

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 Areas	2
112.3 Managers	2
113 Definitions	2
113.1 Organizational Terms	2
113.2 Basic Managerial Positions	3
113.3 Organizational Entities	3
114 Documentation in Organization Charts	4
120 Structures and Staffing	4
121 Overview	4
122 Structuring Principles	5
123 Standard Structures	5
123.1 Characteristics	5
123.2 Installations	5
124 Specialized Structures	6
125 Staffing	6
125.1 Staffing Overview	6
125.2 Staffing Criteria	6
125.3 Staffing Matrices	6
130 Organizational Change Criteria	7
131 Workload Increase or Decrease	7
131.1 Increased Work	7
131.2 Decreased Work	7
132 Change in Nature of Work	7
133 Duplication of Functional Responsibility	7
134 Inappropriate Reporting Relationships	7
134.1 Hierarchy of Responsibility	7
134.2 Contingent Work Relationships	8
135 Unconnected Work	8
136 Inappropriate Span of Control	8

136.1	Factors	8
136.2	Considerations	8
137	Change in Basic Mission	8
138	Reduction of Expenses	9
139	Completion of Transition	9
140	Organizational Change Analysis	9
141	Analysis of Work Requirements	9
141.1	Nature of Functions	9
141.2	Volume of Work	9
141.3	Performance Standards	10
142	Analysis of Skill Requirements	10
142.1	Purpose	10
142.2	Method	10
143	Analysis of Functional Relationships	11
143.1	Basic Factors	11
143.2	Additional Factors	11
143.21	Administrative and Functional Reporting Relationships	11
143.22	Line and Staff Relationships	12
143.23	Responsibility and Authority	12
144	Identification of Discrepancies	13
144.1	Design of Model	13
144.2	Comparison With Existing Organization	13
150	Organizational Change Process	13
151	Performance Problems	13
152	Reasons for Making Organizational Changes	13
153	Types of Organizational Changes	14
153.1	General	14
153.2	Major Organizational Changes	14
153.21	Field Units	14
153.22	Headquarters Units	14
153.3	Minor Organizational Changes	15
153.31	Field Units	15
153.32	Headquarters Units	15
154	Submitting Requests	15
154.1	Field Units	15
154.2	Headquarters Units	15
155	Documenting Requests	15
155.1	Major Organizational Changes	15
155.2	Minor Organizational Change	16
156	Approval Authority	16
156.1	Field	16

156.2	Headquarters	16
157	Disposition of Requests	17
157.1	Customer Requirements, Employee Resource Management	17
157.11	General	17
157.12	Approval	17
157.13	Denial	17
157.2	Districts	17
157.21	General	17
157.22	Approval	17
157.23	Denial	17
157.3	Implementation Guidelines	17
160	Monitoring and Assessment	18
161	Organization Management Staffing System	18
161.1	Explanation	18
161.2	Reports Generated	18
161.21	Management Organization Report	18
161.22	Management Staffing Report	19
161.23	Management Staffing Exception Report	19
161.3	Administrative Responsibility	19
161.31	Headquarters	19
161.32	Districts	19
162	Organization, Staffing, and Position Reviews	19
162.1	Responsibility	19
162.2	Purpose	20
2	Job Evaluation	21
210	General Information	21
211	Purpose	21
212	Responsibilities	21
212.1	Senior Vice President, Human Resources	21
212.2	Customer Requirements, Employee Resource Management	21
212.3	Initiating Offices	24
212.4	District Offices	24
212.5	Reviewing Offices	24
213	Position Descriptions	24
213.1	Maintenance	24
213.11	Customer Requirements, Employee Resource Management at Headquarters	24
213.12	Field	24
213.2	Access to Job Descriptions	25
220	Nonbargaining Unit Positions	25

221	Standard Position Descriptions	25
222	Request for Job Evaluation Review	25
222.1	Background Information	25
222.11	Conditions	25
222.12	Employee-Management Differences	25
222.2	Documentation Requirements	25
222.21	Preparing a Request for Review	25
222.22	Signing Off at Management Review Levels	25
222.3	Action by Districts	26
222.4	Action by Areas	26
222.5	Action by Customer Requirements	26
230	Bargaining Unit Positions Covered by a National Agreement	27
231	Unit Position Descriptions	27
232	Use of PS Form 820	27
232.1	Background	27
232.11	Purpose	27
232.12	Conditions	28
232.2	Documentation Requirements	28
232.21	Preparing PS Form 820	28
232.22	Signing Off at Management Review Levels	30
232.3	Action by Districts	30
232.4	Action by Areas	30
232.5	Action by Customer Requirements	30
233	Evaluation of Bargaining Unit Positions	31
233.1	Purpose	31
233.2	Basis for Position Evaluation	31
233.3	Criteria for Evaluating Mixed Assignments	31
234	Appeals	32
240	Other Bargaining Unit Positions	32
250	Position Reviews	32
3	Employment and Placement	33
310	General Provisions	33
311	Functional Responsibilities	33
311.1	Basic Principles	33
311.11	Best Qualified Personnel	33
311.12	Prohibition of Discrimination	33
311.13	Prohibition of Political Recommendations	33
311.2	Administrative Responsibilities	33
311.21	Vice President of Employee Resource Management	33

311.22	Area Manager of Human Resources	34
311.23	Diversity Development	34
312	Qualification Standards	34
312.1	General	34
312.2	Sources	34
312.21	Nonbargaining Positions	34
312.22	Bargaining Positions	34
320	Recruitment	35
321	General Provisions for Recruitment	35
321.1	Anticipating Recruitment Needs	35
321.2	Obtaining Recruiting Materials and Publicizing Job Opportunities	35
321.3	Administering Entrance Examinations	35
321.4	Reopening Entrance Examination to Replenish Register	35
321.5	Review of Rating	35
321.6	Register Preference Factors	35
321.7	Register Maintenance	35
322	Special Employment Programs (Employment of Individuals With Disabilities)	36
330	Examinations and Registers	36
331	Purpose of Examinations	36
332	Conducting Examinations	36
332.1	General	36
332.2	Entrance Examinations	36
332.3	Inservice Examinations	36
332.4	Examination Locations	36
333	Veterans' Preference	37
334	Establishing Registers	37
334.1	Definition	37
334.2	Required Actions	37
334.21	Appointing Official	37
334.22	Installation	37
334.3	Maintaining Adequate Registers	37
334.31	Responsibility	37
334.32	When Register Is Inadequate	37
334.33	Publicizing Job Opportunities	38
334.4	Restricted Records	38
340	Suitability, Selection, and Appointment	38
341	Positions Restricted to Preference Eligibles	38
342	Preemployment Suitability Determinations	38
343	Applicants Separated for Cause	38
344	Hiring Worksheets	39
344.1	When to Issue Hiring Worksheets	39

344.2	Interviewing Applicants	39
344.3	Appointing Official Responsibilities	39
344.4	Rule of Three	39
344.5	Nonselection of a Veteran	39
345	Auditing Hiring Worksheets	39
346	Offer of Appointment	39
347	Former Postal or Federal Employees	40
348	Dual Employment	40
348.1	Dual Employment Within the Postal Service	40
348.11	General Explanation	40
348.12	Consideration Factors	40
348.13	Appointment Authority	41
348.14	Appointment Requirements	41
348.15	Compensation, Benefits, and Other Rights	41
348.16	Change to Full-Time Status	41
348.2	Between Postal Service and Other Federal Agencies	41
348.3	Between Postal Service and Private Industry	41
350	Assignment, Reassignment, and Promotion	42
351	Introduction	42
351.1	Purpose and Scope	42
351.11	Employee Utilization	42
351.12	Filling Postal Positions	42
351.13	Eligibility for Promotion	42
351.2	Positions Not to Be Filled on a Permanent Basis	42
351.3	Qualification and Eligibility Requirements	42
351.31	Qualification	42
351.32	Eligibility for Consideration	43
351.4	Equal Opportunity	43
351.5	General Promotion Policies	43
351.51	Merit Promotion Program	43
351.52	Merit Promotion Program Objectives	43
351.53	Policies	44
351.54	Exceptions to Competitive Promotion Procedures	44
351.55	Temporary Promotions	44
351.6	Mutual Exchanges	45
351.61	General Policy	45
351.62	Rural Letter Carrier Employees	45
352	Selection for Bargaining Positions	45
353	Selection for Nonbargaining Positions	45
353.1	Promotion	45
353.2	Reassignment	46

353.21	Management Option	46
353.22	Employee Self-Nomination	46
353.23	Unassigned Employees	46
353.3	Temporary Assignment	46
353.4	Realignment or Reevaluation	46
354	Assignment of Unassigned Employees	46
354.1	Policy	46
354.11	Bargaining Employees	46
354.12	Nonbargaining Employees	47
354.2	Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force	47
354.21	General	47
354.211	Definition of Reduction in Force	47
354.212	Legal Basis for Reduction in Force	47
354.213	Management Responsibility	47
354.214	Coverage of Reduction in Force Procedures	48
354.215	Veterans' Preference Status	48
354.216	Veterans' Preference Entitlement	50
354.217	Definitions and Explanations	50
354.22	Processing Requests for Organizational Change	53
354.221	Evaluating the Need for Change	53
354.222	Implementing the Change	54
354.23	Implementing RIF Avoidance or Minimization Strategies	54
354.24	Providing Initial Notification and Making Preliminary Placements	55
354.241	Notifying Employees of a Potential RIF	55
354.242	Establishing Employee Qualifications	55
354.243	Making Preliminary Placements	55
354.25	Implementing RIF Procedures	55
354.251	Issuing General RIF Notices	55
354.252	Issuing Specific RIF Notices	56
354.253	Placing Unplaced or Displaced Employees	56
354.254	Advising Employees of Options	57
354.255	Separating Remaining Employees	58
354.26	Making Post-RIF Employee Placements	58
354.27	Establishing a Reinstatement List	58
354.271	Providing Priority Consideration to Employees	58
354.272	Determining Employee Eligibility	58
354.273	Considering Employees on a Reinstatement List	59
354.274	Removing Employees From a Reinstatement List	59
354.3	Actions for Nonbargaining Employees in Connection With the Discontinuance and Consolidation of Post Offices	60

354.31	Background	60
354.32	Definition of Terms	60
354.33	Planning Considerations	60
354.34	Postmaster and Supervisors	60
354.341	Postmasters	60
354.342	Supervisors	63
354.343	Reassignment to Higher Grade Position	65
354.344	Salary Protection	65
354.345	Relocation Expenses	65
354.346	Discussions With Postmasters and Supervisors	65
354.347	Subsequent Personnel Actions	65
354.348	Refusal of Reassignment Offer	65
355	Light Duty Assignments	66
355.1	Voluntary Requests	66
355.11	Circumstances	66
355.12	Method	66
355.13	Response	66
355.14	No Guarantee	66
360	Other Personnel Actions	66
361	General Considerations	66
362	Change to Lower Level	67
362.1	Purpose and Authority	67
362.2	When Change to Lower Level May Be Made	67
362.21	At Request of Employee	67
362.22	Because of Performance	67
362.23	Relegation of a Post Office	67
362.24	Realignments	67
362.3	Restrictions on Change to Lower Level	67
363	Conversions	68
363.1	Definition	68
363.2	Conversion to Career Appointment	68
363.3	Restrictions on Conversion to Career Appointment	68
363.31	Vacancies	68
363.32	Positions Restricted to Veterans	68
364	Changes in Duty Status	68
365	Separation	69
365.1	Administrative Considerations	69
365.11	Definition	69
365.12	Effective Date of Separation	69
365.13	Standard Terminology	69
365.14	Notice to Federal Employee About Unemployment Insurance	69

365.2	Separations — Voluntary	69
365.21	Resignation	69
365.211	Definition of Resignation	69
365.212	To Avoid Separation for Cause	69
365.213	Because of Illness	69
365.214	Notice and Acceptance	70
365.22	Separation-Transfer	70
365.221	Definition	70
365.222	Effective Date	70
365.223	Replying to Requests for Suitability Information	71
365.23	Separation, Retirement	71
365.3	Separations — Involuntary	71
365.31	Removal	71
365.311	Definition	71
365.312	Effective Date	71
365.32	Separation-Disqualification	71
365.321	Applicability	71
365.322	Reasons for Action	71
365.323	Probationary Period	71
365.324	Who Initiates Action	71
365.325	Procedure in Separating	71
365.326	Effective Date	72
365.33	Termination or Separation of Temporary or Casual Employees	72
365.34	Separation-Disability	72
365.341	Definition	72
365.342	Applicability	72
365.343	Notice to Employee	73
365.344	Effective Date	73
365.35	Separation, Reduction in Force	73
365.36	Death	73
365.361	Proof of Death	73
365.362	Effective Date	74
365.363	Expression of Condolence	74
370	Performance Evaluation	74
371	Introduction	74
372	Sound Supervision	74
373	Performance Evaluation Systems	74
373.1	Formal Evaluation	74
373.2	Informal Evaluation	74
374	Discussing Performance With Employees	74
375	Outstanding and Unsatisfactory Performance	75

375.1	Outstanding Performance	75
375.2	Unsatisfactory Performance	75
376	Performance Evaluation During Probation	75
380	Postal Career Executive Service	75
381	Purpose	75
382	Equal Opportunity	75
383	Positions in the PCES	76
383.1	Officer Positions	76
383.2	Other Executive Positions	76
384	Filling PCES Vacancies	76
384.1	PCES II Vacancies	76
384.2	PCES I Vacancies	76
4	Pay Administration	77
410	Pay Administration Policy for Nonbargaining Unit Employees	77
411	General	77
411.1	Scope	77
411.2	Objectives	77
411.3	Responsibility	78
411.31	Assignment of Positions	78
411.32	Policy and Procedural Changes	78
411.33	Determination of Salaries	78
411.331	Responsibility of Appointing Officer	78
411.332	Approval Required	78
411.333	EAS A–E Postmaster Rates	78
411.4	Payment Procedures for Post Office Space	78
411.41	Lease Agreement	78
411.411	Basis for Payment	78
411.412	Newly Appointed Postmaster	78
411.413	Conversion to Rental Allowance	79
411.42	Rental Allowance	79
411.421	Allowance Amounts	79
411.422	Change in Allowance	79
411.423	Manner of Payment	79
411.424	Absent Postmaster	79
411.425	Vacant Postmaster Position	79
411.426	Conversion to Lease Agreement	80
412	New Appointment	80
412.1	Career Appointment	80
412.2	Noncareer Appointment	81

413	Promotion to Nonbargaining Unit Positions	81
413.1	Definition	81
413.2	Promotion Increase	81
413.21	EAS Employees	81
413.22	Bargaining Unit Employees	82
413.3	Position Upgrade	82
413.4	EAS A–E Postmasters	82
414	Reassignment to Nonbargaining Unit Positions	82
414.1	Definition	82
414.2	Rate Adjustment	82
414.21	Nonbargaining Unit Employees	82
414.22	Bargaining Unit Employees	83
414.3	EAS A–E Postmasters	83
415	Rate Retention and Change to Lower EAS Grade	83
415.1	Rate Retention Types	83
415.11	Saved Grade	83
415.12	Veterans' Preference Saved Grade Under RIF	84
415.13	Saved Salary	84
415.14	Veterans' Preference Retained Salary Under RIF	84
415.15	Protected Salary	84
415.2	Changes to Lower Grade Using RIF Avoidance Procedures	84
415.3	Changes to Lower Grade Using RIF Procedures	85
415.31	Non-Veterans' Preference Eligibles	85
415.32	Veterans' Preference Eligibles	85
415.4	Post-RIF Placement to Lower Grade	85
415.5	Non-RIF-Related Changes to Lower Grade	85
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	85
415.52	Position Reclassified to a Lower Grade	85
415.53	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position	86
415.6	Rate Retention Effect on Promotion	86
415.7	Termination of Salary Retention	86
415.71	Reason for Terminating	86
415.72	Salary Adjustment	87
415.73	Same Relative Percentile Point	87
416	Merit Pay Program	87
416.1	Policy	87
416.2	Eligibility Requirements	87
416.21	General	87

416.22	Association Officials	87
416.23	Leave Without Pay	88
416.3	Simultaneous Personnel Actions	88
417	Temporary Assignment to Nonbargaining Unit Positions (Career Employees)	88
417.1	Definitions	88
417.11	Temporary Assignment	88
417.12	Pay Schedule and Premiums	88
417.2	Rates of Pay	89
417.21	Lower Grade	89
417.22	Same or Equivalent Grade	89
417.23	Higher Grade	89
417.231	General Requirement	89
417.232	Employee With Rate Retention	89
417.233	Higher Level Pay Eligibility	89
417.234	Higher Level Pay Conditions	89
417.235	Payment Amount	90
417.236	Payment Factors	90
417.3	Postmaster Positions	91
417.31	Officer in Charge	91
417.311	Definition	91
417.312	Basis for Rate of Pay	91
417.32	Postal Operations Administrator	91
417.321	Definition	91
417.322	Basis for Rate of Pay	91
418	Assignment to a Different Salary Schedule	91
418.1	Equivalent Grades	91
418.2	Changes Between Nonbargaining Unit Schedules	93
418.3	Changes From Nonbargaining Unit to Bargaining Unit Schedules	93
418.4	Changes From Bargaining Unit to Nonbargaining Unit Schedules	93
419	Supplemental EAS Noncareer Workforce	93
419.1	Casual Employee	93
419.11	Definition	93
419.12	Salary Grade	93
419.2	Nonbargaining Temporary Employees	93
419.21	Definition	93
419.22	Salary Grades	93
419.3	Postmaster Relief/Leave Replacements	94
419.31	Definition	94
419.32	Salary Grades	94
420	Wage Administration Policy for Bargaining Unit Employees	95
421	General Principles and Terms	95

421.1	Scope	95
421.2	Objectives	95
421.3	Responsibilities	95
421.31	Assigning Positions to Salary Schedules	95
421.32	Setting Wages	96
421.4	Definitions	96
421.41	Appointments	96
421.42	Assignments	96
421.43	Change Actions	97
421.44	Terms	97
421.45	Wage Increases	98
421.5	Rate Retention Provisions	99
421.51	Protected Rate	99
421.511	Explanation	99
421.512	Rate Determination	99
421.513	Duration	100
421.514	Termination	100
421.515	Effect on Other Compensation	100
421.516	Documentation	100
421.517	Step Increases	101
421.52	Saved Rate	101
421.521	Explanation	101
421.522	Red-Circle Amount	101
421.523	Duration	102
421.524	Termination	102
421.525	Effect on Promotion	102
421.526	Documentation	102
421.53	Saved Grade	102
421.531	Explanation	102
421.532	Duration and Termination	103
421.533	Step Increases	103
421.6	Changes in Compensation Following Review or Audit	103
421.7	Rate Schedule Summary and References	103
421.8	Calculation Methods	103
421.81	Exhibit 421.81, Higher Level Pay	103
421.82	Exhibit 421.82, Promotional Increases	103
422	Salary Schedules Covered by Specific Agreements	107
422.1	Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules	107
422.11	Salary System	107
422.111	Salary Schedules	107

422.112	Basis of Rates	107
422.113	Cost-of-Living Adjustment	107
422.114	Setting Wages	107
422.115	Employee Classifications	107
422.12	Change Action Pay Rules	108
422.121	Career Appointment	108
422.122	Additional Appointment	109
422.123	Promotion Rules	109
422.124	Reassignment Rules	119
422.125	Reductions in Grade	120
422.13	Step Increases	121
422.131	Eligibility Requirements	121
422.132	Creditable Service	124
422.133	Leave Without Pay	124
422.134	Simultaneous Personnel Actions	125
422.14	Higher Level Assignments	125
422.141	Definitions	125
422.142	Written Management Order	125
422.143	Rate of Pay	125
422.144	Adjustments and Increases	126
422.145	Benefits	127
422.15	Dual (Multiple) Employment	127
422.151	Explanation	127
422.152	Salary Determination	127
422.153	Documentation	127
422.154	Step Increases	127
422.155	Leave	128
422.156	Reassignment	128
422.157	Promotion	128
422.16	Change From Rural Carrier Schedules	128
422.2	City Carrier Schedule	128
422.21	Salary System	128
422.211	Salary Schedule	128
422.212	Basis of Rates	128
422.213	Cost-of-Living Adjustments	128
422.214	Setting Wages	128
422.215	Employee Classifications	128
422.22	Change Action Pay Rules	129
422.221	Career Appointment	129
422.222	Additional Appointment	129
422.223	Promotion	129

