Continue	430
534.22	Installation Head Responsibility	430
534.221	Notify Employee of Right to Elect	430

Contents

534.222	Set Up Reminder System	431
534.223	Contact Employee	431
534.224	Document Action	431
534.225	Copy of Election Filed	431
534.3	Employees Receiving OWCP Benefits	431
534.31	Eligibility	431
534.311	Basic Life Insurance	431
534.312	Optional Insurance	431
534.32	Termination of Insurance	431
534.33	Resumption of Insurance	432
534.34	Notice of Right of Conversion or Continuation	432
534.341	Choice	432
534.342	Cost	432
534.343	Procedures for Continuation	432
534.4	Living Benefits	433
534.5	Assignment of Life Insurance	433
534.6	Erroneous Enrollments	433
535	Actions	434
535.1	Acquiring Coverage	434
535.11	Basic Insurance	434
535.111	Newly Eligible Employees	434
535.112	Transfer Employees	434
535.113	Previous Waiver	434
535.12	Optional Insurance	434
535.121	Eligibility	434
535.122	Election/Declination Requirement	434
535.123	Effective Date	435
535.124	Belated Election	435
535.2	Waiver of Basic Insurance	435
535.21	Filing SF 2817	435
535.22	Effective Date	435
535.23	Employee Statement	436
535.24	Sample Statement	436
535.3	Declination of Optional Insurance	436
535.4	Effect of Waiver or Declination	436
535.41	Reappointment/Transfer	436
535.42	Previous Filing	436
535.421	Basic Life Insurance	436
535.422	Optional Insurance	437
535.5	Cancellation of Insurance Coverage	437
535.51	Filing SF 2817	437

Contents

535.52	Effective Date	437
535.6	Termination	437
535.61	Effective Date	437
535.611	Basic Insurance	437
535.612	Optional Insurance	438
535.62	Temporary Continued Protection for Thirty-One Days	438
535.63	Notice of Termination and of Conversion Privilege	438
535.64	Requirement for Continuous Protection	439
535.7	Conversion	439
535.71	Converted Policy	439
535.711	Purchase of Individual Policy	439
535.712	Information Source	439
535.72	Time Limits for Conversions	439
535.721	Employing Office Responsibility	439
535.722	Employee Responsibilities	440
535.73	Conversion Privilege for Family Members	440
535.8	Canceling Waivers or Declinations	440
535.81	Conditions	440
535.82	Procedures	440
535.83	Coverage After Cancellation of Waiver or Declination	441
535.831	Basic Insurance	441
535.832	Optional Insurance	441
535.9	Exceptions for Canceling a Declination of Optional Insurance	442
535.91	Life Status Changes	442
535.911	Time Limitation	442
535.912	Limitation on Coverage	442
535.913	Effective Date	442
535.914	Proof Required	442
535.92	Reinstatement Actions	443
535.921	Conditions	443
535.922	Effective Date	443
536	Retirement	443
536.1	Requirements for Continuance	443
536.11	Basic Insurance	443
536.111	Eligibility	443
536.112	Election Requirement	444
536.12	Optional Insurance	444
536.2	Cost	444
536.21	Basic Insurance	444
536.211	Premiums	444
536.212	Withholdings	444

Contents

536.22	Optional Insurance	444
536.3	Reduction After Retirement	445
536.31	Basic Insurance	445
536.311	Seventy-Five Percent Reduction	445
536.312	Fifty Percent Reduction	445
536.313	No Reduction	445
536.32	Optional Insurance	445
536.321	Option A — Standard	445
536.322	Option B — Additional and Option C — Family	445
536.4	Living Benefits	445
536.5	Assignment of Life Insurance	446
537	Reemployed Annuitants	446
537.1	Coverage	446
537.11	Terminated by Reemployment	446
537.12	Retained During Reemployment	446
537.121	Suspended	447
537.122	Continued	447
537.13	Automatic Coverage	447
537.131	Optional Withholdings	447
537.132	Additional Optional Coverage	447
537.14	Waiver and/or Declination of Coverage	448
537.141	Insurance Affected	448
537.142	Effect	448
537.143	Exception	448
537.144	Employing Office Procedures	448
537.15	Amount of Coverage	448
537.16	Termination and Conversion	449
537.161	Termination Date	449
537.162	Conversion Privilege	449
537.17	Continuance Upon Termination of Reemployment	449
537.171	Retention	449
537.172	Procedures	449
537.173	Adjustment	449
537.174	Withholdings	449
537.2	Benefits	450
537.21	Amounts/Conditions	450
537.22	Greater Amount Paid	450
537.3	Designation of Beneficiary	450
537.31	Designation in Effect	450
537.32	Change of Beneficiary	450
537.321	Employee	450

Contents

537.322	Employing Office	451
538	Beneficiaries, Benefits Payable, Claims	451
538.1	Beneficiaries	451
538.11	No Named Beneficiary	451
538.111	Order of Precedence	451
538.112	Option C — Family	451
538.113	Designating Trusts	452
538.12	Specific Designation	452
538.121	SF 2823	452
538.122	Contingent Provisions	452
538.123	Agency as Beneficiary	452
538.124	Procedures for Filing	452
538.13	Employee Informed	452
538.131	Previous Designation Invalid	452
538.132	Order of Precedence	453
538.14	Change or Cancellation	453
538.15	Automatic Cancellation	453
538.16	Retiring Employee Designations	453
538.17	Reemployed Annuitant	453
538.18	Designation While Receiving OWCP Benefits	453
538.2	Benefits Payable	454
538.21	Amount	454
538.22	Accidental Dismemberment	454
538.221	Single Accident	454
538.222	Multiple Accidents	454
538.23	Accidental Death	454
538.24	Accidental Dismemberment and Accidental Death	454
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	454
538.3	Claims	455
538.31	Death of Insured Employee	455
538.311	Contacting Persons Entitled to Benefits	455
538.312	SF 2821	455
538.32	Death of Reemployed Annuitant	455
538.321	Addressing Claims	455
538.322	SF 2821	456
538.33	Requirements for Filing	456
538.34	Forms Used	456
538.341	Death Benefits	456
538.342	Accidental Dismemberment	456
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	456
538.36	Settlement	456

Contents

539	Insurance Forms	457
539.1	Filing	457
539.11	SF 2817, Life Insurance Election (FEGLI)	457
539.12	SF 2821, Agency Certification of Insurance Status	457
539.13	SF 2823, Designation of Beneficiary	457
539.14	SF 2822, Request for Insurance	457
539.2	Privacy Act Considerations	457
539.21	Handling and Disclosing Information	457
539.22	Records Maintenance	457
539.23	Employee Retires	458
540	Injury Compensation Program	459
541	Overview	459
541.1	Background	459
541.11	Law	459
541.12	Administration	459
541.13	Coverage	459
541.131	Disability	459
541.132	Death	459
541.133	Schedule Awards	459
541.14	Privacy Act	459
541.2	Definitions	460
541.3	Forms	462
542	FECA Claim Requirements	463
542.1	Claims for Injury or Illness	463
542.11	Traumatic Injury	463
542.111	Notice	463
542.112	Time Limit	463
542.12	Occupational Illness or Disease	464
542.121	Notice	464
542.122	Time Limit	464
542.2	Death Claims	464
542.21	Death From Traumatic Injury	464
542.211	Control Office Responsibilities	464
542.212	Time Limit	464
542.22	Death From Occupational Illness or Disease	464
542.221	Control Office Responsibilities	464
542.222	Time Limit	465
543	Implementing Medical Care	465
543.1	Initial Medical Examination and/or Treatment	465
543.11	General	465
543.12	Postal Medical Officer or Contract Equivalent	465

Contents

543.13	First Aid Cases	465
543.14	Emergency Treatment	466
543.141	Choice of Treatment	466
543.142	Prompt Treatment	466
543.2	Continuing Medical Treatment	466
543.21	Informing Employee	466
543.22	General Procedures	466
543.23	Outside Treatment	466
543.3	Exclusive Medical Care	467
543.4	Review of Medical Treatment	467
544	Reporting Procedures	468
544.1	Immediate Supervisor	468
544.2	Employee	468
544.21	Form CA-1	468
544.22	Form CA-2	469
544.23	Penalty for False Statement	469
544.24	Penalty for False Claim	469
544.25	Penalty for Refusal to Process Claim	469
545	Control Office or Point	469
545.1	Responsibility	469
545.2	Authorizing Examination and/or Treatment	470
545.21	Form CA-16	470
545.22	Source of Instructions	470
545.23	Authorization for Medical Care	471
545.24	Emergency Treatment in Addition to First Aid	471
545.25	Recurrence of Disability	471
545.3	Time Limit	472
545.4	Exceptions	472
545.5	Controversion	473
545.51	With Termination of Pay	473
545.52	Without Termination of Pay	473
545.53	Control Office Procedures	474
545.54	Form CA-1 Instructions	474
545.55	Controversion Denied by OWCP	475
545.56	Forty-Five Day Continuation of Pay	475
545.6	Return to Work	475
545.61	Interim Medical Reports	475
545.62	Limited Duty Capability	475
545.63	Employee's Refusal to Return to Work	476
545.64	Overpayment Determination	476
545.7	Long-Term Disability	476

Contents

545.71	Proper Forms	476
545.72	Waiting Period	477
545.73	Employees' Rights	477
545.8	Third Party Liability	478
545.81	Purpose	478
545.82	Background	478
545.83	Definitions and Use of Terms	479
545.84	Responsibility	480
545.85	Third Party Recovery Action	480
545.851	Traumatic Injury	480
545.852	Occupational Illness or Disease	480
545.853	Potential Third Party Injuries	480
545.854	Investigation	481
545.855	Notification	481
545.856	DOL Responsibility	484
545.857	USPS Responsibility	484
545.858	Employee Not Represented by Attorney	489
545.859	Employee Not Pursuing Third Party Action	493
545.86	Release of Information	500
545.87	Settlement of Claims	500
545.871	Employee Pursuing Collection of Damages From Third Party	500
545.872	Employee Not Pursuing Third Party Recovery	501
545.873	Disbursement of Recovered Third Party Funds	501
545.874	Settlement Verification	503
545.875	Control Point Supervisor Requirements	503
545.876	Recovery Assistance	503
545.877	Delegation of Authority	503
545.88	Third Party Recovery Action	503
545.881	General	503
545.882	Compensation for Court Appearances	503
545.883	Documentation of Court Appearances	504
545.884	Case Preparation	506
545.9	Extended Leave Cases	506
545.91	General	506
545.92	Extensions	506
545.93	Separations	506
545.94	Deciding Appropriate Action	506
546	Reemployment or Reassignment of Employees Injured on Duty	507
546.1	Law	507
546.11	General	507
546.12	Disability Fully Overcome Within One Year	507

