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 Organization Charts 5

120 Structures and Staffing 5

121 Overview 5

122 Structuring Principles 6

123 Standard Structures 6

123.1 Characteristics 6

123.2 Installations 6

124 Specialized Structures 7

125 Staffing 7

125.1 Overview 7

125.2 Criteria 7

125.3 Matrices 7

130 Organizational Change Criteria 7

131 Workload Increase or Decrease 7

131.1 Increased Work 7

131.2 Decreased Work 8

132 Change in Nature of Work 8

133 Duplication of Functional Responsibility 8

134 Inappropriate Reporting Relationships 8

134.1 Hierarchy of Responsibility 8

134.2 Contingent Work Relationships 9

135 Unconnected Work 9

136 Inappropriate Span of Control . . . 9
136.1 Factors . . . 9
136.2 Considerations . . . 9
137 Change in Mission . . . 9
138 Reduction of Expenses . . . 9
139 Completion of Transition . . . 10
140 Organizational Change Analysis . . . 10
141 Analysis of Work Requirements . . . 10
141.1 Nature of Functions . . . 10
141.2 Volume of Work . . . 10
142 Analysis of Skill Requirements . . . 10
142.1 Purpose . . . 10
142.2 Method . . . 11
142.3 Selection Criteria and Procedures . . . 11
143 Analysis of Functional Relationships . . . 11
143.1 Basic Factors . . . 11
143.2 Reporting Relationships . . . 12
143.21 Administrative . . . 12
143.22 Functional . . . 12
143.23 Management of Reporting Relationships . . . 12
143.3 Line and Staff Relationships . . . 13
143.4 Responsibility and Authority . . . 13
144 Identification of Discrepancies . . . 13
144.1 Design of Organizational Structure . . . 13
144.2 Comparison With Existing Organization . . . 13
150 Organizational Change . . . 14
151 Performance Issues . . . 14
152 Reasons for Making Organizational Changes . . . 14
153 Types of Organizational Changes . . . 14
153.1 General . . . 14
153.2 Major Organizational Changes . . . 15
153.3 Minor Organizational Changes . . . 15
154 Submitting Requests . . . 15
154.1 Field Units . . . 15
154.2 Headquarters Units . . . 16
155 Documenting Requests . . . 16
156 Approval Authority and Disposition of Requests . . . 16
156.1 Approval . . . 17
156.2 Denial . . . 17
157 Implementation . . . 17
160 Monitoring and Assessment . . . 18
161 Organizational Management System . . . 18
161.1 Explanation . . . 18

161.2 Reports Generated 18
161.21 Authorized Staffing Organization Report 18
161.22 Payroll Staffing Condition Report 18
161.221 Description 18
161.222 Identifying Discrepancies 18
161.3 Administrative Responsibility 19
161.31 Headquarters 19
161.32 Districts 19
161.33 Areas 19
162 Organization, Staffing, and Position Reviews 19
162.1 Responsibility 19
162.2 Purpose 19

2 Job Evaluation 21
210 General Information 21
211 Purpose 21
212 Responsibilities 21
212.1 Chief Human Resources Officer and Executive Vice President 21
212.2 Organizational Effectiveness 21
212.3 Initiating Offices 25
212.4 District Offices 25
212.5 Reviewing Offices 25
213 Job Descriptions 25
213.1 Maintenance 25
213.11 Organizational Effectiveness 25
213.12 Field 25
213.2 Access to Job Descriptions 25
220 Nonbargaining Unit Positions 26
221 Job Descriptions 26
222 Requesting a Job Evaluation Review 26
222.1 Background Information 26
222.11 Conditions 26
222.12 Employee-Management Differences 26
222.13 Change in FLSA-Exempt Status 26
222.2 Documentation Requirements 27
222.21 Preparing a Request for Review 27
222.22 Action at Management Review Levels 27
222.3 Action by Districts 27
222.4 Action by Areas 27
222.5 Action by Organizational Effectiveness 27
230 Bargaining Unit Positions Covered by a National Agreement 28
231 Job Descriptions 28

232 Using PS Form 820 28
232.1 Background 28
232.11 Purpose 28
232.12 Conditions 28
232.2 Documentation Requirements 29
232.21 Preparing PS Form 820 29
232.22 Action at Management Review Levels 30
232.3 Action by Districts 31
232.4 Action by Areas 31
232.5 Action by Organizational Effectiveness 31
233 Evaluating Bargaining Unit Positions 32
233.1 Purpose 32
233.2 Basis for Position Evaluation 32
233.3 Criteria for Evaluating Mixed Assignments 32
234 Appeals 33
240 Other Bargaining Unit Positions 33
250 Position Reviews 33
251 Qualification Standards 33
251.1 General 33
251.2 Sources 33
251.21 Nonbargaining Unit and Bargaining Unit Positions 33
251.22 Qualification Standards Online 34

3 Employment and Placement 35
310 General Provisions 35
311 Functional Responsibilities 35
311.1 Basic Principles 35
311.11 Best Qualified Personnel 35
311.12 Prohibition of Discrimination 35
311.13 Prohibition of Political Recommendations 35
311.2 Administrative Responsibilities 35
311.21 Vice President of Employee Resource Management 35
311.22 Area Manager of Human Resources 35
311.23 Diversity and Inclusion 36
311.24 District Manager of Human Resources 36
320 Recruitment 36
321 General Provisions for Recruitment 36
321.1 Anticipating Recruitment Needs 36
321.2 Publicizing Job Opportunities 36
321.3 Veterans' Preference for Eligible Applicants 37
321.4 Register Preference Factors 37
321.5 Register Maintenance 37

322 Special Employment Programs (Employment of Individuals With Disabilities) . . . 37
330 Examinations . . . 37
331 Purpose of Examinations . . . 37
332 Conducting Examinations . . . 37
332.1 General . . . 37
332.2 Entrance and Inservice Examinations . . . 37
332.3 Inservice Examinations . . . 37
332.4 Examination Locations . . . 38
333 Veterans' Preference . . . 38
334 Establishing Hiring Lists . . . 38
334.1 Applicants . . . 38
334.2 Definition of Hiring List . . . 38
340 Suitability, Selection, and Appointment . . . 38
341 Positions Restricted to Preference Eligibles . . . 38
342 Preemployment Suitability Determinations . . . 38
343 Applicants Separated for Cause . . . 39
344 Hiring Worksheets . . . 39
344.1 When to Issue Hiring Lists . . . 39
344.2 Interviewing Applicants . . . 39
344.3 Appointing Official Responsibilities . . . 39
344.4 Rule of Three . . . 40
344.5 Nonselection of a Veterans' Preference Eligible . . . 40
345 Auditing Hiring Lists . . . 40
346 Conditional Offer of Appointment . . . 40
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 . . . 41
348.13 Appointment Authority . . . 41
348.14 Appointment Requirements . . . 41
348.15 Compensation, Benefits, and Other Rights . . . 42
348.16 Change to Full-time Status . . . 42
348.2 Between Postal Service and Other Federal Agencies . . . 42
348.3 Between Postal Service and Private Industry . . . 42
349 Official Personnel Folder . . . 42
349.1 Purpose . . . 42
349.2 Contents . . . 42
349.3 Electronic Official Personnel Folder System . . . 43

350 Assignment, Reassignment, and Promotion . . . 43
351 Introduction . . . 43
351.1 Purpose and Scope . . . 43
351.11 Employee Utilization . . . 43
351.12 Filling Postal Positions . . . 43
351.13 Eligibility for Promotion . . . 43
351.2 Positions Not to Be Filled on a Permanent Basis . . . 43
351.3 Qualification and Eligibility Requirements . . . 44
351.31 Qualification . . . 44
351.32 Eligibility for Consideration . . . 44
351.4 Equal Opportunity . . . 44
351.5 General Promotion Policies . . . 45
351.51 Merit Promotion Program . . . 45
351.52 Merit Promotion Program Objectives . . . 45
351.53 Policies . . . 45
351.54 Exceptions to Competitive Promotion Procedures . . . 46
351.55 Temporary Promotions . . . 46
351.6 Mutual Exchanges . . . 46
351.61 General Policy . . . 46
351.62 Rural Letter Carrier Employees . . . 46
352 Selection for Bargaining Positions . . . 46
353 Selection for Nonbargaining Positions . . . 47
353.1 Promotion . . . 47
353.2 Reassignment . . . 47
353.21 Management Option . . . 47
353.22 Employee Self-Nomination . . . 47
353.23 Unassigned Employees . . . 47
353.3 Temporary Assignment . . . 47
353.4 Realignment or Reevaluation . . . 47
354 Assignment of Unassigned Employees . . . 48
354.1 Policy . . . 48
354.11 Bargaining Employees . . . 48
354.12 Nonbargaining Employees . . . 48
354.2 Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force . . . 48
354.21 General . . . 48
354.211 Definition of Reduction in Force . . . 48
354.212 Legal Basis for Reduction in Force . . . 49
354.213 Management Responsibility . . . 49
354.214 Coverage of Reduction in Force Procedures . . . 49
354.215 Veterans' Preference Status . . . 49
354.216 Veterans' Preference Entitlement . . . 51
354.217 Definitions and Explanations . . . 51

354.22 Processing Requests for Organizational Change . . . 54
354.221 Evaluating the Need for Change . . . 54
354.222 Implementing the Change . . . 54
354.23 Implementing RIF Avoidance or Minimization Strategies . . . 55
354.24 Providing Initial Notification and Making Preliminary Placements . . . 56
354.241 Notifying Employees of a Potential RIF . . . 56
354.242 Establishing Employee Qualifications . . . 56
354.243 Making Preliminary Placements . . . 56
354.25 Implementing RIF Procedures . . . 56
354.251 Issuing General RIF Notices . . . 56
354.252 Issuing Specific RIF Notices . . . 56
354.253 Placing Unplaced or Displaced Employees . . . 57
354.254 Advising Employees of Options . . . 58
354.255 Separating Remaining Employees . . . 58
354.26 Making Post-RIF Employee Placements . . . 58
354.27 Establishing a Reinstatement List . . . 59
354.271 Providing Priority Consideration to Employees . . . 59
354.272 Determining Employee Eligibility . . . 59
354.273 Considering Employees on a Reinstatement List . . . 59
354.274 Removing Employees From a Reinstatement List . . . 60
354.3 Actions for Nonbargaining Employees in Connection With the Discontinuance, Consolidation, and Restaffing of Post Offices . . . 60
354.31 Background . . . 60
354.32 Definition of Terms . . . 60
354.33 Planning Considerations . . . 61
354.34 Postmaster and Supervisors . . . 61
354.341 Postmasters . . . 61
354.342 Supervisors . . . 65
354.343 Reassignment to a Higher-Grade Position . . . 68
354.344 Salary Protection . . . 68
354.345 Relocation Expenses . . . 68
354.346 Discussions With Postmasters and Supervisors . . . 68
354.347 Subsequent Personnel Actions . . . 68
354.348 Refusal of Reassignment Offer or Exhaustion of Options . . . 68
355 Light Duty Assignments . . . 69
355.1 Voluntary Requests . . . 69
355.11 Circumstances . . . 69
355.12 Method . . . 69
355.13 Response . . . 69
355.14 No Guarantee . . . 69
360 Other Personnel Actions . . . 69
361 General Considerations . . . 69
362 Change to Lower Level . . . 70
362.1 Purpose and Authority . . . 70
362.2 When Change to Lower Level May Be Made . . . 70
362.21 At Request of Employee . . . 70

362.22 Because of Performance . . . 70
362.23 Relegation of a Post Office. . . . 70
362.24 Realignments . . . 70
362.3 Restrictions on Change to Lower Level. . . . 70
363 Conversions . . . 70
363.1 Definition . . . 70
363.2 Competitive and Noncompetitive Authority. . . . 71
363.3 Restrictions on Conversion to Career Appointment . . . 71
363.31 Vacancies . . . 71
363.32 Positions Restricted to Veterans . . . 71
364 Changes in Duty Status. . . . 71
365 Separation . . . 72
365.1 Administrative Considerations. . . . 72
365.11 Definition. . . . 72
365.12 Effective Date of Separation. . . . 72
365.13 Standard Terminology . . . 72
365.14 Notice to Federal Employee About Unemployment Insurance . . . 72
365.2 Separations - Voluntary . . . 72
365.21 Resignation. . . . 72
365.211 Definition of Resignation. . . . 72
365.212 To Avoid Separation for Cause . . . 72
365.213 Because of Illness. . . . 72
365.214 To Perform Military Service . . . **73**
365.215 Notice and Acceptance . . . 73
365.22 Separation-Transfer . . . 73
365.221 Definition. . . . 73
365.222 Effective Date . . . 74
365.223 Replying to Requests for Suitability Information . . . 74
365.23 Separation, Retirement. . . . 74
365.3 Separations - Involuntary. . . . 74
365.31 Removal . . . 74
365.311 Definition. . . . 74
365.312 Effective Date . . . 74
365.32 Separation-Disqualification . . . 74
365.321 Applicability . . . 74
365.322 Reasons for Action . . . 74
365.323 Probationary Period . . . 74
365.324 Who Initiates Action . . . 75
365.325 Procedure in Separating. . . . 75
365.326 Effective Date . . . 75
365.33 Termination or Separation of Non-Career Employees . . . 75
365.34 Separation-Disability . . . 75
365.341 Definition. . . . 75
365.342 Applicability . . . 75
365.343 Notice to Employee . . . 76
365.344 Effective Date . . . 76

365.35 Separation, Reduction in Force . . . 77
365.36 Death . . . 77
365.361 Proof of Death . . . 77
365.362 Effective Date . . . 77
365.363 Expression of Condolence . . . 77
365.37 Separation — Ineligibility for Reemployment Under USERRA . . . 77
365.371 Definition . . . 77
365.372 Effective Date . . . **77**
370 Performance Evaluation . . . 77
371 Introduction . . . 77
372 Sound Supervision . . . 78
373 Performance Evaluation Systems . . . 78
373.1 Formal Evaluation . . . 78
373.2 Informal Evaluation . . . 78
374 Discussing Performance With Employees . . . 78
375 Outstanding and Unsatisfactory Performance . . . 78
375.1 Outstanding Performance . . . 78
375.2 Unsatisfactory Performance . . . 78
376 Performance Evaluation During Probation . . . 79
380 Postal Career Executive Service . . . 79
381 Purpose . . . 79
382 Equal Opportunity . . . 79
383 Positions in the PCES . . . 79
383.1 Officer Positions . . . 79
383.2 Other Executive Positions . . . 79
384 Filling PCES Vacancies . . . 79
384.1 PCES II Vacancies . . . 79
384.2 PCES I Vacancies . . . 79

4 Pay Administration . . . 81
410 Pay Administration Policy for Nonbargaining Unit Employees . . . 81
411 General . . . 81
411.1 Scope . . . 81
411.2 Objectives . . . 81
411.3 Responsibility . . . 82
411.31 Assignment of Positions . . . 82
411.32 Policy and Procedural Changes . . . 82
411.33 Determination of Salaries . . . 82
411.331 Responsibility of Appointing Officer . . . 82
411.332 Approval Required . . . 82
411.333 EAS A–E Postmaster Rates . . . 82
411.4 Payment Procedures for Post Office Space . . . 82
411.41 Lease Agreement . . . 82
411.411 Basis for Payment . . . 82

411.412 Newly Appointed Postmaster . . . 82
411.413 Conversion to Rental Allowance . . . 82
411.42 Rental Allowance . . . 83
411.421 Allowance Amounts . . . 83
411.422 Change in Allowance . . . 83
411.423 Manner of Payment . . . 83
411.424 Absent Postmaster . . . 83
411.425 Vacant Postmaster Position . . . 83
411.426 Conversion to Lease Agreement . . . 83
412 New Appointment . . . 83
412.1 Career Appointment . . . 83
412.2 Noncareer Appointment . . . 84
413 Promotion to Nonbargaining Unit Positions . . . 84
413.1 Definition . . . 84
413.2 Promotion Increase . . . 84
413.21 Nonbargaining Unit Employees . . . 84
413.22 Bargaining Unit Employees . . . 85
413.3 Position Upgrade . . . 85
413.4 EAS A–E Postmasters . . . 85
414 Reassignment . . . 86
414.1 Reassignment to Nonbargaining Unit Positions . . . 86
414.11 Definition . . . 86
414.12 Rate Adjustment . . . 86
414.121 Nonbargaining Unit Employees . . . 86
414.122 Bargaining Unit Employees . . . 86
414.13 A–E Postmasters . . . 86
414.2 Reassignment to Bargaining Unit Positions . . . 87
414.21 Definition . . . 87
414.22 Rate Adjustment . . . 87
414.221 Former Bargaining Unit Service in an Equivalent Grade . . . 87
414.222 No Former Bargaining Unit Service in an Equivalent Grade . . . 87
415 Rate Retention and Change to Lower Nonbargaining Unit Grade . . . 87
415.1 Rate Retention Types . . . 87
415.11 Saved Grade . . . 87
415.12 Saved Salary . . . 87
415.2 Changes to Lower Grade . . . 88
415.21 Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF . . . 88
415.22 Voluntary Change to Lower Grade . . . 88
415.23 Position Reclassified to a Lower Grade . . . 88
415.24 Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position . . . 89
415.25 Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period . . . 89

415.26 Change to Lower Level Due to Demotion for Cause 89
415.3 Rate Retention Effect on Promotion 89
415.4 Termination of Salary Retention 90
415.41 Reason for Terminating 90
416 Pay for Performance Program. 90
416.1 Policy 90
416.2 Eligibility Requirements 90
416.21 General 90
416.22 Management Association Officials 90
416.23 Leave Without Pay 91
416.3 Simultaneous Personnel Actions 91
417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees). 91
417.1 Definitions 91
417.11 Temporary Assignment 91
417.12 Pay Schedule and Premiums 91
417.2 Assigning FLSA Status 91
417.3 Rates of Pay 92
417.31 Lower Grade. 92
417.32 Same or Equivalent Grade 92
417.33 Higher Grade 92
417.331 General Requirement 92
417.332 Employee With Rate Retention. 92
417.333 Higher Level Pay Eligibility 92
417.334 Higher Level Pay Conditions 92
417.335 Payment Amount 93
417.336 Payment Factors 93
417.4 Postmaster Positions. 94
417.41 Officer in Charge 94
417.411 Definition. 94
417.412 Basis for Rate of Pay 94
417.42 Postal Operations Administrator 94
417.421 Definition. 94
417.422 Basis for Rate of Pay 94
418 Assignment to a Different Salary Schedule. 94
418.1 Equivalent Grades 94
418.2 Changes Between Nonbargaining Unit Schedules 96
418.3 Changes From Nonbargaining Unit to Bargaining Unit Schedules 96
418.4 Changes From Bargaining Unit to Nonbargaining Unit Schedules 96
419 Supplemental EAS Noncareer Workforce. 96
419.1 Casual Employee. 96
419.11 Definition. 96
419.12 Salary Grade. 96
419.2 Nonbargaining Temporary Employees 96
419.21 Definition. 96

419.22 Salary Grades . . . 96
419.3 Postmaster Relief/Leave Replacements . . . 97
419.31 Definition. . . . 97
419.32 Salary Grades . . . 97
420 Wage Administration Policy for Bargaining Unit Employees . . . 97
421 General Principles and Terms . . . 97
421.1 Scope . . . 97
421.2 Objectives . . . 98
421.3 Responsibilities . . . 98
421.31 Assigning Positions to Salary Schedules . . . 98
421.32 Setting Wages . . . 98
421.4 Definitions . . . 98
421.41 Appointments . . . 98
421.42 Assignments . . . 99
421.43 Change Actions . . . 99
421.44 Terms . . . 100
421.45 Wage Increases . . . 101
421.5 Rate Retention Provisions . . . 101
421.51 Protected Rate . . . 101
421.511 Explanation . . . 101
421.512 Rate Determination . . . 102
421.513 Duration . . . 102
421.514 Termination . . . 102
421.515 Effect on Other Compensation . . . 103
421.516 Documentation . . . 103
421.517 Step Increases . . . 103
421.52 Saved Rate . . . 103
421.521 Explanation . . . 103
421.522 Red-Circle Amount . . . 104
421.523 Duration . . . 104
421.524 Termination . . . 104
421.525 Effect on Promotion . . . 104
421.526 Documentation . . . 105
421.53 Saved Grade. . . . 105
421.531 Explanation . . . 105
421.532 Duration and Termination . . . 105
421.533 Step Increases . . . 105
421.6 Changes in Compensation Following Review or Audit . . . 105
421.7 Rate Schedule Summary and References. . . . 105
421.8 Calculation Methods . . . 106
421.81 Exhibit 421.81, Higher Level Pay . . . 106
421.82 Exhibit 421.82, Promotional Increases . . . 106
422 Salary Schedules Covered by Specific Agreements. . . . 108
422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules . . . 108