422.224	Reassignment	130
422.225	Reductions in Grade	130
422.23	Step Increases	130
422.231	Eligibility Requirements	130
422.232	Creditable Service	130
422.233	Leave Without Pay	131
422.234	Simultaneous Personnel Actions	131
422.24	Higher Level Assignments	131
422.241	Definitions	131
422.242	Written Management Order	131
422.243	Rate of Pay	131
422.244	Adjustments and Increases	131
422.245	Benefits	131
422.25	Dual (Multiple) Employment	131
422.26	Change From Rural Carrier Schedules	131
422.3	Mail Handlers Schedule	131
422.31	Salary System	131
422.311	Salary Schedule	131
422.312	Basis of Rates	131
422.313	Cost-of-Living	131
422.314	Setting Wages	131
422.315	Employee Classifications	131
422.32	Change Action Pay Rules	132
422.321	Career Appointment	132
422.322	Additional Appointment	132
422.323	Promotion	132
422.324	Reassignment	133
422.325	Reduction in Grade	133
422.33	Step Increases	133
422.331	Eligibility Requirements	133
422.332	Creditable Service	133
422.333	Leave Without Pay	134
422.334	Simultaneous Personnel Actions	134
422.34	Higher Level Assignments	134
422.341	Definitions	134
422.342	Written Management Order	134
422.343	Rate of Pay	134
422.344	Adjustments and Increases	134
422.345	Benefits	134
422.35	Dual (Multiple) Employment	134
422.36	Change From Rural Carrier Schedules	134

422.4	Rural Carrier Schedules	134
422.41	Salary System	134
422.411	Salary Schedules	134
422.412	Basis of Rates	135
422.413	Cost-of-Living Adjustment	135
422.414	Setting Wages	135
422.415	Employee Classifications	135
422.42	Change Action Pay Rules	135
422.421	Career Appointment	135
422.422	Promotion	136
422.423	Transfer to Rural Carrier	137
422.424	Waiting Period for Step Increases	137
422.425	Adjusting Pay for Route Change	137
422.43	Step Increases	137
422.431	Eligibility and Procedure	137
422.432	Adjustment in Route Classification	137
422.44	Higher Level Pay	137
422.45	Dual (Multiple) Employment	138
422.451	Explanation	138
422.452	Salary Determination	138
422.453	Documentation	138
422.454	Step Increases	138
422.455	Leave	138
422.456	Reassignment	138
422.457	Promotion	138
422.5	Postal Nurses Schedule	138
422.51	Salary System	138
422.511	Salary Schedule	138
422.512	Basis of Rates	138
422.513	Cost-of-Living Adjustment	138
422.514	Setting Wages	138
422.515	Employee Classifications	139
422.52	Change Action Pay Rules	139
422.521	Career Appointment	139
422.522	Additional Appointment	139
422.523	Promotion	139
422.524	Reassignment	140
422.525	Reduction in Grade	141
422.53	Step Increases	141
422.531	Eligibility and Procedure	141
422.532	Creditable Service	143

422.533	Leave Without Pay	143
422.534	Simultaneous Personnel Actions	143
422.54	Higher Level Assignments	143
422.541	Definitions	143
422.542	Written Management Order	143
422.543	Rate of Pay	143
422.544	Adjustments and Increases	143
422.545	Benefits	143
422.55	Dual (Multiple) Employment	143
422.56	Change From Rural Carrier Schedules	143
422.6	Information Technology/Accounting Service Centers Schedule	143
422.61	Salary System	143
422.611	Salary Schedule	143
422.612	Part-Time Employees	143
422.613	Cost-of-Living Adjustment	143
422.614	Employee Classifications	144
422.62	Change Action Pay Rules	144
422.621	Career Appointment	144
422.622	Promotion	144
422.623	Reassignment	145
422.624	Demotion	145
422.625	Voluntary Reduction	146
422.626	Management Action Reduction	146
422.63	Step Increases	146
422.631	Eligibility Requirements	146
422.632	Creditable Service	146
422.633	Leave Without Pay	146
422.634	Simultaneous Personnel Actions	146
422.64	Higher Level Assignments	146
422.65	Dual (Multiple) Employment	146
422.66	[Reserved]	146
422.67	Change From Rural Carrier Schedules	146
422.7	Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA	146
422.71	Salary System	147
422.711	Salary Schedule	147
422.712	Basis of Rates	147
422.713	Cost-of-Living Adjustment	147
422.714	Determination of Salaries	147
422.715	Employee Classifications	147
422.72	Change Action Pay Rules	147

422.721	Career Appointment	147
422.722	Additional Appointment	147
422.723	Promotion	147
422.724	Reassignment	149
422.725	Demotion	149
422.726	Voluntary Reduction	149
422.727	Management Action Reduction	149
422.73	Step Increases	149
422.731	Eligibility Requirements	149
422.732	Creditable Service	149
422.733	Leave Without Pay	149
422.734	Simultaneous Personnel Actions	149
422.74	Higher Level Assignments	150
422.741	Definitions	150
422.742	Written Management Order	150
422.743	Rate of Pay	150
422.744	Adjustments and Increases	150
422.745	Benefits	150
422.75	Dual (Multiple) Employment	150
422.76	Change From Rural Carrier Schedules	150
422.8	Postal Police Officers Schedule	150
422.81	Salary System	150
422.811	Salary Schedule	150
422.812	Basis of Rates	150
422.813	Cost-of-Living Adjustment	150
422.814	Setting Wages	150
422.815	Employee Classifications	150
422.82	Change Action Pay Rules	150
422.821	Career Appointment	150
422.822	Additional Appointment	151
422.823	Promotion	151
422.824	Reassignment	152
422.825	Reduction in Grade	152
422.83	Step Increases	152
422.831	Eligibility and Procedure	152
422.832	Creditable Service	154
422.833	Leave Without Pay	154
422.834	Simultaneous Personnel Actions	154
422.84	Higher Level Assignments	154
422.841	Definitions	154
422.842	Written Management Order	155

422.843	Rate of Pay	155
422.844	Adjustments and Increases	155
422.845	Benefits	155
422.85	Dual (Multiple) Employment	155
422.86	Change From Rural Carrier Schedules	155
422.9	Tool and Die Shop Schedule	155
422.91	Salary System	155
422.911	Salary Schedule	155
422.912	Basis of Rates	155
422.913	Cost of Living Adjustment	155
422.914	Setting Wages	155
422.915	Employee Classifications	155
422.92	Change Action Pay Rules	155
422.921	Career Appointment	155
422.922	Additional Appointment	156
422.923	Promotion	156
422.924	Reassignment	157
422.925	Reduction in Grade	157
422.93	Step Increase	157
422.94	Temporary Assignments	157
422.941	Lower Level Assignments	157
422.942	Higher Level Assignments	157
422.95	Dual (Multiple) Employment	157
422.96	Change From Rural Carrier Schedule	157
430	Basic and Special Pay Provisions	159
431	Scope	159
432	General Definitions and Provisions	159
432.1	Employee Classifications	159
432.11	Regular Work Force	159
432.111	Bargaining Unit Employees	159
432.112	Nonbargaining Unit Employees	160
432.12	Supplemental Work Force	160
432.13	Transitional Work Force	161
432.2	Rates of Pay	161
432.21	Basic Rate	161
432.22	Regular Rate	162
432.23	Rounding of Rates	162
432.3	Work Schedules and Overtime Limits	162
432.31	Basic Work Week	162
432.32	Maximum Hours Allowed	162
432.33	Mealtime	162

432.34	Postmasters	162
432.4	Service Periods	163
432.41	Pay Period	163
432.42	Service Week	163
432.43	Service Day	163
432.44	FLSA Workweek	163
432.45	Work Assignments	163
432.46	Five-Minute Leeway Rule	164
432.461	Explanation	164
432.462	Applicability	164
432.463	Adjustment	164
432.464	Special Cases	164
432.465	Exception	165
432.5	Work Credit	165
432.51	FLSA-Exempt Postmasters	165
432.52	Full-Time and Part-Time Employees	165
432.53	City Letter Carriers (7:01 Rule)	165
432.54	Rural Carriers	165
432.6	Guarantee Time	165
432.61	Explanation	165
432.62	Eligibility	166
432.63	Pay Computation	167
432.7	Time Worked	167
432.71	Control	167
432.711	Disallowed Time	167
432.712	Allowed Time	168
432.72	Medical Release Time	168
432.8	Compensation Due Deceased Employee	168
432.81	Definition	168
432.82	Recipient of Unpaid Compensation or Money Due	169
432.821	Order	169
432.822	Missing Beneficiaries	169
433	Straight Time Pay	169
433.1	Definition	169
433.2	Full-Time Employees	169
433.3	Part-Time Employees	170
433.4	Casual and Temporary Employees	170
433.5	Reemployed Annuitant	170
433.6	EAS A–E Postmasters	170
434	Overtime and Premium Pay	170
434.1	Overtime	170

434.11	General	170
434.12	Definitions	171
434.13	Types of Compensation	171
434.131	Postal Overtime	171
434.132	FLSA Overtime	171
434.133	Penalty Overtime	171
434.134	FLSA-Exempt EAS Additional Pay	172
434.14	Eligibility and Coverage	172
434.141	Eligible for Overtime Pay	172
434.142	Multiple Eligibility	175
434.143	Assignment of FLSA-Exempt and Nonexempt Work	175
434.144	Eligible for FLSA-Exempt EAS Additional Pay	175
434.2	Night Differential	175
434.21	Policy	175
434.22	Eligibility	176
434.221	Eligibility for Night Differential	176
434.222	Exempt Employees	177
434.23	Pay Computation	177
434.3	Sunday Premium	177
434.31	Policy	177
434.32	Eligibility	177
434.33	Leave	179
434.34	Pay Computation	179
434.4	Holiday Leave Pay	179
434.41	Policy	179
434.411	Holidays Observed	179
434.412	Application	179
434.42	Eligibility	180
434.421	Eligibility for Holiday Leave Pay	180
434.422	Part-Time Regular Employees	180
434.423	Absences When Scheduled	180
434.43	Pay Computation	181
434.5	Holiday-Worked Pay	181
434.51	Policy	181
434.52	Eligibility	181
434.53	Pay Computation	183
434.6	Out-of-Schedule Premium	184
434.61	Policy	184
434.611	General	184
434.612	Timely Notice	184
434.613	Application	184

434.614	Examples	184
434.62	Eligibility	185
434.621	Eligibility for Out-of-Schedule Premium	185
434.622	Exceptions	187
434.63	Pay Computation	187
434.7	Nonbargaining Rescheduling Premium	188
434.71	Policy	188
434.72	Eligibility	188
434.73	Pay Computation	188
434.8	Pyramiding of Premiums	188
435	Severance Pay	190
435.1	Eligibility	190
435.2	Computing Severance Fund	190
435.21	Limitation	190
435.22	Creditable Service	190
435.23	Paid Allowances	190
435.24	Allowance to Age Over Forty	191
435.3	Pay Rate and Duration	191
435.31	Form 50 Information	191
435.32	Amount and Intervals	191
435.4	Effect of Reemployment	191
435.41	Permanent Employment	191
435.42	Temporary Employment	191
436	Back Pay	192
436.1	Corrective Entitlement	192
436.2	Limitations	192
436.3	Corrective Action	193
436.4	Documents in Support of Claim	193
436.41	Statements by Local Official	193
436.42	Statements by Employee	193
436.43	Life Insurance Coverage	195
436.5	Erroneous Separation for Retirement	195
436.51	Explanation	195
436.52	Corrective Action	196
436.6	Interest on Back Pay	196
436.61	Purpose	196
436.62	Availability of Interest	196
436.63	Determination of Rate of Interest	197
436.64	Responsibility	199
437	Waiver of Claims for Erroneous Payment of Pay	199
437.1	Purpose	199

437.2	Definitions	199
437.3	Submission of Request	200
437.31	Expiration Date	200
437.32	Form 3074	200
437.4	Review by Installation Head	200
437.5	Review by Human Resources	201
437.6	Action by Eagan Accounting Service Center	201
437.7	Appeal of Disallowed Request	201
437.71	Appeal Procedure	201
437.72	Final Decision	201
438	Pay During Travel or Training	202
438.1	Pay During Travel	202
438.11	Definitions	202
438.12	Commuting To and From Work	202
438.121	Regular Commuting	202
438.122	Commuting to a Different Worksite	202
438.123	Commuting With a Break in Duty Status	202
438.13	Types of Compensable Travel Time	202
438.131	General	202
438.132	Travel From Job Site to Job Site	203
438.133	One-Day Assignment Outside the Local Commuting Area	203
438.134	Travel Away From Home Overnight	204
438.14	Special Travel Provisions	204
438.141	Use of Private Automobile for Personal Convenience	204
438.142	Required Use of an Automobile	204
438.143	Work Performed While Traveling	205
438.15	Compensation Provisions	205
438.16	Effect on Other Travel Reimbursement	205
438.2	Pay During Training	205
438.21	General	205
438.22	Specific Rules on Compensation for Training Time	206
438.221	General	206
438.222	Training During Established Hours of Service	206
438.223	Training Outside Established Hours of Service	206
438.23	Special Training Provisions	206
438.24	Compensation Provisions	207
439	Territorial Cost-of-Living Allowance (TCOLA)	207
439.1	Eligibility and Pay Factors	207
439.11	Eligibility	207
439.12	Pay Factors	207
439.2	Allowance Categories	208

440	Fair Labor Standards Act Administration	209
441	Overview	209
441.1	Federal Statute	209
441.2	Enforcement	209
442	Postal Service Coverage	209
442.1	Effective Date	209
442.2	Exclusions	209
442.3	FLSA Poster	209
443	Equal Pay Provisions	209
443.1	Sex Discrimination Policy	209
443.2	Justified Wage Differentials	210
443.3	Labor Organization Intervention	210
443.4	Postal Service Coverage	210
444	Overtime Pay	210
444.1	Policy	210
444.2	Explanation of Terms	210
444.21	Regular Rate	210
444.211	Definition	210
444.212	Inclusions	210
444.213	Exclusions	211
444.214	Exclusions Not Creditable	211
444.215	Dual Employment Rate	211
444.22	Actual Work	211
444.221	Definition	211
444.222	Exclusions	211
444.223	Unauthorized Time	212
444.23	FLSA Work Week (see 432.42 for Service Week)	212
444.231	Explanation	212
444.232	Permanent Change	212
444.233	Full-Time Employees	212
444.234	Part-Time Employees	213
444.3	Exemptions	213
444.31	Policy	213
444.311	General	213
444.312	Postal Service Administration	213
444.313	Dual Assignments	214
444.32	Exempt Positions	214
444.321	Executive Employee	214
444.322	Administrative Employee	215
444.323	Professional Employee	215
444.324	Pay on a Salary Basis	216

445	Rural Letter Carrier Compensation	216
445.1	Regular Rural Carriers	216
445.11	Guaranteed Annual Wage	216
445.12	Base Rate of Pay	216
445.2	Other Rural Carriers	216
446	Compliance Investigations	217
446.1	DOL On-Site Visit	217
446.2	DOL Findings	217
446.3	Postal Service Actions	217
450	Collection of Postal Debts From Nonbargaining Unit Employees	219
451	General	219
451.1	Scope	219
451.2	Representation	219
451.3	Debts Due Other Federal Agencies	219
451.4	Definitions	219
451.5	Time Computation	220
451.6	Effect of Waiver Request	220
451.7	Service of Notice, Delivery of Records	220
452	Procedures Governing Administrative Salary Offsets	221
452.1	Determination and Collection of Debt	221
452.11	Establishment of Accounts Receivable	221
452.12	Collection by Postmaster or Installation Head	221
452.2	Voluntary Repayment Procedures	221
452.21	General	221
452.22	Notice to Employee	221
452.23	Employee Response to Notice	226
452.231	Request for Copies of Postal Records	226
452.232	Payment in Full	226
452.233	Consent to Salary Offsets	226
452.234	Request for Consideration of Alternative Offset Schedule	228
452.235	Request for Reconsideration of Debt	229
452.24	Action Following Reconsideration of Debt and/or Offset Schedule	229
452.241	Consideration and Response	229
452.242	Reconsideration of Debt	229
452.243	Consideration of Alternative Offset Schedule	230
452.25	Voluntary Repayment Following Reconsideration	230
452.251	Payment in Full	230
452.252	Consent to Salary Offsets	230
452.26	Failure to Resolve or Repay Debt	231
452.3	Statutory Offset Procedures	231
452.31	Authority	231

452.32	Notifying the Employee	231
452.321	Notice	231
452.322	Contents	231
452.33	Procedures Governing the Exercise of Employee Rights	240
452.331	Employee Options	240
452.332	Requests for Postal Records	240
452.333	Payment in Full	240
452.334	Consent to Salary Offsets	240
452.335	Alternative Offset Schedule	241
452.336	Debt Collection Hearing	242
452.34	Employee Failure to Respond	242
452.4	Collection of Amounts Due Under Federal Benefits Programs	243
453	Court Judgment Salary Offsets	243
453.1	Authority	243
453.2	Applicable Collection Procedures	243
453.21	Notice	243
453.22	Implementing Offsets	245
454	Multiple Offsets	245
454.1	Administrative Salary Offsets	245
454.2	Court Judgment Salary Offsets	245
454.3	Administrative and Court Judgment Salary Offsets	245
454.4	Priority of Postal Service Indebtedness	246
454.5	Garnishments	246
455	Action Upon Transfer or Separation	246
455.1	Withholdings From Any Amount Due	246
455.2	Transfer to Another Federal Agency	246
455.3	Collection of Debt Upon Separation	247
460	Collection of Postal Debts From Bargaining Unit Employees	249
461	General	249
461.1	Scope	249
461.2	Debts Due Other Federal Agencies	249
461.3	Definitions	249
461.4	Effect of Waiver Request	249
462	Procedures Governing Administrative Salary Offsets	249
462.1	Determination and Collection of Debt	249
462.11	Establishment of Accounts Receivable	249
462.12	Collection by Postmaster or Installation Head	250
462.2	Applicable Collection Procedures	250
462.21	Right to Grieve Letters of Demand	250
462.22	Right to Petition for Hearing	250
462.3	Statutory Offset Procedures	251

462.31	Authority	251
462.32	Initiation of Statutory Offset Procedure	251
462.33	Hearing Officials Under 39 CFR Part 961	252
462.34	Limit of Right to Petition for Hearing	252
462.4	Collection of Debt	252
462.41	Stay of Collection of Debt	252
462.42	Limit on Amount of Salary Offset to Collect Debt	252
462.5	Implementing Offsets	252
463	Court Judgment Salary Offsets	252
463.1	Authority	252
463.2	Applicable Collection Procedures	253
463.21	General	253
463.22	Notice	253
463.23	Implementing Offsets	253
464	Multiple Offsets	253
464.1	Administrative Salary Offsets	253
464.2	Court Judgment Salary Offsets	254
464.3	Administrative and Court Judgment Salary Offsets	254
464.4	Priority of Postal Service Indebtedness	254
464.5	Garnishments	254
465	Action Upon Transfer or Separation	255
465.1	Withholdings From Any Amount Due	255
465.2	Transfer to Another Federal Agency	255
465.3	Collection of Debt Upon Separation	255
470	Incentive Awards and Service Recognition	257
471	Overview	257
471.1	Policy	257
471.2	Management	257
471.3	Awards	257
471.31	Cash Amounts	257
471.32	Payment and Report of Taxable Awards	257
471.4	Privacy Act Considerations	261
471.5	Presentation Ceremonies	261
472	Certificates of Appreciation for Private Citizens, Noncareer Postal Employees, and Contract Employees	261
472.1	Purpose	261
472.2	Description	261
472.3	Eligibility	261
472.4	Basis	261
472.5	Responsibility	262
472.51	Headquarters and Headquarters-Related Units	262