Contents

546.121	Obligation	507
546.122	Rights and Benefits	507
546.13	Disability Fully Overcome After More Than One Year	507
546.131	Obligation	507
546.132	Rights and Benefits	508
546.14	Disability Partially Overcome	508
546.141	Obligation	508
546.142	Rights and Benefits Upon Partial Recovery	509
546.143	Relocation Consideration	511
546.2	Collective Bargaining Agreements	511
546.21	Compliance	511
546.22	Contractual Considerations	511
546.221	Scope	511
546.222	Reemployment or Reassignment	511
546.23	Types of Appointments	512
546.3	Restoration Rights	512
546.4	Employee Appeal Rights	512
546.5	Retirement Considerations	512
546.51	Status	512
546.52	Reinstatement of Eligibility	513
546.521	Restored Disability Retirement Status	513
546.522	New Disability Retirement Status	513
546.53	Refunded Retirement Deductions	513
546.54	Notification	513
546.6	Reemployment Procedures	513
546.61	OWCP Referrals	513
546.611	Work Limitation Tolerances	513
546.612	OWCP Evaluation	514
546.62	USPS Medical Review	514
546.621	Reemployment Physical Examination	514
546.622	Special Considerations	514
546.63	Offer of Appointment	514
546.631	Evaluation	514
546.632	Interview	514
546.633	Processing Personnel Actions	515
546.64	Employee's Refusal of Job Offer	515
546.65	Management's Refusal to Reemploy	515
547	Return to Duty	516
547.1	Therapy Obligations	516
547.2	Medical Reports	516
547.21	Capability	516

Contents

547.22	Availability for Limited Duty	516
547.23	Appropriate Assignment	516
547.3	Fitness-for-Duty Determination	516
547.31	Determining Fitness	516
547.32	Examination Report	516
547.33	Physician Report Questions	517
547.34	Resolving Determination	517
550	Unemployment Compensation	519
551	Overview	519
551.1	Legal Guidelines	519
551.11	Administration	519
551.12	Liability	519
551.13	Illegal Claims	519
551.2	Qualification Factors	519
551.3	Disqualification Factors	520
551.4	Information to State Employment Security Agencies	520
551.41	Information Required	520
551.42	Privacy Act Requirements	520
551.421	Authority to Disclose	520
551.422	Accountability of Disclosure	520
552	Responsibilities	521
552.1	Headquarters	521
552.11	Functional Administration	521
552.12	Daily Administration	521
552.2	Areas	521
552.3	State Coordinators	521
552.31	Administration	521
552.32	Responsibilities	521
552.4	Installation Heads	522
552.41	Completion of Form 50, Notification of Personnel Action	522
552.42	Cooperation With Postal and State Authorities	522
552.5	Minneapolis Accounting Service Center	523
552.51	Initial Response	523
552.52	Additional Information	523
553	Explanation of Forms and Procedures	523
553.1	USPS Procedures	523
553.11	Form 50	523
553.12	SF 8	523
553.13	Form 6803	524
553.131	Completion	524
553.132	Incomplete Information	524

Contents

553.133	Erroneous Findings	525
553.2	State Agency Forms and Procedures	525
553.21	Form ES 931	525
553.22	Form ES 934	525
553.221	Reason for ES 934	525
553.222	Request for Wage Information	525
553.223	Request for Separation Information	525
553.224	Request for Wage and Separation Information	525
553.23	Form ES 936, Verification of ES 931 (Form 6803)	526
554	Appeals	526
554.1	State Law Requirements	526
554.2	Initial Level Appeals by Claimants	526
554.3	Initial Level Appeals by the Postal Service	526
554.31	Cause to Appeal	526
554.32	Initiation of Appeal	527
554.4	Postal Service Participation in Appeals	527
554.41	Representation	527
554.411	Preparation for Appeal	527
554.412	As a Witness	527
554.413	As an Appellant	527
554.414	As an Appellee	527
554.42	New Evidence by Claimant	527
554.43	Disclosure of Information	528
554.431	Routine	528
554.432	Medical Records	528
554.433	Inspection Service Records	528
554.434	Managing Field Counsel	528
554.5	Appeals (Second Level) to State Appellate Board	528
554.6	Postal Service Appeals to State Courts	529
560	Civil Service Retirement Program	531
561	General	531
561.1	Scope	531
561.2	Administration	531
561.3	Employees Covered	531
561.4	CSRS Offset	531
561.5	Exclusions	532
562	Creditable Service	532
562.1	General	532
562.11	Types of Service	532
562.12	Time Credit	532
562.2	Federal Civilian Service	533

Contents

562.21	General	533
562.211	Federal/District of Columbia	533
562.212	Breaks In Service	533
562.213	Deductions Refunded	533
562.22	Service Covered by Social Security	533
562.23	Part-Time Employment	533
562.231	Part-Time Regular Employees	533
562.232	Part-Time Flexible Employees	533
562.233	Annuity Proration	534
562.24	Intermittent Service	534
562.25	Special Circumstances	534
562.251	Japanese-American Employee	534
562.252	Employee Receiving OWCP Benefits	535
562.253	Employee Restored After Erroneous Removal or Suspension	535
562.254	Employee Granted LWOP to Serve in Employee Organizations	536
562.255	Employee on Leave of Absence	536
562.3	Military Service	537
562.31	Types of Service	537
562.311	Military Groups	537
562.312	Reserve Components	537
562.313	Military Academies	537
562.314	National Guard Service	537
562.315	Military Service Prior to January 1957	537
562.316	Military Service After December 31, 1956	538
562.32	Required Conditions	538
562.33	Double Credit Not Permitted	538
562.34	Service Credit Deposit Required	538
562.341	Amount of Deposit	538
562.342	Charging Interest	538
562.35	Military Retired Pay	539
562.351	CSRS Annuity	539
562.352	Waiver of Military Retired Pay	539
562.4	Credit For Unused Sick Leave	540
562.41	Eligibility	540
562.42	Method of Computing	540
562.43	Restrictions	540
562.5	Computing Total Length of Service	540
563	Annuities — Requirements and Procedures	540
563.1	General Requirements	540
563.11	Conduct	540
563.12	Time	541

Contents

563.13	Age and Service	541
563.2	Requirements and Procedures by Type of Separation	541
563.21	Involuntary Separation	541
563.211	Additional Requirements	541
563.212	Reduced Annuity	541
563.22	Mandatory Retirement	542
563.23	Disability Retirement Requirements	542
563.231	Service	542
563.232	Total Disability	542
563.233	Conduct	542
563.3	Deferred Annuity	543
564	Types of Annuities	543
564.1	Annuity Without Survivor Benefits	543
564.2	Annuity with Survivor Benefits	543
564.21	Annuity to Current and/or Former Spouse(s)	543
564.211	General	543
564.212	Current Spouse Eligibility	544
564.213	Election of Former Spouse Annuity	544
564.214	Annuity Limitation	544
564.215	Reduction in Employee's Annuity	544
564.216	Effective Date	544
564.22	Annuity to Former Spouse Based on Court Order	544
564.221	General	544
564.222	Current Spouse Election	544
564.223	Protection of Current Spouse's Entitlement	545
564.23	Annuity to Person with Insurable Interest	545
564.231	General	545
564.232	Eligibility	545
564.233	Reduced Rate	545
564.24	Current Spouse's Consent	545
564.25	Surviving Child	546
564.3	Election of Annuity	546
564.31	Application	546
564.32	Election Changes After Retirement	546
564.321	18-Month Reelection Period	546
564.322	Marriage Terminated	546
564.323	Marriage Terminated and Remarriage	546
564.324	Marriage After Retirement	547
565	Employee's Retirement Account	547
565.1	Deductions from Current Earnings	547
565.2	Deposits for Prior Service	547

Contents

565.21	Employee Deposits	547
565.211	Percentages of Basic Pay	547
565.212	Reduction for Periods of No Deposit	548
565.22	Survivor Deposits	548
565.23	Deposit/Redeposit Application	548
565.3	Redeposits	549
565.31	Employee Redeposits	549
565.32	Amount of Redeposit	549
565.33	Impact on Annuity	549
565.34	Exception	549
565.35	Survivor Redeposits	549
565.36	Form Used	549
565.4	Voluntary Contributions	550
565.41	Application	550
565.42	Restrictions	550
565.43	Amount of Contributions	550
565.44	Amount of Additional Annuity	550
565.45	Type of Annuity Election	550
565.46	Withdrawal of Voluntary Contribution	551
565.461	Conditions	551
565.462	Application	551
565.47	Death Before Retirement	551
565.5	Refund of Deductions	551
565.51	Less Than 5 Years Civilian Service	551
565.511	Refund	551
565.512	Eligibility	551
565.513	Interest	551
565.514	Application	551
565.52	Five Years or More Civilian Service	552
565.521	Choice	552
565.522	Value	552
565.523	Eligibility	552
565.524	Refund	552
565.525	Interest	552
565.526	Repayment	552
566	Annuity Computation	552
566.1	Effective Dates	552
566.11	Commencement	552
566.12	Ending	553
566.13	Employee's Work and Leave Status	553
566.131	Use of Annual Leave Balance	553

Contents

566.132	Continuing Leave Status	553
566.2	Factors Affecting Annuity Computations	553
566.21	Primary Factors	553
566.22	Other Factors	553
566.23	Determining Length of Service	554
566.24	Determining High 3-Year Period	554
566.241	Dates Included	554
566.242	Consecutive	554
566.243	Refunded Deductions	554
566.25	Determining High-3 Average Pay	554
566.251	Computation	554
566.252	Basic Pay	554
566.3	General Formula	554
566.31	Computation	554
566.32	Substitution	555
566.33	Guides for Applying the General Formula	555
566.34	Maximum Annuity Benefits	555
566.341	Eighty Percent Limitation	555
566.342	Excess Service	555
566.4	Disability Retirement	556
566.41	Guaranteed Minimum	556
566.411	Employee Under Age Sixty	556
566.412	Employee Past Age Sixty	556
566.413	Exceptions	556
566.42	Application of Guaranteed Minimum Principle	557
566.421	Computations	557
566.422	Examples Resulting From Applying Guaranteed Minimum	559
566.423	Concept	559
566.5	Reemployed Annuitants, Additional Annuity	559
566.51	Supplemental Annuity	559
566.511	Eligibility	559
566.512	Computation	559
566.52	Redetermination of Annuity	560
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	560
566.61	Alternative Option	560
566.62	Computation	561
566.63	Survivor Annuity	561
567	Death Benefits — Death in Service	561
567.1	Survivor Annuity	561
567.11	Conditions to Be Met by the Employee	561
567.12	Conditions to Be Met by the Current (Former) Spouse	561