422.11 Salary System . . . 108
422.111 Salary Schedules . . . 108
422.112 Basis of Rates . . . 109
422.113 Cost-of-Living Adjustment . . . 109
422.114 Setting Wages . . . 109
422.115 Employee Classifications . . . 109
422.12 Change Action Pay Rules . . . 109
422.121 Career Appointment . . . 109
422.122 Additional Appointment . . . 110
422.123 Promotion Rules . . . 110
422.124 Reassignment Rules . . . 120
422.125 Reductions in Grade . . . 122
422.13 Step Increases . . . 124
422.131 Eligibility Requirements . . . 124
422.132 Creditable Service . . . 127
422.133 Leave Without Pay . . . 127
422.134 Simultaneous Personnel Actions . . . 128
422.14 Higher Level Assignments . . . 128
422.141 Definitions . . . 128
422.142 Written Management Order . . . 129
422.143 Rate of Pay . . . 129
422.144 Adjustments and Increases . . . 130
422.145 Benefits . . . 130
422.15 Dual (Multiple) Employment . . . 130
422.151 Explanation . . . 130
422.152 Salary Determination . . . 130
422.153 Documentation . . . 130
422.154 Step Increases . . . 131
422.155 Leave . . . 131
422.156 Reassignment . . . 131
422.157 Promotion . . . 131
422.16 Change From Rural Carrier Schedules . . . 131
422.2 City Carrier Schedule . . . 131
422.21 Salary System . . . 132
422.211 Salary Schedule . . . 132
422.212 Basis of Rates . . . 132
422.213 Cost-of-Living Adjustments . . . 132
422.214 Setting Wages . . . 132
422.215 Employee Classifications . . . 132
422.22 Change Action Pay Rules . . . 132
422.221 Career Appointment . . . 132
422.222 Additional Appointment . . . 132
422.223 Promotion Rules . . . 132
422.224 Reassignment Rules . . . 134
422.225 Reductions in Grade . . . 134
422.23 Step Increases . . . 135
422.231 Eligibility Requirements . . . 135
422.232 Creditable Service . . . 136

422.233 Leave Without Pay 136
422.234 Simultaneous Personnel Actions 136
422.24 Higher Level Assignments 136
422.241 Definitions 136
422.242 Written Management Order 136
422.243 Rate of Pay 136
422.244 Adjustments and Increases 136
422.245 Benefits 136
422.25 Dual (Multiple) Employment 136
422.26 Change From Rural Carrier Schedules 136
422.3 Mail Handlers Schedule 136
422.31 Salary System 136
422.311 Salary Schedule 136
422.312 Basis of Rates 136
422.313 Cost-of-Living 136
422.314 Setting Wages 136
422.315 Employee Classifications 136
422.32 Change Action Pay Rules 136
422.321 Career Appointment 136
422.322 Additional Appointment 136
422.323 Promotion Rules 137
422.324 Reassignment Rules 138
422.325 Reduction in Grade 138
422.326 Eligibility Requirements 140
422.327 Creditable Service 140
422.328 Leave Without Pay 140
422.329 Simultaneous Personnel Actions 140
422.33 Higher Level Assignments 140
422.331 Definitions 140
422.332 Written Management Order 140
422.333 Rate of Pay 140
422.334 Adjustments and Increases 140
422.335 Benefits 140
422.34 Dual (Multiple) Employment 141
422.35 Change From Rural Carrier Schedules 141
422.4 Rural Carrier Schedules 141
422.41 Salary System 141
422.411 Salary Schedules 141
422.412 Basis of Rates 141
422.413 Cost-of-Living Adjustment 141
422.414 Setting Wages 141
422.415 Employee Classifications 141
422.42 Change Action Pay Rules 142
422.421 Career Appointment 142
422.422 Promotion Rules 142
422.423 Transfer to Rural Carrier 143
422.424 Waiting Period for Step Increases 143
422.425 Adjusting Pay for Route Change 143

422.43 Step Increases 144
422.431 Eligibility and Procedure 144
422.432 Adjustment in Route Classification 144
422.44 Higher Level Pay 144
422.45 Dual (Multiple) Employment 144
422.451 Explanation 144
422.452 Salary Determination 144
422.453 Documentation 144
422.454 Step Increases 144
422.455 Leave 144
422.456 Reassignment 144
422.457 Promotion 144
422.5 Postal Nurses Schedule 144
422.51 Salary System 144
422.511 Salary Schedule 144
422.512 Basis of Rates 145
422.513 Cost-of-Living Adjustment 145
422.514 Setting Wages 145
422.515 Employee Classifications 145
422.52 Change Action Pay Rules 145
422.521 Career Appointment 145
422.522 Additional Appointment 145
422.523 Promotion Rules 145
422.524 Reassignment Rules 147
422.525 Reduction in Grade 147
422.53 Step Increases 147
422.531 Eligibility and Procedure 147
422.532 Creditable Service 149
422.533 Leave Without Pay 149
422.534 Simultaneous Personnel Actions 149
422.54 Higher Level Assignments 149
422.541 Definitions 149
422.542 Written Management Order 149
422.543 Rate of Pay 149
422.544 Adjustments and Increases 149
422.545 Benefits 149
422.55 Dual (Multiple) Employment 149
422.56 Change From Rural Carrier Schedules 150
422.6 Information Technology/Accounting Service Centers Schedule 150
422.61 Salary System 150
422.611 Salary Schedule 150
422.612 Part-time Employees 150
422.613 Cost-of-Living Adjustment 150
422.614 Employee Classifications 150
422.62 Change Action Pay Rules 150
422.621 Career Appointment 150
422.622 Promotion Rules 150
422.623 Reassignment Rules 152

422.624 Demotion 152
422.625 Voluntary Reduction 152
422.626 Management Action Reduction 152
422.63 Step Increases 152
422.631 Eligibility Requirements 152
422.632 Creditable Service 153
422.633 Leave Without Pay 153
422.634 Simultaneous Personnel Actions 153
422.64 Higher Level Assignments 153
422.65 Dual (Multiple) Employment 153
422.66 [Reserved]. 153
422.67 Change From Rural Carrier Schedules. 153
422.7 Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA 153
422.71 Salary System. 153
422.711 Salary Schedule 153
422.712 Basis of Rates. 153
422.713 Cost-of-Living Adjustment 153
422.714 Determination of Salaries 153
422.715 Employee Classifications 153
422.72 Change Action Pay Rules. 153
422.721 Career Appointment 153
422.722 Additional Appointment 154
422.723 Promotion Rules 154
422.724 Reassignment Rules. 155
422.725 Demotion 155
422.726 Voluntary Reduction 155
422.727 Management Action Reduction 155
422.73 Step Increases 156
422.731 Eligibility Requirements 156
422.732 Creditable Service 156
422.733 Leave Without Pay 156
422.734 Simultaneous Personnel Actions 156
422.74 Higher Level Assignments 156
422.741 Definitions. 156
422.742 Written Management Order 156
422.743 Rate of Pay 156
422.744 Adjustments and Increases 156
422.745 Benefits. 156
422.75 Dual (Multiple) Employment 156
422.76 Change From Rural Carrier Schedules. 156
422.8 Postal Police Officers Schedule 156
422.81 Salary System. 156
422.811 Salary Schedule 156
422.812 Basis of Rates. 156
422.813 Cost-of-Living Adjustment 157
422.814 Setting Wages 157
422.815 Employee Classifications 157

422.82 Change Action Pay Rules . . . 157
422.821 Career Appointment . . . 157
422.822 Additional Appointment . . . 157
422.823 Promotion Rules . . . 157
422.824 Reassignment Rules . . . 158
422.825 Reduction in Grade . . . 158
422.83 Step Increases . . . 158
422.831 Eligibility and Procedure . . . 158
422.832 Creditable Service . . . 160
422.833 Leave Without Pay . . . 161
422.834 Simultaneous Personnel Actions . . . 161
422.84 Higher Level Assignments . . . 161
422.841 Definitions . . . 161
422.842 Written Management Order . . . 161
422.843 Rate of Pay . . . 161
422.844 Adjustments and Increases . . . 161
422.845 Benefits . . . 161
422.85 Dual (Multiple) Employment . . . 161
422.86 Change From Rural Carrier Schedules . . . 161
422.9 Tool and Die Shop Schedule . . . 161
422.91 Salary System . . . 161
422.911 Salary Schedule . . . 161
422.912 Basis of Rates . . . 161
422.913 Cost-of-Living Adjustment . . . 161
422.914 Setting Wages . . . 161
422.915 Employee Classifications . . . 162
422.92 Change Action Pay Rules . . . 162
422.921 Career Appointment . . . 162
422.922 Additional Appointment . . . 162
422.923 Promotion Rules . . . 162
422.924 Reassignment Rules . . . 163
422.925 Reduction in Grade . . . 163
422.93 Step Increase . . . 163
422.94 Temporary Assignments . . . 163
422.941 Lower Level Assignments . . . 163
422.942 Higher Level Assignments . . . 163
422.95 Dual (Multiple) Employment . . . 163
422.96 Change From Rural Carrier Schedule . . . 163
430 Basic and Special Pay Provisions . . . 164
431 Scope . . . 164
432 General Definitions and Provisions . . . 164
432.1 Employee Classifications . . . 164
432.11 Regular Work Force . . . 164
432.111 Bargaining Unit Employees . . . 164
432.112 Nonbargaining Unit Employees . . . 165
432.12 Supplemental Work Force . . . 165
432.13 Transitional Work Force . . . 165

432.2 Rates of Pay 166
432.21 Basic Rate 166
432.22 Regular Rate 166
432.23 Rounding of Rates 166
432.3 Work Schedules and Overtime Limits 166
432.31 Basic Work Week 166
432.32 Maximum Hours Allowed 167
432.33 Mealtime 167
432.34 Postmasters 167
432.4 Service Periods 167
432.41 Pay Period 167
432.42 Service Week 167
432.43 Service Day 167
432.44 FLSA Workweek 168
432.45 Work Assignments 168
432.46 Five-Minute Leeway Rule 168
432.461 Explanation 168
432.462 Applicability 168
432.463 Adjustment 168
432.464 Special Cases 169
432.465 Exception 169
432.5 Work Credit 169
432.51 FLSA-Exempt Postmasters 169
432.52 Full-time and Part-time Employees 169
432.53 City Letter Carriers (7:01 Rule) 170
432.54 Rural Carriers 170
432.6 Guaranteed Time 170
432.61 Explanation 170
432.62 Eligibility 170
432.63 Pay Computation 171
432.7 Time Worked 171
432.71 Control 171
432.711 Disallowed Time 172
432.712 Allowed Time 172
432.72 Medical Release Time 172
432.8 Compensation Due Deceased Employee 173
432.81 Definition 173
432.82 Recipient of Unpaid Compensation or Money Due 173
432.821 Order 173
432.822 Missing Beneficiaries 174
433 Straight Time Pay 174
433.1 Definition 174
433.2 Full-time Employees 174
433.3 Part-time Employees 174

433.4 Casual and Temporary Employees . . . 174
433.5 Reemployed Annuitant . . . 174
433.6 EAS A–E Postmasters . . . 175
434 Overtime and Premium Pay . . . 175
434.1 Overtime . . . 175
434.11 General . . . 175
434.12 Definitions . . . 175
434.13 Types of Compensation . . . 176
434.131 Postal Overtime . . . 176
434.132 FLSA Overtime . . . 176
434.133 Penalty Overtime . . . 176
434.134 FLSA Exempt EAS Additional Pay . . . 176
434.14 Eligibility and Coverage . . . 176
434.141 Eligible for Overtime Pay . . . 176
434.142 Assignment of FLSA-Exempt and Nonexempt Work . . . 179
434.143 Eligible for FLSA-Exempt EAS Additional Pay . . . 179
434.2 Night Differential . . . 179
434.21 Policy . . . 179
434.22 Eligibility . . . 180
434.221 Eligibility for Night Differential . . . 180
434.222 Exempt Employees . . . 180
434.23 Pay Computation . . . 181
434.3 Sunday Premium . . . 181
434.31 Policy . . . 181
434.32 Eligibility . . . 181
434.33 Leave . . . 182
434.34 Pay Computation . . . 182
434.4 Holiday Leave Pay . . . 183
434.41 Policy . . . 183
434.411 Holidays Observed . . . 183
434.412 Application . . . 183
434.42 Eligibility . . . 184
434.421 Eligibility for Holiday Leave Pay . . . 184
434.422 Eligibility for Annual Leave in Lieu of Holiday Leave Pay . . . 184
434.43 Pay Computation for Holiday Leave Pay . . . 185
434.5 Holiday-Worked Pay . . . 185
434.51 Policy . . . 185
434.52 Eligibility . . . 185
434.53 Pay Computation . . . 186
434.6 Out-of-Schedule Premium . . . 187
434.61 Policy . . . 187
434.611 General . . . 187
434.612 Timely Notice . . . 187
434.613 Application . . . 188
434.614 Examples . . . 188

434.62 Eligibility . . . 189
434.621 Eligibility for Out-of-Schedule Premium . . . 189
434.622 Exceptions . . . 189
434.63 Pay Computation . . . 190
434.7 Nonbargaining Rescheduling Premium . . . 190
434.71 Policy . . . 190
434.72 Eligibility . . . 190
434.73 Pay Computation . . . 191
434.8 Pyramiding of Premiums . . . 191
435 Severance Pay . . . 193
435.1 Eligibility . . . 193
435.2 Computing Severance Fund . . . 193
435.21 Limitation . . . 193
435.22 Creditable Service . . . 193
435.23 Paid Allowances . . . 193
435.24 Allowance to Age Over Forty . . . 194
435.3 Pay Rate and Duration . . . 194
435.31 PS Form 50 Information . . . 194
435.32 Amount and Intervals . . . 194
435.4 Effect of Reemployment . . . 194
435.41 Permanent Employment . . . 194
435.42 Temporary Employment . . . 194
436 Back Pay . . . 194
436.1 Corrective Entitlement . . . 194
436.2 Limitations . . . 195
436.3 Corrective Action . . . 195
436.4 Documents in Support of Claim . . . 196
436.41 Statements by Local Official . . . 196
436.42 Statements by Employee . . . 197
436.5 Life Insurance Coverage . . . 198
436.6 Erroneous Separation for Retirement . . . 200
436.61 Explanation . . . 200
436.62 Corrective Action . . . 200
436.7 Interest on Back Pay . . . 200
436.71 Purpose . . . 200
436.72 Availability of Interest . . . 200
436.73 Determination of Rate of Interest . . . 201
436.74 Responsibility . . . 204
437 Waiver of Claims for Erroneous Payment of Pay . . . 204
437.1 Purpose . . . 204
437.2 Definitions . . . 204
437.3 Submission of Request . . . 204
437.31 Expiration Date . . . 204

437.32 PS Form 3074 . . . 204
437.4 Review by Installation Head . . . 205
437.5 Review by Human Resources . . . 205
437.6 Action by Eagan Accounting Service Center . . . 206
437.7 Appeal of Disallowed Request . . . 206
437.71 Appeal Procedure . . . 206
437.72 Final Decision . . . 206
438 Pay During Travel or Training . . . 206
438.1 Pay During Travel . . . 206
438.11 Definitions . . . 206
438.12 Commuting To and From Work . . . 206
438.121 Regular Commuting . . . 206
438.122 Commuting to a Different Worksite . . . 207
438.123 Commuting With a Break in Duty Status . . . 207
438.13 Types of Compensable Travel Time . . . 207
438.131 General . . . 207
438.132 Travel From Job Site to Job Site . . . 207
438.133 One-Day Assignment Outside the Local Commuting Area . . . 208
438.134 Travel Away From Home Overnight . . . 208
438.14 Special Travel Provisions . . . 209
438.141 Use of Private Automobile for Personal Convenience . . . 209
438.142 Required Use of an Automobile . . . 209
438.143 Work Performed While Traveling . . . 209
438.15 Compensation Provisions . . . 209
438.16 Effect on Other Travel Reimbursement . . . 210
438.2 Pay During Training . . . 210
438.21 General . . . 210
438.22 Specific Rules on Compensation for Training Time . . . 210
438.221 General . . . 210
438.222 Training During Established Hours of Service . . . 210
438.223 Training Outside Established Hours of Service . . . 211
438.23 Special Training Provisions . . . 211
438.24 Compensation Provisions . . . 211
439 Territorial Cost-of-Living Allowance . . . 212
439.1 Eligibility and Pay Factors . . . 212
439.11 Eligibility . . . 212
439.12 Pay Factors . . . 212
439.2 Allowance Categories . . . 212
440 Fair Labor Standards Act Administration . . . 213
441 Overview . . . 213
441.1 Federal Statute . . . 213
441.2 Enforcement . . . 213
441.3 FLSA Poster . . . 213
442 Equal Pay Provisions . . . 213
442.1 Sex Discrimination Policy . . . 213

442.2 Justified Wage Differentials . . . 213
442.3 Labor Organization Intervention . . . 213
443 Overtime Pay . . . 214
443.1 Overtime Requirement . . . 214
443.2 Explanation of Terms . . . 214
443.21 Regular Rate . . . 214
443.211 Definitions . . . 214
443.212 Inclusions . . . 214
443.213 Exclusions . . . 214
443.214 Exclusions Not Creditable . . . 215
443.215 Dual Employment Rate . . . 215
443.22 Actual Work . . . 215
443.221 Definition . . . 215
443.222 Exclusions . . . 215
443.223 Unauthorized Time . . . 215
443.23 FLSA Workweek . . . 215
443.231 Explanation . . . 215
443.232 Permanent Change . . . 216
443.233 Full-time Employees . . . 216
443.234 Part-time Employees . . . 216
443.3 Exemptions . . . 217
443.31 Policy . . . 217
443.311 General . . . 217
443.312 Postal Service Administration . . . 217
444 Rural Letter Carrier Compensation . . . 217
444.1 Regular Rural Carriers . . . 217
444.11 Guaranteed Annual Wage . . . 217
444.12 Base Rate of Pay . . . 217
444.2 Other Rural Carriers . . . 218
445 Compliance Investigations . . . 218
445.1 DOL On-site Visit . . . 218
445.2 DOL Findings . . . 218
445.3 Postal Service Actions . . . 218
450 Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset . . . 219
451 General . . . 219
451.1 Scope . . . 219
451.2 Issues Not Covered in the Subchapter . . . 219
451.3 Representation . . . 219
451.4 Salary Offsets From Other Federal Employees . . . 219
451.5 Definitions . . . 220
451.6 Time Computation . . . 220
451.7 Effect of Waiver Request . . . 221
451.8 Service of Notice and Delivery of Records . . . 221

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 . . . 222
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 . . . 226
452.235 Request for Reconsideration of Debt . . . 227
452.24 Action Following Reconsideration of Debt and/or Offset Schedule . . . 228
452.241 Consideration and Response . . . 228
452.242 Reconsideration of Debt . . . 228
452.243 Consideration of Alternative Offset Schedule . . . 229
452.25 Voluntary Repayment Following Reconsideration . . . 229
452.251 Payment in Full . . . 229
452.252 Consent to Salary Offsets . . . 229
452.26 Failure to Resolve or Repay Debt . . . 229
452.3 Statutory Offset Procedures . . . 229
452.31 Authority . . . 229
452.32 Notifying the Employee . . . 230
452.321 Notice . . . 230
452.322 Contents . . . 230
452.33 Procedures Governing the Exercise of Employee Rights . . . 237
452.331 Employee Options . . . 237
452.332 Requests for Postal Records . . . 237
452.333 Payment in Full . . . 237
452.334 Consent to Salary Offsets . . . 238
452.335 Alternative Offset Schedule . . . 238
452.336 Debt Collection Hearing . . . 239
452.34 Employee Failure to Respond . . . 239
452.4 Exceptions to Procedures Found in Sections 452.2 and 452.3 . . . 240
453 Court Judgment Salary Offsets . . . 240
453.1 Authority . . . 240
453.2 Applicable Collection Procedures . . . 240
453.21 Notice . . . 240
453.22 Implementing Offsets . . . 242
454 Multiple Offsets . . . 242
454.1 Administrative Salary Offsets . . . 242
454.2 Court Judgment Salary Offsets . . . 242
454.3 Administrative and Court Judgment Salary Offsets . . . 242
454.4 Priority of Postal Service Indebtedness . . . 243

454.5 Garnishments 243
455 Action Upon Transfer or Separation 243
455.1 Withholding Funds From Amount Due 243
455.2 Transfer to Another Federal Agency 243
455.3 Collection of Debt Upon Separation 244
460 Collection of Postal Debts From Bargaining Unit Employees by Salary Offset 244
461 General 244
461.1 Scope 244
461.2 Issues Not Covered in the Subchapter 244
461.3 Definitions 244
462 Procedures Governing Administrative Salary Offsets 245
462.1 Determination and Collection of Debt 245
462.11 Establishment of Accounts Receivable 245
462.12 Collection by Postmaster or Installation Head 245
462.2 Applicable Collection Procedures 245
462.21 Right to Grieve Letters of Demand 245
462.22 Right to Petition for Hearing 246
462.3 Statutory Offset Procedures 246
462.31 Authority 246
462.32 Initiation of Statutory Offset Procedure 247
462.33 Hearing Officials Under 39 CFR Part 961 247
462.34 Limit of Right to Petition for Hearing 247
462.4 Collection of Debt 247
462.41 Stay of Collection of Debt 247
462.42 Limit on Amount of Salary Offset to Collect Debt 247
462.5 Implementing Offsets 248
463 Court Judgment Salary Offsets 248
463.1 Authority 248
463.2 Applicable Collection Procedures 248
463.21 General 248
463.22 Notice 248
463.23 Implementing Offsets 248
464 Multiple Offsets 249
464.1 Administrative Salary Offsets 249
464.2 Court Judgment Salary Offsets 249
464.3 Administrative and Court Judgment Salary Offsets 249
464.4 Priority of Postal Service Indebtedness 250
464.5 Garnishments 250
465 Action Upon Transfer or Separation 250
465.1 Withholding Funds From Amount Due 250
465.2 Transfer to Another Federal Agency 250
465.3 Collection of Debt Upon Separation 251