472.52	Areas, Districts, and Plants	262
472.6	Approval Authority	262
472.61	Headquarters and Headquarters-Related Units	262
472.62	Areas	262
472.63	Field	262
472.7	Ordering Certificates	262
472.8	Presenting Awards	263
473	Awards and Service Recognition for All Career Employees	263
473.1	Certificates of Appreciation	263
473.11	Purpose	263
473.12	Description	263
473.13	Eligibility	263
473.14	Basis	263
473.15	Responsibility	264
473.151	Headquarters and Headquarters-Related Units	264
473.152	Areas, Districts, and Plants	264
473.16	Approval Authority	264
473.161	Headquarters and Headquarters-Related Units	264
473.162	Areas	264
473.163	Field	264
473.17	Ordering Certificates	264
473.18	Presenting Awards	264
473.2	Service Award Pins	264
473.21	Description	264
473.22	Basis	264
473.23	Responsibility	265
473.231	Headquarters	265
473.232	Areas	265
473.233	Districts and Plants	265
473.234	Inspection Service	265
473.24	Providing Lists of Eligible Employees	265
473.25	Ordering Pins	265
473.26	Presenting Awards	266
473.3	Service Award Certificates	266
473.31	Basis	266
473.311	Retirement	266
473.312	Death	266
473.32	Responsibility	266
473.321	Headquarters	266
473.322	Areas	266
473.323	Field	266

473.33	Ordering Certificates	267
473.34	Preparing Commendatory Letters	267
473.341	Retirees	267
473.342	Deceased Employees	269
473.35	Presenting Awards	269
473.351	Retirement Award Certificates	269
473.352	Posthumous Awards	269
473.36	Documenting Awards	269
473.4	Benjamin Franklin Awards	269
473.41	Description	269
473.42	Eligibility	269
473.43	Basis	269
473.44	Approval Authority	270
473.45	Documenting Awards	270
474	Awards for Career Bargaining Unit Employees Only	270
474.1	Special Achievement Awards	270
474.11	Description	270
474.12	Eligibility	270
474.13	Basis	270
474.14	Approval Authority	271
474.141	Headquarters and Headquarters-Related Units	271
474.142	Areas	271
474.143	Field	271
474.15	Recommending an Award	271
474.16	Initiating Documentation	272
474.17	Evaluating and Approving the Award	272
474.2	Quality Step Increase	272
474.21	Description	272
474.22	Eligibility	272
474.23	Basis	272
474.24	Comparisons	273
474.241	Comparison to Regular Within-Grade Increases	273
474.242	Comparison to Special Achievement Awards	274
474.25	Approval Authority	274
474.251	Headquarters and Headquarters-Related Units	274
474.252	Areas, Districts, and Plants	274
474.26	Recommending an Award	274
474.27	Initiating Documentation	274
474.28	Evaluating and Approving the Award	274
474.29	Initiating a Personnel Action	274
474.3	Meritorious Service Awards	275

474.31	Description	275
474.32	Eligibility	275
474.33	Basis	275
474.34	Approval Authority	275
474.341	Headquarters and Headquarters-Related Units	275
474.342	Areas, Districts, and Plants	275
474.35	Recommending an Award	275
474.36	Initiating Documentation	276
474.37	Evaluating and Approving the Award	276
474.38	Ordering Certificates	276
474.4	Distinguished Service Awards	276
474.41	Description	276
474.42	Eligibility	276
474.43	Basis	277
474.431	General	277
474.432	Other	277
474.44	Recommending an Award	277
474.45	Evaluating the Award	277
474.46	Approving the Award	277
474.47	Obtaining Certificates	277
475	Awards for Career EAS and PCES Employees Only	277
475.1	Informal Awards	277
475.11	Purpose	277
475.12	Description	278
475.13	Eligibility	278
475.14	Expenditure Limitation	278
475.15	Approval Authority	278
475.16	Documenting and Processing the Award	278
475.2	Spot Awards	278
475.21	Purpose	278
475.22	Description	278
475.23	Eligibility	279
475.24	Award Limit Ceilings	279
475.25	Expenditure Limitation	279
475.26	Approval Authority	279
475.27	Documenting and Processing the Award	280
475.3	Vice President Awards	280
475.31	Purpose	280
475.32	Description	280
475.33	Eligibility	280
475.34	Expenditure Limitation	280

475.35	Approval Authority	280
475.36	Documenting and Processing the Award	281
475.4	Team Awards	281
475.41	Purpose	281
475.42	Description	281
475.43	Eligibility	281
475.44	Award Limits Ceilings	281
475.45	Expenditure Limitation	281
475.46	Approval Authority	281
475.47	Documenting and Processing the Award	282
475.5	Exceptional Performance Awards	282
475.51	Purpose	282
475.52	Description	282
475.53	Eligibility	282
475.54	Expenditure Limitation	282
475.55	Approval	282
475.56	Documenting and Processing the Award	282
5	Employee Benefits	283
510	Leave	283
511	General	283
511.1	Administration Policy	283
511.2	Responsibilities	283
511.21	Postal Officials	283
511.22	Eagan Accounting Service Center	283
511.23	Postal Employees	283
511.3	Eligibility	284
511.31	Covered	284
511.32	Not Covered	284
511.4	Unscheduled Absence	284
511.41	Definition	284
511.42	Management Responsibilities	284
511.43	Employee Responsibilities	284
512	Annual Leave	284
512.1	General	284
512.11	Purpose	284
512.12	Definitions	285
512.2	Determining Annual Leave Category	285
512.21	General Policy	285
512.22	Federal Civilian Service Counted	285

512.221	Service in the Postal Service	285
512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	285
512.23	Military Service Counted	286
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	286
512.232	Service of an Employee Eligible for Military Retirement Annuity	286
512.24	Service Not Counted	294
512.3	Accrual and Crediting	294
512.31	Employee Categories	294
512.311	Full-Time Employees	294
512.312	Part-Time Employees	295
512.313	Appointees	297
512.32	Maximum Carryover	298
512.321	Maximum Carryover Amounts	298
512.322	Nonbargaining Unit to Bargaining Unit	298
512.4	Authorizing Annual Leave	298
512.41	Requests for Annual Leave	298
512.411	General	298
512.412	Emergencies	298
512.42	PS Form 3971 Request for or Notification of Absence	299
512.421	Purpose	299
512.422	Approval or Disapproval	299
512.423	Retention and Disposal Period	299
512.43	Insufficient Leave Balance	299
512.5	Leave Charge Information	299
512.51	Full-Time Employees	299
512.511	Minimum Unit Charge	299
512.512	Holidays	300
512.513	Leave for Postmasters and Installation Heads	300
512.514	Rural Carriers (Regular and Substitute)	300
512.52	Part-Time Employees	300
512.521	Minimum Unit Charge	300
512.522	Part-Time Regular	300
512.523	Part-Time Flexible	300
512.524	A-E Postmasters	301
512.53	Regular Rural Carriers	301
512.531	General	301
512.532	Saturday Absences	301
512.54	Triweekly Rural Carriers	302
512.541	Week's Absence	302
512.542	Absences Less Than a Week	302

512.543	Leave Carryover	302
512.55	Leave Replacements for Rural Carriers	302
512.551	General	302
512.552	Ninety-Day Qualifying Period	302
512.553	Lump Sum Payment	302
512.56	Auxiliary Rural Carriers	303
512.6	Vacation Planning and Special Programs	303
512.61	Bargaining Unit Employees Vacation Planning	303
512.62	Nonbargaining Unit Employees Vacation Planning	303
512.63	Annual Leave Exchange	303
512.631	General	303
512.632	Bargaining Unit Annual Leave Exchange	303
512.633	Nonbargaining Unit Annual Leave Exchange	303
512.634	Processing Annual Leave Exchange Options	304
512.64	Annual Leave Sharing	304
512.7	Separation Adjustments	304
512.71	Terminal Leave Worksheet	304
512.72	Collection for Unearned Leave	304
512.721	Refund	304
512.722	Exception	304
512.73	Payment for Accumulated Leave	304
512.8	Transfers	305
512.81	Transfer Without a Break in Service	305
512.811	From the Postal Service to a Federal Agency	305
512.812	From a Federal Agency to the Postal Service	306
512.82	Transfer With a Break in Service	306
512.9	Recrediting Annual Leave	306
512.91	Policy	306
512.92	Procedures	306
512.921	Leave Earned in Prior Service in the Postal Service	306
512.922	Leave Earned at Another Agency	307
512.923	Leave Buy-Back — OWCP	307
513	Sick Leave	307
513.1	Purpose	307
513.2	Accrual and Crediting	308
513.21	Accrual Chart	308
513.22	Crediting	308
513.221	General	308
513.222	Part-Time Employees	308
513.223	Leave Replacements for Rural Carriers	308
513.224	Auxiliary Rural Carriers	308

513.225	Substitute Rural Carriers in Dual Appointment	308
513.226	Leave Credit Adjustment for LWOP	308
513.3	Authorizing Sick Leave	308
513.31	Policy	308
513.311	General	308
513.312	Restriction	309
513.32	Conditions for Authorization	309
513.33	Requests for Sick Leave	310
513.331	General	310
513.332	Unexpected Illness or Injury	310
513.34	PS Form 3971, Request for or Notification of Absence	310
513.341	General	310
513.342	Approval or Disapproval	310
513.35	Postmaster Absences	310
513.36	Sick Leave Documentation Requirements	311
513.361	Three Days or Less	311
513.362	Over Three Days	311
513.363	Extended Periods	311
513.364	Medical Documentation or Other Acceptable Evidence	311
513.365	Failure to Furnish Required Documentation	311
513.37	Return to Duty	311
513.38	Performance Ability Questioned	311
513.39	Restricted Sick Leave	312
513.391	Reasons for Restriction	312
513.392	Notice and Listing	312
513.393	Recision of Restriction	312
513.4	Charging Sick Leave	312
513.41	Full-Time Employees	312
513.411	General	312
513.412	Minimum Unit Charge	313
513.413	Special Situations	313
513.42	Part-Time Employees	313
513.421	General	313
513.422	Minimum Unit Charge	314
513.5	Advanced Sick Leave	314
513.51	Policy	314
513.511	May Not Exceed Thirty Days	314
513.512	Medical Document Required	314
513.52	Administration	314
513.521	Installation Heads' Approval	314
513.522	Forms Forwarded	314

513.53	Additional Sick Leave	314
513.531	Thirty-Day Maximum	314
513.532	Liquidating Advanced Sick Leave	315
513.6	Leave Charge Adjustments	315
513.61	Insufficient Sick Leave	315
513.62	Insufficient Sick and Annual Leave	315
513.63	Disapproved Sick Leave	315
513.64	Absence Without Leave	315
513.65	Annual Leave Changed to Sick Leave	315
513.7	Transfer or Reemployment	315
513.71	Transfer	315
513.711	Crediting	315
513.712	Recrediting	315
513.72	Reemployment	316
513.73	Reemployment — OWCP	316
513.8	Retirements or Separations	316
513.81	General	316
513.82	Retirement	316
513.821	Credit for Sick Leave	316
513.822	Disability Retirement	316
513.83	Separation by Death	317
513.9	Collection for Unearned Sick Leave	317
514	Leave Without Pay	317
514.1	Definitions	317
514.2	Policy	317
514.21	Restriction	317
514.22	Administrative Discretion	317
514.23	Condition	318
514.24	Leave Credit Adjustment	318
514.25	Other Employment	318
514.3	Authority to Approve	318
514.31	Installation Head	318
514.32	District Managers	318
514.4	Acceptable Reasons and Instructions	318
514.5	Forms Required	321
514.51	PS Form 3971	321
514.52	PS Form 50	321
515	Absence for Family Care or Serious Health Condition of Employee	321
515.1	Purpose	321
515.2	Definitions	321
515.3	Eligibility	323

515.4	Leave Requirements	323
515.41	Conditions	323
515.42	Leave Type	323
515.43	Authorized Hours	323
515.5	Documentation	324
515.51	General	324
515.52	New Son or Daughter	324
515.53	Care of Others for Medical Reasons	324
515.54	Additional Medical Opinions	324
515.55	Employee Incapacitation	325
515.56	Return to Work After Employee Incapacitation	325
515.6	Intermittent Leave or Reduced Schedule	325
515.61	New Son or Daughter	325
515.62	Care of Others for Medical Reasons or Employee Incapacitation	325
515.63	Temporary Change in Duty Assignment	325
515.64	Fair Labor Standards Act Status	326
515.7	Return to Position	326
515.8	Benefits	326
515.9	Family Leave Poster	326
516	Absences for Court-Related Service	327
516.1	General	327
516.11	Determining Nature of Court-Related Service	327
516.12	Explanation of Terms	328
516.2	Court Leave	328
516.21	Definition	328
516.22	Eligibility	328
516.23	Recording Court Leave	328
516.3	Conditions Affecting Court-Related Service	329
516.31	Employee on Annual Leave	329
516.32	Combination of Court Leave and Postal Duty	329
516.33	Accommodation of Employees Called for Court Service	329
516.4	Fees	330
516.41	General	330
516.42	Court Service Outside of Regular Working Hours or Regular Working Days	331
516.43	Holidays	331
516.44	Annual Leave or LWOP	331
516.45	Recording and Reporting of Fees	331
516.5	Official Duty	331
516.51	Definition	331
516.52	Compensation	332

516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	332
517	Paid Military Leave	332
517.1	General	332
517.11	Postal Service Support	332
517.12	Definition	332
517.13	Types of Duty	332
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	332
517.132	Duty Covered for Members of the D.C. National Guard	333
517.133	Duty Not Covered	333
517.2	Eligibility	333
517.21	Eligible Employees	333
517.22	Ineligible Employees	333
517.3	Procedures	334
517.31	Approval	334
517.32	Use of Mixed Leave	334
517.33	Use of Leave Intermittently	334
517.34	Return From Duty	334
517.4	Military Leave Allowances	334
517.41	General Allowance	334
517.42	Previous Service	335
517.43	Law Enforcement Allowance	335
517.431	State or Jurisdiction Duty	335
517.432	Allowance for Federal Duty	335
517.5	Leave Charge Information	335
517.51	Pay Status Requirement	335
517.52	Minimum Units	336
517.53	Continuance of Night Differential Pay	336
517.54	Absence Beyond the General Military Leave Allowance	336
517.541	Training Periods	336
517.542	Choice of Annual Leave or LWOP	336
517.6	Conflict With Work Schedule	336
517.61	Employee Alternatives	336
517.62	Administrative Policy	336
517.621	Reassignments	336
517.622	Rescheduling	337
517.7	Records Control	337
517.71	PS Form 3973	337
517.72	General Paid Military Leave	337
517.73	Paid Military Leave for Law Enforcement	337
518	Holiday Leave	338

518.1	Observed Holidays	338
518.2	Holidays on Nonscheduled Workdays	338
518.21	Saturday	338
518.22	Sunday	338
518.23	Nonscheduled Workday	338
518.3	Holidays on Scheduled Workdays	338
518.4	Eligibility for Holiday Pay	338
518.5	Provisions for Rural Carriers and Substitutes	339
518.51	Rural Carriers	339
518.52	Substitute Rural Carriers	339
518.6	Provisions for Postmasters	339
519	Administrative Leave	339
519.1	Definition	339
519.2	Special Conditions	339
519.21	Acts of God	339
519.211	General	339
519.212	Authorizing Administrative Leave for Acts of God	339
519.213	Determining the Cause of Absence	340
519.214	Early Dismissal Due to Acts of God	340
519.215	Employees Prevented From Reporting	340
519.216	Employees on Annual Leave, Sick Leave, or LWOP	340
519.217	Substitute Rural Carriers and Rural Carrier Associates	340
519.22	Civil Disorders	341
519.221	Decision to Curtail or Terminate Postal Operations	341
519.222	Civil Disorder Extends Beyond Three Days	341
519.223	Early Dismissal	341
519.224	Employees Prevented From Reporting	341
519.23	Relocation	341
519.231	Policy	341
519.232	Requirements	341
519.233	Notation on PS Form 50	342
519.234	Limitations	342
519.24	Adverse Action Investigation and Decision	342
519.3	Civil Participation	342
519.31	State and Local Civil Defense Programs	342
519.311	No Charge to Leave	342
519.312	Annual or LWOP	342
519.313	Availability for Civil Defense Assignment	342
519.314	Key Role Restriction	343
519.315	Statement Requirement	343
519.32	Voting or Registering to Vote	343

519.321	Policy	343
519.322	Administrative Determination	343
519.323	Voting	343
519.324	Registration	344
519.325	Restrictions	344
519.33	Funeral Services	344
519.331	Absence of Veterans to Attend Funeral Services	344
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	344
519.4	Medical Events	344
519.41	Blood Donations	344
519.411	Policy	344
519.412	Time Allowed	345
519.413	Restrictions	345
519.414	Facility Arrangements	345
519.42	Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations	345
519.421	Policy	345
519.422	Time Limitations	345
519.43	Physical Examination for Entry Into Armed Forces	346
519.44	First-Aid Examination and Treatment for On-the-Job Injury or Illness	346
519.441	Employee on Regular Tour	346
519.442	Employee in Overtime Status	346
519.45	Day of Death	346
519.5	Special Events	346
519.51	Postal Service Invitation	346
519.52	Postmaster Organization Conventions	347
519.521	Conventions	347
519.522	Recording Leave at Time Card Offices	347
519.523	Travel or Per Diem	347
519.6	Nonbargaining Unit Personal Absence	348
519.61	Definition	348
519.62	Policy	348
519.63	Limitations and Exceptions	348
519.631	Full-Day Absences	348
519.632	Partial-Day Absences	348
519.633	Directed to Work	348
519.64	Administration	348
519.641	General	348
519.642	Approval	349
519.643	Full-Day Leave	349
519.65	Management Controls	349
519.651	Responsibility	349

519.652 Administration	349
520 Health Benefits Program	351
521 Administration and Eligibility	351
521.1 General	351
521.2 Eligible Employees	351
521.3 Employees Not Eligible	352
521.4 Family Member Eligibility	353
521.41 General	353
521.411 Responsibility of Employing Office	353
521.412 Family Members Eligible	353
521.42 Determining Family Membership Status of Children	353
521.421 Adopted Children	353
521.422 Stepchildren	354
521.423 Foster Children	354
521.424 Child's Temporary Absence on "Living-With" Requirement	355
521.425 Effect of Child's Marriage on Family Member Status	355
521.5 Relatives Not Eligible	355
521.6 Former Spouses	357
521.61 Eligibility Determination	357
521.611 Requirements	357
521.612 Office of Personnel Management Responsibility	357
521.613 Employing Office Responsibility	357
521.62 Documentation of Eligibility	358
521.621 Eligible for Coverage	358
521.622 Ineligible for Coverage	358
521.63 Request for Reconsideration	358
521.7 Temporary Continuation of Coverage	359
521.71 Eligibility	359
521.711 Eligible for Coverage	359
521.712 Ineligible for Coverage	360
521.72 Agency Responsibilities	360
521.721 Office of Personnel Management Responsibility	360
521.722 National Finance Center Responsibility	360
521.723 Employing Office Responsibility	360
521.73 Time Limitations for Enrollment	360
521.74 Length of Coverage	361
521.75 Premiums	361
522 Health Insurance Plans Available	361
522.1 Types of Participating Plans	361
522.11 Service Benefit Plan	361
522.12 Employee Organization Plans	361