Contents

567.121	Current Spouse	561
567.122	Former Spouse — Court Ordered Annuity	562
567.13	Conditions to Be Met by the Child	562
567.131	General	562
567.132	Child incapable of Self-Support	562
567.133	Stepchild or Illegitimate Child	562
567.14	Computation of Annuity for Survivors	562
567.141	Current and/or Former Spouse	562
567.142	Current and/or Former Spouse of a Law Enforcement Employee	563
567.143	Payment of Child's Annuity	563
567.15	Beginning Date for Survivor Annuity	564
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	564
567.17	Election of Annuity by Survivor	565
567.171	Election of Survivor Annuity or Employees' Compensation Benefits	565
567.172	Election of Survivor Annuity or Social Security Benefits	565
567.18	Election by Annuitants and Resultant Survivor Annuities	565
567.19	Deceased Annuitant Survived by Child	566
567.2	Lump-Sum Benefit	566
567.21	Conditions for Payment	566
567.22	Person(s) Entitled to Payment	566
567.221	Order of Precedence	566
567.222	Former Spouse	566
567.23	Designations of Beneficiaries	566
567.231	Employee Informed	566
567.232	Employee Reminder	567
567.3	Procedure Upon Death of an Employee or Annuitant	567
567.31	Contacting Next of Kin	567
567.32	Notifying OPM	567
567.33	Filing Death Claim Applications	567
567.331	SF 2800	567
567.332	Minor Children	567
567.333	One Application	567
567.334	SF 1153	567
567.34	Evidence	568
567.341	Required	568
567.342	Additional	568
568	Management-Initiated Disability Retirement Procedures	568
568.1	General	568
568.11	Basis for Filing	568
568.12	Medical Examination	569
568.121	Notifying the Employee	569

Contents

568.122	Designating a Physician	569
568.123	Information Provided Examining Physician	569
568.124	Psychiatric Evaluation	569
568.125	Cost of Medical Examination	570
568.126	Management Decision	570
568.13	Filing Application	570
568.131	Employing Office Action	570
568.132	Notice to Employee	570
568.133	Notice to OPM	570
568.2	OPM Action	570
568.21	Processing by OPM	570
568.22	Decision	571
568.23	Cancellation of Retirement	571
568.24	Employee's Status Pending OPM's Decision	571
569	General Retirement Information	571
569.1	Retirement Counseling	571
569.11	Responsibility	571
569.12	National Retirement Counseling System (NARECS)	571
569.121	Purpose	571
569.122	Content	571
569.123	Individual Counseling	572
569.124	Interview	572
569.125	Check List for Pre-Retirement Interviews	572
569.126	Certified Summary of Federal Service	572
569.127	Information Reference	572
569.128	Advice to Employee	572
569.13	Survivor Counseling and Assistance	573
569.14	Group Counseling and Assistance	573
569.141	Objectives and Responsibility	573
569.142	Location and Participation	573
569.143	Suggestions for Program Content	573
569.2	Retirement Forms	574
569.21	Guidelines for Processing Personnel Actions	574
569.22	Requisitioning Forms	574
569.3	Retirement Account Information	574
569.4	Information Source for Separated or Retired Employees	574
569.5	Information Source for Employees	575
569.6	Federal Income Tax	575
569.61	Taxable Annuities	575
569.62	Federal Income Tax Withholding	575
569.63	Federal Income Tax Questions	575

Contents

569.7	Privacy Act Considerations	575
569.71	General	575
569.72	OPM Records	576
569.73	USPS Records	576
570	Social Security and Medicare	577
571	General Information	577
571.1	Overview	577
571.2	Social Security	577
571.21	Objectives	577
571.22	Programs	577
571.3	Medicare	577
572	Coverage	578
572.1	Employees Covered	578
572.11	Social Security	578
572.12	Medicare	578
572.2	Exclusions From Social Security and Medicare	578
572.3	FERS Employees	578
573	Social Security and Medicare Contributions	579
573.1	Federal Insurance Contributions Act (FICA) Taxes	579
573.11	Employee/Employer Payments	579
573.12	Effective Percentage Rate	579
573.121	Full Coverage	579
573.122	Medicare Coverage Only	579
573.13	Base Earnings	579
573.14	FICA Inquiries	579
573.2	Allowances Not Subject to FICA Taxes	579
574	Quarters of Coverage	580
574.1	Social Security Quarter of Coverage	580
574.2	Federal Quarter of Coverage (Medicare)	580
574.21	CSRS Employees	580
574.22	Earned Federal Quarters of Coverage (FQCs)	580
574.23	Deemed (Credited) FQCs	580
574.24	Combining Earned and Deemed FQCs	580
574.25	Establishing Deemed FQCs	581
574.3	Insured Status	581
574.4	Coverage Requirements for Benefits	582
575	Benefits	582
575.1	Social Security	582
575.11	Application Required	582
575.12	Retirement Benefits	583
575.13	Disability Benefits	583

Contents

575.14	Survivor's Benefits	583
575.2	Medicare (Hospital and Medical)	583
575.21	Coverage	583
575.22	Eligibility	584
575.221	Age Sixty-Five or Older	584
575.222	Under Age Sixty-Five	584
575.23	If an Employee Works After Age Sixty-Five	584
575.3	Events That Can Affect Benefits	585
575.31	Social Security	585
575.32	Medicare	585
575.4	Elimination of Retirement Windfall Benefits	585
575.41	Purpose	585
575.42	When the Modified Benefit Formula Applies	586
575.5	Computation of Benefits	586
575.51	General Computation of AIME and PIA	586
575.52	Transitional Provisions	587
575.53	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	587
575.531	General Formula	587
575.532	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	587
575.533	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	588
575.6	Government Pension Offset	589
575.61	Purpose	589
575.62	Exceptions	589
575.63	Amount of Offset	590
580	Federal Employees Retirement System	591
581	General	591
581.1	Scope	591
581.2	Administration	591
581.3	Employees Covered	591
581.4	Exclusions	591
582	Creditable Service	592
582.1	General	592
582.11	Types of Service	592
582.12	Specific Creditable Civilian Service	592
582.13	Time Credit	592
582.14	Breaks in Service	592
582.2	Deductions Refunded	593
582.3	Part-Time Service	593

Contents

582.4	Employee Receiving OWCP Benefits	593
582.41	Employee on Leave Without Pay (LWOP)	593
582.42	Employee Separated	593
582.5	Employee Restored After Erroneous Removal or Suspension	594
582.51	Policy	594
582.52	Determining Retirement Credit	594
582.6	Employee Granted LWOP to Serve Full Time in Employee Organizations	594
582.7	Military Service	595
582.71	Types of Service	595
582.72	Military Service Prior to January 1, 1957	595
582.73	Military Service After December 31, 1956	595
582.74	Required Conditions	595
582.75	Double Credit Not Permitted	595
582.76	Service Credit Deposit Required	596
582.761	Amount of Deposit	596
582.762	Charging Interest	596
582.77	Military Retired Pay	596
582.78	Waiver of Military Retired Pay	596
582.781	General	596
582.782	Procedures	596
582.8	Transfers to FERS	597
583	Annuities	597
583.1	General Requirements	597
583.11	Conduct	597
583.12	Time	597
583.13	Age and Service	598
583.14	Minimum Retirement Age	598
583.15	Immediate Reduced Annuity	598
583.2	Requirements and Procedures by Types of Separations	599
583.21	Involuntary Separation	599
583.22	Mandatory Retirement	599
583.23	Disability Retirement Requirements	599
583.231	Service	599
583.232	Disability	599
583.233	Duration	599
583.3	Deferred Annuity	600
584	Types of Annuities	600
584.1	Annuity Without Survivor Benefits	600
584.2	Annuity With Survivor Benefits	600
584.21	General	600
584.22	Spouse Eligibility	601

Contents

584.221	Current Spouse Eligibility	601
584.222	Election of Annuity for Former Spouses(s)	601
584.23	Maximum Survivor Annuity	601
584.24	Reduction in Annuity	601
584.25	Effective Date	601
584.26	Annuity to Former Spouse(s) Based on a Court Order	601
584.261	General	601
584.262	Current Spouse Election	602
584.263	Protection of Current Spouse's Entitlement	602
584.27	Annuity to Person With Insurable Interest	602
584.271	General	602
584.272	Eligibility	602
584.273	Insurable Interest — Presumed	602
584.274	Insurable Interest — Other	603
584.275	Reduced Rate	603
584.276	Amount	603
584.28	Current Spouse's Consent	603
584.29	Surviving Child	603
584.3	Election of Annuity	603
584.31	Application	603
584.32	Election Coverage After Retirement	604
584.321	Eighteen-Month Reelection Period	604
584.322	Marriage Terminated	604
584.323	Marriage Terminated and Remarriage	604
584.324	Marriage After Retirement	604
585	Employee's Retirement Account	605
585.1	Deduction From Current Earnings	605
585.2	Percentages Withheld	605
585.3	Service Credit Deposit	605
585.31	General	605
585.32	Amount of Deposit	605
585.33	Reductions for Periods of No Deposit	605
585.34	Survivor Deposits	606
585.35	Deposit Applications	606
585.4	Redeposits	606
585.5	Refund of Deductions	606
585.51	Eligibility	606
585.52	Interest	606
585.53	Repayment	607
586	Annuity Computation	607
586.1	Effective Date	607

Contents

586.11	Commencement	607
586.12	Ending	607
586.13	Employee's Work and Leave Status	607
586.131	Use of Annual Leave Balance	607
586.132	Continuing Leave Status	607
586.2	Factors Affecting Annuity Computations	607
586.21	Primary Factors	607
586.22	Other Factors	608
586.23	Determining Length of Service	608
586.24	Determining High-Three-Year Period	608
586.241	Dates Included	608
586.242	Consecutive	608
586.25	Determining High-Three Average Pay Computation	608
586.251	Computation	608
586.252	Basic Pay	608
586.3	Formula	608
586.31	Basic	608
586.32	At Age Sixty-Two	609
586.33	Annuity Supplement	609
586.331	Eligibility	609
586.332	Amount	609
586.333	Reduction Based on Excess Earnings	609
586.4	Transferees to FERS	609
586.5	Disability Retirement	610
586.51	Initial Computation — Under Age Sixty-Two	610
586.511	First Year of Disability	610
586.512	Second and Succeeding Years	610
586.513	Exceptions	610
586.52	Computation — Age Sixty-Two and Over	610
586.53	Recomputation — Age Sixty-Two	610
586.6	Reemployed Annuitants — Additional Annuity	611
586.61	Salary Payable	611
586.62	Eligibility	611
586.63	Reemployed Less Than One Year	611
586.64	Reemployed One Year or More	611
586.65	Reemployed Five Years or More	611
586.7	Alternative Form of Annuity	612
586.71	Eligibility	612
586.72	Computation	612
586.73	Survivor Annuity	612
586.8	Cost-of-Living Adjustments (COLA)	613