470 Administrative Offsets for Former Postal Service Nonbargaining Unit Employees 251
471 General 251
471.1 Definitions 251
471.2 Scope 251
471.3 Authority 252
472 Federal Claims Collection Standards Adopted 252
472.1 Notice and Opportunity for Review 252
472.11 Procedures 252
472.12 Exceptions 252
472.2 Request for Review 252
472.3 Administrative Offset Programs 253
480 Administrative Offsets for Former Postal Service Bargaining Unit Employees 253
481 Definitions 253
482 Right to Grieve Letters of Demand 253
483 Application of Administrative Offset Provisions 254
483.1 Procedures 254
483.2 Exceptions 254
484 Stay of Collection of Debt 254
490 Recognition and Awards 255
491 Overview 255
491.1 Policy and Scope 255
491.11 Scope 255
491.12 Policy 255
491.2 Management Control 257
491.3 Awards 257
491.31 Cash Awards 257
491.32 Cash Equivalent Awards 257
491.33 Noncash Tangible Awards 258
491.331 Authorized 258
491.332 Prohibited 258
491.34 Gift Certificates 259
491.4 Privacy Act Considerations 259
491.5 Presentation Ceremonies 259
491.6 Documenting Awards 259
492 Certificate of Appreciation 260
492.1 Overview 260
492.2 Purpose 260
492.3 Description 260
492.4 Eligibility 260
492.5 Basis 260
492.6 Responsibility 261
492.61 Headquarters and Headquarters-Related Field Units 261
492.62 Areas, Districts, and Plants 261

492.7 Approval Authority . . . 261
492.71 Headquarters and Headquarters-Related Field Units . . . 261
492.72 Areas . . . 261
492.73 Field . . . 261
492.8 Ordering Certificates . . . 261
492.9 Presenting Awards. . . . 261
493 Service Awards . . . 262
493.1 Overview . . . 262
493.2 Service Award Pin . . . 262
493.21 Description . . . 262
493.22 Basis. . . . 262
493.23 Responsibility . . . 263
493.231 Headquarters . . . 263
493.232 Areas. . . . 263
493.233 Districts and Plants. . . . 263
493.234 Inspection Service . . . 263
493.24 Providing Lists of Eligible Employees. . . . 263
493.25 Ordering Pins and Service Award Folders . . . 263
493.26 Preparing Letters of Appreciation . . . 264
493.27 Presenting Awards . . . 264
493.3 Service Award Certificates . . . 267
493.31 Description . . . 267
493.32 Basis. . . . 267
493.321 Retirement . . . 267
493.322 Death . . . 267
493.33 Responsibility . . . 267
493.331 Headquarters . . . 267
493.332 Areas. . . . 268
493.333 Districts and Plants. . . . 268
493.34 Ordering Certificates . . . 268
493.35 Preparing Letters of Appreciation . . . 268
493.351 Retiring Employees. . . . 268
493.352 Deceased Employees. . . . 269
493.36 Presenting Awards . . . 269
493.361 Retirement Award Certificates . . . 269
493.362 Posthumous Award Certificates. . . . 269
494 Informal Award . . . 272
494.1 Overview . . . 272
494.2 Purpose . . . 272
494.3 Description. . . . 272
494.4 Eligibility. . . . 272
494.5 Basis . . . 272
494.6 Approval Authority . . . 272
494.7 Documentation . . . 272

495 Formal Awards 273
495.1 Overview 273
495.11 Presenting Awards 274
495.2 Spot Award 274
495.21 Purpose 274
495.22 Description 274
495.23 Eligibility 274
495.24 Basis 275
495.25 Approval Authority 275
495.251 Headquarters and Headquarters-Related Field Units 275
495.252 Areas. 275
495.253 Field 275
495.26 Recommending an Award 275
495.27 Evaluating and Approving the Award 276
495.28 Processing 276
495.3 Noncareer Gift Certificate 276
495.31 Purpose 276
495.32 Description 276
495.33 Eligibility 277
495.34 Basis 277
495.35 Approval Authority 277
495.351 Headquarters and Headquarters-Related Field Units 277
495.352 Areas. 277
495.353 Field 277
495.36 Recommending an Award 277
495.37 Evaluating and Approving the Award 278
495.38 Processing 278
495.4 Quality Step Increase Award 278
495.41 Description 278
495.42 Eligibility 278
495.43 Basis 278
495.44 Comparisons 279
495.441 Comparison to Regular Within-Grade Increases 279
495.442 Comparison to Spot Awards 279
495.45 Approval Authority 280
495.451 Headquarters and Headquarters-Related Field Units 280
495.452 Areas, Districts, and Plants 280
495.46 Recommending an Award 280
495.47 Initiating Documentation 280
495.48 Initiating a Personnel Action 280
496 Special Awards 280
496.1 Overview 280
496.2 Team Award. 281
496.21 Purpose 281

496.22 Description 282
496.23 Eligibility 282
496.24 Limits 282
496.25 Approval Authority 282
496.26 Processing 282
496.3 Vice President Award 283
496.31 Purpose 283
496.32 Description 283
496.33 Eligibility 283
496.34 Approval Authority 283
496.35 Processing 283
496.4 Postmaster General Award 283
496.41 Purpose 283
496.42 Description 283
496.43 Eligibility 283
496.44 Approval Authority 284
496.5 Benjamin Franklin Award 284
496.51 Description 284
496.52 Eligibility 284
496.53 Basis 284
496.54 Approval Authority 284
497 Other Awards 284
497.1 Overview 284
497.2 Ideas Program Awards 285
497.21 Purpose 285
497.22 Description 285
497.23 Eligibility 286
497.24 Approval Authority 287
497.25 Processing 287
497.3 Contest Award 287
497.31 Purpose 287
497.32 Description 287
497.33 Eligibility 287
497.34 Approval Authority 287
497.35 Processing 287
497.4 Safety Award 288
497.41 Purpose 288
497.42 Description 288
497.43 Eligibility 288
497.44 Approval Authority 288
497.45 Processing 288
498 Inspection Service Awards 288
498.1 Overview 288

498.2 Informal Award 289
498.21 Purpose 289
498.22 Description 289
498.23 Eligibility 289
498.24 Basis 289
498.25 Approval Authority 289
498.26 Processing 289
498.3 Non-Executive Award 289
498.31 Purpose 289
498.32 Description 289
498.33 Eligibility 289
498.34 Basis 290
498.35 Approval Authority 290
498.36 Processing 290
498.4 Vice President/Chief Postal Inspector Individual Award 290
498.41 Purpose 290
498.42 Description 290
498.43 Eligibility 290
498.44 Basis 290
498.45 Approval Authority 290
498.46 Processing 290

5 Employee Benefits 291
510 Leave 291
511 General 291
511.1 Administration Policy 291
511.2 Responsibilities 291
511.21 Postal Officials 291
511.22 Eagan Accounting Service Center 291
511.23 Postal Employees 291
511.3 Eligibility 292
511.31 Covered 292
511.32 Not Covered 292
511.4 Unscheduled Absence 292
511.41 Definition 292
511.42 Management Responsibilities 292
511.43 Employee Responsibilities 292
512 Annual Leave 292
512.1 General 292
512.11 Purpose 292
512.12 Definitions 293
512.2 Determining Annual Leave Category 293
512.21 General Policy 293

512.22 Federal Civilian Service Counted . . . 293
512.221 Service in the Postal Service . . . 293
512.222 Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University . . . 293
512.23 Military Service Counted . . . 294
512.231 Service of an Employee Not Eligible for Military Retirement Annuity . . . 294
512.232 Service of an Employee Eligible for Military Retirement Annuity . . . 294
512.24 Service Not Counted . . . 299
512.3 Accrual and Crediting . . . 299
512.31 Employee Categories . . . 299
512.311 Full-Time Employees . . . 299
512.312 Part-Time Employees . . . 300
512.313 Appointees . . . 302
512.32 Maximum Carryover . . . 303
512.321 Maximum Carryover Amounts . . . 303
512.322 Nonbargaining Unit to Bargaining Unit . . . 303
512.4 Authorizing Annual Leave . . . 303
512.41 Requests for Annual Leave . . . 303
512.411 General . . . 303
512.412 Emergencies . . . 303
512.42 PS Form 3971 Request for or Notification of Absence . . . 304
512.421 Purpose . . . 304
512.422 Approval or Disapproval . . . 304
512.423 Retention and Disposal Period . . . 304
512.43 Insufficient Leave Balance . . . 304
512.5 Leave Charge Information . . . 304
512.51 Full-Time Employees . . . 304
512.511 Minimum Unit Charge . . . 304
512.512 Holidays . . . 305
512.513 Leave for Postmasters and Installation Heads . . . 305
512.514 Rural Carriers (Regular and Substitute) . . . 305
512.52 Part-Time Employees . . . 305
512.521 Minimum Unit Charge . . . 305
512.522 Part-Time Regular . . . 305
512.523 Part-Time Flexible . . . 305
512.524 A–E Postmasters . . . 306
512.53 Regular Rural Carriers . . . 306
512.531 General . . . 306
512.532 Saturday Absences . . . 306
512.54 Triweekly Rural Carriers . . . 307
512.541 Week's Absence . . . 307
512.542 Absences Less Than a Week . . . 307
512.543 Leave Carryover . . . 307
512.55 Leave Replacements for Rural Carriers . . . 307
512.551 General . . . 307
512.552 Ninety-Day Qualifying Period . . . 307

512.553 Lump Sum Payment . . . 307
512.56 Auxiliary Rural Carriers . . . 308
512.6 Vacation Planning and Special Programs . . . 308
512.61 Bargaining Unit Employees Vacation Planning . . . 308
512.62 Nonbargaining Unit Employees Vacation Planning . . . 308
512.63 Annual Leave Exchange . . . 308
512.631 General . . . 308
512.632 Bargaining Unit Annual Leave Exchange . . . 308
512.633 Nonbargaining Unit Annual Leave Exchange . . . 308
512.634 Processing Annual Leave Exchange Options . . . 308
512.64 Annual Leave Sharing . . . 309
512.65 Annual Leave Credit in Lieu of Holiday Leave Pay . . . 309
512.7 Separation Adjustments . . . 309
512.71 Terminal Leave Worksheet . . . 309
512.72 Collection for Unearned Leave . . . 309
512.721 Refund . . . 309
512.722 Exception . . . 309
512.73 Lump Sum Terminal Leave Payment . . . 309
512.731 General . . . 309
512.732 Entitlement Amounts . . . 310
512.733 Separation for Military Service . . . 310
512.734 Separation Followed by Reemployment . . . 310
512.735 Absence of Relationship to Annuity Payment . . . 311
512.736 Payment to Beneficiaries or Estates of Employees Who Die in Service . . . 311
512.8 Transfers . . . 311
512.81 Transfer Without a Break in Service . . . 311
512.811 From the Postal Service to a Federal Agency . . . 311
512.812 From a Federal Agency to the Postal Service . . . 311
512.82 Transfer With a Break in Service . . . 312
512.9 Recrediting Annual Leave . . . 312
512.91 Policy . . . 312
512.92 Procedures . . . 312
512.921 Leave Earned in Prior Service in the Postal Service . . . 312
512.922 Leave Earned at Another Agency . . . 312
512.923 Leave Buy-Back — OWCP . . . 312
513 Sick Leave . . . 313
513.1 Purpose . . . 313
513.11 Sick Leave for Employee Incapacitation . . . 313
513.12 Sick Leave for Dependent Care . . . 313
513.2 Accrual and Crediting . . . 313
513.21 Accrual Chart . . . 313
513.22 Crediting . . . 313
513.221 General . . . 313
513.222 Part-Time Employees . . . 313
513.223 Leave Replacements for Rural Carriers . . . 314

513.224 Auxiliary Rural Carriers 314
513.225 Substitute Rural Carriers in Dual Appointment. 314
513.226 Leave Credit Adjustment for LWOP 314
513.3 Authorizing Sick Leave 314
513.31 Policy 314
513.311 General 314
513.312 Restriction. 314
513.32 Conditions for Authorization. 314
513.33 Requests for Sick Leave. 315
513.331 General 315
513.332 Unexpected Illness or Injury 315
513.34 PS Form 3971, Request for or Notification of Absence 316
513.341 General 316
513.342 Approval or Disapproval 316
513.35 Postmaster Absences 316
513.36 Sick Leave Documentation Requirements 316
513.361 Three Days or Less. 316
513.362 Over Three Days. 316
513.363 Extended Periods 317
513.364 Medical Documentation or Other Acceptable Evidence 317
513.365 Failure to Furnish Required Documentation. 317
513.37 Return to Duty 317
513.38 Performance Ability Questioned. 317
513.39 Restricted Sick Leave. 317
513.391 Reasons for Restriction 317
513.392 Notice and Listing. 318
513.393 Recision of Restriction 318
513.4 Charging Sick Leave 318
513.41 Full-Time Employees 318
513.411 General 318
513.412 Minimum Unit Charge. 318
513.413 Special Situations. 319
513.42 Part-Time Employees 319
513.421 General 319
513.422 Minimum Unit Charge. 320
513.5 Advanced Sick Leave 320
513.51 Policy 320
513.511 May Not Exceed Thirty Days 320
513.512 Medical Document Required 320
513.52 Administration 320
513.521 Installation Heads' Approval. 320
513.522 Forms Forwarded 320
513.53 Additional Sick Leave 320
513.531 Thirty-Day Maximum 320
513.532 Liquidating Advanced Sick Leave 320
513.6 Leave Charge Adjustments 321
513.61 Insufficient Sick Leave 321

513.62 Insufficient Sick and Annual Leave . . . 321
513.63 Disapproved Sick Leave . . . 321
513.64 Absence Without Leave . . . 321
513.65 Annual Leave Changed to Sick Leave . . . 321
513.7 Transfer or Reemployment . . . 321
513.71 Transfer . . . 321
513.711 Crediting . . . 321
513.712 Recrediting . . . 321
513.72 Reemployment . . . 321
513.73 Reemployment — OWCP . . . 322
513.8 Retirements or Separations . . . 322
513.81 General . . . 322
513.82 Retirement . . . 322
513.821 Credit for Sick Leave . . . 322
513.822 Disability Retirement . . . 322
513.83 Separation by Death . . . 322
513.9 Collection for Unearned Sick Leave . . . 323
514 Leave Without Pay . . . 323
514.1 Essential Features . . . 323
514.2 Policy . . . 323
514.21 Restriction . . . 323
514.22 Administrative Discretion . . . 323
514.23 Condition . . . 324
514.24 Leave Credit Adjustment . . . 324
514.25 Other Employment . . . 324
514.3 Authority to Approve . . . 324
514.31 Installation Head . . . 324
514.32 District Managers . . . 324
514.4 Acceptable Reasons and Instructions . . . 324
514.5 Forms Required . . . 326
514.51 PS Form 3971 . . . 326
514.52 PS Form 50 . . . 326
515 Absence for Family Care or Illness of Employee . . . 326
515.1 Purpose . . . 326
515.2 Definitions . . . 327
515.3 Eligibility . . . 330
515.4 Leave Requirements . . . 330
515.41 Conditions . . . 330
515.42 Leave Type . . . 330
515.43 Authorized Hours . . . 330
515.5 Notice and Documentation . . . 331
515.51 Notice . . . 331
515.52 Documentation . . . 331

515.53 Particular Circumstances . . . 332
515.531 New Son or Daughter . . . 332
515.532 Care of Others for Medical Reasons . . . 332
515.533 Employee Incapacitation . . . 333
515.534 Return to Work After Employee Incapacitation . . . 333
515.535 Qualifying Exigency . . . 333
515.54 Additional Medical Opinions . . . 333
515.6 Intermittent Leave or Reduced Schedule . . . 334
515.61 New Son or Daughter . . . 334
515.62 Care of Others for Medical Reasons or Employee Incapacitation . . . 334
515.63 Exigency Leave . . . 334
515.64 Temporary Change in Duty Assignment . . . 334
515.65 Fair Labor Standards Act Status . . . 334
515.7 Return to Position . . . 334
515.8 Benefits . . . 335
515.9 Family Leave Poster . . . 335
516 Absences for Court-Related Service . . . 335
516.1 General . . . 335
516.11 Determining Nature of Court-Related Service . . . 335
516.12 Explanation of Terms . . . 336
516.2 Court Leave . . . 336
516.21 Definition . . . 336
516.22 Eligibility . . . 336
516.23 Recording Court Leave . . . 337
516.3 Conditions Affecting Court-Related Service . . . 337
516.31 Employee on Annual Leave . . . 337
516.32 Combination of Court Leave and Postal Duty . . . 337
516.33 Accommodation of Employees Called for Court Service . . . 338
516.4 Fees . . . 338
516.41 General . . . 338
516.42 Court Service Outside of Regular Working Hours or Regular Working Days . . . 339
516.43 Holidays . . . 339
516.44 Annual Leave or LWOP . . . 339
516.45 Recording and Reporting of Fees . . . 339
516.5 Official Duty . . . 339
516.51 Definition . . . 339
516.52 Compensation . . . 339
516.6 Witness Service in a Nonofficial Capacity on Behalf of a Private Party . . . 340
517 Paid Military Leave . . . 340
517.1 General . . . 340
517.11 Postal Service Support . . . 340
517.12 Definition . . . 340

517.13 Types of Duty . . . 340
517.131 Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard . . . 340
517.132 Duty Covered for Members of the D.C. National Guard . . . 341
517.133 Duty Not Covered . . . 341
517.2 Eligibility . . . 341
517.21 Eligible Employees . . . 341
517.22 Ineligible Employees . . . 341
517.3 Procedures . . . 342
517.31 Approval . . . 342
517.32 Use of Mixed Leave . . . 342
517.33 Use of Leave Intermittently . . . 342
517.34 Return From Duty . . . 342
517.4 Military Leave Allowances . . . 342
517.41 General Allowance . . . 342
517.42 Previous Service . . . 342
517.43 Law Enforcement Allowance . . . 343
517.431 State or Jurisdiction Duty . . . 343
517.432 Allowance for Federal Duty . . . 344
517.5 Leave Charge Information . . . 344
517.51 Pay Status Requirement . . . 344
517.52 Minimum Units . . . 344
517.53 Continuance of Night Differential Pay . . . 344
517.54 Absence Beyond the General Military Leave Allowance . . . 345
517.541 Training Periods . . . 345
517.542 Choice of Annual Leave, Sick Leave, or LWOP . . . 345
517.6 Conflict With Work Schedule . . . 345
517.61 Employee Alternatives . . . 345
517.62 Administrative Policy . . . 345
517.621 Reassignments . . . 345
517.622 Rescheduling . . . 345
517.7 Records Control . . . 346
517.71 General Paid Military Leave . . . 346
517.72 Paid Military Leave for Law Enforcement . . . 346
518 Holiday Leave . . . 346
518.1 Observed Holidays . . . 346
518.2 Holidays on Nonscheduled Workdays . . . 347
518.21 Saturday . . . 347
518.22 Sunday . . . 347
518.23 Nonscheduled Workday . . . 347
518.3 Holidays on Scheduled Workdays . . . 347
518.4 Eligibility for Holiday Pay . . . 347
518.5 Provisions for Rural Carriers and Substitutes . . . 347
518.51 Rural Carriers . . . 347

518.52 Substitute Rural Carriers . . . 347
518.6 Provisions for Postmasters . . . 347
519 Administrative Leave . . . 347
519.1 Definition . . . 347
519.2 Special Conditions . . . 348
519.21 Acts of God . . . 348
519.211 General . . . 348
519.212 Authorizing Administrative Leave for Acts of God . . . 348
519.213 Determining the Cause of Absence . . . 348
519.214 Early Dismissal Due to Acts of God . . . 348
519.215 Employees Prevented From Reporting . . . 349
519.216 Employees on Annual Leave, Sick Leave, or LWOP . . . 349
519.217 Substitute Rural Carriers and Rural Carrier Associates . . . 349
519.22 Civil Disorders . . . 349
519.221 Decision to Curtail or Terminate Postal Operations . . . 349
519.222 Civil Disorder Extends Beyond Three Days . . . 349
519.223 Early Dismissal . . . 349
519.224 Employees Prevented From Reporting . . . 349
519.23 Relocation . . . 350
519.231 Policy . . . 350
519.232 Requirements . . . 350
519.233 Notation on PS Form 50 . . . 350
519.234 Limitations . . . 350
519.24 Adverse Action Investigation and Decision . . . 350
519.3 Civil Participation . . . 350
519.31 State and Local Civil Defense Programs . . . 350
519.311 No Charge to Leave . . . 350
519.312 Annual or LWOP . . . 351
519.313 Availability for Civil Defense Assignment . . . 351
519.314 Key Role Restriction . . . 351
519.315 Statement Requirement . . . 351
519.32 Voting or Registering to Vote . . . 351
519.321 Policy . . . 351
519.322 Administrative Determination . . . 351
519.323 Voting . . . 351
519.324 Registration . . . 352
519.325 Restrictions . . . 352
519.33 Funeral Services . . . 352
519.331 Absence of Veterans to Attend Funeral Services . . . 352
519.332 Funeral of Immediate Relatives Who Died in Combat Zone . . . 352
519.4 National Day of Observance . . . 353
519.41 General . . . 353
519.42 Leave Granted . . . 353
519.421 Full-Time Employees . . . 353
519.422 Part-Time Regular Employees . . . 354
519.423 Part-Time Flexible Employees . . . 354
519.424 Transitional Employees . . . 354