522.13	Comprehensive Medical Plans	362
522.2	Description of Participating Plans	362
523	Registration.....	362
523.1	Initial	362
523.2	Employee Declines to Enroll	362
523.3	Late Enrollment or Change in Enrollment	363
523.31	Accepting Late Enrollment	363
523.32	Causes Beyond Employee's Control	363
523.33	Procedures for Documenting Late Enrollment	363
523.34	Effective Date of Late Enrollment	364
523.341	Belated FEHB Open Season Enrollment	364
523.342	Late Enrollment Other Than FEHB Open Season	364
523.4	Enrollment by Proxy	364
523.5	Enrollment in an Employee Organization Plan	365
523.6	Enrollment by a Former Spouse	365
523.61	Enrollment Form	365
523.62	Statement Signed by Former Spouse	365
523.63	Employing Office Records on Former Spouse	367
523.631	Establishing File	367
523.632	Contents of File	367
523.633	Access to File	367
523.634	Disposition of File	368
524	Enrollment	368
524.1	Types of Enrollment	368
524.11	Self Only	368
524.12	Self and Family	368
524.2	Husband and Wife Both Eligible to Enroll	369
524.3	Dual Coverage Restriction	369
524.31	General	369
524.32	Procedures to Be Followed by Employing Office	369
524.4	Correction of Erroneous Enrollment	369
524.5	Enrollment or Change in Enrollment	370
524.51	General	370
524.52	Events Permitting	370
524.521	New Appointment	370
524.522	Change in Employment Status	370
524.523	FEHB Open Season	370
524.524	Reemployment After Break in Service of More Than 3 Days	370
524.525	Return to Duty After 365 Days in Nonpay Status	370
524.526	Return From Military Service	371
524.527	Loss of Coverage Under Federal Programs	371

524.528	Eligible for Medicare	371
524.529	Change to Self Only	371
524.53	Family Changes Affecting Enrollment	372
524.531	Change in Marital Status	372
524.532	Change in Family Status	373
524.533	Change in Spouse's Employment Status	373
524.534	Employee Loses Coverage as Family Member	374
524.535	Loss of Coverage Under Parent's Nonfederal Plan	374
524.536	Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan	375
524.537	Employee Reaches Age 19	375
524.54	Family Changes Not Affecting Enrollment	375
524.541	General	375
524.542	Name Change	375
524.6	Effective Date of Enrollment or Enrollment Change	376
524.61	FEHB Open Season	376
524.611	New Enrollment	376
524.612	Change of Enrollment	376
524.62	Change to Self Only	376
524.63	Change to Self and Family to Provide Coverage to Child	376
524.64	All Other Enrollments or Changes in Enrollment	377
524.7	Termination of Enrollment	377
524.71	Cancellation by Employee	377
524.72	Discontinuance of Plan or Part	377
524.721	Because of Service Limitations	377
524.722	Because of Leave Without Pay	377
524.73	Membership Termination in Employee Organization	378
524.74	Effective Termination Dates of Employee Enrollment	378
524.75	Effective Termination Dates of Family Member Coverage	379
524.76	Temporary Extension of Coverage	379
524.761	For Enrolled Employee	379
524.762	For Family Member	379
524.763	For Confined Employee or Family Member	379
524.77	Conversion Rights	379
524.771	Employee's and Family Member's Right to Convert	379
524.772	Employing Office Responsibility	379
524.773	Application for Conversion	380
524.774	Late Conversion	380
524.775	Effective Date of Conversion	380
524.776	Benefits and Costs of Conversion Contract	380
524.78	Reinstatement of Enrollment After Conversion	380

524.781	Refund of Premiums	380
524.782	Adjustment of Difference in Benefits	381
524.8	Cost of Enrollment	381
524.81	Postal Service Contribution	381
524.82	Employee Withholding	381
524.83	Pre-Tax and After-Tax Premiums	381
524.831	Tax Benefits	381
524.832	Career Employees	382
524.833	Certain Noncareer and Transitional Employees	382
524.834	Further Information	382
524.84	Health Benefits Schedule	382
524.9	Enrollments for Former Spouses	382
524.91	Type of Enrollment	382
524.92	Effective Date of Enrollment	383
524.921	New Enrollment	383
524.922	Change in Enrollment	383
524.93	Payment of Premiums	383
524.94	Opportunities to Change Enrollment	383
524.941	Change to Self Only	383
524.942	FEHB Open Season	383
524.943	Other Events That Permit Changes in Enrollment	383
524.95	Cancellation of Enrollment	384
524.96	Termination of Enrollment	384
524.961	Events Terminating Coverage	384
524.962	Temporary Extension of Coverage	385
524.963	Termination Due to Failure to Pay Premiums	385
524.964	Termination of Coverage for Family Members	385
524.965	Former Spouse Responsibility	385
524.966	National Finance Center Responsibility	385
525	Special Circumstances Affecting Health Insurance Coverage	386
525.1	Office of Workers' Compensation Programs	386
525.11	Requirements to Continue Enrollment	386
525.111	Employee	386
525.112	Survivor	387
525.12	Transfer of Enrollment	387
525.121	Transfer to OWCP	387
525.122	Transfer Back to Employing Office	387
525.13	Withholding and Contribution by OWCP	387
525.131	Effective Dates	387
525.132	Health Benefits Refund Program	387
525.14	Procedures for Continuation of Enrollment	389

525.141	Reporting to OWCP	389
525.142	Eligibility for Transfer	389
525.143	Pending OWCP's Request for Transfer	389
525.144	Employee Not Eligible to Continue	391
525.145	OWCP Determines Not Eligible	391
525.146	On LWOP Ten Months, But Enrollment Not Transferred	391
525.147	OWCP Terminates Compensation	392
525.148	Employee Returns to Duty	392
525.149	Employee Elects Retirement	392
525.2	Employees in Nonpay Status	393
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation	393
525.22	Payment Required for Periods of Nonpay Status	393
525.221	Responsibility	393
525.222	Procedures to Be Followed by Employing Office	393
525.223	Procedures to Be Followed by Employee	394
525.23	Employee Granted LWOP to Serve in Employee Organization	394
525.231	Policy	394
525.232	Procedures to Be Followed by Employing Office	394
525.233	Procedures to Be Followed by Employee	394
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment	395
525.25	Employee in Nonpay Status Pending Removal	395
525.251	Removal Upheld	395
525.252	Restored to Duty	395
525.3	Military Service	396
525.31	Entry Into Military Service	396
525.311	Thirty Days or Less	396
525.312	More Than Thirty Days	396
525.32	Return From Military Service	396
525.321	Return Not in Exercise of Reemployment Rights	396
525.322	Return in Exercise of Reemployment Rights	397
525.33	Death During Military Service	397
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program ...	397
525.35	Continuous Enrollment	397
525.4	Coverage Into Retirement	398
525.41	Employee Requirements for Continuation	398
525.42	Procedures to Be Followed by Employing Office	398
525.421	Determining Eligibility for Continued Enrollment	398
525.422	Transferring Enrollment to OPM	398
525.423	Reinstating Terminated Enrollments	400
525.43	Benefits and Cost	400
525.44	Employee Separates and Subsequently Retires	400

525.441	Terminating Enrollment	400
525.442	Encouraging Conversion to Individual Contract	400
525.45	Reemployed Annuitant	401
525.451	Enrolled	401
525.452	Nonenrolled	401
525.453	Reemployed Without Break in Service	401
525.454	FEHB Open Season Opportunities for Reemployed Annuitant	401
525.5	Death of an Employee	402
525.51	Transfer of Enrollment to Eligible Survivor	402
525.511	Requirements	402
525.512	Procedures to Be Followed by Employing Office	402
525.513	Benefits and Cost	402
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant	402
525.6	Transfer To or From Overseas Post of Duty	403
525.7	Move Outside Service Area of a Comprehensive Plan	403
525.8	Employment Transfer	403
525.81	Within Postal Service or To Another Federal Agency	403
525.82	Outside Comprehensive Area	404
525.83	Congressional Office	404
525.831	From Postal Service To Senate or House	404
525.832	From Senate or House To Postal Service	404
526	Self-Support Determinations	405
526.1	Physical and Mental Incapacity Requirement	405
526.11	Incapable of Self-Support	405
526.12	Capable of Self-Support	405
526.2	Financial Dependency	405
526.21	Dependency Requirement	405
526.22	Automatic Dependency	405
526.23	Proof of Dependency	406
526.3	Medical Requirement	406
526.31	Authority	406
526.32	Medical Certificate	406
526.321	Submission	406
526.322	Time Limitation	406
526.323	Renewal	407
526.324	Failure to Renew	407
526.325	Late Submission	407
526.4	Medical Determinations	407
526.5	Procedures for Notifying the Health Benefits Plan	407
526.51	Employing Office	407
526.511	Existing Enrollment	407

526.512	New Enrollment	408
526.52	Postal Data Center	408
527	Privacy Act Considerations	408
527.1	Disclosure	408
527.2	Maintenance	408
527.3	Privacy Act Requests	408
527.31	Employees	408
527.32	Former Employees	408
527.33	Retired Employees	408
528	Employee Appeals	409
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	409
528.2	Appeal of Claim Denial	409
528.21	Initial Appeal Rights	409
528.211	Request for Reconsideration	409
528.212	Health Plan Responsibility	409
528.22	Request for Office of Personnel Management Review	410
528.221	Cause for Request to Review	410
528.222	Time Limit	410
528.223	Authorization for Release of Medical Information	410
528.224	Office of Personnel Management Responsibility	410
530	Life Insurance Program	411
531	Administration and Eligibility	411
531.1	General	411
531.2	Eligible Employees	411
531.3	Exclusions	411
532	Coverage	413
532.1	Based on Pay	413
532.11	Full-Time Employees	413
532.12	Part-Time Employees	413
532.13	Employees Serving in More Than One Position	413
532.131	Part-Time Flexible	413
532.132	Others	413
532.2	Amount	414
532.21	Basic Insurance	414
532.211	Minimum	414
532.212	Maximum	414
532.213	Extra Benefit	414
532.214	Automatic Change	414
532.215	Accidental Dismemberment Provision	414
532.22	Optional Insurance	415
532.221	Option A — Standard	415

532.222	Option B — Additional	416
532.223	Option C — Family	416
533	Cost, Payment, Withholdings	416
533.1	Basic Insurance Cost	416
533.2	Optional Insurance	416
533.21	Cost	416
533.22	Withholdings	416
533.221	Option A — Standard	416
533.222	Option B — Additional	417
533.223	Option C — Family	417
533.224	Birthdays and Pay Periods	417
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	417
534	Special Circumstances Affecting Coverage	419
534.1	LWOP	419
534.11	Twelve-Month Maximum	419
534.12	Notice of Right of Conversion	419
534.13	Return to Duty	419
534.14	Appointment to Temporary Position	419
534.141	Coverage	419
534.142	New Twelve-Month Maximum	419
534.143	Optional Insurance Withholdings	419
534.15	Retirement Annuity Pending	419
534.2	Service in Employee Organization	420
534.21	Election	420
534.211	General	420
534.212	Employee Elects to Continue	420
534.213	Employee Does Not Elect to Continue	420
534.22	Installation Head Responsibility	420
534.221	Notify Employee of Right to Elect	420
534.222	Set Up Reminder System	420
534.223	Contact Employee	420
534.224	Document Action	420
534.225	Copy of Election Filed	420
534.3	Employees Receiving OWCP Benefits	421
534.31	Eligibility	421
534.311	Basic Life Insurance	421
534.312	Optional Insurance	421
534.32	Termination of Insurance	421
534.33	Resumption of Insurance	421
534.34	Notice of Right of Conversion or Continuation	421
534.341	Choice	421

534.342	Cost	422
534.343	Procedures for Continuation	422
534.4	Living Benefits	422
534.5	Assignment of Life Insurance	423
534.6	Erroneous Enrollments	423
535	Actions	423
535.1	Acquiring Coverage	423
535.11	Basic Insurance	423
535.111	Newly Eligible Employees	423
535.112	Transfer Employees	423
535.113	Previous Waiver	424
535.12	Optional Insurance	424
535.121	Eligibility	424
535.122	Election/Declination Requirement	424
535.123	Effective Date	424
535.124	Belated Election	425
535.2	Waiver of Basic Insurance	425
535.21	Filing SF 2817	425
535.22	Effective Date	425
535.23	Employee Statement	425
535.24	Sample Statement	426
535.3	Declination of Optional Insurance	426
535.4	Effect of Waiver or Declination	426
535.41	Reappointment/Transfer	426
535.42	Previous Filing	426
535.421	Basic Life Insurance	426
535.422	Optional Insurance	427
535.5	Cancellation of Insurance Coverage	427
535.51	Filing SF 2817	427
535.52	Effective Date	427
535.6	Termination	427
535.61	Effective Date	427
535.611	Basic Insurance	427
535.612	Optional Insurance	428
535.62	Temporary Continued Protection for Thirty-One Days	428
535.63	Notice of Termination and of Conversion Privilege	428
535.64	Requirement for Continuous Protection	429
535.7	Conversion	429
535.71	Converted Policy	429
535.711	Purchase of Individual Policy	429
535.712	Information Source	429

535.72	Time Limits for Conversions	429
535.721	Employing Office Responsibility	429
535.722	Employee Responsibilities	430
535.73	Conversion Privilege for Family Members	430
535.8	Canceling Waivers or Declinations	430
535.81	Conditions	430
535.82	Procedures	430
535.83	Coverage After Cancellation of Waiver or Declination	430
535.831	Basic Insurance	430
535.832	Optional Insurance	431
535.9	Exceptions for Canceling a Declination of Optional Insurance	431
535.91	Life Status Changes	431
535.911	Time Limitation	431
535.912	Limitation on Coverage	432
535.913	Effective Date	432
535.914	Proof Required	432
535.92	Reinstatement Actions	432
535.921	Conditions	432
535.922	Effective Date	432
536	Retirement	433
536.1	Requirements for Continuance	433
536.11	Basic Insurance	433
536.111	Eligibility	433
536.112	Election Requirement	433
536.12	Optional Insurance	433
536.2	Cost	434
536.21	Basic Insurance	434
536.211	Premiums	434
536.212	Withholdings	434
536.22	Optional Insurance	434
536.3	Reduction After Retirement	434
536.31	Basic Insurance	434
536.311	Seventy-Five Percent Reduction	434
536.312	Fifty Percent Reduction	434
536.313	No Reduction	435
536.32	Optional Insurance	435
536.321	Option A — Standard	435
536.322	Option B — Additional and Option C — Family	435
536.4	Living Benefits	435
536.5	Assignment of Life Insurance	436
537	Reemployed Annuitants	436

537.1	Coverage	436
537.11	Terminated by Reemployment	436
537.12	Retained During Reemployment	436
537.121	Suspended	436
537.122	Continued	437
537.13	Automatic Coverage	437
537.131	Optional Withholdings	437
537.132	Additional Optional Coverage	437
537.14	Waiver and/or Declination of Coverage	437
537.141	Insurance Affected	437
537.142	Effect	437
537.143	Exception	438
537.144	Employing Office Procedures	438
537.15	Amount of Coverage	438
537.16	Termination and Conversion	438
537.161	Termination Date	438
537.162	Conversion Privilege	438
537.17	Continuance Upon Termination of Reemployment	439
537.171	Retention	439
537.172	Procedures	439
537.173	Adjustment	439
537.174	Withholdings	439
537.2	Benefits	439
537.21	Amounts/Conditions	439
537.22	Greater Amount Paid	439
537.3	Designation of Beneficiary	440
537.31	Designation in Effect	440
537.32	Change of Beneficiary	440
537.321	Employee	440
537.322	Employing Office	440
538	Beneficiaries, Benefits Payable, Claims	441
538.1	Beneficiaries	441
538.11	No Named Beneficiary	441
538.111	Order of Precedence	441
538.112	Option C — Family	441
538.113	Designating Trusts	441
538.12	Specific Designation	441
538.121	SF 2823	441
538.122	Contingent Provisions	441
538.123	Agency as Beneficiary	441
538.124	Procedures for Filing	442

538.13	Employee Informed	442
538.131	Previous Designation Invalid	442
538.132	Order of Precedence	442
538.14	Change or Cancellation	442
538.15	Automatic Cancellation	442
538.16	Retiring Employee Designations	443
538.17	Reemployed Annuitant	443
538.18	Designation While Receiving OWCP Benefits	443
538.2	Benefits Payable	443
538.21	Amount	443
538.22	Accidental Dismemberment	443
538.221	Single Accident	443
538.222	Multiple Accidents	443
538.23	Accidental Death	443
538.24	Accidental Dismemberment and Accidental Death	443
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	444
538.3	Claims	444
538.31	Death of Insured Employee	444
538.311	Contacting Persons Entitled to Benefits	444
538.312	SF 2821	444
538.32	Death of Reemployed Annuitant	444
538.321	Addressing Claims	444
538.322	SF 2821	445
538.33	Requirements for Filing	445
538.34	Forms Used	445
538.341	Death Benefits	445
538.342	Accidental Dismemberment	445
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	445
538.36	Settlement	445
539	Insurance Forms	446
539.1	Filing	446
539.11	SF 2817, Life Insurance Election (FELI)	446
539.12	SF 2821, Agency Certification of Insurance Status	446
539.13	SF 2823, Designation of Beneficiary	446
539.14	SF 2822, Request for Insurance	446
539.2	Privacy Act Considerations	446
539.21	Handling and Disclosing Information	446
539.22	Records Maintenance	446
539.23	Employee Retires	447
540	Injury Compensation Program	449
541	Overview	449

541.1	Background	449
541.11	Law	449
541.12	Administration	449
541.13	Coverage	449
541.131	Disability	449
541.132	Death	449
541.133	Schedule Awards	449
541.14	Privacy Act	449
541.2	Definitions	450
541.3	Forms	453
542	FECA Claim Requirements	454
542.1	Employee Claims for Injury or Illness	454
542.11	Traumatic Injury	454
542.111	Notice	454
542.112	Time Limit	454
542.12	Occupational Disease or Illness	454
542.121	Notice	454
542.122	Time Limit	454
542.13	Recurrence	455
542.131	Notice	455
542.132	Time Limit	455
542.14	Survivor Claim for Death Benefits	455
542.141	Claim	455
542.142	Time Limit	455
542.2	Evidence Required	455
542.21	General	455
542.22	Medical Reports	456
542.23	Disability	456
542.3	Penalties	456
542.31	Penalty for False Statement	456
542.32	Penalty for False Claim	456
542.33	Penalty for Refusal to Process Claim	456
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government	456
543	Employee Rights	457
543.1	Waiver of Compensation Rights	457
543.2	Withdrawal of Claim	457
543.3	Medical Care	457
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	457
543.41	Continuation of Regular Pay	457
543.42	Sick or Annual Leave	457
544	Reporting Procedures	458

544.1	Responsibilities	458
544.11	Immediate Supervisor Responsibility	458
544.111	General	458
544.112	Traumatic Injuries	458
544.12	Control Office or Control Point Responsibility	459
544.2	Criteria and Time Limits	459
544.21	Traumatic Injury and Occupational Disease or Illness	459
544.211	Report Criteria	459
544.212	Time Limit	459
544.22	Recurrence of Injury	459
544.221	Report Criteria	459
544.222	Time Limit	460
544.23	Death	460
544.231	Report Criteria	460
544.232	Time Limit	460
544.24	PCES Claims	460
545	Control Office or Control Point Claim Management Responsibility	460
545.1	General	460
545.11	Claim Management Relationships	460
545.12	Establishing Control Office and Control Points	461
545.2	Authorizing Examination and/or Treatment With Form CA-16	461
545.21	Traumatic Injury	461
545.22	Occupational Disease or Illness	461
545.23	Exposure to Workplace Hazards	461
545.24	Preventive Treatment	462
545.3	Return to Work Responsibility	462
545.31	Control Office or Control Point Responsibility	462
545.32	Suitable Work	462
545.33	Employee Responsibility	463
545.4	Implementing Medical Care	463
545.41	Emergency Treatment	463
545.42	Initial Medical Examination and/or Treatment	463
545.43	Postal Physician or Contract Equivalent	463
545.44	Outside Treatment in a Nonemergency Situation	463
545.45	Continuing Treatment With Postal Service or Contract Physician	464
545.5	Monitoring the Employee's Medical Care	464
545.51	Medical Report Requirements	465
545.52	Determining Return to Work Capability	465
545.53	Review of Medical Treatment	466
545.6	Fitness for Duty Examinations	466
545.61	General	466