Contents

586.81	Amount	613
586.82	Eligibility	613
586.821	Optional Retirement	613
586.822	Involuntary Separation	613
586.823	Disability	613
586.824	Law Enforcement	613
586.825	Transfers to FERS	613
587	Death Benefits — Death in Service	614
587.1	Basic Employee Death Benefit	614
587.11	General	614
587.12	Amount	614
587.13	Payment	614
587.2	Survivor Benefit — Spousal	614
587.21	General	614
587.22	Beginning and Ending Date	614
587.221	Beginning	614
587.222	Ending	615
587.223	Reinstatement	615
587.3	Refund of Contributions	615
587.31	Eligibility	615
587.32	Normal Order of Precedence	615
587.4	Former Spouse(s)	615
587.5	Child Annuities	615
587.51	Eligibility	615
587.52	Rates of Annuities	615
587.53	Beginning and Ending Dates	616
587.531	Beginning Date	616
587.532	Ending Date	616
587.54	Disabilities	616
587.6	Procedures Upon Death of an Employee	616
587.61	Contacting Next of Kin	616
587.62	Filing Death Claim Applications	616
588	Management Initiated Disability Retirement Procedures	617
588.1	General	617
588.2	Procedures	617
588.21	Basis for Filing	617
588.22	Notice to Employee	617
588.23	Notice to OPM	617
588.3	Processing by OPM	618
588.31	Required Documentation	618
588.32	Decision	618

Contents

588.4	Cancellation of Retirement	618
588.5	Employee's Status Pending OPM's Decision	618
589	General Retirement Information	618
589.1	Retirement Counseling	618
589.11	Responsibility	618
589.12	National Retirement Counseling System (NARECS)	619
589.121	Purpose	619
589.122	Contents	619
589.123	Individual Counseling	619
589.124	Advice to Employee	619
589.13	Group Counseling and Assistance	619
589.131	Objectives and Responsibility	619
589.132	Frequency	619
589.133	Location and Participation	620
589.134	Suggestions for Program Content	620
589.2	Retirement Forms	620
589.21	Processing	620
589.22	Requisitioning Forms	621
589.3	Information Source for Separated or Retired Employees	621
589.4	Information Source for Employees	621
589.5	Federal Income Tax	621
589.51	Taxable Annuities	621
589.52	Federal Income Tax Withholding	621
589.53	Federal Income Tax Questions	621
589.6	Privacy Act Considerations	622
589.61	General	622
589.62	OPM Records	622
589.63	USPS Records	622
590	Thrift Savings Plan	623
591	Overview	623
591.1	Description	623
591.11	Administration	623
591.12	Further Information	623
591.2	Open Season	623
591.3	Eligibility to Contribute	623
591.31	General	623
591.32	New Career Employees	623
591.33	Rehired Employees	624
591.34	Reemployed Annuitants	624
591.341	Eligibility	624
591.342	Contributions	625

Contents

591.35	Transfers From Another Agency	625
591.36	Dual Appointments	625
591.4	Permitted Actions	625
591.41	Open Season	625
591.42	Interfund Transfers	626
591.5	Elections	626
591.51	Form Required	626
591.52	Number Permitted	626
591.53	Effective Dates	626
591.54	Election Period	626
591.55	Belated Elections	626
591.6	CSRS Transfers to FERS	627
591.7	Booklets	627
592	Contributions	627
592.1	Basic Pay	627
592.2	Contribution Rates	627
592.3	Maximum Contribution Rates	627
592.31	FERS Employees	627
592.32	CSRS Employees	627
592.4	Automatic Contributions	627
592.41	FERS Employees	627
592.42	CSRS Employees	627
592.5	Matching Contributions	628
592.51	FERS Employees	628
592.52	CSRS Employees	628
592.6	Vesting of Contributions	628
592.61	CSRS Employees	628
592.62	FERS Employees	628
592.7	Maximum Contribution Amount	628
592.8	Taxes	629
592.81	Federal Income Taxes	629
592.82	State Income Taxes	629
592.9	Insufficient Earnings	629
592.91	Employees on LWOP	629
592.92	Reduced Earnings	629
593	Investments	629
593.1	Funds Available	629
593.2	Investment Options	630
593.21	Fund Allocation	630
593.22	Changing Investments	630
593.3	Participant Statements	630

Contents

593.31	Frequency	630
593.32	Contents	630
593.33	Distribution	631
593.34	Transactions	631
593.341	Types of Transactions	631
593.342	Information Concerning Transactions	631
594	Adjustments	631
594.1	Responsibility	631
594.2	Elections Not Processed	631
594.21	Reason Beyond Employee Control	631
594.22	Administrative Error	632
594.3	Overdeductions	632
594.31	Correction	632
594.32	Excess Contributions	632
594.33	Amount of Adjustment	632
594.34	Earnings	632
594.4	Underdeductions	632
594.41	Correction	632
594.42	Form 6886, Thrift Savings Plan Request for Retroactive Contributions	632
594.43	Preparation	633
594.44	Decision	633
594.45	Disposition	633
594.451	No Return of Form 6886	633
594.452	No Make-Up Contributions	633
594.453	Make-Up Contributions	633
594.46	Processing	633
594.5	Erroneous Retirement System	634
594.6	Back Pay Awards	635
594.61	General Rule	635
594.62	Erroneous Separation	635
594.63	Continuous Service	635
594.7	Claim Procedure	635
594.71	General Rule	635
594.72	Review of Claim	635
594.73	Postal Service Decision	635
594.74	Employee Appeal Rights	636
594.75	Final Decision	636
594.76	Time Limitation	636
595	Termination of Contributions	636
595.1	Definition	636
595.2	Submissions	636

Contents

595.3	Effective Date	636
595.4	Subsequent Elections	636
595.41	Submitted During Open Season	636
595.42	Submitted Other Than Open Season	637
595.43	Effective Date for Subsequent Elections	637
596	Loans	637
596.1	Eligibility	637
596.2	Types of Loans	637
596.21	Residential Loans	637
596.22	General Purpose Loans	637
596.3	Applications	637
596.31	TSP-20, Thrift Savings Plan Loan Application	637
596.32	Documentation	637
596.4	Interest	638
596.41	Rate	638
596.42	Guarantee	638
596.43	Duration	638
596.44	Payment	638
596.45	Taxes	638
596.5	Restrictions	638
596.51	Amounts	638
596.511	Minimum Amount	638
596.512	Maximum Amount	638
596.52	Duration	638
596.521	Minimum Duration	638
596.522	Maximum Duration	639
596.53	Collateral	639
596.54	Basic Pay Test	639
596.55	Number of Loans	639
596.56	Spousal Rights	639
596.57	Court Orders	639
596.6	Loan Repayment	639
596.7	Additional Information	639
596.8	Verification of Participant's Account	640
597	Withdrawal of Funds	640
597.1	Eligibility	640
597.2	Withdrawals Upon Separation	640
597.21	Withdrawal Options	640
597.22	Mandatory Automatic Cashout	640
597.23	Required Minimum Distribution	641
597.24	Spousal Rights	641

Contents

597.241	Vested Account Balances of More Than \$3,500	641
597.242	Vested Account Balances of \$3,500 or Less	641
597.3	In-Service Withdrawals	641
597.31	Type of Withdrawal	641
597.32	Application	641
597.33	Restrictions	642
597.331	Pay Period Contributions	642
597.332	Spousal Rights	642
597.333	Court Orders	642
597.4	Death	642
597.41	Prior to Separating	642
597.42	After Separation	642
597.5	Spousal Rights	642
597.6	Withdrawal Packages	643
597.61	Personnel Services Office Responsibilities	643
597.611	Separations and Retirements	643
597.612	Deaths	643
597.62	Contents	643
597.7	Additional Information	643
597.8	Return to Federal Service	643
598	Court Orders	644
598.1	Types	644
598.2	Requirements	644
598.3	Notification	644
598.4	Effect on Withdrawal Options	644
598.5	Effect on Loans	645
598.6	Address	645
598.7	Additional Information	645
6	Employee Relations	647
610	Employee Services	647
611	Scope	647
612	Information Media	647
612.1	Responsibility	647
612.2	Methods	647
612.21	Official Directives	647
612.22	Unofficial Communications	647
612.23	Bulletin Boards	647
612.231	Utility and Convenience	647
612.232	Suitability	648

Contents

612.24	Employee Lockers	648
612.241	Issuance	648
612.242	Maintenance and Inspection	648
613	Credit Unions	649
613.1	Authority	649
613.2	Space Allowance	649
613.3	Employees with Credit Union Duties	649
614	Food Services	649
614.1	Policy	649
614.2	Operation	650
614.21	Responsibility	650
614.22	Management	650
614.3	Types	650
614.4	Funds	650
615	Social Recreational Program	651
615.1	Policy	651
615.2	Discrimination	651
615.3	Committees	651
615.31	Membership	651
615.32	Requirements	651
615.321	Income from Vending Operations	651
615.322	Meetings and Duties	651
615.33	Responsibilities	651
615.34	Constitution	652
615.35	Bylaws	652
615.4	Employee Social and Recreational Fund	655
615.41	Purpose	655
615.42	Source of Funds	655
615.43	Funds Excluded	655
615.44	Prohibited Activities	655
615.45	Safekeeping of Funds	656
615.451	Records	656
615.452	Single Fund	656
615.453	Balance Under \$100	656
615.454	Balance Over \$100	656
615.46	Requirements for Banking and Investment of Funds	656
615.461	One Checking Account	656
615.462	Reserve Funds	656
615.463	No Long-Term Accumulation	657
615.47	Expenditures of Funds	657
615.471	General Benefit	657

Contents

615.472	Appropriate Expenditures	657
615.473	Inappropriate Expenditures	657
615.5	Records and Files	658
615.51	Ledger	658
615.52	Checkbook	658
615.53	Record of Assets	658
615.54	Supplies Inventory	658
615.55	Unpaid Obligations	658
615.56	Files	658
615.6	Reports	661
615.61	Frequency	661
615.62	Report Format	661
615.7	Audits	664
615.71	Frequency	664
615.72	Recommendation for Audit	664
615.721	Installation Head	664
615.722	District Finance Manager	664
615.73	Internal Audit	664
615.74	Independent Audit	664
615.75	Audit Requirements	664
615.76	Audit Report	665
615.761	Content	665
615.762	Distribution	665
615.77	Follow-Up Action	665
615.78	Review and Comments by District Finance Manager	665
615.79	Inspection Service Audit	666
615.8	Tax Status of Social and Recreational Funds	666
615.81	Exemption	666
615.82	Liability	666
616	Savings Bonds Program	666
616.1	Payroll Savings Plan	666
616.2	Notification	666
616.21	Annual Savings Bonds Drive	666
616.211	Organization	666
616.212	Participation	666
616.213	Supplies	666
616.22	Sustaining Program	667
616.3	Enrollment	667
616.31	Authorization for Payroll Allotment	667
616.32	Cancellation of Allotment	667
616.33	Issuance and Refunds	667