519.425 Employees on Paid Leave 354
519.426 Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay 354
519.427 Employees Absent Without Leave, Suspended, or Pending Removal 355
519.428 Individuals Not Eligible for Administrative Leave 355
519.43 Leave Taken at a Future Date 355
519.5 Medical Events 355
519.51 Blood Donations 355
519.511 Policy 355
519.512 Time Allowed 356
519.513 Restrictions 356
519.514 Facility Arrangements 356
519.52 Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations 356
519.521 Policy 356
519.522 Time Limitations 356
519.53 Physical Examination for Entry Into Armed Forces 357
519.54 First-Aid Examination and Treatment for On-the-Job Injury or Illness 357
519.541 Employee on Regular Tour 357
519.542 Employee in Overtime Status 357
519.55 Day of Death 357
519.6 Special Events — Postal Service Invitation 357
519.7 Nonbargaining Unit Personal Absence 358
519.71 Definition 358
519.72 Policy 358
519.73 Limitations and Exceptions 358
519.731 Full-Day Absences 358
519.732 Partial-Day Absences 358
519.733 Directed to Work 358
519.74 Administration 358
519.741 General 358
519.742 Approval 359
519.743 Full-Day Leave 359
519.75 Management Controls 359
519.751 Responsibility 359
519.752 Administration 359
520 Health Benefits Program 360
521 Administration and Eligibility 360
521.1 General 360
521.2 Eligible Employees 360
521.3 Employees Not Eligible 361
521.4 Family Member Eligibility 362
521.41 General 362
521.411 Responsibility of Employing Office 362
521.412 Family Members Eligible 362

521.42 Determining Family Membership Status of Children 362
521.421 Adopted Children 362
521.422 Stepchildren 362
521.423 Foster Children 363
521.424 Child's Temporary Absence on "Living-With" Requirement 363
521.425 Effect of Child's Marriage on Family Member Status 364
521.5 Relatives Not Eligible 364
521.6 Former Spouses 366
521.61 Eligibility Determination 366
521.611 Requirements 366
521.612 Office of Personnel Management Responsibility 366
521.613 Employing Office Responsibility 366
521.62 Documentation of Eligibility 367
521.621 Eligible for Coverage 367
521.622 Ineligible for Coverage 367
521.63 Request for Reconsideration 367
521.7 Temporary Continuation of Coverage 368
521.71 Eligibility 368
521.711 Eligible for Coverage 368
521.712 Ineligible for Coverage 368
521.72 Agency Responsibilities 369
521.721 Office of Personnel Management Responsibility 369
521.722 National Finance Center Responsibility 369
521.723 Employing Office Responsibility 369
521.73 Time Limitations for Enrollment 369
521.74 Length of Coverage 370
521.75 Premiums 370
522 Health Insurance Plans Available 370
522.1 Types of Participating Plans 370
522.11 Service Benefit Plan 370
522.12 Employee Organization Plans 370
522.13 Comprehensive Medical Plans 370
522.2 Description of Participating Plans 371
523 Registration 371
523.1 Initial 371
523.2 Employee Declines to Enroll 371
523.3 Late Enrollment or Change in Enrollment 371
523.31 Accepting Late Enrollment 371
523.32 Causes Beyond Employee's Control 371
523.33 Procedures for Documenting Late Enrollment 372
523.34 Effective Date of Late Enrollment 372
523.341 Belated FEHB Open Season Enrollment 372
523.342 Late Enrollment Other Than FEHB Open Season 372
523.4 Enrollment by Proxy 373
523.5 Enrollment in an Employee Organization Plan 373

523.6 Enrollment by a Former Spouse 373
523.61 Enrollment Form 373
523.62 Statement Signed by Former Spouse 374
523.63 Employing Office Records on Former Spouse 374
523.631 Establishing File 374
523.632 Contents of File 374
523.633 Access to File 375
523.634 Disposition of File 375
524 Enrollment 377
524.1 Types of Enrollment 377
524.11 Self Only 377
524.12 Self and Family 377
524.2 Husband and Wife Both Eligible to Enroll 377
524.3 Dual Coverage Restriction 377
524.31 General 377
524.32 Procedures to Be Followed by Employing Office 377
524.4 Correction of Erroneous Enrollment 378
524.5 Enrollment or Change in Enrollment 378
524.51 General 378
524.52 Events Permitting 379
524.521 New Appointment 379
524.522 Change in Employment Status 379
524.523 FEHB Open Season 379
524.524 Reemployment After Break in Service of More Than 3 Days 379
524.525 Return to Duty After 365 Days in Nonpay Status 379
524.526 Return From Military Service 379
524.527 Loss of Coverage Under Federal Programs 379
524.528 Eligible for Medicare 380
524.529 Change to Self Only 380
524.53 Family Changes Affecting Enrollment 381
524.531 Change in Marital Status 381
524.532 Change in Family Status 381
524.533 Change in Spouse's Employment Status 382
524.534 Employee Loses Coverage as Family Member 382
524.535 Loss of Coverage Under Parent's Nonfederal Plan 383
524.536 Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan 383
524.537 Employee Reaches Age 19 383
524.54 Family Changes Not Affecting Enrollment 383
524.541 General 383
524.542 Name Change 384
524.6 Effective Date of Enrollment or Enrollment Change 384
524.61 FEHB Open Season 384
524.611 New Enrollment 384
524.612 Change of Enrollment 384
524.62 Change to Self Only 384

524.63 Change to Self and Family to Provide Coverage to Child 385
524.64 All Other Enrollments or Changes in Enrollment 385
524.7 Termination of Enrollment 385
524.71 Cancellation by Employee 385
524.72 Discontinuance of Plan or Part. 385
524.721 Because of Service Limitations 385
524.722 Because of Leave Without Pay. 385
524.73 Membership Termination in Employee Organization 386
524.74 Effective Termination Dates of Employee Enrollment 386
524.75 Effective Termination Dates of Family Member Coverage 387
524.76 Temporary Extension of Coverage. 387
524.761 For Enrolled Employee 387
524.762 For Family Member. 387
524.763 For Confined Employee or Family Member 387
524.77 Conversion Rights 387
524.771 Employee's and Family Member's Right to Convert 387
524.772 Employing Office Responsibility. 387
524.773 Application for Conversion 388
524.774 Late Conversion 388
524.775 Effective Date of Conversion 388
524.776 Benefits and Costs of Conversion Contract. 388
524.78 Reinstatement of Enrollment After Conversion 388
524.781 Refund of Premiums. 388
524.782 Adjustment of Difference in Benefits 389
524.8 Cost of Enrollment. 389
524.81 Postal Service Contribution 389
524.82 Employee Withholding 389
524.83 Pre-Tax and After-Tax Premiums. 389
524.831 Tax Benefits 389
524.832 Career Employees 389
524.833 Certain Noncareer and Transitional Employees 390
524.834 Further Information. 390
524.84 Health Benefits Schedule 390
524.9 Enrollments for Former Spouses. 390
524.91 Type of Enrollment 390
524.92 Effective Date of Enrollment. 390
524.921 New Enrollment 390
524.922 Change in Enrollment 390
524.93 Payment of Premiums 391
524.94 Opportunities to Change Enrollment 391
524.941 Change to Self Only 391
524.942 FEHB Open Season 391
524.943 Other Events That Permit Changes in Enrollment 391
524.95 Cancellation of Enrollment 391
524.96 Termination of Enrollment 392
524.961 Events Terminating Coverage 392

524.962 Temporary Extension of Coverage . . . 392
524.963 Termination Due to Failure to Pay Premiums . . . 393
524.964 Termination of Coverage for Family Members . . . 393
524.965 Former Spouse Responsibility . . . 393
524.966 National Finance Center Responsibility . . . 393
525 Special Circumstances Affecting Health Insurance Coverage . . . 393
525.1 Office of Workers' Compensation Programs . . . 393
525.11 Requirements to Continue Enrollment . . . 393
525.111 Employee . . . 393
525.112 Survivor . . . 394
525.12 Transfer of Enrollment . . . 394
525.121 Transfer to OWCP . . . 394
525.122 Transfer Back to Employing Office . . . 394
525.13 Withholding and Contribution by OWCP . . . 395
525.131 Effective Dates . . . 395
525.132 Health Benefits Refund Program . . . 395
525.14 Procedures for Continuation of Enrollment . . . 396
525.141 Reporting to OWCP . . . 396
525.142 Eligibility for Transfer . . . 397
525.143 Pending OWCP's Request for Transfer . . . 397
525.144 Employee Not Eligible to Continue . . . 397
525.145 OWCP Determines Not Eligible . . . 399
525.146 On LWOP Ten Months, But Enrollment Not Transferred . . . 399
525.147 OWCP Terminates Compensation . . . 399
525.148 Employee Returns to Duty . . . 399
525.149 Employee Elects Retirement . . . 400
525.2 Employees in Nonpay Status . . . 400
525.21 Three Hundred Sixty-Five-Day Enrollment Limitation . . . 400
525.22 Payment Required for Periods of Nonpay Status . . . 400
525.221 Responsibility . . . 400
525.222 Procedures to Be Followed by Employing Office . . . 400
525.223 Procedures to Be Followed by Employee . . . 401
525.23 Employee Granted LWOP to Serve in Employee Organization . . . 401
525.231 Policy . . . 401
525.232 Procedures to Be Followed by Employing Office . . . 401
525.233 Procedures to Be Followed by Employee . . . 402
525.24 Enrolled Employee in Nonpay Status Accepts Temporary Appointment . . . 402
525.25 Employee in Nonpay Status Pending Removal . . . 402
525.251 Removal Upheld . . . 402
525.252 Restored to Duty . . . 402
525.3 Military Service . . . 403
525.31 Entry Into Military Service . . . 403
525.311 Thirty Days or Less . . . 403
525.312 More Than Thirty Days . . . 403
525.32 Return From Military Service . . . 403
525.321 Return Not in Exercise of Reemployment Rights . . . 403
525.322 Return in Exercise of Reemployment Rights . . . 403

525.33 Death During Military Service 404
525.34 Loss of Coverage Under the Uniformed Services Health Benefits Program 404
525.35 Continuous Enrollment 404
525.4 Coverage Into Retirement 404
525.41 Employee Requirements for Continuation 404
525.42 Procedures to Be Followed by Employing Office 405
525.421 Determining Eligibility for Continued Enrollment 405
525.422 Transferring Enrollment to OPM 405
525.423 Reinstating Terminated Enrollments 407
525.43 Benefits and Cost 407
525.44 Employee Separates and Subsequently Retires 407
525.441 Terminating Enrollment 407
525.442 Encouraging Conversion to Individual Contract 407
525.45 Reemployed Annuitant 408
525.451 Enrolled 408
525.452 Nonenrolled 408
525.453 Reemployed Without Break in Service 408
525.454 FEHB Open Season Opportunities for Reemployed Annuitant 408
525.5 Death of an Employee 409
525.51 Transfer of Enrollment to Eligible Survivor 409
525.511 Requirements 409
525.512 Procedures to Be Followed by Employing Office 409
525.513 Benefits and Cost 409
525.52 Enrollment Eligibility Both as an Employee and as a Survivor Annuitant 409
525.6 Transfer to or From Overseas Post of Duty 410
525.7 Move Outside Service Area of a Comprehensive Plan 410
525.8 Employment Transfer 410
525.81 Within Postal Service or to Another Federal Agency 410
525.82 Outside Comprehensive Area 411
525.83 Congressional Office 411
525.831 From Postal Service to Senate or House 411
525.832 From Senate or House to Postal Service 411
526 Self-Support Determinations 411
526.1 Physical and Mental Incapacity Requirement 411
526.11 Incapable of Self-Support 411
526.12 Capable of Self-Support 411
526.2 Financial Dependency 412
526.21 Dependency Requirement 412
526.22 Automatic Dependency 412
526.23 Proof of Dependency 412
526.3 Medical Requirement 412
526.31 Authority 412

526.32 Medical Certificate . . . 413
526.321 Submission . . . 413
526.322 Time Limitation . . . 413
526.323 Renewal . . . 413
526.324 Failure to Renew . . . 413
526.325 Late Submission . . . 413
526.4 Medical Determinations . . . 413
526.5 Procedures for Notifying the Health Benefits Plan . . . 414
526.51 Employing Office . . . 414
526.511 Existing Enrollment . . . 414
526.512 New Enrollment . . . 414
526.52 Postal Data Center . . . 414
527 Privacy Act Considerations . . . 414
527.1 Disclosure . . . 414
527.2 Maintenance . . . 414
527.3 Privacy Act Requests . . . 414
527.31 Employees . . . 414
527.32 Former Employees . . . 415
527.33 Retired Employees . . . 415
528 Employee Appeals . . . 415
528.1 Appeal of Refusal to Allow Enrollment or Change of Enrollment . . . 415
528.2 Appeal of Claim Denial . . . 415
528.21 Initial Appeal Rights . . . 415
528.211 Request for Reconsideration . . . 415
528.212 Health Plan Responsibility . . . 415
528.22 Request for Office of Personnel Management Review . . . 416
528.221 Cause for Request to Review . . . 416
528.222 Time Limit . . . 416
528.223 Authorization for Release of Medical Information . . . 416
528.224 Office of Personnel Management Responsibility . . . 416
530 Life Insurance Program . . . 417
531 Administration and Eligibility . . . 417
531.1 General . . . 417
531.2 Eligible Employees . . . 417
531.3 Exclusions . . . 417
532 Coverage . . . 419
532.1 Based on Pay . . . 419
532.11 Full-Time Employees . . . 419
532.12 Part-Time Employees . . . 419
532.13 Employees Serving in More Than One Position . . . 419
532.131 Part-Time Flexible . . . 419
532.132 Others . . . 419
532.2 Amount . . . 420
532.21 Basic Insurance . . . 420
532.211 Minimum . . . 420

532.212 Maximum . . . 420
532.213 Extra Benefit . . . 420
532.214 Automatic Change . . . 420
532.215 Accidental Dismemberment Provision . . . 420
532.22 Optional Insurance . . . 421
532.221 Option A — Standard . . . 421
532.222 Option B — Additional . . . 421
532.223 Option C — Family . . . 421
533 Cost, Payment, Withholdings . . . 422
533.1 Basic Insurance Cost . . . 422
533.2 Optional Insurance . . . 422
533.21 Cost . . . 422
533.22 Withholdings . . . 422
533.221 Option A — Standard . . . 422
533.222 Option B — Additional . . . 422
533.223 Option C — Family . . . 423
533.224 Birthdays and Pay Periods . . . 423
533.225 Insufficient Pay to Cover Optional Insurance Withholdings . . . 423
534 Special Circumstances Affecting Coverage . . . 423
534.1 LWOP . . . 423
534.11 Twelve-Month Maximum . . . 423
534.12 Notice of Right of Conversion . . . 423
534.13 Return to Duty . . . 424
534.14 Appointment to Temporary Position . . . 424
534.141 Coverage . . . 424
534.142 New Twelve-Month Maximum . . . 424
534.143 Optional Insurance Withholdings . . . 424
534.15 Retirement Annuity Pending . . . 424
534.2 Service in Employee Organization . . . 424
534.21 Election . . . 424
534.211 General . . . 424
534.212 Employee Elects to Continue . . . 425
534.213 Employee Does Not Elect to Continue . . . 425
534.22 Installation Head Responsibility . . . 425
534.221 Notify Employee of Right to Elect . . . 425
534.222 Set Up Reminder System . . . 425
534.223 Contact Employee . . . 425
534.224 Document Action . . . 425
534.225 Copy of Election Filed . . . 425
534.3 Employees Receiving OWCP Benefits . . . 425
534.31 Eligibility . . . 425
534.311 Basic Life Insurance . . . 425
534.312 Optional Insurance . . . 425
534.32 Termination of Insurance . . . 426
534.33 Resumption of Insurance . . . 426

534.34 Notice of Right of Conversion or Continuation 426
534.341 Choice 426
534.342 Cost 426
534.343 Procedures for Continuation 426
534.4 Living Benefits 427
534.5 Assignment of Life Insurance 427
534.6 Erroneous Enrollments 427
535 Actions 428
535.1 Acquiring Coverage 428
535.11 Basic Insurance 428
535.111 Newly Eligible Employees. 428
535.112 Transfer Employees 428
535.113 Previous Waiver 428
535.12 Optional Insurance 428
535.121 Eligibility 428
535.122 Election/Declination Requirement 428
535.123 Effective Date 429
535.124 Belated Election 429
535.2 Waiver of Basic Insurance 429
535.21 Filing SF 2817. 429
535.22 Effective Date 429
535.23 Employee Statement 429
535.24 Sample Statement 430
535.3 Declination of Optional Insurance 430
535.4 Effect of Waiver or Declination 430
535.41 Reappointment/Transfer. 430
535.42 Previous Filing 430
535.421 Basic Life Insurance 430
535.422 Optional Insurance 430
535.5 Cancellation of Insurance Coverage 430
535.51 Filing SF 2817. 430
535.52 Effective Date 431
535.6 Termination 431
535.61 Effective Date 431
535.611 Basic Insurance 431
535.612 Optional Insurance 431
535.62 Temporary Continued Protection for Thirty-One Days. 431
535.63 Notice of Termination and of Conversion Privilege 432
535.64 Requirement for Continuous Protection. 432
535.7 Conversion. 432
535.71 Converted Policy 432
535.711 Purchase of Individual Policy 432
535.712 Information Source 433
535.72 Time Limits for Conversions. 433
535.721 Employing Office Responsibility. 433

535.722 Employee Responsibilities . . . 433
535.73 Conversion Privilege for Family Members . . . 433
535.8 Canceling Waivers or Declinations . . . 433
535.81 Conditions . . . 433
535.82 Procedures . . . 434
535.83 Coverage After Cancellation of Waiver or Declination . . . 434
535.831 Basic Insurance . . . 434
535.832 Optional Insurance . . . 434
535.9 Exceptions for Canceling a Declination of Optional Insurance . . . 435
535.91 Life Status Changes . . . 435
535.911 Time Limitation . . . 435
535.912 Limitation on Coverage . . . 435
535.913 Effective Date . . . 435
535.914 Proof Required . . . 435
535.92 Reinstatement Actions . . . 435
535.921 Conditions . . . 435
535.922 Effective Date . . . 436
536 Retirement . . . 436
536.1 Requirements for Continuance . . . 436
536.11 Basic Insurance . . . 436
536.111 Eligibility . . . 436
536.112 Election Requirement . . . 436
536.12 Optional Insurance . . . 436
536.2 Cost . . . 437
536.21 Basic Insurance . . . 437
536.211 Premiums . . . 437
536.212 Withholdings . . . 437
536.22 Optional Insurance . . . 437
536.3 Reduction After Retirement . . . 437
536.31 Basic Insurance . . . 437
536.311 Seventy-Five Percent Reduction . . . 437
536.312 Fifty Percent Reduction . . . 437
536.313 No Reduction . . . 437
536.32 Optional Insurance . . . 438
536.321 Option A — Standard . . . 438
536.322 Option B — Additional and Option C — Family . . . 438
536.4 Living Benefits . . . 438
536.5 Assignment of Life Insurance . . . 438
537 Reemployed Annuitants . . . 439
537.1 Coverage . . . 439
537.11 Terminated by Reemployment . . . 439
537.12 Retained During Reemployment . . . 439
537.121 Suspended . . . 439
537.122 Continued . . . 440
537.13 Automatic Coverage . . . 440
537.131 Optional Withholdings . . . 440

537.132 Additional Optional Coverage . . . 440
537.14 Waiver and/or Declination of Coverage . . . 440
537.141 Insurance Affected . . . 440
537.142 Effect . . . 440
537.143 Exception . . . 440
537.144 Employing Office Procedures . . . 441
537.15 Amount of Coverage . . . 441
537.16 Termination and Conversion . . . 441
537.161 Termination Date . . . 441
537.162 Conversion Privilege . . . 441
537.17 Continuance Upon Termination of Reemployment . . . 441
537.171 Retention . . . 441
537.172 Procedures . . . 442
537.173 Adjustment . . . 442
537.174 Withholdings . . . 442
537.2 Benefits . . . 442
537.21 Amounts/Conditions . . . 442
537.22 Greater Amount Paid . . . 442
537.3 Designation of Beneficiary . . . 443
537.31 Designation in Effect . . . 443
537.32 Change of Beneficiary . . . 443
537.321 Employee . . . 443
537.322 Employing Office . . . 443
538 Beneficiaries, Benefits Payable, Claims . . . 443
538.1 Beneficiaries . . . 443
538.11 No Named Beneficiary . . . 443
538.111 Order of Precedence . . . 443
538.112 Option C — Family . . . 444
538.113 Designating Trusts . . . 444
538.12 Specific Designation . . . 444
538.121 SF 2823 . . . 444
538.122 Contingent Provisions . . . 444
538.123 Agency as Beneficiary . . . 444
538.124 Procedures for Filing . . . 444
538.13 Employee Informed . . . 444
538.131 Previous Designation Invalid . . . 444
538.132 Order of Precedence . . . 445
538.14 Change or Cancellation . . . 445
538.15 Automatic Cancellation . . . 445
538.16 Retiring Employee Designations . . . 445
538.17 Reemployed Annuitant . . . 445
538.18 Designation While Receiving OWCP Benefits . . . 445
538.2 Benefits Payable . . . 445
538.21 Amount . . . 445
538.22 Accidental Dismemberment . . . 446
538.221 Single Accident . . . 446