545.62	Fitness-for-Duty Procedures	466
545.63	Fitness-for-Duty-Results	467
545.64	Difference in Medical Opinion	467
545.7	Continuation of Pay by the Postal Service	467
545.71	General	467
545.72	Eligibility	467
545.721	Initial Disability for a Traumatic Injury	467
545.722	Recurrence of Disability	467
545.723	Exclusions	467
545.724	Employee Responsibility	468
545.73	Controversion of COP	468
545.731	Definition of Controversion	468
545.732	Controversion With COP Withheld	468
545.733	Controversion With COP Provided	468
545.74	Stopping COP	469
545.741	Circumstances for Stopping COP	469
545.742	Relation to Disciplinary Action	469
545.743	Stopping Continuation of Pay for Temporary Employees	469
545.75	Controversion Package	470
545.76	Adjudication Process	470
545.77	Controversion Denied by OWCP	471
545.78	Overpayment Determination	471
545.8	Compensation by OWCP for Disability	471
545.81	Initial Period of Compensation	471
545.811	Traumatic Injury	471
545.812	Occupational Disease or Illness	471
545.82	Subsequent Periods of Compensation	471
545.83	Waiting Period	472
545.84	Leave Buy-Back	472
545.9	Managing Extended Leave Cases	472
545.91	General	472
545.92	Deciding Appropriate Action	473
545.93	Separation — Disability	473
546	Reassignment or Reemployment of Employees Injured on Duty	473
546.1	Law	473
546.11	General	473
546.12	Disability Fully Overcome Within One Year	473
546.121	Obligation	473
546.122	Rights and Benefits	473
546.13	Disability Fully Overcome After More Than One Year	474
546.131	Obligation	474

546.132	Rights and Benefits	474
546.14	Disability Partially Overcome	474
546.141	General	474
546.142	Obligation	474
546.143	Rights and Benefits Upon Partial Recovery	475
546.144	Relocation Consideration	477
546.2	Collective Bargaining Agreements	478
546.21	Compliance	478
546.22	Contractual Considerations	478
546.221	Scope	478
546.222	Reassignment or Reemployment	478
546.23	Types of Appointments	478
546.3	Restoration Rights	479
546.4	Employee Appeal Rights	479
546.5	Retirement Considerations	479
546.6	Reassignment and Reemployment Procedures	479
546.61	OWCP Referrals	479
546.611	Work Limitation Tolerances	479
546.612	OWCP Vocational Rehabilitation Services	479
546.62	Postal Service Medical Review	480
546.621	Physical Examination	480
546.622	Special Considerations	480
546.63	Offer of Appointment	480
546.631	Evaluation	480
546.632	Interview	481
546.633	Processing Personnel Actions	481
546.64	Employee's Refusal of Job Offer	481
546.65	Management's Refusal to Reemploy	481
547	Third Party Liability	482
547.1	Purpose	482
547.2	Background	482
547.21	Requirement to Take Action	482
547.22	Penalty for Refusal	482
547.23	Postal Service Administrative Pursuit	482
547.3	Definitions and Use of Terms	483
547.4	Responsibility	483
547.5	Third Party Recovery Action	483
547.51	Traumatic Injury	483
547.52	Occupational Illness or Disease	483
547.53	Potential Third Party Injuries	484
547.54	Investigation	484

547.55	Notification	484
547.56	OWCP Responsibility	487
547.57	Postal Service Responsibility	487
547.58	Employee Not Represented by Attorney	488
547.59	Employee Not Pursuing Third Party Action	496
547.6	Release of Information	503
547.61	Privacy Act Protection	503
547.62	Release to Employee or Beneficiary	503
547.621	General	503
547.622	Release to Physician	503
547.623	Limitation to Germane Information	503
547.63	Release to Other Parties	503
547.64	Release to Court or Other Authority	503
547.7	Settlement of Claims	504
547.71	Employee Pursuing Collection of Damages From Third Party	504
547.72	Employee Not Pursuing Third Party Recovery	504
547.73	Disbursement of Recovered Third Party Funds	504
547.74	Settlement Verification	505
547.75	Control Point Supervisor Requirements	505
547.76	Recovery Assistance	505
547.77	Delegation of Authority	505
547.8	Third Party Recovery Action — Court Action	507
547.81	General	507
547.82	Compensation for Court Appearances	507
547.83	Documentation of Court Appearances	507
547.84	Case Preparation	507
550	Unemployment Compensation	509
551	Overview	509
551.1	Legal Guidelines	509
551.11	Administration	509
551.12	Liability	509
551.13	Illegal Claims	509
551.2	Qualification Factors	509
551.3	Disqualification Factors	510
551.4	Information to State Employment Security Agencies	510
551.41	Information Required	510
551.42	Privacy Act Requirements	510
551.421	Authority to Disclose	510
551.422	Accountability of Disclosure	510
552	Responsibilities	511
552.1	Headquarters	511

552.11	Functional Administration	511
552.12	Daily Administration	511
552.2	Areas	511
552.3	State Coordinators	511
552.31	Administration	511
552.32	Responsibilities	511
552.4	Installation Heads	512
552.41	Completion of Form 50, Notification of Personnel Action	512
552.42	Cooperation With Postal and State Authorities	512
552.5	Eagan Accounting Service Center	513
552.51	Initial Response	513
552.52	Additional Information	513
553	Explanation of Forms and Procedures	513
553.1	Postal Service Procedures	513
553.11	Form 50	513
553.12	SF 8, Notice to Former Employee About Unemployment Insurance	513
553.13	Form 6803, Wage and Separation Information (ES 931)	514
553.131	Completion	514
553.132	Incomplete Information	514
553.133	Erroneous Findings	515
553.2	State Agency Forms and Procedures	515
553.21	Form ES 931	515
553.22	Form ES 934	515
553.221	Reason for Form ES 934	515
553.222	Request for Wage Information	515
553.223	Request for Separation Information	515
553.224	Request for Wage and Separation Information	515
553.23	Form ES 936, Verification of ES 931 (Form 6803)	516
554	Appeals	516
554.1	State Law Requirements	516
554.2	Initial Level Appeals by Claimants	516
554.3	Initial Level Appeals by the Postal Service	516
554.31	Cause to Appeal	516
554.32	Initiation of Appeal	517
554.4	Postal Service Participation in Appeals	517
554.41	Representation	517
554.411	Preparation for Appeal	517
554.412	Appearance As a Witness	517
554.413	Appearance As an Appellant	517
554.414	Appearance As an Appellee	517
554.42	New Evidence by Claimant	517

554.43	Disclosure of Information	518
554.431	Routine	518
554.432	Medical Records	518
554.433	Inspection Service Records	518
554.434	Managing Field Counsel	518
554.5	Appeals (Second Level) to State Appellate Board	518
554.6	Postal Service Appeals to State Courts	519
560	Civil Service Retirement Program	521
561	General	521
561.1	Scope	521
561.2	Administration	521
561.3	Employees Covered	521
561.4	CSRS Offset	522
561.5	Exclusions	522
562	Creditable Service	523
562.1	General	523
562.11	Types of Service	523
562.12	Time Credit	523
562.2	Federal Civilian Service	523
562.21	General	523
562.211	Federal/District of Columbia	523
562.212	Breaks In Service	523
562.213	Deductions Refunded	524
562.22	Service Covered by Social Security	524
562.23	Part-Time Employment	524
562.231	Part-Time Regular Employees	524
562.232	Part-Time Flexible Employees	524
562.233	Annuity Proration	524
562.24	Intermittent Service	524
562.25	Special Circumstances	524
562.251	Japanese-American Employee	524
562.252	Employee Receiving OWCP Benefits	525
562.253	Employee Restored After Erroneous Removal or Suspension	526
562.254	Employee Granted LWOP to Serve in Employee Organizations	526
562.255	Employee on Leave of Absence	527
562.3	Military Service	527
562.31	Types of Service	527
562.311	Military Groups	527
562.312	Reserve Components	527
562.313	Military Academies	527
562.314	National Guard Service	528

562.315	Military Service Prior to January 1957	528
562.316	Military Service After December 31, 1956	528
562.32	Required Conditions	528
562.33	Double Credit Not Permitted	529
562.34	Service Credit Deposit Required	529
562.341	Amount of Deposit	529
562.342	Charging Interest	529
562.35	Military Retired Pay	529
562.351	CSRS Annuity	529
562.352	Waiver of Military Retired Pay	529
562.4	Credit For Unused Sick Leave	530
562.41	Eligibility	530
562.42	Method of Computing	530
562.43	Restrictions	530
562.5	Computing Total Length of Service	530
563	Annuities — Requirements and Procedures	531
563.1	General Requirements	531
563.11	Conduct	531
563.12	Time	531
563.13	Age and Service	531
563.2	Requirements and Procedures by Type of Separation	532
563.21	Involuntary Separation	532
563.211	Additional Requirements	532
563.212	Reduced Annuity	532
563.22	Mandatory Retirement	532
563.23	Disability Retirement Requirements	533
563.231	Service	533
563.232	Total Disability	533
563.233	Conduct	533
563.3	Deferred Annuity	533
564	Types of Annuities	534
564.1	Annuity Without Survivor Benefits	534
564.2	Annuity with Survivor Benefits	534
564.21	Annuity to Current and/or Former Spouse(s)	534
564.211	General	534
564.212	Current Spouse Eligibility	534
564.213	Election of Former Spouse Annuity	534
564.214	Annuity Limitation	534
564.215	Reduction in Employee's Annuity	535
564.216	Effective Date	535
564.22	Annuity to Former Spouse Based on Court Order	535

564.221	General	535
564.222	Current Spouse Election	535
564.223	Protection of Current Spouse's Entitlement	535
564.23	Annuity to Person with Insurable Interest	536
564.231	General	536
564.232	Eligibility	536
564.233	Reduced Rate	536
564.24	Current Spouse's Consent	536
564.25	Surviving Child	536
564.3	Election of Annuity	537
564.31	Application	537
564.32	Election Changes After Retirement	537
564.321	18-Month Reelection Period	537
564.322	Marriage Terminated	537
564.323	Marriage Terminated and Remarriage	537
564.324	Marriage After Retirement	537
565	Employee's Retirement Account	538
565.1	Deductions from Current Earnings	538
565.2	Deposits for Prior Service	538
565.21	Employee Deposits	538
565.211	Percentages of Basic Pay	538
565.212	Reduction for Periods of No Deposit	539
565.22	Survivor Deposits	539
565.23	Deposit/Redeposit Application	539
565.3	Redeposits	539
565.31	Employee Redeposits	539
565.32	Amount of Redeposit	540
565.33	Impact on Annuity	540
565.34	Exception	540
565.35	Survivor Redeposits	540
565.36	Form Used	540
565.4	Voluntary Contributions	540
565.41	Application	541
565.42	Restrictions	541
565.43	Amount of Contributions	541
565.44	Amount of Additional Annuity	541
565.45	Type of Annuity Election	541
565.46	Withdrawal of Voluntary Contribution	541
565.461	Conditions	541
565.462	Application	542
565.47	Death Before Retirement	542

565.5	Refund of Deductions	542
565.51	Less Than 5 Years Civilian Service	542
565.511	Refund	542
565.512	Eligibility	542
565.513	Interest	542
565.514	Application	542
565.52	Five Years or More Civilian Service	542
565.521	Choice	542
565.522	Value	543
565.523	Eligibility	543
565.524	Refund	543
565.525	Interest	543
565.526	Repayment	543
566	Annuity Computation	543
566.1	Effective Dates	543
566.11	Commencement	543
566.12	Ending	544
566.13	Employee's Work and Leave Status	544
566.131	Use of Annual Leave Balance	544
566.132	Continuing Leave Status	544
566.2	Factors Affecting Annuity Computations	544
566.21	Primary Factors	544
566.22	Other Factors	544
566.23	Determining Length of Service	544
566.24	Determining High 3-Year Period	545
566.241	Dates Included	545
566.242	Consecutive	545
566.243	Refunded Deductions	545
566.25	Determining High-3 Average Pay	545
566.251	Computation	545
566.252	Basic Pay	545
566.3	General Formula	545
566.31	Computation	545
566.32	Substitution	545
566.33	Guides for Applying the General Formula	546
566.34	Maximum Annuity Benefits	546
566.341	Eighty Percent Limitation	546
566.342	Excess Service	546
566.4	Disability Retirement	547
566.41	Guaranteed Minimum	547
566.411	Employee Under Age Sixty	547

566.412	Employee Past Age Sixty	547
566.413	Exceptions	547
566.42	Application of Guaranteed Minimum Principle	548
566.421	Computations	548
566.422	Examples Resulting From Applying Guaranteed Minimum	550
566.423	Concept	550
566.5	Reemployed Annuitants, Additional Annuity	550
566.51	Supplemental Annuity	550
566.511	Eligibility	550
566.512	Computation	550
566.52	Redetermination of Annuity	551
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	551
566.61	Alternative Option	551
566.62	Computation	552
566.63	Survivor Annuity	552
567	Death Benefits — Death in Service	552
567.1	Survivor Annuity	552
567.11	Conditions to Be Met by the Employee	552
567.12	Conditions to Be Met by the Current (Former) Spouse	552
567.121	Current Spouse	552
567.122	Former Spouse — Court Ordered Annuity	553
567.13	Conditions to Be Met by the Child	553
567.131	General	553
567.132	Child incapable of Self-Support	553
567.133	Stepchild or Illegitimate Child	553
567.14	Computation of Annuity for Survivors	553
567.141	Current and/or Former Spouse	553
567.142	Current and/or Former Spouse of a Law Enforcement Employee	554
567.143	Payment of Child's Annuity	554
567.15	Beginning Date for Survivor Annuity	555
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	555
567.17	Election of Annuity by Survivor	556
567.171	Election of Survivor Annuity or Employees' Compensation Benefits	556
567.172	Election of Survivor Annuity or Social Security Benefits	556
567.18	Election by Annuitants and Resultant Survivor Annuities	556
567.19	Deceased Annuitant Survived by Child	557
567.2	Lump-Sum Benefit	557
567.21	Conditions for Payment	557
567.22	Person(s) Entitled to Payment	557
567.221	Order of Precedence	557
567.222	Former Spouse	557

567.23	Designations of Beneficiaries	557
567.231	Employee Informed	557
567.232	Employee Reminder	558
567.3	Procedure Upon Death of an Employee or Annuitant	558
567.31	Contacting Next of Kin	558
567.32	Notifying OPM	558
567.33	Filing Death Claim Applications	558
567.331	SF 2800	558
567.332	Minor Children	558
567.333	One Application	558
567.334	SF 1153	558
567.34	Evidence	559
567.341	Required	559
567.342	Additional	559
568	Management-Initiated Disability Retirement Procedures	559
568.1	General	559
568.11	Basis for Filing	559
568.12	Medical Examination	560
568.121	Notifying the Employee	560
568.122	Designating a Physician	560
568.123	Information Provided Examining Physician	560
568.124	Psychiatric Evaluation	560
568.125	Cost of Medical Examination	561
568.126	Management Decision	561
568.13	Filing Application	561
568.131	Employing Office Action	561
568.132	Notice to Employee	561
568.133	Notice to OPM	561
568.2	OPM Action	561
568.21	Processing by OPM	561
568.22	Decision	562
568.23	Cancellation of Retirement	562
568.24	Employee's Status Pending OPM's Decision	562
569	General Retirement Information	562
569.1	Retirement Counseling	562
569.11	Responsibility	562
569.12	National Retirement Counseling System (NARECS)	562
569.121	Purpose	562
569.122	Content	562
569.123	Individual Counseling	563
569.124	Interview	563

569.125	Check List for Pre-Retirement Interviews	563
569.126	Certified Summary of Federal Service	563
569.127	Information Reference	563
569.128	Advice to Employee	563
569.13	Survivor Counseling and Assistance	564
569.14	Group Counseling and Assistance	564
569.141	Objectives and Responsibility	564
569.142	Location and Participation	564
569.143	Suggestions for Program Content	564
569.2	Retirement Forms	565
569.21	Guidelines for Processing Personnel Actions	565
569.22	Requisitioning Forms	565
569.3	Retirement Account Information	565
569.4	Information Source for Separated or Retired Employees	565
569.5	Information Source for Employees	566
569.6	Federal Income Tax	566
569.61	Taxable Annuities	566
569.62	Federal Income Tax Withholding	566
569.63	Federal Income Tax Questions	566
569.7	Privacy Act Considerations	566
569.71	General	566
569.72	OPM Records	567
569.73	Postal Service Records	567
570	Social Security and Medicare	569
571	General Information	569
571.1	Overview	569
571.2	Social Security	569
571.21	Objectives	569
571.22	Programs	569
571.3	Medicare	569
572	Coverage	570
572.1	Employees Covered	570
572.11	Social Security	570
572.12	Medicare	570
572.2	Exclusions From Social Security and Medicare	570
572.3	FERS Employees	570
573	Social Security and Medicare Contributions	571
573.1	Federal Insurance Contributions Act (FICA) Taxes	571
573.11	Employee/Employer Payments	571
573.12	Effective Percentage Rate	571
573.121	Full Coverage	571

573.122 Medicare Coverage Only	571
573.13 Base Earnings	571
573.14 FICA Inquiries	571
573.2 Allowances Not Subject to FICA Taxes	571
574 Quarters of Coverage	572
574.1 Social Security Quarter of Coverage	572
574.2 Federal Quarter of Coverage (Medicare)	572
574.21 CSRS Employees	572
574.22 Earned Federal Quarters of Coverage	572
574.23 Deemed (Credited) FQCs	572
574.24 Combining Earned and Deemed FQCs	572
574.25 Establishing Deemed FQCs	573
574.251 Using Form 1528	573
574.252 Using Other Evidence	573
574.253 By Special Request	573
574.3 Insured Status	573
574.4 Coverage Requirements for Benefits	574
575 Benefits	575
575.1 Social Security	575
575.11 Application Required	575
575.12 Retirement Benefits	575
575.13 Disability Benefits	575
575.131 Worker Receiving Benefits	575
575.132 Dependents Receiving Benefits	575
575.14 Survivor's Benefits	575
575.2 Medicare (Hospital and Medical)	576
575.21 Coverage	576
575.22 Eligibility	576
575.221 Age Sixty-Five or Older	576
575.222 Under Age Sixty-Five	577
575.23 If an Employee Works After Age Sixty-Five	577
575.231 Same Health Benefits Offered	577
575.232 Written Explanation	577
575.233 Election in Writing	577
575.3 Events That Can Affect Benefits	577
575.31 Social Security	577
575.32 Medicare	577
575.4 Elimination of Retirement Windfall Benefits	578
575.41 Purpose	578
575.42 When the Modified Benefit Formula Applies	578
575.5 Computation of Benefits	578

575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	578
575.52	Step 2 — General Computation of Primary Insurance Amount	579
575.521	Without Modified Benefit Formula	579
575.522	With Modified Benefit Formula	579
575.53	Transitional Provisions	579
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	580
575.541	General Formula	580
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	580
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	580
575.6	Government Pension Offset	581
575.61	Purpose	581
575.62	Exceptions	581
575.63	Amount of Offset	582
580	Federal Employees Retirement System	583
581	General	583
581.1	Scope	583
581.2	Administration	583
581.3	Employees Covered	583
581.4	Exclusions	583
582	Creditable Service	584
582.1	General	584
582.11	Types of Service	584
582.12	Specific Creditable Civilian Service	584
582.13	Time Credit	584
582.14	Breaks in Service	584
582.2	Deductions Refunded	585
582.3	Part-Time Service	585
582.4	Employee Receiving OWCP Benefits	585
582.41	Employee on Leave Without Pay (LWOP)	585
582.42	Employee Separated	585
582.5	Employee Restored After Erroneous Removal or Suspension	586
582.51	Policy	586
582.52	Determining Retirement Credit	586
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	586
582.7	Military Service	587
582.71	Types of Service	587
582.72	Military Service Prior to January 1, 1957	587
582.73	Military Service After December 31, 1956	587