Contents

616.34	Privacy of Records	667
616.4	Reports	667
617	Combined Federal Campaign Program	668
617.1	Annual Campaign	668
617.11	Purpose	668
617.12	Authorization	668
617.2	Organization	668
617.21	Local Federal Coordinating Committee	668
617.22	Postal Service Organization	668
617.23	Loaned Executive Program	668
617.3	Solicitation	668
617.31	Participation	668
617.32	Time Frame	669
617.33	Supplies	669
617.4	Contributions	669
617.41	General	669
617.42	Authorization for Payroll Allotment	669
617.43	Cancellation of Allotment	669
617.44	Cash Payments	669
617.45	Privacy of Records	669
617.5	Reports	670
617.6	Awards	670
617.61	Plaques	670
617.62	Certificates	670
617.7	Further Information	670
620	Contests	671
621	Scope	671
622	Objective	671
623	Responsibilities	671
623.1	Approval Authorities	671
623.2	Districts and Plants	671
623.3	Areas	671
623.31	Area Vice President	671
623.32	Other Personnel	671
623.4	Senior Management Committee	672
624	Establishment	672
624.1	Criteria	672
624.2	Structure	672
624.3	Contest Rules	672
625	Implementation	673
625.1	Eligibility	673

Contents

625.2	Evaluation	673
625.21	Winners	673
625.22	Ties	673
626	Types of Awards	673
626.1	Acceptable	673
626.2	Unacceptable	673
627	Limitations	673
627.1	Numbers and Types of Contests	673
627.2	Expenditures	674
627.21	District and Plant Contests	674
627.22	Area Contests	674
627.23	National Contests	674
630	Ideas Program	675
631	Policy	675
632	Eligibility	675
633	Criteria	675
633.1	General Criteria	675
633.2	Engineering Criteria	675
634	Awards	676
634.1	General	676
634.2	Nonmonetary Awards	676
634.3	Cash Awards	676
634.31	Amounts	676
634.32	Multiple-Level Awards	676
634.33	Deductions	676
634.34	Acceptance	677
635	Records	677
636	Processing	677
636.1	Summary of Steps	677
636.2	Payment	677
636.3	Presentation Ceremonies	677
640	Employee Claims	681
641	Policy	681
642	Requirements	681
643	Claimants	681
643.1	Valid	681
643.2	Fraudulent	681
644	Compensation	682
644.1	Lost or Destroyed Property	682
644.2	Damaged Property	682
644.3	Third Party Recoveries	682

Contents

644.31	Insurance	682
644.32	Supplement	682
644.33	Refunds	682
645	Procedures	682
645.1	Time	682
645.2	Documentation	682
645.3	Submission and Initial Decisions	683
645.4	Disposition	683
645.5	Appeal	683
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	685
651	Disciplinary and Emergency Procedures	685
651.1	Scope	685
651.2	Representation	685
651.3	Emergency Placement in Off-Duty Status	685
651.4	Letters of Warning	685
651.5	Letters of Warning in Lieu of Time-Off Suspensions	685
651.6	Adverse Actions	686
651.61	Definition	686
651.62	Policy	686
651.63	Notice	686
651.64	Response	686
651.65	Decision	686
651.66	Duty Status	686
651.67	Exceptions to Thirty-Day Notice	687
652	Grievance and Appeal Procedures	687
652.1	Scope	687
652.2	Appeal of Adverse Actions and Suspensions of Fourteen Days or Less	687
652.21	Coverage	687
652.211	Category of Employee	687
652.212	Exclusion	687
652.22	Appeal to Step I	688
652.221	Field Employees	688
652.222	Headquarters, Headquarters Field Units, and Inspection Service Employees	688
652.223	Exceptions	688
652.23	Hearings	688
652.231	Action If No Hearing Requested	688
652.232	Action When Hearing Requested	688
652.233	Management Obligation for Witnesses	688
652.234	Workhours Compensation	689
652.235	Noninterference Rule	689

Contents

652.236	Transcript	689
652.24	Step I Decision	689
652.25	Step II Appeal and Decision	689
652.3	Other Grievances	689
652.31	Coverage	689
652.32	Step A	690
652.33	Step B	690
652.34	Review	690
660	Conduct	691
661	Code of Ethical Conduct	691
661.1	Purpose and Applicability	691
661.2	Congressional Code of Ethics for Government Service	691
661.3	Standards of Conduct	692
661.4	Conflicts of Interest	693
661.41	Conflicts of Interest — Financial	693
661.42	Conflicts of Interest — Employment	694
661.43	Conflicts of Interest — Gifts, Entertainment, and Favors	696
661.5	Other Prohibited Conduct	699
661.51	Discrimination	699
661.52	Unofficial Use of Government Property or Services	699
661.53	Unacceptable Conduct	699
661.54	Use of Intoxicating Beverages	699
661.55	Illegal Drug Use	700
661.56	Gambling	700
661.6	Indebtedness	700
661.61	Financial Obligations	700
661.62	Disputes With Creditors	700
661.7	Provisions Concerning Special Postal Service Employees	700
661.71	Private Gain	700
661.72	Financial Benefit	700
661.73	Use of Information	700
661.74	Teaching, Lecturing, Writing Activities	701
661.75	Acceptance of Gifts	701
661.8	Ethical Conduct Advisory Service and Remedial Action	701
661.81	Advisory Service	701
661.811	Ethical Conduct Officer	701
661.812	Associate Ethical Conduct Officers	701
661.813	Advice and Guidance	702
661.814	Appeals	702
661.815	Employee Notification	702
661.82	Remedial Action	702

Contents

661.821	Procedures	702
661.822	Types of Remedial Actions	703
661.823	Compliance	703
661.824	Postemployment Activities	703
662	Statements of Employment and Financial Interests	707
662.1	Employees Required to File Statements	707
662.11	Categories of Employees	707
662.12	Employee in Position Temporarily	707
662.13	Determination of Categories	707
662.14	Special Employee	707
662.15	Waivers	708
662.16	Employees Below EAS-24 Who Must File	708
662.17	Employees Improperly Included	708
662.2	Persons to Whom Statements Will Be Submitted	708
662.21	To the Ethical Conduct Officer	708
662.22	To the Division General Manager	708
662.23	To Associate Ethical Conduct Officer	708
662.3	Submission of Statements	708
662.31	Time for Submission	708
662.32	Changes	709
662.33	Disclosure of Amounts	709
662.34	Avoidance of Conflicts of Interest	709
662.4	Confidentiality and Retention of Statements	709
662.41	Restrictions Regarding Disclosure of Statements	709
662.42	Procedures for Transmittal Statements	709
662.43	Time of Retention	709
662.5	Information Not Known by Employees	710
662.51	Requests for Information From Others	710
662.52	Failure to Obtain Information	710
662.6	Information Not Required	710
662.61	Organizations Excluded From Information Requirements	710
662.62	Organizations Included in Information Requirements	710
662.63	Employees Excluded	710
662.7	Reviewing Statements and Remedial Action	710
662.8	Public Financial Disclosure Reports	711
663	Participation in Political and Community Activities	715
663.1	Political Activities	715
663.11	General	715
663.111	Employees Included	715
663.112	Employees Excluded	715
663.12	Additional Prohibited Political Activities	715

Contents

663.13	Investigation and Enforcement	715
663.2	Community Affairs	715
663.21	General	715
663.22	Holding of State or Local Office by Postal Service Employees	716
663.3	Nonparticipation in Segregated Meetings	717
664	Bribery, Undue Influence, or Coercion	717
665	Statutory Provisions	718
665.1	Laws Referenced in This Code	718
665.2	Application to Postal Employees	718
666	USPS Standards of Conduct	720
666.1	Discharge of Duties	720
666.2	Behavior and Personal Habits	720
666.3	Loyalty	720
666.4	Performance of Public Duties	720
666.5	Obedience to Orders	720
666.51	Protests	720
666.52	Reporting of Violations	720
666.6	Cooperation in Investigations	720
666.7	Furnishing Address	720
666.8	Attendance	721
666.81	Requirement for Attendance	721
666.82	Absence Without Permission	721
666.83	Tardiness	721
666.84	Falsification in Recording Time	721
666.85	Incomplete Mail Disposition	721
666.86	Disciplinary Action	721
667	Legal Assistance Provided by the Postal Service	721
667.1	Defense of Civil Suits Against Postal Service Employees Arising Out of Their Operation of Motor Vehicles	721
667.11	Coverage	721
667.12	Employee Responsibilities	722
667.13	Installation Head Responsibilities	722
667.2	Representation of USPS Employees by the Department of Justice In Non-Motor Vehicle Cases	722
667.21	General	722
667.22	Procedure for Requesting Legal Representation by the Department of Justice	722
667.221	Employee Responsibilities	722
667.222	Installation Head or Higher Level Official Responsibilities	723
667.223	Postal Inspection Service	723
667.23	Criteria for Granting Representation	723

Contents

667.3	Department of Justice Representation	723
667.4	Reimbursement of Employees for Legal Fees, Judgments, and Settlements	723
667.41	Legal Fees	723
667.42	Judgment	724
667.43	Criteria for Reimbursement	724
667.5	USPS Governors, Officers, PCES Employees, and Headquarters Employees	724
667.51	Request for Legal Representation	724
667.52	Legal Fees	724
667.53	Judgments	724
668	Restrictions	724
668.1	Prohibited Personnel Practices	724
668.11	Restrictions	724
668.111	General	724
668.112	Prohibited Discrimination	725
668.113	Nepotism	725
668.114	Improper Employment and Placement Practices	725
668.115	Improper Recommendations	725
668.116	Coercion of Political Activity	725
668.117	Reprisal for Exercising Appeal Rights	725
668.118	Reprisal for Release of Information	726
668.12	Remedies	726
668.121	General	726
668.122	Equal Employment Opportunity Complaint Procedures	726
668.123	Grievance Procedure	726
668.124	Adverse Action Appeals to Merit Systems Protection Board	726
668.125	Nonbargaining Unit Appeals Procedure	726
668.126	Prohibited Personnel Practices	727
668.2	Service Matters	727
668.21	Compiling Directories	727
668.22	Engaging in Campaigns for Changes in Mail Service	727
668.23	Paying for Exchange of Positions	727
668.24	Manufacture of Rural Mailboxes	727
668.25	Loitering	727
668.26	Controversies With Public	727
668.27	Obstructing the Mail	728
668.28	Giving Testimony or Campaigning for Additional Transportation Services	728
668.29	Interception of Oral or Wire Communications by Postal Employees	728
668.3	Records, Information, and Associated Processing Systems and Equipment	728
668.31	Purpose	728
668.32	Prohibited Disclosures	729
668.33	Prohibited Uses	729