538.222 Multiple Accidents . . . 446
538.23 Accidental Death . . . 446
538.24 Accidental Dismemberment and Accidental Death . . . 446
538.25 Death During Thirty-One-Day Extension of Group Life Insurance . . . 446
538.3 Claims . . . 446
538.31 Death of Insured Employee . . . 446
538.311 Contacting Persons Entitled to Benefits. . . . 446
538.312 SF 2821 . . . 446
538.32 Death of Reemployed Annuitant . . . 447
538.321 Addressing Claims . . . 447
538.322 SF 2821 . . . 447
538.33 Requirements for Filing . . . 447
538.34 Forms Used . . . 447
538.341 Death Benefits . . . 447
538.342 Accidental Dismemberment . . . 447
538.35 Time Limits for Filing Accidental Death or Dismemberment Claims . . . 448
538.36 Settlement . . . 448
539 Insurance Forms . . . 448
539.1 Filing . . . 448
539.11 SF 2817, Life Insurance Election (FEGLI) . . . 448
539.12 SF 2821, Agency Certification of Insurance Status . . . 448
539.13 SF 2823, Designation of Beneficiary . . . 448
539.14 SF 2822, Request for Insurance. . . . 448
539.2 Privacy Act Considerations . . . 448
539.21 Handling and Disclosing Information . . . 448
539.22 Records Maintenance . . . 449
539.23 Employee Retires . . . 449
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 . . . 450
541.133 Schedule Awards . . . 450
541.14 Privacy Act . . . 450
541.2 Definitions . . . 450
541.3 Forms. . . . 453
542 FECA Claim Requirements . . . 453
542.1 Employee Claims for Injury or Illness. . . . 453
542.11 Traumatic Injury . . . 453
542.111 Notice . . . 453
542.112 Time Limit . . . 453

542.12 Occupational Disease or Illness . . . 454
542.121 Notice . . . 454
542.122 Time Limit . . . 454
542.13 Recurrence . . . 454
542.131 Notice . . . 454
542.132 Time Limit . . . 454
542.14 Survivor Claim for Death Benefits . . . 454
542.141 Claim. . . . 454
542.142 Time Limit . . . 454
542.2 Evidence Required. . . . 455
542.21 General . . . 455
542.22 Medical Reports . . . 455
542.23 Disability . . . 455
542.3 Penalties . . . 455
542.31 Penalty for False Statement . . . 455
542.32 Penalty for False Claim. . . . 455
542.33 Penalty for Refusal to Process Claim . . . 455
542.34 Loss of Benefits for Beneficiary Who Defrauds the Government. . . . 456
543 Employee Rights . . . 456
543.1 Waiver of Compensation Rights . . . 456
543.2 Withdrawal of Claim. . . . 456
543.3 Medical Care . . . 456
543.4 Continuation of Regular Pay or Leave for Disabling Injuries . . . 456
543.41 Continuation of Regular Pay. . . . 456
543.42 Sick or Annual Leave . . . 457
544 Reporting Procedures . . . 457
544.1 Responsibilities . . . 457
544.11 Immediate Supervisor Responsibility . . . 457
544.111 General . . . 457
544.112 Traumatic Injuries . . . 458
544.12 Control Office or Control Point Responsibility . . . 458
544.2 Criteria and Time Limits. . . . 458
544.21 Traumatic Injury and Occupational Disease or Illness . . . 458
544.211 Report Criteria . . . 458
544.212 Time Limit . . . 458
544.22 Recurrence of Injury . . . 459
544.221 Report Criteria . . . 459
544.222 Time Limit . . . 459
544.23 Death . . . 459
544.231 Report Criteria . . . 459
544.232 Time Limit . . . 459
544.24 PCES Claims . . . 459
545 Control Office or Control Point Claim Management Responsibility . . . 459
545.1 General . . . 459
545.11 Claim Management Relationships . . . 459

545.12 Establishing Control Office and Control Points 460
545.2 Authorizing Examination and/or Treatment With Form CA-16 460
545.21 Traumatic Injury 460
545.22 Occupational Disease or Illness 460
545.23 Exposure to Workplace Hazards 460
545.24 Preventive Treatment 461
545.3 Return to Work Responsibility 461
545.31 Control Office or Control Point Responsibility 461
545.32 Suitable Work 461
545.33 Employee Responsibility 462
545.4 Implementing Medical Care 462
545.41 Emergency Treatment 462
545.42 Initial Medical Examination and/or Treatment 462
545.43 Postal Physician or Contract Equivalent 462
545.44 Outside Treatment in a Nonemergency Situation 462
545.45 Continuing Treatment With Postal Service or Contract Physician 463
545.5 Monitoring the Employee's Medical Care 463
545.51 Medical Report Requirements 463
545.52 Determining Return to Work Capability 464
545.53 Review of Medical Treatment 464
545.6 Fitness-for-Duty Examinations 465
545.61 General 465
545.62 Fitness-for-Duty Procedures 465
545.63 Fitness-for-Duty Results 465
545.64 Difference in Medical Opinion 465
545.7 Continuation of Pay by the Postal Service 466
545.71 General 466
545.72 Eligibility 466
545.721 Initial Disability for a Traumatic Injury 466
545.722 Recurrence of Disability 466
545.723 Exclusions 466
545.724 Employee Responsibility 466
545.73 Controversion of COP 467
545.731 Definition of Controversion 467
545.732 Controversion With COP Withheld 467
545.733 Controversion With COP Provided 467
545.74 Stopping COP 467
545.741 Circumstances for Stopping COP 467
545.742 Relation to Disciplinary Action 468
545.743 Stopping Continuation of Pay for Temporary Employees 468
545.75 Controversion Package 468
545.76 Adjudication Process 469
545.77 Controversion Denied by OWCP 469
545.78 Overpayment Determination 469

545.8 Compensation by OWCP for Disability 470
545.81 Initial Period of Compensation 470
545.811 Traumatic Injury 470
545.812 Occupational Disease or Illness 470
545.82 Subsequent Periods of Compensation 470
545.83 Waiting Period 470
545.84 Leave Buy-Back 471
545.9 Managing Extended Leave Cases 471
545.91 General 471
545.92 Deciding Appropriate Action 471
545.93 Separation — Disability 471
546 Reassignment or Reemployment of Employees Injured on Duty 472
546.1 Law 472
546.11 General 472
546.12 Disability Fully Overcome Within One Year 472
546.121 Obligation 472
546.122 Rights and Benefits 472
546.13 Disability Fully Overcome After More Than One Year 472
546.131 Obligation 472
546.132 Rights and Benefits 472
546.14 Disability Partially Overcome 472
546.141 General 472
546.142 Obligation 473
546.143 Rights and Benefits Upon Partial Recovery 474
546.144 Relocation Consideration 476
546.2 Collective Bargaining Agreements 476
546.21 Compliance 476
546.22 Contractual Considerations 476
546.221 Scope 476
546.222 Reassignment or Reemployment 476
546.23 Types of Appointments 477
546.3 Restoration Rights 477
546.4 Employee Appeal Rights 477
546.5 Retirement Considerations 477
546.6 Reassignment and Reemployment Procedures 477
546.61 OWCP Referrals 477
546.611 Work Limitation Tolerances 478
546.612 OWCP Vocational Rehabilitation Services 478
546.62 Postal Service Medical Review 478
546.621 Physical Examination 478
546.622 Special Considerations. 478
546.63 Offer of Appointment 479
546.631 Evaluation 479
546.632 Interview 479
546.633 Processing Personnel Actions 479
546.64 Employee's Refusal of Job Offer 479

546.65 Management's Refusal to Reemploy 480
547 Third Party Liability 480
547.1 Purpose 480
547.2 Background 480
547.21 Requirement to Take Action 480
547.22 Penalty for Refusal 480
547.23 Postal Service Administrative Pursuit 480
547.3 Definitions and Use of Terms 481
547.4 Responsibility 481
547.5 Third Party Recovery Action 481
547.51 Traumatic Injury 481
547.52 Occupational Illness or Disease 481
547.53 Potential Third Party Injuries 482
547.54 Investigation 482
547.55 Notification 482
547.56 OWCP Responsibility 485
547.57 Postal Service Responsibility 485
547.58 Employee Not Represented by Attorney 486
547.59 Employee Not Pursuing Third Party Action 494
547.6 Release of Information 501
547.61 Privacy Act Protection 501
547.62 Release to Employee or Beneficiary 501
547.621 General 501
547.622 Release to Physician 501
547.623 Limitation to Germane Information 501
547.63 Release to Other Parties 501
547.64 Release to Court or Other Authority 501
547.7 Settlement of Claims 502
547.71 Employee Pursuing Collection of Damages From Third Party 502
547.72 Employee Not Pursuing Third Party Recovery 502
547.73 Disbursement of Recovered Third Party Funds 502
547.74 Settlement Verification 503
547.75 Control Point Supervisor Requirements 503
547.76 Recovery Assistance 503
547.77 Delegation of Authority 503
547.8 Third Party Recovery Action — Court Action 505
547.81 General 505
547.82 Compensation for Court Appearances 505
547.83 Documentation of Court Appearances 505
547.84 Case Preparation 505

550 Unemployment Compensation . . . 507
551 Overview . . . 507
551.1 Legal Guidelines . . . 507
551.11 Administration . . . 507
551.12 Liability . . . 507
551.13 Illegal Claims . . . 507
551.2 Qualification Factors . . . 507
551.3 Disqualification Factors . . . 507
551.4 Information to State Employment Security Agencies . . . 508
551.41 Information Required . . . 508
551.42 Privacy Act Requirements . . . 508
551.421 Authority to Disclose . . . 508
551.422 Accountability of Disclosure . . . 508
552 Responsibilities . . . 508
552.1 Headquarters . . . 508
552.11 Functional Administration . . . 508
552.12 Daily Administration . . . 509
552.2 Areas . . . 509
552.3 State Coordinators . . . 509
552.31 Administration . . . 509
552.32 Responsibilities . . . 509
552.4 Installation Heads . . . 510
552.41 Completion of PS Form 50, Notification of Personnel Action . . . 510
552.42 Cooperation With Postal and State Authorities . . . 510
552.5 Eagan Accounting Service Center . . . 510
552.51 Initial Response . . . 510
552.52 Additional Information . . . 511
553 Explanation of Forms and Procedures . . . 511
553.1 Postal Service Procedures . . . 511
553.11 PS Form 50 . . . 511
553.12 SF 8, Notice to Former Employee About Unemployment Insurance . . . 511
553.13 PS Form 6803, Wage and Separation Information (ES 931) . . . 512
553.131 Completion . . . 512
553.132 Incomplete Information . . . 512
553.133 Erroneous Findings . . . 512
553.2 State Agency Forms and Procedures . . . 512
553.21 Form ES 931 . . . 512
553.22 Form ES 934 . . . 513
553.221 Reason for Form ES 934 . . . 513
553.222 Request for Wage Information . . . 513
553.223 Request for Separation Information . . . 513
553.224 Request for Wage and Separation Information . . . 513
553.23 Form ES 936, Verification of ES 931 (PS Form 6803) . . . 513

554 Appeals . . . 514
554.1 State Law Requirements . . . 514
554.2 Initial Level Appeals by Claimants . . . 514
554.3 Initial Level Appeals by the Postal Service . . . 514
554.31 Cause to Appeal . . . 514
554.32 Initiation of Appeal . . . 514
554.4 Postal Service Participation in Appeals . . . 514
554.41 Representation . . . 514
554.411 Preparation for Appeal . . . 514
554.412 Appearance As a Witness . . . 515
554.413 Appearance As an Appellant . . . 515
554.414 Appearance As an Appellee . . . 515
554.42 New Evidence by Claimant . . . 515
554.43 Disclosure of Information . . . 515
554.431 Routine . . . 515
554.432 Medical Records . . . 515
554.433 Inspection Service Records . . . 516
554.434 Managing Field Counsel . . . 516
554.5 Appeals (Second Level) to State Appellate Board . . . 516
554.6 Postal Service Appeals to State Courts . . . 516
560 Civil Service Retirement Program . . . 517
561 General . . . 517
561.1 Scope . . . 517
561.2 Administration . . . 517
561.3 Employees Covered . . . 517
561.4 CSRS Offset . . . 517
561.5 Exclusions . . . 518
562 Creditable Service . . . 518
562.1 General . . . 518
562.11 Types of Service . . . 518
562.12 Time Credit . . . 518
562.2 Federal Civilian Service . . . 519
562.21 General . . . 519
562.211 Federal and District of Columbia Service . . . 519
562.212 District of Columbia Service . . . 519
562.213 Breaks In Service . . . 519
562.214 Deductions Refunded . . . 519
562.22 Service Covered by Social Security . . . 519
562.23 Part-Time Employment . . . 520
562.231 Part-Time Regular Employees . . . 520
562.232 Part-Time Flexible Employees . . . 520
562.233 Annuity Proration . . . 520
562.24 Intermittent Service . . . 520
562.25 Special Circumstances . . . 521
562.251 Japanese-American Employee . . . 521

562.252 Employee Receiving OWCP Benefits . . . 521
562.253 Employee Restored After Erroneous Removal or Suspension . . . 522
562.254 Employee Granted LWOP to Serve in Employee Organizations . . . 522
562.255 Employee on Leave of Absence . . . 523
562.3 Military Service . . . 523
562.31 Types of Service . . . 523
562.311 Military Groups . . . 523
562.312 Reserve Components . . . 523
562.313 Military Academies . . . 524
562.314 National Guard Service . . . 524
562.315 Military Service Prior to January 1957 . . . 524
562.316 Military Service After December 31, 1956 . . . 524
562.32 Required Conditions . . . 524
562.33 Double Credit Not Permitted . . . 525
562.34 Service Credit Deposit Required . . . 525
562.341 Amount of Deposit . . . 525
562.342 Charging Interest . . . 525
562.35 Military Retired Pay . . . 525
562.351 CSRS Annuity . . . 525
562.352 Waiver of Military Retired Pay . . . 525
562.4 Credit For Unused Sick Leave . . . 526
562.41 Eligibility . . . 526
562.42 Method of Computing . . . 526
562.43 Restrictions . . . 526
562.5 Computing Total Length of Service . . . 526
563 Annuities — Requirements and Procedures . . . 526
563.1 General Requirements . . . 526
563.11 Conduct . . . 527
563.12 Time . . . 527
563.13 Age and Service . . . 527
563.2 Requirements and Procedures by Type of Separation . . . 527
563.21 Involuntary Separation . . . 527
563.211 Additional Requirements . . . 527
563.212 Reduced Annuity . . . 527
563.22 Mandatory Retirement . . . 528
563.23 Disability Retirement Requirements . . . 528
563.231 Service . . . 528
563.232 Total Disability . . . 528
563.233 Conduct . . . 528
563.3 Deferred Annuity . . . 528
564 Types of Annuities . . . 529
564.1 Annuity Without Survivor Benefits . . . 529
564.2 Annuity with Survivor Benefits . . . 529
564.21 Annuity to Current and/or Former Spouse(s) . . . 529
564.211 General . . . 529
564.212 Current Spouse Eligibility . . . 529

564.213 Election of Former Spouse Annuity . . . 529
564.214 Annuity Limitation . . . 530
564.215 Reduction in Employee's Annuity . . . 530
564.216 Effective Date . . . 530
564.22 Annuity to Former Spouse Based on Court Order . . . 530
564.221 General . . . 530
564.222 Current Spouse Election . . . 530
564.223 Protection of Current Spouse's Entitlement . . . 530
564.23 Annuity to Person with Insurable Interest . . . 531
564.231 General . . . 531
564.232 Eligibility . . . 531
564.233 Reduced Rate . . . 531
564.24 Current Spouse's Consent . . . 531
564.25 Surviving Child . . . 531
564.3 Election of Annuity . . . 531
564.31 Application . . . 532
564.32 Election Changes After Retirement . . . 532
564.321 18-Month Reelection Period . . . 532
564.322 Marriage Terminated . . . 532
564.323 Marriage Terminated and Remarriage . . . 532
564.324 Marriage After Retirement . . . 532
565 Employee's Retirement Account . . . 533
565.1 Deductions from Current Earnings . . . 533
565.2 Deposits for Prior Service . . . 533
565.21 Employee Deposits . . . 533
565.211 Percentages of Basic Pay . . . 533
565.212 Reduction for Periods of No Deposit . . . 533
565.22 Survivor Deposits . . . 534
565.23 Deposit/Redeposit Application . . . 534
565.3 Redeposits . . . 534
565.31 Employee Redeposits . . . 534
565.32 Amount of Redeposit . . . 534
565.33 Impact on Annuity . . . 534
565.34 Exception . . . 535
565.35 Survivor Redeposits . . . 535
565.36 Form Used . . . 535
565.4 Voluntary Contributions . . . 535
565.41 Application . . . 535
565.42 Restrictions . . . 535
565.43 Amount of Contributions . . . 535
565.44 Amount of Additional Annuity . . . 536
565.45 Type of Annuity Election . . . 536
565.46 Withdrawal of Voluntary Contribution . . . 536
565.461 Conditions . . . 536
565.462 Application . . . 536

565.47 Death Before Retirement 536
565.5 Refund of Deductions 536
565.51 Less Than 5 Years Civilian Service. 536
565.511 Refund 536
565.512 Eligibility 536
565.513 Interest 537
565.514 Application 537
565.52 Five Years or More Civilian Service 537
565.521 Choice 537
565.522 Value. 537
565.523 Eligibility 537
565.524 Refund 537
565.525 Interest 537
565.526 Repayment 537
566 Annuity Computation 537
566.1 Effective Dates. 537
566.11 Commencement. 538
566.12 Ending 538
566.13 Employee's Work and Leave Status. 538
566.131 Use of Annual Leave Balance. 538
566.132 Continuing Leave Status 538
566.2 Factors Affecting Annuity Computations. 538
566.21 Primary Factors 538
566.22 Other Factors 538
566.23 Determining Length of Service 539
566.24 Determining High 3-Year Period. 539
566.241 Dates Included 539
566.242 Consecutive 539
566.243 Refunded Deductions. 539
566.25 Determining High-3 Average Pay 539
566.251 Computation. 539
566.252 Basic Pay 539
566.3 General Formula 539
566.31 Computation. 539
566.32 Substitution 540
566.33 Guides for Applying the General Formula 540
566.34 Maximum Annuity Benefits. 540
566.341 Eighty Percent Limitation 540
566.342 Excess Service 540
566.4 Disability Retirement 540
566.41 Guaranteed Minimum. 540
566.411 Employee Under Age Sixty. 541
566.412 Employee Past Age Sixty 541
566.413 Exceptions 541
566.42 Application of Guaranteed Minimum Principle. 541
566.421 Computations. 541

566.422 Examples Resulting From Applying Guaranteed Minimum 543
566.423 Concept 543
566.5 Reemployed Annuitants, Additional Annuity 543
566.51 Supplemental Annuity 544
566.511 Eligibility 544
566.512 Computation 544
566.52 Redetermination of Annuity 545
566.6 Alternative Form of Annuity/Payment of Lump-Sum Credit 545
566.61 Alternative Option 545
566.62 Computation 545
566.63 Survivor Annuity 545
567 Death Benefits — Death in Service 546
567.1 Survivor Annuity 546
567.11 Conditions to Be Met by the Employee 546
567.12 Conditions to Be Met by the Current (Former) Spouse 546
567.121 Current Spouse 546
567.122 Former Spouse — Court Ordered Annuity 546
567.13 Conditions to Be Met by the Child 546
567.131 General 546
567.132 Child incapable of Self-Support 546
567.133 Stepchild or Illegitimate Child 546
567.14 Computation of Annuity for Survivors 547
567.141 Current and/or Former Spouse 547
567.142 Current and/or Former Spouse of a Law Enforcement Employee 547
567.143 Payment of Child's Annuity 547
567.15 Beginning Date for Survivor Annuity 548
567.16 Conditions for Termination, Restoration, or Changes in Survivor Annuity 548
567.17 Election of Annuity by Survivor 549
567.171 Election of Survivor Annuity or Employees' Compensation Benefits 549
567.172 Election of Survivor Annuity or Social Security Benefits 549
567.18 Election by Annuitants and Resultant Survivor Annuities 550
567.19 Deceased Annuitant Survived by Child 550
567.2 Lump-Sum Benefit 550
567.21 Conditions for Payment 550
567.22 Person(s) Entitled to Payment 550
567.221 Order of Precedence 550
567.222 Former Spouse 551
567.23 Designations of Beneficiaries 551
567.231 Employee Informed 551
567.232 Employee Reminder 551
567.3 Procedure Upon Death of an Employee or Annuitant 551
567.31 Contacting Next of Kin 551
567.32 Notifying OPM 551