582.74	Required Conditions	587
582.75	Double Credit Not Permitted	587
582.76	Service Credit Deposit Required	588
582.761	Amount of Deposit	588
582.762	Charging Interest	588
582.77	Military Retired Pay	588
582.78	Waiver of Military Retired Pay	588
582.781	General	588
582.782	Procedures	588
582.8	Transfers to FERS	589
583	Annuities	589
583.1	General Requirements	589
583.11	Conduct	589
583.12	Time	589
583.13	Age and Service	590
583.14	Minimum Retirement Age	590
583.15	Immediate Reduced Annuity	590
583.2	Requirements and Procedures by Types of Separations	591
583.21	Involuntary Separation	591
583.22	Mandatory Retirement	591
583.23	Disability Retirement Requirements	591
583.231	Service	591
583.232	Disability	591
583.233	Duration	591
583.3	Deferred Annuity	592
583.31	Eligibility	592
583.32	Commencement Date	592
583.33	Restriction	592
584	Types of Annuities	592
584.1	Annuity Without Survivor Benefits	592
584.2	Annuity With Survivor Benefits	592
584.21	General	592
584.22	Spouse Eligibility	593
584.221	Current Spouse Eligibility	593
584.222	Election of Annuity for Former Spouses(s)	593
584.23	Maximum Survivor Annuity	593
584.24	Reduction in Annuity	593
584.25	Effective Date	593
584.26	Annuity to Former Spouse(s) Based on a Court Order	593
584.261	General	593
584.262	Current Spouse Election	594

584.263	Protection of Current Spouse's Entitlement	594
584.27	Annuity to Person With Insurable Interest	594
584.271	General	594
584.272	Eligibility	594
584.273	Insurable Interest — Presumed	594
584.274	Insurable Interest — Other	595
584.275	Reduced Rate	595
584.276	Amount	595
584.28	Current Spouse's Consent	595
584.29	Surviving Child	595
584.3	Election of Annuity	595
584.31	Application	595
584.32	Election Coverage After Retirement	596
584.321	Eighteen-Month Reelection Period	596
584.322	Marriage Terminated	596
584.323	Marriage Terminated and Remarriage	596
584.324	Marriage After Retirement	596
585	Employee's Retirement Account	597
585.1	Deduction From Current Earnings	597
585.2	Percentages Withheld	597
585.3	Service Credit Deposit	597
585.31	General	597
585.32	Amount of Deposit	597
585.33	Reductions for Periods of No Deposit	597
585.34	Survivor Deposits	598
585.35	Deposit Applications	598
585.4	Redeposits	598
585.5	Refund of Deductions	598
585.51	Eligibility	598
585.52	Interest	598
585.53	Repayment	599
586	Annuity Computation	599
586.1	Effective Date	599
586.11	Commencement	599
586.12	Ending	599
586.13	Employee's Work and Leave Status	599
586.131	Use of Annual Leave Balance	599
586.132	Continuing Leave Status	599
586.2	Factors Affecting Annuity Computations	599
586.21	Primary Factors	599
586.22	Other Factors	600

586.23	Determining Length of Service	600
586.24	Determining High-Three-Year Period	600
586.241	Dates Included	600
586.242	Consecutive	600
586.25	Determining High-Three Average Pay Computation	600
586.251	Computation	600
586.252	Basic Pay	600
586.3	Formula	600
586.31	Basic	600
586.32	At Age Sixty-Two	601
586.33	Annuity Supplement	601
586.331	Eligibility	601
586.332	Amount	601
586.333	Reduction Based on Excess Earnings	601
586.4	Transferees to FERS	601
586.5	Disability Retirement	602
586.51	Initial Computation — Under Age Sixty-Two	602
586.511	First Year of Disability	602
586.512	Second and Succeeding Years	602
586.513	Exceptions	602
586.52	Computation — Age Sixty-Two and Over	602
586.53	Recomputation — Age Sixty-Two	602
586.6	Reemployed Annuitants — Additional Annuity	603
586.61	Salary Payable	603
586.62	Eligibility	603
586.63	Reemployed Less Than One Year	603
586.64	Reemployed One Year or More	603
586.65	Reemployed Five Years or More	603
586.7	Alternative Form of Annuity	604
586.71	Eligibility	604
586.72	Computation	604
586.73	Survivor Annuity	604
586.8	Cost-of-Living Adjustments (COLA)	605
586.81	Amount	605
586.82	Eligibility	605
586.821	Optional Retirement	605
586.822	Involuntary Separation	605
586.823	Disability	605
586.824	Law Enforcement	605
586.825	Transfers to FERS	605
587	Death Benefits — Death in Service	606

587.1	Basic Employee Death Benefit	606
587.11	General	606
587.12	Amount	606
587.13	Payment	606
587.2	Survivor Benefit — Spousal	606
587.21	General	606
587.22	Beginning and Ending Date	606
587.221	Beginning	606
587.222	Ending	607
587.223	Reinstatement	607
587.3	Refund of Contributions	607
587.31	Eligibility	607
587.32	Normal Order of Precedence	607
587.4	Former Spouse(s)	607
587.5	Child Annuities	607
587.51	Eligibility	607
587.52	Rates of Annuities	607
587.53	Beginning and Ending Dates	608
587.531	Beginning Date	608
587.532	Ending Date	608
587.54	Disabilities	608
587.6	Procedures Upon Death of an Employee	608
587.61	Contacting Next of Kin	608
587.62	Filing Death Claim Applications	608
588	Management Initiated Disability Retirement Procedures	609
588.1	General	609
588.2	Procedures	609
588.21	Basis for Filing	609
588.22	Notice to Employee	609
588.23	Notice to OPM	609
588.3	Processing by OPM	610
588.31	Required Documentation	610
588.32	Decision	610
588.4	Cancellation of Retirement	610
588.5	Employee's Status Pending OPM's Decision	610
589	General Retirement Information	610
589.1	Retirement Counseling	610
589.11	Responsibility	610
589.12	National Retirement Counseling System (NARECS)	611
589.121	Purpose	611
589.122	Contents	611

589.123	Individual Counseling	611
589.124	Advice to Employee	611
589.13	Group Counseling and Assistance	611
589.131	Objectives and Responsibility	611
589.132	Frequency	611
589.133	Location and Participation	612
589.134	Suggestions for Program Content	612
589.2	Retirement Forms	613
589.21	Processing	613
589.22	Requisitioning Forms	613
589.3	Information Source for Separated or Retired Employees	613
589.4	Information Source for Employees	613
589.5	Federal Income Tax	613
589.51	Taxable Annuities	613
589.52	Federal Income Tax Withholding	613
589.53	Federal Income Tax Questions	614
589.6	Privacy Act Considerations	614
589.61	General	614
589.62	OPM Records	614
589.63	Postal Service Records	614
590	Thrift Savings Plan	615
591	Overview	615
591.1	Description	615
591.11	Administration	615
591.12	Further Information	615
591.2	Open Season	615
591.3	Eligibility to Contribute	615
591.31	General	615
591.32	New Career Employees	615
591.33	Rehired Employees	616
591.34	Reemployed Annuitants	616
591.341	Eligibility	616
591.342	Contributions	617
591.35	Transfers From Another Agency	617
591.36	Dual Appointments	617
591.4	Permitted Actions	617
591.41	Open Season	617
591.42	Interfund Transfers	618
591.5	Elections	618
591.51	Form Required	618
591.52	Number Permitted	618

591.53	Effective Dates	618
591.54	Election Period	618
591.55	Belated Elections	618
591.6	CSRS Transfers to FERS	618
591.7	Booklets	619
592	Contributions	619
592.1	Basic Pay	619
592.2	Contribution Rates	619
592.3	Maximum Contribution Rates	619
592.31	FERS Employees	619
592.32	CSRS Employees	619
592.4	Automatic Contributions	619
592.41	FERS Employees	619
592.42	CSRS Employees	619
592.5	Matching Contributions	619
592.51	FERS Employees	619
592.52	CSRS Employees	620
592.6	Vesting of Contributions	620
592.61	CSRS Employees	620
592.62	FERS Employees	620
592.7	Maximum Contribution Amount	620
592.8	Taxes	620
592.81	Federal Income Taxes	620
592.82	State Income Taxes	621
592.9	Insufficient Earnings	621
592.91	Employees on LWOP	621
592.92	Reduced Earnings	621
593	Investments	621
593.1	Funds Available	621
593.2	Investment Options	622
593.21	Fund Allocation	622
593.22	Changing Investments	622
593.3	Participant Statements	622
593.31	Frequency	622
593.32	Contents	622
593.33	Distribution	622
593.34	Transactions	623
593.341	Types of Transactions	623
593.342	Information Concerning Transactions	623
594	Adjustments	623
594.1	Responsibility	623

594.2	Elections Not Processed	623
594.21	Reason Beyond Employee Control	623
594.22	Administrative Error	623
594.3	Overdeductions	624
594.31	Correction	624
594.32	Excess Contributions	624
594.33	Amount of Adjustment	624
594.34	Earnings	624
594.4	Underdeductions	624
594.41	Correction	624
594.42	Form 6886, Thrift Savings Plan Request for Retroactive Contributions	624
594.43	Preparation	624
594.44	Decision	625
594.45	Disposition	625
594.451	No Return of Form 6886	625
594.452	No Make-Up Contributions	625
594.453	Make-Up Contributions	625
594.46	Processing	625
594.5	Erroneous Retirement System	626
594.6	Back Pay Awards	626
594.61	General Rule	626
594.62	Erroneous Separation	627
594.63	Continuous Service	627
594.7	Claim Procedure	627
594.71	General Rule	627
594.72	Review of Claim	627
594.73	Postal Service Decision	627
594.74	Employee Appeal Rights	627
594.75	Final Decision	628
594.76	Time Limitation	628
595	Termination of Contributions	628
595.1	Definition	628
595.2	Submissions	628
595.3	Effective Date	628
595.4	Subsequent Elections	628
595.41	Submitted During Open Season	628
595.42	Submitted Other Than Open Season	628
595.43	Effective Date for Subsequent Elections	629
596	Loans	629
596.1	Eligibility	629
596.2	Types of Loans	629

596.21	Residential Loans	629
596.22	General Purpose Loans	629
596.3	Applications	629
596.31	TSP-20, Thrift Savings Plan Loan Application	629
596.32	Documentation	629
596.4	Interest	629
596.41	Rate	629
596.42	Guarantee	630
596.43	Duration	630
596.44	Payment	630
596.45	Taxes	630
596.5	Restrictions	630
596.51	Amounts	630
596.511	Minimum Amount	630
596.512	Maximum Amount	630
596.52	Duration	630
596.521	Minimum Duration	630
596.522	Maximum Duration	630
596.53	Collateral	630
596.54	Basic Pay Test	631
596.55	Number of Loans	631
596.56	Spousal Rights	631
596.57	Court Orders	631
596.6	Loan Repayment	631
596.7	Additional Information	631
596.8	Verification of Participant's Account	631
597	Withdrawal of Funds	632
597.1	Eligibility	632
597.2	Withdrawals Upon Separation	632
597.21	Withdrawal Options	632
597.22	Mandatory Automatic Cashout	632
597.23	Required Minimum Distribution	632
597.24	Spousal Rights	633
597.241	Vested Account Balances of More Than \$3,500	633
597.242	Vested Account Balances of \$3,500 or Less	633
597.3	In-Service Withdrawals	633
597.31	Type of Withdrawal	633
597.32	Application	633
597.33	Restrictions	633
597.331	Pay Period Contributions	633
597.332	Spousal Rights	634

597.333	Court Orders	634
597.4	Death	634
597.41	Prior to Separating	634
597.42	After Separation	634
597.5	Spousal Rights	634
597.6	Withdrawal Packages	634
597.61	Personnel Services Office Responsibilities	634
597.611	Separations and Retirements	634
597.612	Deaths	635
597.62	Contents	635
597.7	Additional Information	635
597.8	Return to Federal Service	635
598	Court Orders	636
598.1	Types	636
598.2	Requirements	636
598.3	Notification	636
598.4	Effect on Withdrawal Options	636
598.5	Effect on Loans	636
598.6	Address	637
598.7	Additional Information	637
6	Employee Relations	639
610	Employee Services	639
611	Scope	639
612	Information Media	639
612.1	Responsibility	639
612.2	Methods	639
612.21	Official Directives	639
612.22	Unofficial Communications	639
612.23	Bulletin Boards	639
612.231	Utility and Convenience	639
612.232	Suitability	640
612.24	Employee Lockers	640
612.241	Issuance	640
612.242	Maintenance and Inspection	641
613	Credit Unions	641
613.1	Authority	641
613.2	Space Allowance	641
613.3	Employees With Credit Union Duties	641
614	Food Services	641

614.1	Policy	641
614.2	Operation	642
614.21	Responsibility	642
614.22	Management	642
614.3	Types	642
614.4	Funds	642
615	Social Recreational Program	643
615.1	Policy	643
615.2	Discrimination	643
615.3	Committees	643
615.31	Membership	643
615.32	Requirements	643
615.321	Income From Vending Operations	643
615.322	Meetings and Duties	643
615.33	Responsibilities	644
615.34	Constitution	644
615.35	Bylaws	644
615.4	Employee Social and Recreational Fund	647
615.41	Purpose	647
615.42	Source of Funds	647
615.43	Funds Excluded	647
615.44	Prohibited Activities	647
615.45	Safekeeping of Funds	648
615.451	Records	648
615.452	Single Fund	648
615.453	Balance Under \$100	648
615.454	Balance Over \$100	648
615.46	Requirements for Banking and Investment of Funds	648
615.461	One Checking Account	648
615.462	Reserve Funds	648
615.463	No Long-Term Accumulation	649
615.47	Expenditures of Funds	649
615.471	General Benefit	649
615.472	Appropriate Expenditures	649
615.473	Inappropriate Expenditures	649
615.5	Records and Files	650
615.51	Ledger	650
615.52	Checkbook	650
615.53	Record of Assets	650
615.54	Supplies Inventory	650
615.55	Unpaid Obligations	650

615.56	Files	650
615.6	Reports	653
615.61	Frequency	653
615.62	Report Format	653
615.7	Audits	656
615.71	Frequency	656
615.72	Recommendation for Audit	656
615.721	Installation Head	656
615.722	District Finance Manager	656
615.73	Internal Audit	656
615.74	Independent Audit	656
615.75	Audit Requirements	656
615.76	Audit Report	657
615.761	Content	657
615.762	Distribution	657
615.77	Follow-Up Action	657
615.78	Review and Comments by District Finance Manager	657
615.79	Inspection Service Audit	658
615.8	Tax Status of Social and Recreational Funds	658
615.81	Exemption	658
615.82	Liability	658
616	Savings Bond Program	658
616.1	Payroll Savings Plan	658
616.2	Notification	658
616.21	Annual Savings Bond Drive	658
616.211	Organization	658
616.212	Participation	658
616.213	Supplies	658
616.22	Sustaining Program	659
616.3	Enrollment	659
616.31	Authorization for Payroll Allotment	659
616.32	Cancellation of Allotment	659
616.33	Issuance and Refunds	659
616.34	Privacy of Records	659
616.4	Reports	659
617	Combined Federal Campaign Program	660
617.1	Annual Campaign	660
617.11	Purpose	660
617.12	Authorization	660
617.2	Organization	660
617.21	Local Federal Coordinating Committee	660

617.22	Postal Service Organization	660
617.23	Loaned Executive Program	660
617.3	Solicitation	660
617.31	Participation	660
617.32	Time Frame	661
617.33	Supplies	661
617.4	Contributions	661
617.41	General	661
617.42	Authorization for Payroll Allotment	661
617.43	Cancellation of Allotment	661
617.44	Cash Payments	661
617.45	Privacy of Records	661
617.5	Reports	662
617.6	Recognition	662
617.61	Plaques	662
617.62	Certificates	662
617.7	Further Information	662
620	Contests	663
621	Scope	663
622	Objective	663
623	Responsibilities	663
623.1	Approval Authorities	663
623.2	Districts and Plants	663
623.3	Areas	663
623.31	Area Vice President	663
623.32	Other Personnel	663
623.4	Senior Management Committee	664
624	Establishment	664
624.1	Criteria	664
624.2	Structure	664
624.3	Contest Rules	664
625	Implementation	665
625.1	Eligibility	665
625.2	Evaluation	665
625.21	Winners	665
625.22	Ties	665
626	Types of Awards	665
626.1	Acceptable	665
626.2	Unacceptable	665
627	Limitations	665
627.1	Numbers and Types of Contests	665

627.2	Expenditures	666
627.21	District and Plant Contests	666
627.22	Area Contests	666
627.23	National Contests	666
630	Ideas Program	667
631	Policy	667
632	Eligibility	667
633	Criteria	667
633.1	General Criteria	667
633.2	Engineering Criteria	667
634	Awards	668
634.1	General	668
634.2	Nonmonetary Awards	668
634.3	Cash Awards	668
634.31	Amounts	668
634.32	Multiple-Level Awards	668
634.33	Deductions	668
634.34	Acceptance	669
635	Records	669
636	Processing	669
636.1	Summary of Steps	669
636.2	Payment	669
636.3	Presentation Ceremonies	669
640	Employee Claims	673
641	Nonbargaining Unit Employees	673
641.1	Policy	673
641.2	Requirements	673
641.3	Claimants	673
641.31	Valid	673
641.32	Fraudulent	673
641.4	Compensation	674
641.41	Lost or Destroyed Property	674
641.42	Damaged Property	674
641.43	Third Party Recoveries	674
641.431	Insurance	674
641.432	Supplement	674
641.433	Refunds	674
641.5	Procedures	674
641.51	Time	674
641.52	Documentation	674
641.53	Submission and Initial Decisions	675

641.54	Disposition	675
641.55	Appeal	675
642	Bargaining Unit Employees	675
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	677
651	Disciplinary and Emergency Procedures	677
651.1	Scope	677
651.2	Representation	677
651.3	Nondisciplinary Corrective Measures	677
651.4	Emergency Placement in Off-Duty Status	677
651.5	Letters of Warning	678
651.6	Letters of Warning in Lieu of Time-Off Suspensions	678
651.61	Policy	678
651.62	Implementation	678
651.63	Notice	678
651.64	Response	678
651.65	Decision	678
651.66	Retention	679
651.7	Adverse Actions	679
651.71	Definition	679
651.72	Policy	679
651.73	Notice	679
651.74	Response	679
651.75	Decision	679
651.76	Duty Status	680
651.77	Exceptions to Thirty-Day Notice	680
652	Appeal Procedures	680
652.1	Scope	680
652.2	Appeal of Adverse Actions	680
652.21	Coverage	680
652.22	Exclusion	681
652.23	Appeal to Step 1	681
652.231	Field Employees	681
652.232	Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees	681
652.233	Exceptions	681
652.24	Hearings	681
652.241	Action If No Hearing Requested	681
652.242	Action When Hearing Requested	681
652.243	Management Obligation for Witnesses	682
652.244	Workhours Compensation	682
652.245	Noninterference Rule	682