Contents

668.34	Protection Responsibilities	729
668.35	Reporting Violations	729
669	Definitions	730
670	Affirmative Action and Equal Employment Opportunity	731
671	Overview of AA and EEO	731
671.1	Policy	731
671.11	EEO	731
671.12	Affirmative Action	732
671.13	Sexual Harassment	732
671.2	Goals and Objectives	732
672	Delegation of Authority	733
672.1	Key Personnel	733
672.2	Responsibilities	733
672.21	National	733
672.22	Headquarters	734
672.23	Field Divisions	734
672.3	The AA and EEO Advisory Committee	736
672.31	Purpose	736
672.32	Objectives	736
672.33	Locations	736
672.34	Composition	736
672.35	Activities	737
672.36	Functions	737
672.4	The Executive Management AA and EEO Committees	737
672.41	Purpose	737
672.42	Activities of National Committee	737
672.43	Activities of Regional Committees	737
672.44	Activities of Division Committees	738
672.45	Activities of MSC and BMC Committees	738
672.46	Line and Staff-Level Management AA and EEO Committees	738
673	Special Emphasis Programs	739
673.1	Definitions	739
673.11	Special Emphasis	739
673.12	Protected Groups	739
673.2	Special Considerations	739
673.3	The Handicapped Program	740
673.31	Objective	740
673.32	Handicap Definitions	740
673.4	The Hispanic Program	741
673.41	Objective	741
673.42	Definition of Hispanic	741

Contents

673.43	Program Implementation	741
673.44	Program Personnel Responsibilities	742
673.45	Supervisory Commitment	742
673.5	The Women's Program	743
673.51	Objective	743
673.52	Goals	743
673.53	Program Personnel Responsibilities	743
673.54	Other Program Participation	744
673.55	Supervisory Commitment	744
674	On-Site EEO Evaluations	744
674.1	Purpose	744
674.2	General Concerns	744
674.3	Results	745
675	Complaint Processing and Appeals	745
680	Participation in Supervisory and Managerial Organizations	747
681	Participation Rights	747
682	Postal Service Representation at Organization Gatherings	747
682.1	Explanation	747
682.2	National Conventions	747
682.3	State Conventions and Other Management Association Conferences	748
682.31	General Policies	748
682.32	Request Channels	748
683	District Meetings for Postmasters	748
690	Inventions and Patents	749
691	Policy	749
692	Authority	749
693	Definitions	749
694	Reporting Inventions	750
694.1	Reports	750
694.11	What to Report	750
694.12	When to Send	750
694.13	Where to Send	750
694.14	What to Send	750
694.2	Review by Supervisor	751
695	Determination of Rights in and to an Invention	751
695.1	Responsibility	751
695.2	Instruments	752
696	Appeals and Petitions	752
697	Timeliness	752
698	Correspondence	753

7 Training and Development	755
710 Overview	755
711 Policy, Goals, Objectives, and Categories	755
711.1 General Policy	755
711.11 Strategy	755
711.12 Methods	755
711.13 Responsibility	755
711.2 Purpose and Goals	755
711.3 Objectives	756
711.4 Categories of Training and Development	756
711.41 Job Training	756
711.411 Description	756
711.412 Conditions	757
711.413 Examples	757
711.42 Self-Development Training	757
711.421 Description	757
711.422 Conditions	757
711.423 Job Related	758
711.424 Examples	758
711.43 Job Experiences	758
711.431 General	758
711.432 Within Current Job Assignment	758
711.433 Outside Current Job Assignment	758
712 Training Compensation Guidelines	759
712.1 General	759
712.2 FLSA Considerations	759
712.21 Coverage	759
712.22 Scheduling	759
712.23 Disclaimer	759
712.24 Management Responsibilities	759
712.25 Employee Responsibilities	759
713 Selection	760
713.1 Equal Opportunity Policies	760
713.2 Selection Considerations	760
713.3 Assignment After Training	760
714 Training Delivery	761
714.1 General	761
714.11 Types of Training Delivery	761
714.12 Choices of Training Source	761
714.121 Considerations	761

Contents

714.122	Justification	761
714.2	Postal Training Delivery	761
714.21	Delivery Modes	761
714.22	Delivery Sources	761
714.221	Headquarters	761
714.222	Areas, Districts, and Plants	762
714.223	National Center for Employee Development	762
714.224	William F. Bolger Center for Leadership Development	762
714.225	Inspection Service Career Development Branch	762
714.226	Postal Satellite Training Network	762
714.3	Nonpostal Training Delivery	762
715	Postal Training Systems	762
715.1	Explanation	762
715.2	Postal Orientation	762
715.3	Craft Skills Training	762
715.4	Technical Maintenance Training	763
715.41	General	763
715.42	Subjects	763
715.43	Delivery	763
715.5	Management and Professional Training	763
715.51	General	763
715.52	Curriculum Guides and Enrollment	763
715.53	Executive Education	764
715.54	Other	764
715.6	Inspection Service Training	764
715.61	General	764
715.62	Inspectors	764
715.63	Postal Police Officers	764
716	Expenses	764
716.1	Travel	764
716.11	General	764
716.12	Intermediate Travel Home	765
716.121	General	765
716.122	Scheduling	765
716.123	Trip Destination	765
716.124	Spouse Traveling in Lieu of Employee	765
716.2	Facilities	765
716.3	Tuition, Fees, Books, and Supplies	765
716.4	Injury Compensation and Student Welfare	765
717	Nonpostal Personnel Participation in Postal Training	766
718	Contract and Noncareer Personnel Participation in Nonpostal Training	766

Contents

720 Training and Development Responsibilities and Functions	767
721 Organizational Responsibilities and Functions	767
721.1 Headquarters	767
721.2 Areas	767
721.3 Districts	767
721.4 Supervisors and Managers	768
721.5 Employees	768
722 Postal Employee Development Center Organization and Operations	769
722.1 Purpose	769
722.2 PEDC Network Operating Procedures	769
722.21 Geographic Area of Responsibility	769
722.22 PEDC Reporting Relationships	769
722.23 Facilities	769
722.24 Reviews	769
730 Training Procedures	770
731 Nomination and Registration	770
732 Training Records and Reports	770
732.1 Individual Training Records	770
732.11 Form 2432, Individual Training Progress Report	770
732.12 Form 2548, Individual Training Record	770
732.13 Form 1782, Training Request and Authorization	770
732.14 Form 1734, Record of Training	770
732.15 Certificates of Training	770
732.2 Training Tracking System	771
740 Nonpostal Training Policy	772
741 Background	772
741.1 Explanation	772
741.2 General Payment Policies	772
741.21 Salary Compensation and Travel Expenses	772
741.22 Other Related Expenses	772
741.23 Restrictions	772
741.231 Authorization	772
741.232 Prohibited Training Sponsors	773
742 General Procedures	773
742.1 Form 1782, Training Request and Authorization	773
742.2 Request and Approval	773
742.21 Standard Training	773
742.22 Medical Training	773
742.3 Distribution of Copies	773
742.4 Payment	774
742.41 Tuition, Fees, Books, and Supplies	774

Contents

742.411	General	774
742.412	Payment to the Training Sponsor	774
742.413	Reimbursement to Employees	774
742.414	Advance Payments	774
742.42	Travel	774
742.5	Documentation	775
743	Special Factors	775
743.1	Failure to Enroll in or Complete Approved Training	775
743.2	Double Payment	775
743.21	Policy	775
743.22	Certification	775
743.221	Conditions for Signing	775
743.222	Text	776
743.223	Procedure	776
743.3	Contribution or Award	776
743.31	Conditions for Acceptance	776
743.32	Insufficient Payment of Expenses	776
743.4	Training Beyond Four Consecutive Weeks	777
743.41	Policy	777
743.42	Agreement	777
743.421	Conditions for Signing	777
743.422	Text	777
743.423	Procedure	777
743.43	Reimbursement	777
750	Professional Associations	779
751	Definition	779
751.1	Purpose	779
751.2	Membership	779
751.3	Exclusions	779
752	Policy	779
753	Payment of Membership Dues or Fees	780
753.1	Individual Memberships	780
753.11	Voluntary	780
753.12	Required	780
753.2	Institutional Membership	780
753.3	Procurement of Memberships	780
753.4	Periodicals	781
754	Attendance at Meetings and Conferences	781
754.1	Authorization	781
754.2	Full or Partial Attendance	781
754.3	Leave for Other Employees	781

Contents

754.4	Selection for Attendance	781
754.5	Payment of Expenses	782
754.6	Approval of Registration Fees	782
755	Privileges	782
8	Safety and Health	783
810	Occupational Safety and Health	783
811	Administration	783
811.1	Authority	783
811.2	Records Retention and Disposition	783
811.3	Safety Philosophy	783
811.4	Safety Policy	784
811.5	Safety and Health Objectives	784
811.6	Private Sector Workplace	784
812	Responsibilities	784
812.1	Headquarters	784
812.2	Area Offices	785
812.3	Installation Heads	785
812.4	Middle Level Managers	785
812.5	Supervisors	785
812.6	Objectives/Action Plans	785
813	Safety and Health Staff Responsibilities	786
813.1	Headquarters	786
813.2	Area Offices	786
813.3	Performance Clusters, Districts, Processing and Distribution Centers, and Bulk Mail Centers	786
813.31	Safety Personnel	786
813.32	Collateral Duty Safety Personnel	787
814	Employee Rights and Responsibilities	787
814.1	Rights	787
814.2	Responsibilities	787
815	Executive and Management Safety and Health Committees	787
815.1	Structure and Responsibilities	787
815.11	National Executive Safety and Health Committee	787
815.12	Area Executive Safety and Health Committees	787
815.13	District Executive Safety and Health Committees	788
815.14	Plant/BMC Management Safety and Health Committees	788
815.15	Other Levels	788
815.2	Written Minutes	788
816	Joint Labor-Management Safety and Health Committees	789
817	Training and Education	789