567.33 Filing Death Claim Applications . . . 551
567.331 SF 2800 . . . 551
567.332 Minor Children . . . 552
567.333 One Application . . . 552
567.334 SF 1153 . . . 552
567.34 Evidence . . . 552
567.341 Required . . . 552
567.342 Additional . . . 552
568 Management-Initiated Disability Retirement Procedures . . . 552
568.1 General . . . 552
568.11 Basis for Filing . . . 552
568.12 Medical Examination . . . 553
568.121 Notifying the Employee . . . 553
568.122 Designating a Physician . . . 553
568.123 Information Provided Examining Physician . . . 553
568.124 Psychiatric Evaluation . . . 553
568.125 Cost of Medical Examination . . . 554
568.126 Management Decision . . . 554
568.13 Filing Application . . . 554
568.131 Employing Office Action . . . 554
568.132 Notice to Employee . . . 554
568.133 Notice to OPM . . . 554
568.2 OPM Action . . . 555
568.21 Processing by OPM . . . 555
568.22 Decision . . . 555
568.23 Cancellation of Retirement . . . 555
568.24 Employee's Status Pending OPM's Decision . . . 555
569 General Retirement Information . . . 555
569.1 Retirement Counseling . . . 555
569.11 Responsibility . . . 555
569.12 Retirement Annuity Estimates . . . 555
569.13 Group Retirement Information Programs . . . 556
569.131 Nature of Group Programs . . . 556
569.132 Group Program Content . . . 556
569.14 Individual Retirement Counseling . . . 556
569.141 Nature of Individual Counseling . . . 556
569.142 Counseling Session Content . . . 556
569.143 Advice to Employee . . . 557
569.2 Retirement Forms . . . 557
569.21 Guidelines for Processing Personnel Actions . . . 557
569.22 Requisitioning Forms . . . 557
569.3 Retirement Account Information . . . 557
569.4 Information Source for Separated or Retired Employees . . . 557
569.5 Information Source for Employees . . . 558
569.6 Federal Income Tax . . . 558
569.61 Taxable Annuities . . . 558

569.62 Federal Income Tax Withholding 558
569.63 Federal Income Tax Questions. 558
569.7 Privacy Act Considerations 558
569.71 General 558
569.72 OPM Records. 559
569.73 Postal Service Records 559
570 Social Security and Medicare. 559
571 General Information. 559
571.1 Overview 559
571.2 Social Security. 559
571.21 Objectives. 559
571.22 Programs 559
571.3 Medicare 560
572 Coverage. 560
572.1 Employees Covered 560
572.11 Social Security 560
572.12 Medicare. 560
572.2 Exclusions From Social Security and Medicare 560
572.3 FERS Employees 560
573 Social Security and Medicare Contributions. 561
573.1 Federal Insurance Contributions Act (FICA) Taxes 561
573.11 Employee/Employer Payments 561
573.12 Effective Percentage Rate 561
573.121 Full Coverage 561
573.122 Medicare Coverage Only 561
573.13 Base Earnings. 561
573.14 FICA Inquiries 561
573.2 Allowances Not Subject to FICA Taxes. 561
574 Quarters of Coverage 561
574.1 Social Security Quarter of Coverage 561
574.2 Federal Quarter of Coverage (Medicare) 562
574.21 CSRS Employees 562
574.22 Earned Federal Quarters of Coverage 562
574.23 Deemed (Credited) FQCs 562
574.24 Combining Earned and Deemed FQCs 562
574.25 Establishing Deemed FQCs 562
574.251 Using OPM Form 1528. 562
574.252 Using Other Evidence. 563
574.253 By Special Request 563
574.3 Insured Status 563
574.4 Coverage Requirements for Benefits. 564
575 Benefits 564
575.1 Social Security. 564
575.11 Application Required 564

575.12 Retirement Benefits 564
575.13 Disability Benefits 565
575.131 Worker Receiving Benefits 565
575.132 Dependents Receiving Benefits 565
575.14 Survivor's Benefits 565
575.2 Medicare (Hospital and Medical) 565
575.21 Coverage 565
575.22 Eligibility 566
575.221 Age Sixty-Five or Older 566
575.222 Under Age Sixty-Five 566
575.23 If an Employee Works After Age Sixty-Five 566
575.231 Same Health Benefits Offered 566
575.232 Written Explanation 567
575.233 Election in Writing 567
575.3 Events That Can Affect Benefits 567
575.31 Social Security 567
575.32 Medicare 567
575.4 Elimination of Retirement Windfall Benefits 567
575.41 Purpose 567
575.42 When the Modified Benefit Formula Applies 568
575.5 Computation of Benefits 568
575.51 Step 1 — General Computation of Average Indexed Monthly Earnings 568
575.52 Step 2 — General Computation of Primary Insurance Amount 568
575.521 Without Modified Benefit Formula 568
575.522 With Modified Benefit Formula 568
575.53 Transitional Provisions 569
575.54 Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA) 569
575.541 General Formula 569
575.542 Computation Example Using General Formula — Employee Without Noncovered Pension Benefit 569
575.543 Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits 569
575.6 Government Pension Offset 570
575.61 Purpose 570
575.62 Exceptions 571
575.63 Amount of Offset 571
580 Federal Employees Retirement System 572
581 General 572
581.1 Scope 572
581.2 Administration 572
581.3 Employees Covered 572
581.4 Exclusions 573

582 Creditable Service . . . 573
582.1 General . . . 573
582.11 Types of Service . . . 573
582.12 Specific Creditable Civilian Service . . . 573
582.13 Time Credit . . . 573
582.14 Breaks in Service . . . 574
582.2 Deductions Refunded . . . 574
582.3 Part-Time Service . . . 574
582.4 Employee Receiving OWCP Benefits . . . 574
582.41 Employee on Leave Without Pay (LWOP) . . . 574
582.42 Employee Separated . . . 574
582.5 Employee Restored After Erroneous Removal or Suspension . . . 574
582.51 Policy . . . 575
582.52 Determining Retirement Credit . . . 575
582.6 Employee Granted LWOP to Serve Full-Time in Employee Organizations . . . 575
582.7 Military Service . . . 576
582.71 Types of Service . . . 576
582.72 Military Service Prior to January 1, 1957 . . . 576
582.73 Military Service After December 31, 1956 . . . 576
582.74 Required Conditions . . . 576
582.75 Double Credit Not Permitted . . . 576
582.76 Service Credit Deposit Required . . . 576
582.761 Amount of Deposit . . . 576
582.762 Charging Interest . . . 576
582.77 Military Retired Pay . . . 577
582.78 Waiver of Military Retired Pay . . . 577
582.781 General . . . 577
582.782 Procedures . . . 577
582.8 Transfers to FERS . . . 578
583 Annuities . . . 578
583.1 General Requirements . . . 578
583.11 Conduct . . . 578
583.12 Time . . . 578
583.13 Age and Service . . . 578
583.14 Minimum Retirement Age . . . 579
583.15 Immediate Reduced Annuity . . . 579
583.2 Requirements and Procedures by Types of Separations . . . 579
583.21 Involuntary Separation . . . 579
583.22 Mandatory Retirement . . . 580
583.23 Disability Retirement Requirements . . . 580
583.231 Service . . . 580
583.232 Disability . . . 580
583.233 Duration . . . 580
583.3 Deferred Annuity . . . 580
583.31 Eligibility . . . 580

583.32 Commencement Date . . . 580
583.33 Restriction . . . 581
584 Types of Annuities . . . 581
584.1 Annuity Without Survivor Benefits . . . 581
584.2 Annuity With Survivor Benefits . . . 581
584.21 General . . . 581
584.22 Spouse Eligibility . . . 581
584.221 Current Spouse Eligibility . . . 581
584.222 Election of Annuity for Former Spouses(s) . . . 581
584.23 Maximum Survivor Annuity . . . 581
584.24 Reduction in Annuity . . . 581
584.25 Effective Date . . . 582
584.26 Annuity to Former Spouse(s) Based on a Court Order . . . 582
584.261 General . . . 582
584.262 Current Spouse Election . . . 582
584.263 Protection of Current Spouse's Entitlement . . . 582
584.27 Annuity to Person With Insurable Interest . . . 582
584.271 General . . . 582
584.272 Eligibility . . . 583
584.273 Insurable Interest — Presumed . . . 583
584.274 Insurable Interest — Other . . . 583
584.275 Reduced Rate . . . 583
584.276 Amount . . . 583
584.28 Current Spouse's Consent . . . 583
584.29 Surviving Child . . . 583
584.3 Election of Annuity . . . 584
584.31 Application . . . 584
584.32 Election Coverage After Retirement . . . 584
584.321 Eighteen-Month Reelection Period . . . 584
584.322 Marriage Terminated . . . 584
584.323 Marriage Terminated and Remarriage . . . 584
584.324 Marriage After Retirement . . . 584
585 Employee's Retirement Account . . . 585
585.1 Deduction From Current Earnings . . . 585
585.2 Percentages Withheld . . . 585
585.3 Service Credit Deposit . . . 585
585.31 General . . . 585
585.32 Amount of Deposit . . . 585
585.33 Reductions for Periods of No Deposit . . . 586
585.34 Survivor Deposits . . . 586
585.35 Deposit Applications . . . 586
585.4 Redeposits . . . 586
585.5 Refund of Deductions . . . 586
585.51 Eligibility . . . 587
585.52 Interest . . . 587

585.53 Repayment . . . 587
586 Annuity Computation . . . 587
586.1 Effective Date . . . 587
586.11 Commencement . . . 587
586.12 Ending . . . 587
586.13 Employee's Work and Leave Status . . . 588
586.131 Use of Annual Leave Balance . . . 588
586.132 Continuing Leave Status . . . 588
586.2 Factors Affecting Annuity Computations . . . 588
586.21 Primary Factors . . . 588
586.22 Other Factors . . . 588
586.23 Determining Length of Service . . . 588
586.24 Determining High-Three-Year Period . . . 588
586.241 Dates Included . . . 588
586.242 Consecutive . . . 588
586.25 Determining High-Three Average Pay Computation . . . 589
586.251 Computation . . . 589
586.252 Basic Pay . . . 589
586.3 Formula . . . 589
586.31 Basic . . . 589
586.32 At Age Sixty-Two . . . 589
586.33 Annuity Supplement . . . 589
586.331 Eligibility . . . 589
586.332 Amount . . . 589
586.333 Reduction Based on Excess Earnings . . . 589
586.4 Transferees to FERS . . . 590
586.5 Disability Retirement . . . 590
586.51 Initial Computation — Under Age Sixty-Two . . . 590
586.511 First Year of Disability . . . 590
586.512 Second and Succeeding Years . . . 590
586.513 Exceptions . . . 590
586.52 Computation — Age Sixty-Two and Over . . . 590
586.53 Recomputation — Age Sixty-Two . . . 591
586.6 Reemployed Annuitants — Additional Annuity . . . 591
586.61 Salary Payable . . . 591
586.62 Eligibility . . . 591
586.63 Reemployed Less Than One Year . . . 591
586.64 Reemployed One Year or More . . . 591
586.65 Reemployed Five Years or More . . . 591
586.7 Alternative Form of Annuity . . . 592
586.71 Eligibility . . . 592
586.72 Computation . . . 592
586.73 Survivor Annuity . . . 592
586.8 Cost-of-Living Adjustments (COLA) . . . 592
586.81 Amount . . . 593

586.82 Eligibility 593
586.821 Optional Retirement 593
586.822 Involuntary Separation 593
586.823 Disability 593
586.824 Law Enforcement 593
586.825 Transfers to FERS. 593
587 Death Benefits — Death in Service 593
587.1 Basic Employee Death Benefit 593
587.11 General 593
587.12 Amount 594
587.13 Payment 594
587.2 Survivor Benefit — Spousal. 594
587.21 General 594
587.22 Beginning and Ending Date 594
587.221 Beginning 594
587.222 Ending. 594
587.223 Reinstatement. 594
587.3 Refund of Contributions 594
587.31 Eligibility 594
587.32 Normal Order of Precedence 594
587.4 Former Spouse(s) 595
587.5 Child Annuities. 595
587.51 Eligibility 595
587.52 Rates of Annuities 595
587.53 Beginning and Ending Dates 595
587.531 Beginning Date 595
587.532 Ending Date 595
587.54 Disabilities 595
587.6 Procedures Upon Death of an Employee 595
587.61 Contacting Next of Kin 595
587.62 Filing Death Claim Applications 596
588 Management-Initiated Disability Retirement Procedures 596
588.1 General 596
588.2 Procedures 596
588.21 Basis for Filing 596
588.22 Notice to Employee 596
588.23 Notice to OPM 597
588.3 Processing by OPM. 597
588.31 Required Documentation 597
588.32 Decision 597
588.4 Cancellation of Retirement 597
588.5 Employee's Status Pending OPM's Decision 597

589 General Retirement Information . . . 597
589.1 Retirement Counseling . . . 597
589.11 Responsibility . . . 597
589.12 Retirement Annuity Estimates . . . 598
589.13 Group Retirement Information Programs . . . 598
589.131 Nature of Group Programs . . . 598
589.132 Group Program Content . . . 598
589.14 Individual Retirement Counseling . . . 598
589.141 Nature of Individual Counseling . . . 598
589.142 Counseling Session Content . . . 598
589.143 Advice to Employee . . . 599
589.2 Retirement Forms . . . 599
589.21 Processing . . . 599
589.22 Requisitioning Forms . . . 599
589.3 Information Source for Separated or Retired Employees . . . 599
589.4 Information Source for Employees . . . 600
589.5 Federal Income Tax . . . 600
589.51 Taxable Annuities . . . 600
589.52 Federal Income Tax Withholding . . . 600
589.53 Federal Income Tax Questions . . . 600
589.6 Privacy Act Considerations . . . 600
589.61 General . . . 600
589.62 OPM Records . . . 600
589.63 Postal Service Records . . . 601
590 Thrift Savings Plan . . . 601
591 Overview . . . 601
591.1 Description . . . 601
591.11 Administration . . . 601
591.12 Further Information . . . 601
591.2 Open Season . . . 601
591.3 Eligibility to Contribute . . . 602
591.31 General . . . 602
591.32 New Career Employees . . . 602
591.33 Rehired Employees . . . 602
591.34 Reemployed Annuitants . . . 602
591.341 Eligibility . . . 602
591.342 Contributions . . . 603
591.35 Transfers From Another Agency . . . 603
591.36 Dual Appointments . . . 603
591.4 Permitted Actions . . . 604
591.41 Open Season . . . 604
591.42 Interfund Transfers . . . 604
591.5 Elections . . . 604
591.51 Form Required . . . 604

591.52 Number Permitted 604
591.53 Effective Dates 604
591.54 Election Period 604
591.55 Belated Elections 604
591.6 CSRS Transfers to FERS 605
591.7 Booklets 605
592 Contributions 605
592.1 Basic Pay 605
592.2 Contribution Rates 605
592.3 Maximum Contribution Rates 605
592.31 FERS Employees 605
592.32 CSRS Employees 605
592.4 Automatic Contributions 605
592.41 FERS Employees 605
592.42 CSRS Employees 605
592.5 Matching Contributions 606
592.51 FERS Employees 606
592.52 CSRS Employees 606
592.6 Vesting of Contributions 606
592.61 CSRS Employees 606
592.62 FERS Employees 606
592.7 Maximum Contribution Amount 606
592.8 Taxes 606
592.81 Federal Income Taxes 606
592.82 State Income Taxes 607
592.9 Insufficient Earnings 607
592.91 Employees on LWOP 607
592.92 Reduced Earnings 607
593 Investments 607
593.1 Funds Available 607
593.2 Investment Options 608
593.21 Fund Allocation 608
593.22 Changing Investments 608
593.3 Participant Statements 608
593.31 Frequency 608
593.32 Contents 608
593.33 Distribution 608
593.34 Transactions 609
593.341 Types of Transactions 609
593.342 Information Concerning Transactions 609
594 Adjustments 609
594.1 Responsibility 609

594.2 Elections Not Processed . . . 609
594.21 Reason Beyond Employee Control . . . 609
594.22 Administrative Error . . . 609
594.3 Overdeductions . . . 609
594.31 Correction . . . 609
594.32 Excess Contributions . . . 610
594.33 Amount of Adjustment . . . 610
594.34 Earnings . . . 610
594.4 Underdeductions . . . 610
594.41 Correction . . . 610
594.42 PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions . . . 610
594.43 Preparation . . . 610
594.44 Decision . . . 610
594.45 Disposition . . . 611
594.451 No Return of PS Form 6886 . . . 611
594.452 No Make-up Contributions . . . 611
594.453 Make-up Contributions . . . 611
594.46 Processing . . . 611
594.5 Erroneous Retirement System . . . 612
594.6 Back Pay Awards . . . 612
594.61 General Rule . . . 612
594.62 Erroneous Separation . . . 612
594.63 Continuous Service . . . 613
594.7 Claim Procedure . . . 613
594.71 General Rule . . . 613
594.72 Review of Claim . . . 613
594.73 Postal Service Decision . . . 613
594.74 Employee Appeal Rights . . . 613
594.75 Final Decision . . . 613
594.76 Time Limitation . . . 614
595 Termination of Contributions . . . 614
595.1 Definition . . . 614
595.2 Submissions . . . 614
595.3 Effective Date . . . 614
595.4 Subsequent Elections . . . 614
595.41 Submitted During Open Season . . . 614
595.42 Submitted Other Than Open Season . . . 614
595.43 Effective Date for Subsequent Elections . . . 614
596 Loans . . . 615
596.1 Eligibility . . . 615
596.2 Types of Loans . . . 615
596.21 Residential Loans . . . 615
596.22 General Purpose Loans . . . 615

596.3 Applications . . . 615
596.31 TSP-20, Thrift Savings Plan Loan Application . . . 615
596.32 Documentation . . . 615
596.4 Interest . . . 615
596.41 Rate . . . 615
596.42 Guarantee . . . 615
596.43 Duration . . . 615
596.44 Payment . . . 615
596.45 Taxes . . . 615
596.5 Restrictions . . . 616
596.51 Amounts . . . 616
596.511 Minimum Amount . . . 616
596.512 Maximum Amount . . . 616
596.52 Duration . . . 616
596.521 Minimum Duration . . . 616
596.522 Maximum Duration . . . 616
596.53 Collateral . . . 616
596.54 Basic Pay Test . . . 616
596.55 Number of Loans . . . 616
596.56 Spousal Rights . . . 616
596.57 Court Orders . . . 617
596.6 Loan Repayment . . . 617
596.7 Additional Information . . . 617
596.8 Verification of Participant's Account . . . 617
597 Withdrawal of Funds . . . 617
597.1 Eligibility . . . 617
597.2 Withdrawals Upon Separation . . . 618
597.21 Withdrawal Options . . . 618
597.22 Mandatory Automatic Cashout . . . 618
597.23 Required Minimum Distribution . . . 618
597.24 Spousal Rights . . . 618
597.241 Vested Account Balances of More Than $3,500 . . . 618
597.242 Vested Account Balances of $3,500 or Less . . . 619
597.3 In-Service Withdrawals . . . 619
597.31 Type of Withdrawal . . . 619
597.32 Application . . . 619
597.33 Restrictions . . . 619
597.331 Pay Period Contributions . . . 619
597.332 Spousal Rights . . . 619
597.333 Court Orders . . . 619
597.4 Death . . . 620
597.41 Prior to Separating . . . 620
597.42 After Separation . . . 620
597.5 Spousal Rights . . . 620

597.6 Withdrawal Packages . . . 620
597.61 Personnel Services Office Responsibilities . . . 620
597.611 Separations and Retirements . . . 620
597.612 Deaths . . . 620
597.62 Contents . . . 620
597.7 Additional Information . . . 621
597.8 Return to Federal Service . . . 621
598 Court Orders . . . 621
598.1 Types . . . 621
598.2 Requirements . . . 621
598.3 Notification. . . . 622
598.4 Effect on Withdrawal Options . . . 622
598.5 Effect on Loans . . . 622
598.6 Address . . . 622
598.7 Additional Information . . . 622

6 Employee Relations . . . 625
610 Employee Services . . . 625
611 Scope . . . 625
612 Information Media . . . 625
612.1 Responsibility . . . 625
612.2 Methods. . . . 625
612.21 Official Directives . . . 625
612.22 Unofficial Communications . . . 625
612.23 Bulletin Boards . . . 625
612.231 Utility and Convenience . . . 625
612.232 Suitability . . . 626
612.24 Employee Lockers . . . 626
612.241 Issuance . . . 626
612.242 Maintenance and Inspection . . . 626
613 Credit Unions . . . 627
613.1 Authority . . . 627
613.2 Space Allowance . . . 627
613.3 Employees With Credit Union Duties . . . 627
614 Food Services . . . 627
614.1 Policy . . . 627
614.2 Operation . . . 627
614.21 Responsibility . . . 627
614.22 Management. . . . 628
614.3 Types . . . 628
614.4 Funds. . . . 628
615 Social Recreational Program. . . . 629
615.1 Policy . . . 629
615.2 Discrimination . . . 629