652.246	Transcript	682
652.247	Attorney Fees	682
652.25	Post Hearing	683
652.251	Hearing Officer Action	683
652.252	Step 1 Official Action	683
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees	683
652.31	Procedure	683
652.4	Other Appealable Actions	684
652.41	Coverage	684
652.42	Step A	684
652.43	Step B	684
652.44	Review	684
652.5	Alternative Dispute Resolution	685
652.51	Exceptions	685
652.52	Mediation	685
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	685
652.54	Mediation for Adverse Actions	685
660	Conduct	687
661	Code of Ethical Conduct	687
661.1	Purpose and Applicability	687
661.2	Congressional Code of Ethics for Government Service	687
661.3	Standards of Conduct	689
661.4	Conflicts of Interest	689
661.41	Conflicts of Interest — Financial	689
661.42	Conflicts of Interest — Employment	691
661.43	Conflicts of Interest — Gifts, Entertainment, and Favors	693
661.5	Other Prohibited Conduct	695
661.51	Discrimination	695
661.52	Unofficial Use of Government Property or Services	695
661.53	Unacceptable Conduct	695
661.54	Use of Intoxicating Beverages	696
661.55	Illegal Drug Use	696
661.56	Gambling	696
661.6	Indebtedness	696
661.61	Financial Obligations	696
661.62	Disputes With Creditors	696
661.7	Provisions Concerning Special Postal Service Employees	696
661.71	Private Gain	696
661.72	Financial Benefit	697

661.73	Use of Information	697
661.74	Teaching, Lecturing, Writing Activities	697
661.75	Acceptance of Gifts	697
661.8	Ethical Conduct Advisory Service and Remedial Action	697
661.81	Advisory Service	697
661.811	Ethical Conduct Officer	697
661.812	Associate Ethical Conduct Officers	698
661.813	Advice and Guidance	698
661.814	Appeals	698
661.815	Employee Notification	698
661.82	Remedial Action	699
661.821	Procedures	699
661.822	Types of Remedial Actions	699
661.823	Compliance	699
661.824	Postemployment Activities	699
662	Statements of Employment and Financial Interests	703
662.1	Employees Required to File Statements	703
662.11	Categories of Employees	703
662.12	Employee in Position Temporarily	703
662.13	Determination of Categories	703
662.14	Special Employee	703
662.15	Waivers	704
662.16	Employees Below EAS-24 Who Must File	704
662.17	Employees Improperly Included	704
662.2	Persons to Whom Statements Will Be Submitted	704
662.21	To the Ethical Conduct Officer	704
662.22	To the Division General Manager	704
662.23	To Associate Ethical Conduct Officer	704
662.3	Submission of Statements	704
662.31	Time for Submission	704
662.32	Changes	705
662.33	Disclosure of Amounts	705
662.34	Avoidance of Conflicts of Interest	705
662.4	Confidentiality and Retention of Statements	705
662.41	Restrictions Regarding Disclosure of Statements	705
662.42	Procedures for Transmittal Statements	705
662.43	Time of Retention	705
662.5	Information Not Known by Employees	706
662.51	Requests for Information From Others	706
662.52	Failure to Obtain Information	706
662.6	Information Not Required	706

662.61	Organizations Excluded From Information Requirements	706
662.62	Organizations Included in Information Requirements	706
662.63	Employees Excluded	706
662.7	Reviewing Statements and Remedial Action	707
662.8	Public Financial Disclosure Reports	707
663	Participation in Political and Community Activities	711
663.1	Political Activities	711
663.11	General	711
663.111	Employees Included	711
663.112	Employees Excluded	711
663.12	Additional Prohibited Political Activities	711
663.13	Investigation and Enforcement	711
663.2	Community Affairs	711
663.21	General	711
663.22	Holding of State or Local Office by Postal Service Employees	712
663.3	Nonparticipation in Segregated Meetings	713
664	Bribery, Undue Influence, or Coercion	713
665	Statutory Provisions	714
665.1	Laws Referenced in This Code	714
665.2	Application to Postal Employees	714
666	USPS Standards of Conduct	715
666.1	Discharge of Duties	715
666.2	Behavior and Personal Habits	716
666.3	Loyalty	716
666.4	Performance of Public Duties	716
666.5	Obedience to Orders	716
666.51	Protests	716
666.52	Reporting of Violations	716
666.6	Cooperation in Investigations	716
666.7	Furnishing Address	716
666.8	Attendance	716
666.81	Requirement for Attendance	716
666.82	Absence Without Permission	716
666.83	Tardiness	717
666.84	Falsification in Recording Time	717
666.85	Incomplete Mail Disposition	717
666.86	Disciplinary Action	717
667	Legal Assistance Provided by the Postal Service	717
667.1	Defense of Civil Suits Against Postal Service Employees Arising Out of Their Operation of Motor Vehicles	717
667.11	Coverage	717

667.12	Employee Responsibilities	717
667.13	Installation Head Responsibilities	718
667.2	Representation of USPS Employees by the Department of Justice In Non-Motor Vehicle Cases	718
667.21	General	718
667.22	Procedure for Requesting Legal Representation by the Department of Justice	718
667.221	Employee Responsibilities	718
667.222	Installation Head or Higher Level Official Responsibilities	719
667.223	Postal Inspection Service	719
667.23	Criteria for Granting Representation	719
667.3	Department of Justice Representation	719
667.4	Reimbursement of Employees for Legal Fees, Judgments, and Settlements	719
667.41	Legal Fees	719
667.42	Judgment	719
667.43	Criteria for Reimbursement	720
667.5	USPS Governors, Officers, PCES Employees, and Headquarters Employees	720
667.51	Request for Legal Representation	720
667.52	Legal Fees	720
667.53	Judgments	720
668	Restrictions	720
668.1	Prohibited Personnel Practices	720
668.11	Restrictions	720
668.111	General	720
668.112	Prohibited Discrimination	720
668.113	Nepotism	721
668.114	Improper Employment and Placement Practices	721
668.115	Improper Recommendations	721
668.116	Coercion of Political Activity	721
668.117	Reprisal for Exercising Appeal Rights	721
668.118	Reprisal for Release of Information	721
668.12	Remedies	722
668.121	General	722
668.122	Equal Employment Opportunity Complaint Procedures	722
668.123	Grievance Procedure	722
668.124	Adverse Action Appeals to Merit Systems Protection Board	722
668.125	Nonbargaining Unit Appeals Procedure	722
668.126	Prohibited Personnel Practices	722
668.2	Service Matters	723
668.21	Compiling Directories	723
668.22	Engaging in Campaigns for Changes in Mail Service	723

668.23	Paying for Exchange of Positions	723
668.24	Manufacture of Rural Mailboxes	723
668.25	Loitering	723
668.26	Controversies With Public	723
668.27	Obstructing the Mail	723
668.28	Giving Testimony or Campaigning for Additional Transportation Services	723
668.29	Interception of Oral or Wire Communications by Postal Employees	724
668.3	Records, Information, and Associated Processing Systems and Equipment	724
668.31	Purpose	724
668.32	Prohibited Disclosures	724
668.33	Prohibited Uses	725
668.34	Protection Responsibilities	725
668.35	Reporting Violations	725
669	Definitions	725
670	Diversity, Equal Employment Opportunity, and Affirmative Action	727
671	Diversity Overview	727
672	Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action	727
672.1	Laws	727
672.2	Executive Orders and EEOC Regulations	728
672.3	Office of Personnel Management Guidance	728
673	Policy	728
673.1	General EEO and Affirmative Action Goals	728
673.2	Specific Commitments	728
673.21	Ensuring the Representation of All Employee Groups in All Levels of Employment	728
673.22	Prohibiting Discrimination and Harassment	729
673.221	Discrimination	729
673.222	Sexual Harassment	729
673.223	Sexual Orientation Discrimination and Harassment	729
673.3	Diversity, EEO, and Affirmative Action Accountability	729
673.31	Employees	729
673.32	Management	730
674	Organizational Responsibilities	730
674.1	Deputy Postmaster General	730
674.2	Functional Organizations	730
674.21	Diversity Development	730
674.22	Labor Relations	730
674.23	Employee Resource Management	730
674.3	Diversity and Affirmative Action Advisory Committees	731
675	Affirmative Action Activities	731

675.1	Special Emphasis Programs	731
675.11	Nature of Programs	731
675.12	Objectives	731
675.13	Additional Information	731
675.2	Career and Diversity Awareness Conferences	732
675.21	Objective	732
675.22	Additional Information	732
676	On-Site EEO Evaluations	732
680	Participation in Supervisory and Managerial Organizations	733
681	Participation Rights	733
682	Postal Service Representation at Organization Gatherings	733
682.1	Explanation	733
682.2	National Conventions	733
682.3	State Conventions and Other Management Association Conferences	734
682.31	General Policies	734
682.32	Request Channels	734
683	District Meetings for Postmasters	734
690	Inventions and Patents	735
691	Policy	735
692	Authority	735
693	Definitions	735
694	Reporting Inventions	736
694.1	Reports	736
694.11	What to Report	736
694.12	When to Send	736
694.13	Where to Send	736
694.14	What to Send	736
694.2	Review by Supervisor	737
695	Determination of Rights in and to an Invention	737
695.1	Responsibility	737
695.2	Instruments	737
696	Appeals and Petitions	738
697	Timeliness	738
698	Correspondence	738
7	Training and Development	739
710	Overview	739
711	Policy, Goals, Objectives, and Categories	739
711.1	General Policy	739
711.11	Strategy	739

711.12	Methods	739
711.13	Responsibility	739
711.2	Purpose and Goals	739
711.3	Objectives	740
711.4	Categories of Training and Development	740
711.41	Job Training	740
711.411	Description	740
711.412	Conditions	741
711.413	Examples	741
711.42	Self-Development Training	741
711.421	Description	741
711.422	Conditions	741
711.423	Job Relatedness	742
711.424	Examples	742
711.43	Job Experiences	742
711.431	General	742
711.432	Within Current Job Assignment	742
711.433	Outside Current Job Assignment	742
712	Training Compensation Guidelines	743
712.1	General	743
712.2	FLSA Considerations	743
712.21	Coverage	743
712.22	Scheduling	743
712.23	Disclaimer	743
712.24	Management Responsibilities	743
712.25	Employee Responsibilities	743
713	Selection	744
713.1	Equal Opportunity Policies	744
713.2	Selection Considerations	744
713.3	Assignment After Training	744
714	Training Delivery	745
714.1	General	745
714.11	Types of Training Delivery	745
714.12	Choices of Training Source	745
714.121	Considerations	745
714.122	Justification	745
714.2	Postal Training Delivery	745
714.21	Delivery Modes	745
714.22	Delivery Sources	745
714.221	Headquarters	745
714.222	Areas, Districts, and Plants	746

714.223	National Center for Employee Development	746
714.224	William F. Bolger Center for Leadership Development	746
714.225	Inspection Service Career Development Branch	746
714.226	Postal Satellite Training Network	746
714.3	Nonpostal Training Delivery	746
715	Postal Training Systems	746
715.1	Explanation	746
715.2	Postal Orientation	746
715.3	Craft Skills Training	746
715.4	Technical Maintenance Training	747
715.41	General	747
715.42	Subjects	747
715.43	Delivery	747
715.5	Management and Professional Training	747
715.51	General	747
715.52	Curriculum Guides and Enrollment	747
715.53	Executive Education	748
715.54	Other	748
715.6	Inspection Service Training	748
715.61	General	748
715.62	Inspectors	748
715.63	Postal Police Officers	748
716	Expenses	748
716.1	Travel	748
716.11	General	748
716.12	Intermediate Travel Home	749
716.121	General	749
716.122	Scheduling	749
716.123	Trip Destination	749
716.124	Spouse Traveling in Lieu of Employee	749
716.2	Facilities	749
716.3	Tuition, Fees, Books, and Supplies	749
716.4	Injury Compensation and Student Welfare	749
717	Nonpostal Personnel Participation in Postal Training	750
720	Training and Development Responsibilities and Functions	750
721	Organizational Responsibilities and Functions	750
721.1	Headquarters	750
721.2	Areas	750
721.3	Districts	751
721.4	Supervisors and Managers	751
721.5	Employees	752

722	Postal Employee Development Center Organization and Operations	752
722.1	Purpose	752
722.2	PEDC Network Operating Procedures	752
722.21	Geographic Area of Responsibility	752
722.22	PEDC Reporting Relationships	752
722.23	Facilities	752
722.24	Reviews	753
730	Training Procedures	753
731	Nomination and Registration	753
732	Training Records and Reports	753
732.1	Individual Training Records	753
732.11	PS Form 2432, Individual Training Progress Report	753
732.12	PS Form 2548, Individual Training Record	753
732.13	PS Form 1782, Training Request and Authorization	753
732.14	(Reserved)	754
732.15	Certificates of Training	754
732.2	Training Tracking System	754
740	Nonpostal Training Policy	754
741	Background	754
741.1	Explanation	754
741.2	General Payment Policies	754
741.21	Salary Compensation and Travel Expenses	754
741.22	Other Related Expenses	754
741.23	Restrictions	755
741.231	Authorization	755
741.232	Prohibited Training Sponsors	755
742	General Procedures	755
742.1	PS Form 1782	755
742.2	Request and Approval	755
742.21	Standard Training	755
742.22	Medical Training	755
742.3	Distribution of Copies	756
742.4	Payment	756
742.41	Tuition, Fees, Books, and Supplies	756
742.411	General	756
742.412	Payment to the Training Sponsor	756
742.413	Reimbursement to Employees	756
742.414	Advance Payments	756
742.42	Travel	757
742.5	Documentation	757
743	Special Factors	757

743.1	Failure to Enroll in or Complete Approved Training	757
743.2	Double Payment	758
743.21	Policy	758
743.22	Certification	758
743.221	Conditions for Signing	758
743.222	Text of Certification	758
743.223	Procedure	758
743.3	Contribution or Award	758
743.31	Conditions for Acceptance	758
743.32	Insufficient Payment of Expenses	759
743.4	Training Beyond Four Consecutive Weeks	759
743.41	Policy	759
743.42	Agreement	759
743.421	Conditions for Signing	759
743.422	Text of Agreement	760
743.423	Procedure	760
743.43	Reimbursement	760
750	Professional Associations	761
751	Definition	761
751.1	Purpose	761
751.2	Membership	761
751.3	Exclusions	761
752	Policy	761
753	Payment of Membership Dues or Fees	762
753.1	Individual Memberships	762
753.11	Voluntary	762
753.12	Required	762
753.2	Institutional Membership	762
753.3	Procurement of Memberships	762
753.4	Periodicals	763
754	Attendance at Meetings and Conferences	763
754.1	Authorization	763
754.2	Full or Partial Attendance	763
754.3	Leave for Other Employees	763
754.4	Selection for Attendance	764
754.5	Payment of Expenses	764
754.6	Approval of Registration Fees	764
755	Privileges	764

8 Safety and Health	765
810 Occupational Safety and Health Program	765
811 General	765
811.1 Authority	765
811.2 Principles	765
811.21 Management Commitment, Involvement, and Accountability	765
811.22 Vision Statement	765
811.23 Guiding Principles	765
811.24 Safety Philosophy	766
811.3 Offsite Safety	766
811.4 Records Retention and Disposition	767
812 Management Responsibilities	767
812.1 Headquarters	767
812.11 Postmaster General	767
812.12 Chief Operating Officer	767
812.13 Officers	767
812.14 Vice President of Employee Resource Management	767
812.2 Area Offices	767
812.21 Vice President of Area Operations	767
812.22 Area Human Resources Managers	767
812.3 Installation Heads	767
812.4 Middle-Level Managers	768
812.5 Supervisors	768
812.6 Objectives and Action Plans	768
813 Safety and Health Staff Responsibilities	768
813.1 Headquarters	768
813.2 Area Offices	769
813.3 Performance Clusters	769
813.31 Safety Personnel	769
813.32 Collateral Duty Facility Safety Coordinator	770
814 Employee Rights and Responsibilities	770
814.1 Rights	770
814.2 Responsibilities	770
815 Executive and Management Safety and Health Committees	771
815.1 Structure and Responsibilities	771
815.11 National Executive Safety and Health Committee	771
815.12 Area Executive Safety and Health Committee	771
815.13 Performance Cluster Executive Safety and Health Committees	771
815.14 Plant* Executive Safety and Health Committee	772
815.15 Other Levels	772

815.2	Written Minutes	772
816	Joint Labor-Management Safety and Health Committees	772
817	Training and Education	773
817.1	Management Training and Education	773
817.11	Supervisors	773
817.12	Executives and Managers	773
817.2	Safety and Health Staff Training and Education	773
817.3	Joint Labor-Management Safety and Health Committee Orientation	773
817.4	Employee General Safety Orientation	774
817.5	OSHA Required Training	774
817.51	Standard Curriculum	774
817.52	Special Emphasis Program Training	774
817.53	Hazardous Materials Communication and Training	775
817.6	Refresher Training	775
817.7	New or Additional Equipment and Techniques Training	775
817.8	OSHA Poster 2203, Job Safety and Health Protection	775
817.9	Training Records	775
818	Safety and Health Program Budgeting	776
819	Accountability for Safety and Health Performance, Compliance, and Evaluations	776
820	Reports and Investigations, Program Evaluations, and Inspections	777
821	Actions in the Event of Accident, Injury, or Illness	777
821.1	Injury, Illness, and Accident Reporting	777
821.11	Overview of Overlapping Postal and OSHA Reporting and Logging Requirements	777
821.12	Reporting Requirements	777
821.121	General Requirements for Using Form 1769, Accident Report	777
821.122	OSHA Requirements	778
821.123	HRIS Requirements	778
821.13	Reporting Using Form 1769	778
821.131	Completing Form 1769	778
821.132	Reviewing Form 1769	778
821.133	Notifying the Safety Office of Controverted Claims	779
821.134	Notifying the Safety Office of Corrections	779
821.14	Maintaining Logs and Summaries	779
821.141	Postal Accident Log	779
821.142	OSHA Annual Summary of Injuries and Illnesses	779
821.2	Accident Investigation	780
821.21	Responsibility	780
821.22	Method	780
821.3	Accident Analysis	780
821.31	Purpose	780

821.32	Responsibility	780
821.33	Elements	780
821.34	Report 10, Safety and Health Subsystem, Accident Analysis Summary	781
821.4	Privacy Act Considerations	781
822	Supplementary Actions in the Event of Serious Accidents, Including Fatalities	781
822.1	Reporting Serious Accidents	781
822.11	Installation Head Preliminary Serious Accident Report	781
822.12	Performance Cluster Manager Report to Area and Headquarters	782
822.2	Investigating Serious Accidents	783
822.21	OSHA Investigations	783
822.22	Postal Serious Accident Investigation Board	783
822.221	Mandatory Composition	783
822.222	Optional Composition	783
822.223	Board Responsibilities	783
822.224	Board Investigation Report	784
822.225	Investigation Reporting and Response Requirements	785
823	Program Evaluations	785
823.1	Purpose	785
823.2	Responsibilities	785
823.21	Headquarters	785
823.22	Areas	786
823.23	Performance Clusters	786
823.3	Program Evaluation Report	786
823.31	Installations Greater Than 100 Workyears of Employment	786
823.32	Installations Greater Than 50 and Less Than 100 Workyears of Employment	786
824	Safety and Health Inspections	787
824.1	Purpose	787
824.2	Methods	787
824.3	Types of Inspections	787
824.31	Area Oversight and Targeted Inspections	787
824.311	Oversight	787
824.312	Area Inspections	787
824.32	PC Installations With One Hundred Workyears or More	787
824.321	Requirement	787
824.322	Teams	787
824.33	PC Installations With Less Than One Hundred Workyears	788
824.331	Requirement	788
824.332	Teams	788
824.4	Conduct of the Inspections	788
824.41	Authority	788