Contents

817.1	Management	789
817.2	Safety and Health Staff	789
817.3	Joint Labor-Management Safety and Health Committee	789
817.4	Employees	790
817.5	Refresher Training	790
817.6	Special Emphasis Training	790
817.7	New or Additional Equipment/Techniques Training	791
817.8	Poster 130	791
818	Safety and Health Program Budgeting	791
819	Performance and Evaluations	791
820	Accidents, Program Evaluations, Safety Inspections	792
821	Accident Investigation, Reporting, and Analysis	792
821.1	Objectives	792
821.2	Investigation	792
821.3	Reporting	792
821.31	Form 1769, Accident Report	792
821.311	General Requirements	792
821.312	Definitions	792
821.313	Numbered 1769	793
821.314	Controverted Claims	793
821.315	Unnumbered 1769	793
821.316	Exception: Occupational Illness/Disease	794
821.317	Changes to 1769 Information	794
821.32	Form 1772, Accident Log	794
821.33	1769 Review	794
821.34	Annual Summary of Postal Injuries and Illnesses	794
821.4	Analysis	795
821.41	Purpose	795
821.42	Responsibility	795
821.43	Elements	795
821.44	Form 1764, Accident Analysis Summary	795
821.5	Privacy Act Considerations	795
822	Fatalities/Serious Accidents	795
822.1	Definitions for Reporting and Investigations	795
822.2	Preliminary Serious Accident Report	796
823	Fatality/Serious Accident Investigation Board	797
823.1	Mandatory Composition	797
823.2	Optional Composition	797
823.3	Procedures	797
823.31	The Board	797
823.32	Installation Head	797

Contents

823.33	Division	797
823.34	Headquarters	798
823.4	Board Responsibilities	798
824	Program Evaluations	799
824.1	Purpose	799
824.2	Headquarters	799
824.3	Districts	799
824.4	Processing and Distribution Centers	799
824.5	Evaluation Report	799
824.6	Annual Summary	800
825	Safety and Health Inspections	800
825.1	Purpose	800
825.2	Area Inspection	800
825.3	Offices With One Hundred Workyears or More	801
825.4	Offices With Less Than One Hundred Workyears	801
825.5	Inspection Procedures	802
825.51	Authority	802
825.52	Methods	802
825.53	Opening Conference	802
825.54	Rules	802
825.55	Closing Conference	803
825.6	Deficiencies	803
825.61	Hazard Classifications	803
825.62	Reporting	803
825.63	Abatement Committee	803
825.64	Posting	805
825.7	Form 1767, Report of Hazard, Unsafe Condition or Practice	805
825.71	Purpose	805
825.72	Availability	805
825.73	Procedures and Responsibilities	805
825.731	Employee	805
825.732	Supervisor	805
825.733	Approving Official	806
825.734	Safety Personnel	806
825.735	Maintenance	806
825.736	Installation Head	806
825.737	Tenants in Postal Service Buildings	806
826	Announced or Unannounced Inspection of Postal Facilities by OSHA Personnel	807
826.1	Purpose	807
826.2	Scope	807
826.3	Authority	807

Contents

826.4	Cooperation	807
826.5	Verification of Credentials	807
826.6	Procedures	807
826.61	Opening Conference	807
826.62	Records Review	808
826.63	Participation	808
826.631	Management Participation During Inspections	808
826.632	Employee Participation During Inspections	809
826.64	Methods	809
826.641	Walkaround Inspection	809
826.642	Health Sampling	809
826.643	Immediate Correction of Hazards	810
826.65	Closing Conference	810
826.7	Violations	810
826.71	Report of Unsafe or Unhealthful Working Conditions	810
826.72	Posting Reports of Unsafe or Unhealthful Working Conditions	810
826.73	Abatement	811
826.731	Correction of Alleged Violations	811
826.732	Extension of Abatement Date	811
826.733	Informal Conference	811
826.8	Reinspection	812
826.9	District File of OSHA Inspections	812
830	Motor Vehicle and Industrial Safety	813
831	Motor Vehicle Safety	813
831.1	Objective	813
831.2	Vehicle Maintenance	813
831.3	Driver Selection, Training, and Supervision	813
831.31	Driver Selection	813
831.32	Driver Training	813
831.33	Driver Supervision	813
831.331	Supervisory Responsibility	813
831.332	Driver Responsibility	814
831.4	Accident Analysis	814
832	Industrial Powered Equipment	814
833	Industrial Safety	814
833.1	Standards, Ergonomics, and Engineering	814
833.2	Supplemental Standards	814
833.3	Joint Operations of Federal Agencies/Private Sectors	814
840	Safety Awareness Programs	815
841	Program Promotion	815
841.1	Objectives	815

Contents

841.2	Local Needs	815
841.3	Media	815
842	National Safety Awards and Contests	815
842.1	Participation	815
842.2	Safe Driver Award Program	815
842.21	Recognition	815
842.22	Performance	815
842.23	Participation	816
842.24	Preventability	816
842.25	Safe Driver Award Committee	816
842.251	Establishment	816
842.252	Small Installations	816
842.253	Purpose	816
842.254	Duties	817
842.255	Appeals/Review	817
842.26	Privacy Act Considerations	817
843	Safety Incentive Programs	817
843.1	Concept	817
843.2	Selected Programs	817
843.3	Administration	818
843.4	Presentation Ceremonies	818
844	Seatbelt Use Incentive	818
844.1	Policy	818
844.2	Determination	818
844.3	Payment	818
850	Fire Prevention and Control	819
851	Responsibilities	819
851.1	Installation Heads	819
851.2	Managers	819
852	Procedures	819
852.1	Inspections	819
852.2	Corrective Action	819
852.3	Emergency Action Plan	820
852.4	Fire Prevention Plan	820
852.5	Employee Training	821
852.51	General	821
852.52	Emergency Action Plan and Fire Prevention Plan Training	821
853	Alarm Systems and Extinguishers	821
853.1	Alarm Systems	821
853.2	Extinguishers	822
854	Emergency Evacuation Teams and Drills	822

Contents

854.1	Emergency Evacuation Teams	822
854.11	Organization	822
854.12	Size	823
854.13	Duties of EETs	823
854.14	Membership	823
854.15	Training	824
854.16	Exposure	824
854.17	Special Hazards	824
854.18	Installations Without EETs	824
854.2	Drills	825
855	Vehicle Protection	825
856	Codes, Standards, and Ordinances	825
860	Medical Services	826
861	Scope	826
861.1	Program Overview	826
861.2	Approach	826
862	Policies and Objectives	826
862.1	Policy	826
862.2	Objective	827
862.3	Medical Facilities	827
862.31	Medical Unit	827
862.32	Health Unit	827
863	Staffing and Functional Responsibilities	827
863.1	General	827
863.2	Staffing	828
863.21	General	828
863.22	Qualifications	828
863.3	Administrative and Functional Responsibilities	828
863.31	Medical Directors	828
863.32	Medical Officers	828
863.321	Reporting Responsibility	828
863.322	Premises	828
863.323	Work Schedules	828
863.324	Duties	829
863.33	Contract Physician	829
863.34	Nurses	830
864	Physical Examinations	830
864.1	Preemployment	830
864.2	Examining Physicians	830
864.21	USPS	830
864.22	Other	830

Contents

864.23	Determination of Suitability	830
864.3	Fitness for Duty (See Handbook EL-311, 343)	831
864.4	Return to Duty After Extended Illness or Injury	831
865	Emergencies	831
865.1	Requirement	831
865.2	Treatment	831
865.3	Posting	832
866	Rehabilitation After Work-Related Injury/Illness	832
867	General Procedures	832
867.1	Agreements	832
867.11	Special	832
867.12	Medical Surveys	832
867.13	Physician Contract	833
867.131	Initiating Medical Agreements	833
867.132	Certification for Payment of Invoices	833
867.133	Payment — Statement of Account Offices	833
867.134	Payment — Non-Statement of Account Offices	834
867.14	Health Agreements	835
867.2	Malpractice	835
867.3	Preservation of Privacy	835
867.4	Medical Training (See 740)	835
867.5	Conflict of Interest	835
870	Employee Assistance Program	837
871	Introduction	837
871.1	Purpose	837
871.11	General	837
871.12	Alcohol or Drug Abuse	837
871.2	Definitions	837
871.3	Policy	838
871.31	Job Security	838
871.32	Limits to Protection	838
871.33	Confidentiality	838
871.34	Reasonable Access	838
871.35	Scheduling	838
872	Program Elements	839
872.1	Education	839
872.2	Problem Identification, Referrals, and Evaluation	839
872.21	Patterns of Behavior and Work Performance Problems	839
872.22	Referrals to EAP	839
872.221	Management Referrals	839
872.222	Referrals From Others	839

Contents

872.223	Self-Referrals	839
872.224	EAP Response	839
872.23	Problem Evaluation	840
872.3	Recovery Counseling and Resources	840
872.31	EAP Counseling Units	840
872.32	Residential and Community Resources	840
872.4	Follow-Up	840
872.41	Progress	840
872.42	Discontinuance of Participation	840
872.43	Return to Work	840
872.5	Program Evaluation	841
872.51	General	841
872.52	District Reviews	841
872.53	Subcontract Provider Reviews	841
873	Reinstatement of Recovered Employees	841
873.1	Policy	841
873.11	Consideration of Request	841
873.12	Consideration of Other Factors	841
873.2	Eligibility	842
873.21	Procedures	842
873.22	Management Responsibilities	842
873.3	Compliance With Agreements	842
874	EAP Counseling Records	842
874.1	Policy	842
874.2	Definition of Restricted Information	842
874.3	Custodians of Records	842
874.31	Postal Service Providers	842
874.32	Private Providers	842
874.4	Disclosure	843
874.41	General	843
874.411	Usual Recipients	843
874.412	Limitation of Disclosure	843
874.42	Criminal Activity	843
874.421	EAP Records	843
874.422	Limitation of Confidentiality	844
875	Employee and Workplace Intervention Analysts	844
875.1	Introduction	844
875.2	Disclosure Policy	844
875.3	Program Elements	844
875.31	Problem Identification	844
875.32	Problem Evaluation	844

880 Smoking	845
881 Definition	845
882 Policy	845
882.1 Buildings	845
882.2 Vehicles	845
9 Labor Relations	847
910 Employee Organizations	847
911 Participation and Membership in Labor Organizations	847
911.1 Right to Participation	847
911.2 Right to Membership	847
911.3 Conflict of Interests	847
911.4 USPS Recognition	847
911.5 Employee Compensation During Negotiations	848
912 Participation and Membership in Supervisory and Managerial Organizations	848
912.1 Right to Participation	848
912.2 Right to Membership	848
920 Dues Withholding for Employee Organizations	849
921 Voluntary Withholding of Dues	849
922 Dues Collection Schedule	849
923 Eligible Organizations	849
924 Authorization for Dues Withholding	850
924.1 Authorization Forms	850
924.11 Supervisory or Managerial Organizations	850
924.12 Labor Organizations	850
924.2 Employee Eligibility	850
924.21 Employment Status Requirement	850
924.211 General	850
924.212 Exception	851
924.22 Multiple Dues Withholdings	851
924.3 Distribution of Authorization Forms	851
924.31 Function of Organization Representative	851
924.32 Limit on Time and Place	851
924.4 Submission of Completed Authorization Form	851
924.41 General	851
924.42 Exceptions	851
924.421 Postmasters	851
924.422 Rural Carriers	851
924.5 Implementation of Dues Withholdings	852
924.6 Certification of Amount to be Withheld	852