615.3 Committees . . . 629
615.31 Membership . . . 629
615.32 Requirements . . . 629
615.321 Income From Vending Operations . . . 629
615.322 Meetings and Duties . . . 629
615.33 Responsibilities . . . 629
615.34 Constitution . . . 630
615.35 Bylaws . . . 630
615.4 Employee Social and Recreational Fund . . . 633
615.41 Purpose . . . 633
615.42 Source of Funds . . . 633
615.43 Funds Excluded . . . 633
615.44 Prohibited Activities . . . 633
615.45 Safekeeping of Funds . . . 634
615.451 Records . . . 634
615.452 Single Fund . . . 634
615.453 Balance Under $100 . . . 634
615.454 Balance Over $100 . . . 634
615.46 Requirements for Banking and Investment of Funds . . . 634
615.461 One Checking Account . . . 634
615.462 Reserve Funds . . . 634
615.463 No Long-term Accumulation . . . 634
615.47 Expenditures of Funds . . . 635
615.471 General Benefit . . . 635
615.472 Appropriate Expenditures . . . 635
615.473 Inappropriate Expenditures . . . 635
615.5 Records and Files . . . 635
615.51 Ledger . . . 635
615.52 Checkbook . . . 635
615.53 Record of Assets . . . 636
615.54 Supplies Inventory . . . 636
615.55 Unpaid Obligations . . . 636
615.56 Files . . . 636
615.6 Reports . . . 639
615.61 Frequency . . . 639
615.62 Report Format . . . 639
615.7 Audits . . . 642
615.71 Frequency . . . 642
615.72 Recommendation for Audit . . . 642
615.721 Installation Head . . . 642
615.722 District Finance Manager . . . 642
615.73 Internal Audit . . . 642
615.74 Independent Audit . . . 642
615.75 Audit Requirements . . . 642

615.76 Audit Report 643
615.761 Content 643
615.762 Distribution 643
615.77 Follow-Up Action 643
615.78 Review and Comments by District Finance Manager 643
615.79 Office of Inspector General Audit 643
615.8 Tax Status of Social and Recreational Funds 644
615.81 Exemption 644
615.82 Liability 644
616 Savings Bond Program 644
616.1 Payroll Savings Plan 644
616.2 Notification. 644
616.21 Annual Savings Bond Drive 644
616.211 Organization 644
616.212 Participation 644
616.213 Supplies 644
616.22 Sustaining Program 644
616.3 Enrollment 645
616.31 Authorization for Payroll Allotment 645
616.32 Cancellation of Allotment 645
616.33 Issuance and Refunds 645
616.34 Privacy of Records 645
616.4 Reports 645
617 Combined Federal Campaign Program 645
617.1 Annual Campaign 645
617.11 Purpose 645
617.12 Authorization 646
617.2 Organization 646
617.21 Local Federal Coordinating Committee 646
617.22 Postal Service Organization 646
617.23 Loaned Executive Program 646
617.3 Solicitation 646
617.31 Participation 646
617.32 Time Frame. 646
617.33 Supplies 646
617.4 Contributions 646
617.41 General 646
617.42 Authorization for Payroll Allotment 647
617.43 Cancellation of Allotment 647
617.44 Cash Payments 647
617.45 Privacy of Records 647
617.5 Reports 647
617.6 Recognition 647
617.61 Plaques. 647

617.62 Certificates . . . 647
617.7 Further Information . . . 648
620 Contests . . . 648
621 Scope . . . 648
622 Objective . . . 648
623 Responsibilities . . . 648
623.1 Approval Authorities . . . 648
623.2 Districts and Plants . . . 648
623.3 Areas . . . 648
623.31 Area Vice President . . . 648
623.32 Area Functional Managers . . . 649
623.4 Executive Committee Member . . . 649
624 Establishment . . . 649
624.1 Criteria . . . 649
624.2 Structure . . . 649
624.3 Contest Rules . . . 649
625 Implementation . . . 650
625.1 Eligibility . . . 650
625.2 Evaluation . . . 650
625.21 Winners . . . 650
625.22 Ties . . . 650
626 Types of Awards . . . 650
626.1 Acceptable . . . 650
626.2 Unacceptable . . . 650
627 Limitations . . . 650
627.1 Numbers and Types of Contests . . . 650
627.2 Expenditures . . . 651
627.21 District and Plant Contests . . . 651
627.22 Area Contests . . . 651
627.23 National Contests . . . 651
630 Ideas Program . . . 651
631 Policy . . . 651
632 Eligibility . . . 651
633 Responsibilities . . . 651
633.1 Headquarters . . . 651
633.11 Chief Human Resources Officer . . . 651
633.12 Director of Compensation and Benefits . . . 651
633.13 Functional Area Vice Presidents . . . 652
633.14 Headquarters and Headquarters-Related Field Units . . . 652
633.15 Inspection Service . . . 652
633.2 Area Offices . . . 652
633.21 Vice Presidents of Area Operations . . . 652
633.22 Area Human Resources Managers . . . 652

633.3 Districts . . . 652
633.31 District Managers . . . 652
633.32 District Human Resources Managers. . . . 652
633.33 Postmasters, Plant Managers, and Installation Heads. . . . 653
633.34 Managers and Supervisors. . . . 653
633.35 Program Coordinators . . . 653
634 Criteria. . . . 653
634.1 General Criteria . . . 653
634.11 Ideas Eligible for Consideration . . . 653
634.12 Ideas Ineligible for Consideration . . . 654
634.2 Engineering Criteria . . . 654
634.3 Ineligible Ideas . . . 654
634.4 Ideas Submitted Previously . . . 654
635 Awards . . . 655
635.1 General . . . 655
635.2 Nonmonetary Awards . . . 655
635.3 Cash Awards . . . 655
635.31 Amounts and Description . . . 655
635.32 Processing Cash Awards . . . 656
635.33 Awards for Ideas Adopted at Multiple Levels. . . . 656
635.34 Deductions . . . 656
635.35 Acceptance . . . 656
636 Records. . . . 656
637 Processing Steps . . . 656
637.1 Summary of Steps . . . 656
637.2 Payment. . . . 656
637.3 Presentation Ceremonies . . . 656
640 Employee Claims . . . 662
641 Nonbargaining Unit Employees. . . . 662
641.1 Policy . . . 662
641.2 Requirements . . . 662
641.3 Claimants. . . . 663
641.31 Valid . . . 663
641.32 Fraudulent . . . 663
641.4 Compensation . . . 663
641.41 Lost or Destroyed Property . . . 663
641.42 Damaged Property . . . 663
641.43 Third Party Recoveries . . . 663
641.431 Insurance . . . 663
641.432 Supplement . . . 663
641.433 Refunds . . . 663
641.5 Procedures . . . 664
641.51 Time . . . 664

641.52 Documentation . . . 664
641.53 Submission and Initial Decisions . . . 664
641.54 Disposition . . . 664
641.55 Appeal . . . 664
642 Bargaining Unit Employees . . . 665
650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures . . . 665
651 Disciplinary and Emergency Procedures . . . 665
651.1 Scope . . . 665
651.2 Representation . . . 665
651.3 Nondisciplinary Corrective Measures . . . 665
651.4 Emergency Placement in Off-Duty Status . . . 665
651.5 Letters of Warning . . . 666
651.6 Letters of Warning in Lieu of Time-Off Suspensions . . . 666
651.61 Policy . . . 666
651.62 Implementation . . . 666
651.63 Notice . . . 666
651.64 Response . . . 667
651.65 Decision . . . 667
651.66 Retention . . . 667
651.7 Adverse Actions . . . 667
651.71 Definition . . . 667
651.72 Policy . . . 667
651.73 Notice . . . 667
651.74 Response . . . 668
651.75 Decision . . . 668
651.76 Duty Status . . . 668
651.77 Exceptions to Thirty-Day Notice . . . 668
652 Appeal Procedures . . . 669
652.1 Scope . . . 669
652.2 Appeal of Adverse Actions . . . 669
652.21 Coverage . . . 669
652.22 Exclusion . . . 669
652.23 Appeal to Step 1 . . . 669
652.231 Field Employees . . . 669
652.232 Headquarters, Headquarters Field Units, and Inspection Service Employees . . . 669
652.233 Exceptions . . . 669
652.24 Hearings . . . 670
652.241 Action If No Hearing Requested . . . 670
652.242 Action When Hearing Requested . . . 670
652.243 Management Obligation for Witnesses . . . 670
652.244 Workhours Compensation . . . 670
652.245 Noninterference Rule . . . 671
652.246 Transcript . . . 671
652.247 Attorney Fees . . . 671

652.25 Post Hearing . . . 671
652.251 Hearing Officer Action . . . 671
652.252 Step 1 Official Action . . . 671
652.3 Appeal of Letters of Warning in Lieu of Time-off Suspensions . . . 672
652.4 Other Appealable Actions . . . 672
652.41 Coverage . . . 672
652.42 Step A . . . 672
652.43 Step B . . . 672
652.44 Review . . . 673
652.5 Alternative Dispute Resolution . . . 673
652.51 Exceptions . . . 673
652.52 Mediation . . . 673
652.53 Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions . . . 673
652.54 Mediation for Adverse Actions . . . 673
660 Conduct . . . 674
661 Statutory Provisions . . . 674
661.1 Laws Referenced in This Manual . . . 674
661.2 Application to Postal Employees . . . 674
662 Federal Standards of Ethical Conduct . . . 676
662.1 Publication . . . 676
662.11 Ethics Advice . . . 676
662.12 Ethics Officials . . . 676
662.2 Financial Disclosure . . . 676
663 Participation in Political and Community Activities . . . 676
663.1 Political Activities . . . 676
663.11 General . . . 676
663.111 Employees Included . . . 676
663.112 Employees Excluded . . . 677
663.113 Nonpartisan Office . . . 677
663.114 Employee Responsibility . . . 677
663.115 Prohibition Against Conflict . . . 677
663.116 Campaign While on Leave . . . 677
663.12 Additional Prohibited Political Activities . . . 678
663.13 Investigation and Enforcement . . . 678
663.2 Community Affairs . . . 678
663.21 General . . . 678
663.3 Nonparticipation in Segregated Meetings . . . 678
663.31 Prohibition Against Participation . . . 678
663.32 Prohibition Against Sponsorship . . . 679
663.33 Exceptions . . . 679
664 Bribery, Undue Influence, or Coercion . . . 679

665 Postal Service Standards of Conduct . . . 679
665.1 General Expectations . . . 679
665.11 Loyalty . . . 679
665.12 Performance of Public Duties . . . 679
665.13 Discharge of Duties . . . 680
665.14 Reporting Violations . . . 680
665.15 Obedience to Orders . . . 680
665.16 Behavior and Personal Habits . . . 680
665.17 Reporting Requirements for Sex Offenders . . . 680
665.2 Prohibited Conduct . . . 681
665.21 Incomplete Mail Disposition . . . 681
665.22 Unofficial Recommendations . . . 681
665.23 Discrimination . . . 681
665.24 Violent and/or Threatening Behavior . . . 681
665.25 Illegal Drug Sale, Use, or Possession . . . 681
665.26 Intoxicating Beverages . . . 681
665.27 Gambling . . . 681
665.3 Cooperation in Investigations . . . 682
665.4 Attendance . . . 682
665.41 Requirement of Regular Attendance . . . 682
665.42 Absence Without Permission . . . 682
665.43 Tardiness . . . 682
665.44 Falsification in Recording Time . . . 682
665.5 Furnishing Address . . . 682
665.6 Disciplinary Action . . . 683
666 Prohibited Personnel Practices . . . 683
666.1 Restrictions . . . 683
666.11 Applicability of Restrictions . . . 683
666.12 Prohibited Discrimination . . . 683
666.13 Nepotism . . . 683
666.14 Improper Employment and Placement Practices . . . 683
666.15 Improper Recommendations . . . 683
666.16 Coercion of Political Activity . . . 684
666.17 Reprisal for Exercising Appeal Rights . . . 684
666.18 Reprisal for Release of Information . . . 684
666.2 Remedies . . . 684
666.21 General . . . 684
666.22 Equal Employment Opportunity Complaint Procedures . . . 684
666.23 Adverse Action Appeals to the Merit Systems Protection Board . . . 684
666.24 Grievance Procedures . . . 685
666.25 Nonbargaining Unit Appeals Procedures . . . 685
666.26 Other Appeal Procedures for Prohibited Personnel Practices . . . 685
666.3 Whistleblower Protection . . . 685

667 Service Matters 688
667.1 General Service Behavior 688
667.11 Compiling Directories 688
667.12 Engaging in Campaigns for Changes in Mail Service 688
667.13 Paying for Exchange of Positions 688
667.14 Manufacture of Rural Mailboxes 688
667.15 Loitering 688
667.16 Controversies With the Public 688
667.17 Obstructing the Mail 688
667.18 Giving Testimony or Campaigning for Additional Transportation Services 689
667.2 Interception of Oral or Wire Communications by Postal Employees 689
667.21 Prohibition 689
667.22 Exceptions 689
667.23 Definitions 689
667.3 Records, Information, and Associated Processing Systems and Equipment 689
667.31 Purpose of Controls 689
667.32 Prohibited Disclosures 690
667.321 General 690
667.322 Personal Information 690
667.323 Trade Information 690
667.33 Prohibited Uses 690
667.331 Personal Use 690
667.332 Damage 690
667.333 Bypassing Security Controls 690
667.334 Sanctions for Misuse 690
667.34 Protection Responsibilities 691
667.35 Reporting Violations 691
668 Legal Assistance Provided by the Postal Service 691
668.1 Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases 691
668.11 General 691
668.12 Procedure for Requesting Legal Representation by the Department of Justice 691
668.121 Employee Responsibilities 691
668.122 Installation Head or Higher Level Official Responsibilities 692
668.123 Postal Inspection Service and Office of Inspector General 692
668.124 Criteria for Granting Representation 692
668.125 Department of Justice Representation 692
668.2 Reimbursement of Employees for Legal Fees, Judgments, and Settlements 692
668.21 Legal Fees 692
668.22 Judgments and Settlements 693
668.23 Criteria for Reimbursement 693

668.3 USPS Governors and Officers . . . 693
668.31 Requests for Legal Representation . . . 693
668.32 Legal Fees . . . 693
668.33 Judgments and Settlements . . . 693
669 Definitions . . . 693
670 Diversity, Equal Employment Opportunity, and Affirmative Action . . . 694
671 Diversity Overview . . . 694
672 Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action . . . 695
672.1 Laws . . . 695
672.2 Executive Orders and EEOC Regulations . . . 695
672.3 Office of Personnel Management Guidance . . . 696
673 Policy . . . 696
673.1 General EEO and Affirmative Action Goals . . . 696
673.2 Specific Commitments . . . 696
673.21 Ensuring the Representation of All Employee Groups in All Levels of Employment . . . 696
673.22 Prohibiting Discrimination and Harassment . . . 696
673.221 Discrimination . . . 696
673.222 Sexual Harassment . . . 697
673.223 Sexual Orientation Discrimination and Harassment . . . 697
673.3 Diversity, EEO, and Affirmative Action Accountability . . . 697
673.31 Employees . . . 697
673.32 Management . . . 697
674 Organizational Responsibilities . . . 698
674.1 Deputy Postmaster General . . . 698
674.2 Functional Organizations . . . 698
674.21 Diversity Development . . . 698
674.22 Labor Relations . . . 698
674.23 Employee Resource Management . . . 698
674.3 Diversity and Affirmative Action Advisory Committees . . . 698
675 Affirmative Action Activities . . . 698
675.1 Special Emphasis Programs . . . 698
675.11 Nature of Programs . . . 698
675.12 Objectives . . . 699
675.13 Additional Information . . . 699
675.2 Career and Diversity Awareness Conferences . . . 699
675.21 Objective . . . 699
675.22 Additional Information . . . 699
676 On-Site EEO Evaluations . . . 700
680 Participation in Supervisory and Managerial Organizations . . . 700
681 Participation Rights . . . 700
682 Postal Service Representation at Organization Gatherings . . . 700
682.1 Explanation . . . 700

682.2 National Conventions 700
682.3 State Conventions and Other Management Association Conferences 701
682.31 General Policies 701
682.32 Request Channels 701
683 District Meetings for Postmasters 701
690 Inventions and Patents 701
691 Policy 701
692 Authority 701
693 Definitions 701
694 Reporting Inventions 702
694.1 Reports 702
694.11 What to Report 702
694.12 When to Send 702
694.13 Where to Send 703
694.14 What to Send 703
694.2 Review by Supervisor 703
695 Determination of Rights in and to an Invention 703
695.1 Responsibility 703
695.2 Instruments 704
696 Appeals and Petitions 704
697 Timeliness 705
698 Correspondence 705

7 Training and Development 707
710 Overview 707
711 Policy, Goals, Objectives, and Categories 707
711.1 General Policy 707
711.11 Strategy 707
711.12 Methods 707
711.13 Responsibility 707
711.14 Reasonable Accommodation 707
711.2 Purpose and Goals 707
711.3 Objectives 708
711.4 Categories of Training and Development 708
711.41 Job Training 708
711.411 Description 708
711.412 Conditions 709
711.413 Examples 709
711.42 Self-Development Training 709
711.421 Description 709
711.422 Conditions 709
711.423 Job Relatedness 710
711.424 Examples 710

711.43 Job Experiences . . . 710
711.431 General . . . 710
711.432 Within Current Job Assignment . . . 710
711.433 Outside Current Job Assignment . . . 710
712 Training Compensation Guidelines . . . 711
712.1 General . . . 711
712.2 FLSA Considerations . . . 711
712.21 Coverage . . . 711
712.22 Scheduling . . . 711
712.23 Disclaimer . . . 711
712.24 Management Responsibilities . . . 711
712.25 Employee Responsibilities . . . 711
713 Selection . . . 711
713.1 Equal Opportunity Policies . . . 711
713.2 Selection Considerations . . . 712
713.3 Assignment After Training . . . 712
714 Training Delivery . . . 712
714.1 General . . . 712
714.11 Types of Training Delivery . . . 712
714.12 Choices of Training Source . . . 713
714.121 Considerations . . . 713
714.122 Justification . . . 713
714.2 Postal Training Delivery . . . 713
714.21 Delivery Modes . . . 713
714.22 Delivery Sources . . . 713
714.221 Headquarters . . . 713
714.222 Areas, Districts, and Plants . . . 713
714.223 National Center for Employee Development . . . 713
714.224 William F. Bolger Center for Leadership Development . . . 713
714.225 Strategic Learning Services . . . 714
714.3 Nonpostal Training Delivery . . . 714
715 Postal Training Systems . . . 714
715.1 Explanation . . . 714
715.2 Postal Orientation . . . 714
715.3 Craft Skills Training . . . 714
715.4 Technical Maintenance Training . . . 714
715.41 General . . . 714
715.42 Subjects . . . 714
715.43 Delivery . . . 715
715.5 Management and Professional Training . . . 715
715.51 General . . . 715
715.52 Curriculum Guides and Enrollment . . . 715
715.53 Executive Education . . . 715
715.54 Other . . . 715

715.6 Inspection Service Training . . . 715
715.61 General . . . 715
715.62 Inspectors and Special Agents . . . 715
715.63 Postal Police Officers . . . 716
716 Expenses . . . 716
716.1 Travel . . . 716
716.11 General . . . 716
716.12 Intermediate Travel Home . . . 716
716.121 General . . . 716
716.122 Scheduling . . . 716
716.123 Trip Destination . . . 716
716.124 Spouse Traveling in Lieu of Employee . . . 716
716.2 Facilities . . . 717
716.3 Tuition, Fees, Books, and Supplies . . . 717
716.4 Injury Compensation . . . 717
717 Nonpostal Personnel Participation in Postal Training . . . 717
720 Training and Development Responsibilities and Functions . . . 717
721 Organizational Responsibilities and Functions . . . 717
721.1 Headquarters . . . 717
721.2 Areas . . . 718
721.3 Districts . . . 718
721.4 Supervisors and Managers . . . 719
721.5 Employees . . . 719
722 Postal Employee Development Centers — Organization and Operations . . . 720
722.1 Purpose . . . 720
722.2 PEDC Network Operating Procedures . . . 720
722.21 Geographic Area of Responsibility . . . 720
722.22 PEDC Reporting Relationships . . . 720
722.23 Facilities . . . 720
722.24 Reviews . . . 721
730 Training Procedures . . . 721
731 Nomination and Registration . . . 721
732 Training Records and Reports . . . 721
732.1 Individual Training Records . . . 721
732.11 Training Tracking System . . . 721
732.12 PS Form 2432, Individual Training Progress Report . . . 721
732.13 PS Form 2548, Individual Training Record . . . 721
732.14 eBuy Requisition . . . 721
732.2 Training Tracking System . . . 721
740 Nonpostal Training Policy . . . 722
741 Background . . . 722
741.1 Introduction . . . 722
741.2 General Payment Policies . . . 722
741.21 Salary Compensation and Travel Expenses . . . 722