824.42	Inspection Procedures	789
824.421	Opening Conference	789
824.422	Inspection Rules	789
824.423	Imminent Hazard Abatement	789
824.424	Closing Conference	789
824.425	Documentation and Reporting	790
824.426	Notification	790
824.5	Deficiency and Hazard Abatement	790
824.51	Hazard Classifications	790
824.52	Hazard Abatement Committee	790
824.53	Abatement	791
824.531	Within 20 Days	791
824.532	More Than 20 and Fewer Than 45 Days	791
824.533	More Than 45 Days	791
824.534	Changes	791
824.535	Submission of Abatement Record	791
824.54	Reinspection and Followup	791
824.6	Investigating Employee Reports of Hazard, Unsafe Condition or Practice	792
824.61	Purpose of Form 1767, Report of Hazard, Unsafe Condition or Practice	792
824.62	Availability of Form	792
824.63	Procedures and Responsibilities	792
824.631	Employee	792
824.632	Supervisor	792
824.633	Approving Official	793
824.634	Safety Personnel and Collateral Duty FSCs	793
824.635	Maintenance	793
824.636	Installation Head	793
825	OSHA Inspections	793
825.1	Purpose	793
825.2	Scope	794
825.3	Authority	794
825.4	Procedures	794
825.41	Arrival of Inspectors and Verification of Credentials	794
825.42	Consent to Entry and Cooperation	794
825.43	Opening Conference	795
825.431	Initiation	795
825.432	Attendance	795
825.433	Provision of Materials	795
825.434	Outline of Scope	795
825.435	Plan of Route Sequence	795
825.44	Records Review	795

825.441	Safety Records	795
825.442	Medical Records	795
825.45	Participation	796
825.451	Management Participation During Inspections	796
825.452	Interviews of Management and Supervisory Personnel	796
825.453	Employee Participation During Inspections	796
825.46	Methods	797
825.461	Walk-Around Inspection	797
825.462	Health Sampling	797
825.47	Immediate Correction of Imminent Dangers or Other Violations	798
825.48	Closing Conference	798
825.49	Post Conference Internal Communications	798
825.5	Citations	799
825.51	Issuance and Posting	799
825.52	Abatement	799
825.53	Informal Conference	799
825.54	Citation Management	799
825.6	Performance Cluster File of OSHA Inspections	800
830	Motor Vehicle and Industrial Safety	801
831	Motor Vehicle Safety	801
831.1	Objective	801
831.2	Vehicle Maintenance	801
831.3	Driver Selection, Training, and Supervision	801
831.31	Driver Selection	801
831.32	Driver Training	801
831.33	Driver Supervision	801
831.331	Supervisory Responsibility	801
831.332	Driver Responsibility	802
831.4	Accident Analysis	802
832	Powered Industrial Truck Safety	802
833	Safety and Health in Design, Procurement, and Construction	802
833.1	Standards, Ergonomics, and Engineering	802
833.2	Supplemental Standards	803
833.3	Supplier (Contractor) Safety	803
840	Safety Awareness Programs	805
841	Program Promotion	805
841.1	Objectives	805
841.2	Local Needs	805
841.3	Media	805
842	National Safety Awards and Contests	805
842.1	Participation	805

842.2	Safe Driver Award Program	805
842.21	Recognition	805
842.22	Performance	805
842.23	Participation	806
842.24	Preventability	806
842.25	Safe Driver Award Rules	806
842.26	Privacy Act Considerations	806
843	Safety Incentive Programs	806
843.1	Concept	806
843.2	Selected Programs	807
843.3	Administration	807
843.4	Presentation Ceremonies	807
844	Seatbelt Use Incentive	807
844.1	Policy	807
844.2	Determination	807
844.3	Payment	808
850	Emergency Action Plans and Fire Prevention and Control	809
851	General Responsibilities	809
851.1	Installation Heads	809
851.2	Managers	809
852	Emergency Action Plan	809
852.1	Responsibility	809
852.2	Content	810
852.3	Posting	810
853	Emergency Evacuation Teams and Drills	810
853.1	Emergency Evacuation Teams	810
853.11	Organization	810
853.12	Size	810
853.13	Duties of EETs	810
853.14	Membership	811
853.15	Training	812
853.16	Exposure	812
853.17	Special Hazards	812
853.18	Installations Without EETs (Less Than 10,000 Square Feet)	813
853.2	Drills	813
854	Fire Prevention Plan	813
854.1	Responsibility	813
854.2	Content	813
854.3	Employee Training	814
854.31	General	814
854.32	Training for the Emergency Action Plan and Fire Prevention Plan	814

854.321	Emergency Action Plan	814
854.322	Fire Prevention Plan	814
854.323	Orientation	814
854.324	Review	814
855	Fire Inspections	815
855.1	Responsibility	815
855.2	Frequency	815
855.3	Procedures	815
855.4	Corrective Action	815
856	Alarm Systems and Extinguishers	815
856.1	Alarm Systems	815
856.2	Extinguisher	816
857	Vehicle Protection	816
858	Codes, Standards, and Ordinances	816
860	Medical and Occupational Health Services	817
861	Scope	817
861.1	Program Overview	817
861.2	Mission	817
861.3	Approach	817
862	Policies	818
862.1	General Policy	818
862.2	Medical and Occupational Health Program Facilities	818
862.21	District Administrative Office	818
862.22	District Health Services Office	818
862.23	Area Administrative Office	818
863	Staffing and Functional Responsibilities	818
863.1	General	818
863.2	Staffing	819
863.21	General	819
863.22	Qualifications	819
863.3	Administrative and Functional Responsibilities	819
863.31	National Medical Director	819
863.32	Area Medical Directors	819
863.33	Postal Physicians	819
863.331	Duty Assignments	819
863.332	Work Schedules	819
863.333	Duties	820
863.34	Contract Physicians	820
863.35	Occupational Health Nurse Administrators	821
863.36	Health Services Office Staff Nurses	821
864	Medical Assessments and Examinations	822

864.1	Applicant Medical Assessments and Employee Examinations	822
864.2	Determination of Suitability	822
864.3	Fitness for Duty	822
864.31	Purpose	822
864.32	Requesting Examination	822
864.33	Tests and Consultation	822
865	Return to Duty After Extended Illness or Injury	823
865.1	Certification After 21 Days	823
865.2	Other Required Certification	823
865.3	Contents of Certification	823
865.4	Assignments	823
865.5	Questionable Conditions	824
865.51	Inability to Perform Duties	824
865.52	Employee Claim of Inability to Perform Duties	824
866	Medical Emergencies	824
866.1	Requirement	824
866.2	Emergency Procedures	824
866.3	Posting Emergency Procedures	824
867	Rehabilitation After Work-Related Injury or Illness	825
868	General Procedures	825
868.1	Agreements	825
868.11	Special	825
868.12	Medical Surveillance and Surveys	825
868.13	Contract Medical Agreement	825
868.131	Initiating Medical Agreements	825
868.132	Certification for Payment of Invoices	826
868.133	Payment — Statement of Account Offices	826
868.134	Payment — Non-Statement of Account Offices	826
868.14	Health Agreements	827
868.2	Malpractice	827
868.3	Preservation of Privacy	827
868.4	Medical Training	828
868.41	Continuation of Training	828
868.42	Requests for Training	828
868.5	Conflict of Interest	828
868.51	Full-Time Medical Personnel	828
868.52	Part-Time and Contract Medical Personnel	828
868.53	Contract Medical Facilities and Providers	829
870	Employee Assistance Program	831
871	Introduction	831
871.1	Purpose	831

871.11	General	831
871.12	Alcohol or Drug Abuse	831
871.2	Definitions	831
871.3	Policy	832
871.31	Job Security	832
871.32	Limits to Protection	832
871.33	Confidentiality	832
871.34	Reasonable Access	832
871.35	Scheduling	832
872	Program Elements	833
872.1	Education	833
872.2	Problem Identification, Referrals, and Evaluation	833
872.21	Patterns of Behavior and Work Performance Problems	833
872.22	Referrals to EAP	833
872.221	Management Referrals	833
872.222	Referrals From Others	833
872.223	Self-Referrals	833
872.224	EAP Response	833
872.23	Problem Evaluation	834
872.3	Recovery Counseling and Resources	834
872.31	EAP Counseling Units	834
872.32	Residential and Community Resources	834
872.4	Follow-Up	834
872.41	Progress	834
872.42	Discontinuance of Participation	834
872.43	Return to Work	834
872.5	Program Evaluation	835
872.51	General	835
873	Reinstatement of Recovered Employees	835
873.1	Policy	835
873.11	Consideration of Request	835
873.12	Consideration of Other Factors	835
873.2	Eligibility	835
873.21	Procedures	835
873.22	Management Responsibilities	836
873.3	Compliance With Agreements	836
874	EAP Counseling Records	836
874.1	Policy	836
874.2	Definition of Restricted Information	836
874.3	Custodians of Records	836
874.31	Postal Service Providers	836

874.32	Private Providers	836
874.4	Disclosure	837
874.41	General	837
874.411	Usual Recipients	837
874.412	Limitation of Disclosure	837
874.42	Criminal Activity	837
874.421	EAP Records	837
874.422	Limitation of Confidentiality	837
880	Smoking	839
881	Definition	839
882	Policy	839
882.1	Buildings	839
882.2	Vehicles	839
9	Labor Relations	841
910	Employee Organizations	841
911	Participation and Membership in Labor Organizations	841
911.1	Right to Participation	841
911.2	Right to Membership	841
911.3	Conflict of Interests	841
911.4	Postal Service Recognition	841
911.5	Employee Compensation During Negotiations	842
912	Participation and Membership in Supervisory and Managerial Organizations	842
912.1	Right to Participation	842
912.2	Right to Membership	842
920	Dues Withholding for Employee Organizations	842
921	Voluntary Withholding of Dues	842
922	Dues Collection Schedule	842
923	Eligible Organizations	843
924	Authorization for Dues Withholding	844
924.1	Authorization Forms	844
924.11	Supervisory or Managerial Organizations	844
924.12	Labor Organizations	844
924.2	Employee Eligibility	844
924.21	Employment Status Requirement	844
924.211	General	844
924.212	Exception	844
924.22	Multiple Dues Withholdings	845
924.3	Distribution of Authorization Forms	845
924.31	Function of Organization Representative	845

924.32	Limit on Time and Place	845
924.4	Submission of Completed Authorization Form	845
924.41	General	845
924.42	Exceptions	845
924.421	Postmasters	845
924.422	Rural Carriers	845
924.423	American Postal Workers Union	845
924.5	Implementation of Dues Withholdings	846
924.6	Certification of Amount to Be Withheld	846
924.61	Function of Organization Representative	846
924.62	Change by Organization	846
924.7	Confirmation of Correct Deduction	846
924.71	Notation or Earnings Statement	846
924.72	Procedure in Case of Error	846
925	Cancellation of Dues Withholding Authorization	847
925.1	Voluntary Cancellations	847
925.11	Form Used	847
925.12	When Employees Can Cancel	847
925.121	General	847
925.122	Special Circumstances	847
925.2	Discontinued Withholding	850
925.21	Separation	850
925.22	Organization Request	850
925.3	Cancellation Notices	850
925.4	Cancellation Procedures	850
925.5	Filing Procedures	850
925.6	Transfer or Reassignment	850
926	Coding Instructions	851
926.1	Organization Codes	851
926.2	Subdivision Codes	851
926.3	Remote or District Locals	851
926.4	Members at Large	851
930	Work Clothes and Uniforms	851
931	Uniforms	851
931.1	Entitlement and Allowances	851
931.11	Entitlement	851
931.12	Allowances	851
931.13	Types of Clothing	852
931.2	Purpose and Scope	852
931.21	Uniforms	852
931.22	Work Clothes	852

931.23	Personal Appearance	853
931.24	Administration of Uniform Policy	853
931.25	Responsibility of Installation Heads	853
931.26	Responsibility of Employees	853
931.261	Appearance	853
931.262	Conforming With Regulations	853
931.263	When to Wear Uniforms	853
931.264	Postal Service Emblem	854
931.27	Employee Acting as Agent	854
931.28	Payment for Fabric	854
932	Uniform Requirements	854
932.1	Employees Required to Wear Uniforms and Work Clothes	854
932.11	Regular Uniforms	854
932.12	Contract Uniforms	855
932.13	Work Clothes	856
932.14	Aprons	858
932.15	Alternative Protective Items	858
932.2	Uniforms Not Required	858
932.21	New, Part-Time, and Casual Employees	858
932.22	Ninety-Day Requirement Exemptions	859
932.3	Specifications and Quality Control Certification	859
932.31	Specifications	859
932.32	Quality Control Certification	859
933	Authorized Uniform Items and Combinations	860
933.1	Type 1 Uniforms	860
933.11	Type 1 Items	860
933.111	Type 1a	860
933.112	Type 1b	863
933.12	Type 1 Combinations	864
933.2	Type 2 Uniforms	867
933.21	Type 2 Items	867
933.22	Type 2 Combinations	869
933.3	Type 3 Uniform Items	870
933.4	Type 4 Uniform Items	871
933.5	Type 5 Uniform Items	873
933.51	Type 5a	873
933.52	Type 5b	873
933.6	Type 6 Uniform Items	874
933.7	Insignia	874
933.71	Stars	874
933.72	Other Insignia	874

933.8	Apparel Worn for Promotional Purposes	874
933.81	Authorized Use	874
933.811	Uniformed Employees	874
933.812	Nonuniformed Employees	875
933.813	Contract Uniform or Work Clothes Program	875
933.82	Source	875
933.83	Payment	875
933.84	Exceptions	875
934	Wearing of Uniform Items	875
934.1	Uniform Headgear	875
934.11	Optional Wear	875
934.12	Mandatory Wearing of Cap	875
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	875
934.21	Face Mask	875
934.22	Neck/Chest Protector	876
934.23	Sweaters	876
934.24	Outer Garments	876
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms)	876
934.31	Walking Shorts and Knee-Length Hose	876
934.32	Summer Shirt and Tie	876
934.4	Seasonal Changes of Uniform	876
934.5	Employees in Nonuniform Categories	876
934.6	Prohibitions	877
935	Uniform and Work Clothes Allowances	877
935.1	When Allowances Take Effect	877
935.11	Anniversary Date	877
935.12	Transfers	877
935.2	Adjustment for Certain Absences During Allowance Year	877
935.21	Absences From Uniform Category of 90 Days to 1 Year	877
935.211	Policy	877
935.212	Suspension Instructions	878
935.22	Absences From Uniform Category Exceeding 1 Year	878
935.23	Absences From Duty While in Uniform Category	878
935.24	Reappointments	878
935.25	Adjustment for Employees Who Transfer Crafts	878
935.251	Change to Another Uniform Category	878
935.252	Transfer or Separation in Excess of 1 Year	879
935.26	Notification to Employee and Accounting Service Center	879
935.261	Determination of Eligibility	879
935.262	Change in Eligibility	879
936	Payments	879

936.1	Limitations on Payments	879
936.11	Total Yearly Payments	879
936.12	Insufficient Funds for Claims	879
936.13	Related Expenses	879
936.14	Items Not Specified	880
936.15	Purchases Exceeding Allowances	880
936.2	Payment for Uniform Purchase After Separation of Employee	880
936.3	Approval by Installation Head	880
936.31	Inspection of Purchases	880
936.32	Purchases Not Meeting Regulations	881
936.33	Disallowing Payments	881
936.34	Employee's Responsibility for Excesses	881
936.35	Notification of Responsibility	881
936.4	Separating Employees	881
936.41	Conditions for Nonpayment	881
936.42	Addition to Form 337	881
936.43	Employee Submission of Invoices	881
936.5	Payment to Licensed Vendors	882
936.51	Direct Payment	882
936.52	Employee Reimbursement	882
936.53	Examination of Invoice	882
936.54	Evidence of Purchase	882
936.55	Submission of Invoice	882
936.56	Processing of Invoice	882
936.57	Processing of Stop Payment Notice	883
936.58	Restrictions of Payment	883
936.59	Posting Publication 136	883
936.6	Purchase Procedures for Nurses Program	883
936.61	Eligibility	883
936.62	Procedures	884
936.621	Standard	884
936.622	Optional	884
937	Uniform Vendors	884
937.1	Communication From Vendors	884
937.2	Access to Postal Premises	885
938	Supervisor Work Clothes Program	885
938.1	Purpose	885
938.2	Eligibility	885
938.21	Determined by Installation Head	885
938.3	Acquisition of Work Clothing	885
938.31	Alternative Protective Items	885

- 938.32 Work Clothes Allowance 885
 - 938.321 Reimbursement Limit 885
 - 938.322 Types of Work Clothes 885
 - 938.323 Purchases Not Authorized 886
 - 938.324 Replacements 886
- 938.4 Reimbursement Procedure 886
- 939 Authorized Exceptions 886
 - 939.1 Footwear 886
 - 939.11 Standard Specification 886
 - 939.12 Exceptions 886
 - 939.2 Nurses Uniforms 887
- Appendix — Records Control Schedules 889**

This page intentionally left blank

Exhibits

Exhibit 212.2 PS Form 820, Ranking of Position Request	22
Exhibit 354.215a Veterans' Preference for Retired Military	49
Exhibit 354.215b Officer Personnel by Pay Grades and Titles (Ranks)	49
Exhibit 412.1d Positions Eligible for Supervisory Differential	80
Exhibit 418.1 Equivalent Grades	92
Exhibit 421.7 Rate Schedule Summary and References	104
Exhibit 421.81 Higher Level Pay	104
Exhibit 421.82 Promotional Increase	105
Exhibit 422.123a Promotion Chart — PS Schedule 1 to PS Schedule 2	113
Exhibit 422.123b Promotion Chart — PS Schedule 2 to PS Schedule 2	116
Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods	122
Exhibit 432.62 Guarantee Time Pay Eligibility Table	166
Exhibit 434.141a Postal Overtime Pay Eligibility Table	172
Exhibit 434.141b FLSA Overtime Pay Eligibility Table	173
Exhibit 434.141c Penalty Overtime Pay Eligibility Table	174
Exhibit 434.2 Night Differential Pay Eligibility Table	176
Exhibit 434.3 Sunday Premium Pay Eligibility Table	178
Exhibit 434.52 Holiday-Worked Pay Eligibility Table	182
Exhibit 434.614 Computing Out-of-Schedule Premium Hours	185

Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table	186
Exhibit 434.8	
Pyramiding of Premiums	189
Exhibit 436.63a	
Interest on Back Pay Decisions	198
Exhibit 436.63b	
Interest on Back Pay Settlements	199
Exhibit 438.13	
Eligibility for Travel Time Compensation	203
Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining	223
Exhibit 452.233	
PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	227
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets	233
Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment	244
Exhibit 471	
Overview of Recognition and Award Programs	258
Exhibit 473.341	
Sample Commendatory Letter for Retiring Employees	268
Exhibit 512.232a	
Wars, Campaigns, and Expeditions of the Armed Forces Since 1937	288
Exhibit 512.232b	
Standard Form 180, Requests Pertaining to Military Records	290
Exhibit 512.232c	
Standard Form 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions	292
Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Career Employees	296
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP	318
Exhibit 516.11	
Absences for Court-Related Service	327
Exhibit 521.423	
Certification of Foster Children	356
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act	366
Exhibit 525.132	
PS Form 202, Health Benefits Refund Payment Authorization	388

Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP	390
Exhibit 525.422	
Memorandum About FEHB Enrollment	399
Exhibit 531.3	
Exclusions	412
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim	485
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government's Lien	489
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information	490
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery	491
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government's Lien	493
Exhibit 547.58b	
Sample Letter D, Notice to Third Party of Government's Lien	494
Exhibit 547.58c	
PS Form 2557, Employee's Third Party Recovery Statement	495
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien	498
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request	499
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS	500
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material	501
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement ..	502
Exhibit 547.73	
Sample Letter G	506
Exhibit 547.83	
Third Party Court Appearance Sheet	508
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity	555
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities	556
Exhibit 615.34	
Sample Constitution	645
Exhibit 615.35	
Sample Bylaws	646

Exhibit 615.5 (p. 1)
Instructions for Keeping Records and Files for the Employee Social and
Recreational Committee 651

Exhibit 615.62
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and
Recreational Funds) 654

Exhibit 636.1
Idea Proposal Processing Summary 670

Exhibit 661.21
Congressional Code of Ethics for Government Service 688

Exhibit 661.824
Postemployment Activities 700

Exhibit 662.8
Public Financial Disclosure Reports 708

Exhibit 925.1
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings 849