Contents

924.61	Function of Organization Representative	852
924.62	Change by Organization	852
924.7	Confirmation of Correct Deduction	852
924.71	Notation or Earnings Statement	852
924.72	Procedure in Case of Error	852
925	Cancellation of Dues Withholding Authorization	853
925.1	Voluntary Cancellations	853
925.11	Form Used	853
925.12	When Employees Can Cancel	853
925.121	General	853
925.122	Special Circumstances	853
925.2	Discontinued Withholding	855
925.21	Separation	855
925.22	Organization Request	855
925.3	Cancellation Notices	855
925.4	Cancellation Procedures	855
925.5	Filing Procedures	856
925.6	Transfer or Reassignment	856
926	Coding Instructions	856
926.1	Organization Codes	856
926.2	Subdivision Codes	856
926.3	Remote or District Locals	856
926.4	Members at Large	856
930	Work Clothes and Uniforms	857
931	Uniforms	857
931.1	Entitlement and Allowances	857
931.2	Purpose and Scope	857
931.21	Uniforms	857
931.22	Work Clothes	858
931.23	Personal Appearance	858
931.24	Administration of Uniform Policy	858
931.25	Responsibility of Installation Heads	858
931.26	Responsibility of Employees	858
931.261	Appearance	858
931.262	Conforming With Regulations	858
931.263	When to Wear	859
931.264	USPS Emblem	859
931.27	Employee Acting as Agent	859
931.28	Payment for Fabric	859
932	Uniform Requirements	859
932.1	Employees Required to Wear Uniforms and Work Clothes	859

Contents

932.11	Regular Uniforms	859
932.12	Contract Uniforms	860
932.13	Work Clothes	861
932.14	Aprons	863
932.15	Alternative Protective Items	863
932.2	Uniforms Not Required	863
932.21	New, Part-Time, and Casual Employees	863
932.22	Ninety-Day Requirement Exemptions (see 932.21a)	864
932.3	Specifications and Quality Control Certification	864
932.31	Specifications	864
932.32	Quality Control Certification	864
933	Authorized Uniform Items and Combinations	865
933.1	Type 1 Uniforms	865
933.11	Type 1 Items	865
933.111	Type 1a	865
933.112	Type 1b	867
933.12	Type 1 Combinations	868
933.2	Type 2 Uniforms	871
933.21	Type 2 Items	871
933.22	Type 2 Combinations	872
933.3	Type 3 Uniform Items	873
933.4	Type 4 Uniform Items	873
933.5	Type 5 Uniform Items	875
933.51	Type 5a	875
933.52	Type 5b	876
933.6	Type 6 Uniform Items	876
933.7	Insignia	876
933.71	Stars	876
933.72	Other Insignia	876
933.8	Apparel Worn for Promotional Purposes	877
933.81	Authorized Use	877
933.811	Uniformed Employees	877
933.812	Nonuniformed Employees	877
933.813	Contract Uniform/Work Clothes Program	877
933.82	Source	877
933.83	Payment	877
933.84	Exceptions	877
934	Wearing of Uniform Items	877
934.1	Uniform Headgear	877
934.11	Optional Wear	877
934.12	Mandatory Wearing of Cap	878

Contents

934.2	Cold Weather Items	878
934.21	Face Mask	878
934.22	Neck/Chest Protector	878
934.23	Sweaters	878
934.24	Outer Garments	878
934.3	Warm Weather Items	878
934.31	Walking Shorts and Knee Length Hose	878
934.32	Summer Shirt and Tie	878
934.4	Seasonal Changes of Uniform	879
934.5	Employees in Nonuniform Categories	879
934.6	Prohibitions	879
935	Uniform and Work Clothes Allowances	879
935.1	When Allowances Take Effect	879
935.11	Anniversary Date	879
935.12	Transfers	879
935.2	Adjustment for Certain Absences During Allowance Year	880
935.21	Absences From Uniform Category of 90 Days to 1 Year	880
935.211	Policy	880
935.212	Suspension Instructions	880
935.22	Absences From Uniform Category Exceeding 1 Year	880
935.23	Absences From Duty While in Uniform Category	880
935.24	Reappointments	881
935.25	Adjustment for Employees Who Transfer Crafts	881
935.251	Change to Another Uniform Category	881
935.252	Transfer or Separation in Excess of 1 Year	881
935.26	Notification to Employee and Postal Data Center	881
935.261	Determination of Eligibility	881
935.262	Change in Eligibility	881
936	Payments	881
936.1	Limitations on Payments	881
936.11	Total Yearly Payments	881
936.12	Insufficient Funds for Claims	881
936.13	Related Expenses	882
936.14	Items Not Specified	882
936.15	Purchases Exceeding Allowances	882
936.2	Payment for Uniform Purchase After Separation of Employee	882
936.3	Approval by Installation Head	882
936.31	Inspection of Purchases	882
936.32	Purchases Not Meeting Regulations	883
936.33	Disallowing Payments	883
936.34	Employee's Responsibility for Excesses	883

Contents

936.35	Notification of Responsibility	883
936.4	Separating Employees	883
936.41	Conditions for Nonpayment	883
936.42	Addition to Form 337	883
936.43	Employee Submission of Invoices	884
936.5	Payment to Licensed Vendors	884
936.51	Direct Payment	884
936.52	Employee Reimbursement	884
936.53	Examination of Invoice	884
936.54	Evidence of Purchase	884
936.55	Submission of Invoice	884
936.56	Processing of Invoice	884
936.57	Processing of Stop Payment Notice	885
936.58	Restrictions of Payment	885
936.59	Posting Publication 136	885
936.6	Purchase Procedures for Nurses Program	886
936.61	Eligibility	886
936.62	Procedures	886
936.621	Standard	886
936.622	Optional	886
937	Uniform Vendors	886
937.1	Communication From Vendors	886
937.2	Access to Postal Premises	887
938	Supervisor Work Clothes Program	887
938.1	Purpose	887
938.2	Eligibility	887
938.21	Determined by Installation Head	887
938.3	Acquisition of Work Clothing	887
938.31	Alternative Protective Items	887
938.32	Work Clothes Allowance	887
938.321	Reimbursement Limit	887
938.322	Types of Work Clothes	888
938.323	Purchases Not Authorized	888
938.324	Replacements	888
938.4	Reimbursement Procedure	888
939	Authorized Exceptions	888
939.1	Footwear	888
939.11	Standard Specification	888
939.12	Exceptions	888
939.2	Nurses Uniforms	889

Contents

Appendix A — Records Control Schedules 891

 Introduction 891

 General Records 893

 Employee and Labor Relations Records 896

 Keyword Index for Appendix 928

Appendix B — Forms List 933

Exhibits

Exhibit 215.1	
Form 6802, Request for Job Evaluation Action	28
Exhibit 215.2	
Form 820, Ranking of Position Request	32
Exhibit 354.2	
Reduction in Force Policies and Procedures	91
Exhibit 365.23	
Interim Guidelines — Employment Restoration of Individuals Who Served in the Uniformed Services	115
Exhibit 417.235	
Higher Level Pay	151
Exhibit 418	
Promotional Increase	154
Exhibit 418.1	
Equivalent Grades	155
Exhibit 421.7	
Reference Table	166
Exhibit 422.3	
Bargaining Unit Step Increase Waiting Periods	172
Exhibit 432.62	
Guarantee Time Pay Eligibility Table	198
Exhibit 434.141a	
Postal Overtime Pay Eligibility Table	204
Exhibit 434.141b	
FLSA Overtime Pay Eligibility Table	205
Exhibit 434.141c	
Penalty Exhibit Overtime Pay Eligibility Table	206
Exhibit 434.2	
Night Differential Pay Eligibility Table	208
Exhibit 434.3	
Sunday Premium Pay Eligibility Table	210
Exhibit 434.521	
Holiday-Worked Pay Eligibility Table	213
Exhibit 434.615	
Computing Out-of-Schedule Premium Hours	215
Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table	216
Exhibit 434.8	
Pyramiding of Premiums	218
Exhibit 438.13	
Eligibility for Travel Time Compensation	229

Exhibits

Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining	249
Exhibit 452.233	
Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	253
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets	259
Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment	270
Exhibit 479.3	
Sample Commendatory Letter for Retiring Employees	296
Exhibit 512.223a	
Wars, Campaigns, and Expeditions of the Armed Forces Since 1937	304
Exhibit 512.223b	
Standard Form 180, Requests Pertaining to Military Records	306
Exhibit 512.223c (p. 1)	
Standard Form 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions	308
Exhibit 512.223c (p. 2)	
Instructions for Completing Standard Form 813	309
Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Career Employees	312
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP	332
Exhibit 521.423	
Statement of Foster Child Status	365
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act	376
Exhibit 525.132	
Form 202, Health Benefits Refund Payment Authorization	397
Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP	399
Exhibit 525.422	
Memorandum About FEHB Enrollment	408
Exhibit 531.3	
Exclusions	422
Exhibit 545.855	
Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim	482
Exhibit 545.857a	
Sample Letter A, Notice to Attorney of Government's Lien	485
Exhibit 545.857b	
Sample Letter B, Request for Status and Transmittal of Information	486
Exhibit 545.857c	
Form 2556, Third Party Statement of Recovery	487
Exhibit 545.858a	
Sample Letter C, Notice to Employee of Government's Lien	490

Exhibits

Exhibit 545.858b	
Sample Letter D, Notice to Third Party of Government's Lien	491
Exhibit 545.858c	
Form 2557, Employee's Third Party Recovery Statement	492
Exhibit 545.859a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien	495
Exhibit 545.859b	
Form 2559, Third Party Claim — Information Request	496
Exhibit 545.859c	
Form 2577, Assignment of Claim to the USPS	497
Exhibit 545.859e	
Form 2560, Referral of Third Party Material	498
Exhibit 545.859f	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement ..	499
Exhibit 545.873	
Sample Letter G	502
Exhibit 545.883	
Third Party Court Appearance Sheet	505
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity	564
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities	565
Exhibit 615.34	
Sample Constitution	653
Exhibit 615.35	
Sample Bylaws	654
Exhibit 615.5	
Instructions for Keeping Records and Files for the Employee Social and Recreational Committee	659
Exhibit 615.62	
Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds)	662
Exhibit 636.1	
Idea Proposal Processing Summary	678
Exhibit 661.21	
Congressional Code of Ethics for Government Service	692
Exhibit 661.824	
Postemployment Activities	704
Exhibit 662.8	
Public Financial Disclosure Reports	712
Exhibit 925.1	
Standard Form 1188, Cancellation of Organization Dues from Payroll Withholdings	854