741.22 Other Related Expenses . . . 722
741.23 Eligibility for Tuition Reimbursement for College or University Courses, Including Degree Programs and Certification Programs . . . 722
741.24 Restrictions . . . 723
741.241 Authorization . . . 723
741.242 Prohibited Training Vendors . . . 723
742 General Procedures . . . 723
742.1 Request and Approval . . . 723
742.11 Standard Training . . . 723
742.12 Approval Process for Individual College Courses . . . 723
742.13 Approval Process for Academic Degree Programs or Certification Programs . . . 724
742.2 eBuy Approval Process . . . 724
742.3 Payment . . . 724
742.31 Tuition, Fees, Books, and Supplies . . . 724
742.311 General . . . 724
742.312 Payment to the Training Vendor . . . 724
742.313 Reimbursement to Employees . . . 724
742.314 Payment in Advance . . . 725
742.32 Travel . . . 725
742.4 Documentation . . . 725
743 Reimbursement of College Tuition — Nonbargaining Employees . . . 726
743.1 Roles and Responsibilities . . . 726
743.2 Nonpostal Training Application Form . . . 729
743.3 . . . Minimum Grade Requirement . . . 730
743.4 Continued Service Agreement and Certification . . . 730
743.41 Condition for Signing . . . 730
743.42 Period of Commitment . . . 730
743.43 Continued Service Agreement . . . 730
743.431 Procedure . . . 732
743.432 Reimbursement . . . 732
743.5 Reporting Requirements . . . 732
744 Special Factors . . . 732
744.1 Failure to Enroll in or Complete Approved Training . . . 732
744.2 Double Payment . . . 733
744.21 Policy . . . 733
744.3 Contribution or Award . . . 733
744.31 Conditions for Acceptance . . . 733
744.32 Insufficient Payment of Expenses . . . 733
750 Professional Associations . . . 734
751 Definition . . . 734
751.1 Purpose . . . 734
751.2 Membership . . . 734

751.3 Exclusions 734
752 Policy 734
753 Payment of Membership Dues or Fees 735
753.1 Individual Memberships 735
753.11 Voluntary 735
753.12 Required 735
753.2 Institutional Membership 735
753.3 Procurement of Memberships 736
753.4 Periodicals 736
754 Attendance at Meetings and Conferences 736
754.1 Authorization 736
754.2 Full or Partial Attendance 736
754.3 Leave for Other Employees 737
754.4 Selection for Attendance 737
754.5 Payment of Expenses 737
754.6 Approval of Registration Fees 737

8 Safety, Health, and Environment 739
810 Occupational Safety and Health Program 739
811 General 739
811.1 Authority 739
811.2 Principles 739
811.21 Management Commitment, Involvement, and Accountability 739
811.22 Vision Statement 739
811.23 Guiding Principles 739
811.24 Safety Philosophy 740
811.25 Voluntary Protection Programs 740
811.3 Off-site Safety 741
811.4 Records Retention and Disposition 741
811.41 Records Control Schedule 741
811.42 PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer 741
812 Management Responsibilities 741
812.1 Headquarters 741
812.11 Postmaster General and Chief Executive Officer 741
812.12 Chief Operating Officer and Executive Vice President 741
812.13 Officers 741
812.14 Vice President of Employee Resource Management 742
812.2 Area Offices 742
812.21 Vice President of Area Operations 742
812.22 Area Human Resources Managers 742
812.3 Performance Cluster and District Managers 742
812.31 District Managers 742

812.32 Installation Heads and Managers . . . 742
812.4 Middle-Level Managers . . . 742
812.5 Supervisors' Responsibilities . . . 743
812.51 General . . . 743
812.52 Observation of Work Practices . . . 743
812.6 Safety and Health Objectives . . . 743
813 Safety and Health Staff Responsibilities . . . 743
813.1 Headquarters . . . 743
813.2 Area Offices . . . 743
813.3 Performance Clusters . . . 744
813.31 Safety Personnel . . . 744
813.32 Collateral Duty Facility Safety Coordinator . . . 744
814 Employee Rights and Responsibilities . . . 745
814.1 Rights . . . 745
814.2 Responsibilities . . . 745
815 Executive and Management Safety and Health Committees . . . 746
815.1 Structure and Responsibilities . . . 746
815.11 National Executive Safety and Health Committee . . . 746
815.12 Area Executive Safety and Health Committee . . . 746
815.13 Performance Cluster Executive Safety and Health Committees . . . 746
815.14 Plant Executive Safety and Health Committee . . . 747
815.15 Other Levels . . . 747
815.2 Written Minutes . . . 747
816 Joint Labor-Management Safety and Health Committees . . . 747
817 Training and Education . . . 748
817.1 Management Training and Education . . . 748
817.11 Postmasters, Managers, and Supervisors . . . 748
817.12 Executives and Managers . . . 748
817.2 Safety and Health Staff Training and Education . . . 748
817.21 Safety Specialists . . . 748
817.22 Facility Safety Coordinators . . . 748
817.3 Joint Labor-Management Safety and Health Committee Orientation . . . 749
817.4 General Safety Orientation for Employees . . . 749
817.5 Training Required by OSHA . . . 749
817.51 Standard Curriculum . . . 750
817.52 Special Emphasis Training Programs . . . 750
817.53 Training in Handling Hazardous Materials . . . 750
817.6 Refresher Training . . . 750
817.7 Training in New or Additional Equipment and Techniques . . . 751
817.8 OSHA Job Safety and Health Protection Posters . . . 751
817.9 Training Records . . . 751
818 Safety and Health Program Budgeting . . . 751

819 Accountability for Safety and Health Performance, Compliance, and Evaluations . . . 752
820 Reports and Investigations, Program Evaluations, and Inspections . . . 752
821 Actions in the Event of Accident, Injury, or Illness . . . 752
821.1 Injury, Illness, and Accident Reporting . . . 752
821.11 Postal Service and OSHA Reporting and Recordkeeping Requirements . . . 752
821.12 Postal Service Accident Reports . . . 752
821.121 General Requirements for Using PS Form 1769, Accident Report . . . 752
821.122 OSHA Requirements . . . 753
821.123 Postal System for Accident Reporting . . . 753
821.13 Reporting Using PS Form 1769 . . . 753
821.131 Completing PS Form 1769 . . . 753
821.132 Reviewing PS Form 1769 . . . 753
821.133 [Reserved] . . . 754
821.134 Notifying the Safety Office of Corrections . . . 754
821.14 Maintaining Logs and Summaries . . . 754
821.141 OSHA 300, Log of Work-Related Injuries and Illnesses . . . 754
821.142 OSHA 300A, Summary of Work-Related Injuries and Illnesses . . . 754
821.143 OSHA 301, Injury and Illness Incident Report . . . 754
821.144 Retention . . . 754
821.2 Accident Investigation . . . 754
821.21 Responsibility . . . 754
821.22 Method . . . 754
821.3 Accident Analysis . . . 755
821.31 Purpose . . . 755
821.32 Responsibility . . . 755
821.33 Elements . . . 755
821.4 Privacy Act Considerations . . . 755
822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities . . . 756
822.1 Reporting Serious Accidents . . . 756
822.11 Definition of “Serious Accident” . . . 756
822.12 Reporting Requirements for Installation Heads . . . 756
822.13 Reporting Requirements for Performance Cluster Managers . . . 757
822.14 How to Complete Serious Accident Reports . . . 757
822.2 Investigating Serious Accidents . . . 758
822.21 OSHA Investigations . . . 758
822.22 Postal Service Serious Accident Investigation Board . . . 758
822.221 Mandatory Composition . . . 758
822.222 Optional Composition . . . 758
822.223 Board Responsibilities . . . 758
822.224 Board Investigation Report . . . 759
822.225 Investigation Reporting and Response Requirements . . . 760

823 Program Evaluation . . . 760
823.1 Purpose . . . 760
823.2 Responsibilities . . . 760
823.21 Headquarters . . . 760
823.22 Areas . . . 761
823.23 Performance Clusters . . . 761
823.231 Performance Cluster and Subordinate Installations With 100 or More Workyears . . . 761
823.232 Performance Cluster and Subordinate Installations With More Than 50 but Less Than 100 Workyears . . . 761
823.233 Program Evaluations in Support of the National Performance Assessment . . . 761
823.3 Program Evaluation Report . . . 761
824 Safety and Health Inspections . . . 762
824.1 Purpose . . . 762
824.2 Methods . . . 762
824.3 Types of Inspections . . . 763
824.31 Area Oversight and Targeted Inspections . . . 763
824.311 Oversight . . . 763
824.312 Area Inspections . . . 763
824.32 Performance Cluster and Subordinate Installations With 100 or More Workyears . . . 763
824.321 Requirement . . . 763
824.322 Teams . . . 763
824.33 Performance Cluster and Subordinate Installations With Less Than 100 Workyears . . . 763
824.331 Requirement . . . 763
824.332 Teams . . . 764
824.4 Conduct of the Inspections . . . 764
824.41 Authority . . . 764
824.42 Inspection Procedures . . . 764
824.421 Opening Conference . . . 764
824.422 Inspection Rules . . . 764
824.423 Imminent Hazard Abatement . . . 765
824.424 Closing Conference . . . 765
824.425 Documentation and Reporting . . . 765
824.426 Notification . . . 765
824.5 Deficiency and Hazard Abatement . . . 766
824.51 Hazard Classifications . . . 766
824.52 Hazard Abatement Committee . . . 766
824.53 Abatement . . . 766
824.531 Within 20 Days . . . 766
824.532 More Than 20 and Fewer Than 45 Days . . . 766
824.533 More Than 45 Days . . . 767
824.534 Changes . . . 767
824.535 Submission of Abatement Record . . . 767
824.54 Reinspection and Follow-up . . . 767

824.6 Investigating Employee Reports of Hazard, Unsafe Condition, or Practice . . . 768
824.61 Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice . . . 768
824.62 Availability of Form . . . 768
824.63 Procedures and Responsibilities . . . 768
824.631 Employee . . . 768
824.632 Supervisor. . . . 768
824.633 Approving Official . . . 769
824.634 Safety Personnel and Collateral Duty Facility Safety Coordinators. . . . 769
824.635 Maintenance . . . 769
824.636 Installation Head. . . . 769
825 OSHA Inspections. . . . 769
825.1 Purpose . . . 769
825.2 Scope . . . 769
825.3 Authority . . . 770
825.4 Procedures . . . 770
825.41 Arrival of Inspectors and Verification of Credentials . . . 770
825.42 Consent to Entry and Cooperation. . . . 770
825.43 Opening Conference . . . 770
825.431 Initiation . . . 770
825.432 Attendance . . . 771
825.433 Provision of Materials . . . 771
825.434 Outline of Scope. . . . 771
825.435 Plan of Route Sequence. . . . 771
825.44 Records Review . . . 771
825.441 Safety Records . . . 771
825.442 Medical Records. . . . 771
825.45 Participation . . . 772
825.451 Management Participation During Inspections . . . 772
825.452 Interviews of Management and Supervisory Personnel . . . 772
825.453 Employee Participation During Inspections . . . 772
825.46 Methods . . . 773
825.461 Walk-Around Inspection. . . . 773
825.462 Health Sampling . . . 773
825.47 Immediate Correction of Imminent Dangers or Other Violations . . . 773
825.48 Closing Conference . . . 774
825.49 Post Conference Internal Communications . . . 774
825.5 Citations. . . . 774
825.51 Issuance and Posting . . . 774
825.52 Abatement . . . 775
825.53 Informal Conference. . . . 775
825.54 Citation Management and Procedure for Paying Fines . . . 775
825.6 Performance Cluster File of OSHA Inspections. . . . 775

830 Motor Vehicle and Industrial Safety . . . 776
831 Motor Vehicle Safety . . . 776
831.1 Objective . . . 776
831.2 Vehicle Maintenance . . . 776
831.3 Driver Selection, Training, and Supervision . . . 776
831.31 Driver Selection . . . 776
831.32 Driver Training . . . 776
831.33 Driver Supervision . . . 776
831.331 Supervisors' Responsibilities . . . 776
831.332 Drivers' Responsibilities . . . 777
831.4 Accident Analysis . . . 777
832 Powered Industrial Truck Safety . . . 777
832.1 Objective . . . 777
832.2 PIT Maintenance . . . 777
832.3 Operator Selection, Training, and Responsibilities . . . 777
832.31 Operator Selection . . . 777
832.32 Operator Training . . . 777
832.33 Operators' Responsibilities . . . 778
832.4 Supervisors' Responsibilities . . . 778
832.5 Accident Analysis . . . 778
833 Safety and Health in Design, Procurement, and Construction . . . 778
833.1 Standards, Ergonomics, and Engineering . . . 778
833.2 Supplemental Standards . . . 778
833.3 Supplier (Contractor) Safety . . . 778
840 Safety Awareness Programs . . . 779
841 Program Promotion . . . 779
841.1 Objectives . . . 779
841.2 Local Needs . . . 779
841.3 Media . . . 779
842 National Safety Awards and Contests . . . 779
842.1 Participation . . . 779
842.2 Safe Driver Award Program . . . 779
842.21 Recognition . . . 779
842.22 Performance . . . 779
842.23 Participation . . . 780
842.24 Preventability . . . 780
842.25 Safe Driver Award Rules . . . 780
842.26 Privacy Act Considerations . . . 780
843 Safety Incentive Programs . . . 780
843.1 Concept . . . 780
843.2 Selected Programs . . . 781
843.3 Administration . . . 781
843.4 Presentation Ceremonies . . . 781

844 Seatbelt Use Incentive 781
844.1 Policy 781
844.2 Determination 781
844.3 Payment 781
850 Emergency Action Plans and Fire Prevention and Control 782
851 General Responsibilities 782
851.1 Installation Heads 782
851.2 Managers and Supervisors 782
852 Emergency Action Plan 782
852.1 Responsibility 782
852.2 Content 783
852.3 Posting 783
853 Emergency Evacuation Teams and Drills 783
853.1 Emergency Evacuation Teams 783
853.11 Organization 783
853.12 Size 783
853.13 Duties of Emergency Evacuation Teams 784
853.14 Membership 784
853.15 Training 785
853.16 Exposure 785
853.17 Special Hazards 785
853.18 Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet) 786
853.2 Drills 786
854 Fire Prevention Plan 786
854.1 Responsibility 786
854.2 Content 786
854.3 Employee Training 787
854.31 General 787
854.32 Training for the Emergency Action Plan and Fire Prevention Plan 787
854.321 Emergency Action Plan 787
854.322 Fire Prevention Plan 787
854.323 Orientation 787
854.324 Review 787
855 Fire Inspections 788
855.1 Responsibility 788
855.2 Frequency 788
855.3 Procedures 788
855.4 Corrective Action 788
856 Alarm Systems and Extinguishers 788
856.1 Alarm Systems 788
856.2 Extinguisher 789
857 Vehicle Protection 789
858 Codes, Standards, and Ordinances 789

860 Medical and Occupational Health Services 790
861 Scope 790
861.1 Program Overview 790
861.2 Mission 790
861.3 Approach 790
862 Policies 791
862.1 General Policy 791
862.2 Medical and Occupational Health Program Facilities 791
862.21 District Administrative Office 791
862.22 District Health Services Office 791
862.23 Area Administrative Office 791
863 Staffing and Functional Responsibilities 791
863.1 General 791
863.2 Staffing 791
863.21 General 791
863.22 Qualifications 792
863.3 Administrative and Functional Responsibilities 792
863.31 National Medical Director 792
863.32 Area Medical Directors 792
863.33 Postal Physicians 792
863.331 Duty Assignments 792
863.332 Work Schedules 792
863.333 Duties 793
863.34 Contract Physicians 793
863.35 Occupational Health Nurse Administrators 793
863.36 Health Services Office Staff Nurses 794
864 Medical Assessments and Examinations 794
864.1 Applicant Medical Assessments and Employee Examinations 794
864.2 Determination of Suitability 795
864.3 Fitness for Duty 795
864.31 Purpose 795
864.32 Requesting Examination 795
864.33 Tests and Consultation 795
865 Return to Duty After Absence for Medical Reasons 795
865.1 Clearance Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences 795
865.2 Nonbargaining Unit Employees Returning After FMLA Absence 796
865.3 Documentation Required 796
865.4 Assignments 796
865.5 Fitness-for-Duty Examinations 796
866 Medical Emergencies 797
866.1 Requirement 797
866.2 Emergency Procedures 797

866.3 Posting Emergency Procedures 797
867 Rehabilitation After Work-Related Injury or Illness 797
868 General Procedures 798
868.1 Agreements 798
868.11 Special 798
868.12 Medical Surveillance and Surveys 798
868.13 Contract Medical Agreement 798
868.131 Initiating Medical Agreements 798
868.132 Certification for Payment of Invoices 798
868.133 Payment — Statement of Account Offices. 799
868.134 Payment — Non-Statement of Account Offices 799
868.14 Health Agreements. 800
868.2 Malpractice 800
868.3 Preservation of Privacy 800
868.4 Medical Training 800
868.41 Continuation of Training 800
868.42 Requests for Training 800
868.5 Conflict of Interest 801
868.51 Full-time Medical Personnel. 801
868.52 Part-Time and Contract Medical Personnel 801
868.53 Contract Medical Facilities and Providers 801
870 Employee Assistance Program. 802
871 Introduction. 802
871.1 Purpose 802
871.11 General 802
871.12 Substance Abuse, Dependence, and Other Addictions. 802
871.2 Definitions 802
871.3 Policy 803
871.31 Job Security 803
871.32 Limits to Protection 803
871.33 Confidentiality. 803
871.34 Reasonable Access 803
871.35 Scheduling 804
872 Program Elements. 804
872.1 Education. 804
872.2 Problem Identification, Referrals, and Evaluation 804
872.21 Patterns of Behavior and Work Performance Problems 804
872.22 Referrals to EAP 804
872.221 Management Referrals 804
872.222 Referrals From Others 805
872.223 Self-Referrals 805
872.224 EAP Response 805
872.23 Problem Evaluation 805

872.3 Recovery Counseling and Resources . . . 805
872.31 EAP Counseling Units . . . 805
872.32 Residential and Community Resources . . . 805
872.4 Follow-Up . . . 806
872.41 Progress . . . 806
872.42 Discontinuance of Participation . . . 806
872.43 Return to Work . . . 806
872.5 Program Evaluation . . . 806
873 Reinstatement of Recovered Employees . . . 806
873.1 Policy . . . 806
873.11 Consideration of Request . . . 806
873.12 Consideration of Other Factors . . . 806
873.13 Exceptions to Consideration for Reinstatement . . . 806
873.2 Eligibility . . . 807
873.21 Procedures . . . 807
873.22 Management Responsibilities . . . 807
873.3 Compliance With Agreements . . . 807
874 EAP Counseling Records . . . 807
874.1 Restricted Information . . . 807
874.2 Policy . . . 808
874.3 Custodians of Records . . . 808
874.31 Postal Service Providers . . . 808
874.32 Private Providers . . . 808
874.4 Disclosure . . . 808
874.41 General . . . 808
874.411 Usual Recipients . . . 808
874.412 Limitation of Disclosure . . . 809
874.42 Criminal Activity . . . 809
874.421 EAP Records . . . 809
874.422 Limitation of Confidentiality . . . 809
880 Smoking . . . 810
881 Definition . . . 810
882 Policy . . . 810
882.1 Buildings . . . 810
882.2 Vehicles . . . 810

9 Labor Relations . . . 811
910 Employee Organizations . . . 811
911 Participation and Membership in Labor Organizations . . . 811
911.1 Right to Participation . . . 811
911.2 Right to Membership . . . 811
911.3 Conflict of Interests . . . 811
911.4 Postal Service Recognition . . . 811

911.5 Employee Compensation During Negotiations 811
912 Participation and Membership in Supervisory and Managerial Organizations 812
912.1 Right to Participation 812
912.2 Right to Membership 812
920 Dues Withholding for Employee Organizations 812
921 Voluntary Withholding of Dues 812
922 Dues Collection Schedule 812
923 Eligible Organizations 813
924 Authorization for Dues Withholding 814
924.1 Authorization Forms 814
924.11 Supervisory or Managerial Organizations 814
924.12 Labor Organizations 814
924.2 Employee Eligibility 814
924.21 Employment Status Requirement 814
924.211 General 814
924.212 Exception 814
924.22 Multiple Dues Withholdings 814
924.3 Distribution of Authorization Forms 814
924.31 Function of Organization Representative 814
924.32 Limit on Time and Place 814
924.4 Submission of Completed Authorization Form 815
924.41 General 815
924.42 Exceptions 815
924.421 Postmasters 815
924.422 Rural Carriers 815
924.423 American Postal Workers Union 815
924.5 Implementation of Dues Withholdings 815
924.6 Certification of Amount to Be Withheld 815
924.61 Function of Organization Representative 815
924.62 Change by Organization 815
924.7 Confirmation of Correct Deduction 816
924.71 Notation or Earnings Statement 816
924.72 Procedure in Case of Error 816
925 Cancellation of Dues Withholding Authorization 816
925.1 Voluntary Cancellations 816
925.11 Form Used 816
925.12 When Employees Can Cancel 816
925.121 General 816
925.122 Special Circumstances 816
925.2 Discontinued Withholding 819
925.21 Separation 819
925.22 Organization Request 819
925.3 Cancellation Notices 819
925.4 Cancellation Procedures 819

925.5 Filing Procedures . . . 819
925.6 Transfer or Reassignment . . . 819
926 Coding Instructions . . . 820
926.1 Organization Codes . . . 820
926.2 Subdivision Codes . . . 820
926.3 Remote or District Locals . . . 820
926.4 Members at Large . . . 820
930 Work Clothes and Uniforms . . . 820
931 Uniforms . . . 820
931.1 Entitlement and Allowances . . . 820
931.11 Entitlement . . . 820
931.12 Allowances . . . 820
931.13 Types of Clothing . . . 820
931.2 Purpose and Scope . . . 821
931.21 Uniforms . . . 821
931.22 Work Clothes . . . 821
931.23 Personal Appearance . . . 821
931.24 Administration of Uniform Policy . . . 821
931.25 Responsibility of Installation Heads . . . 822
931.26 Responsibility of Employees . . . 822
931.261 Appearance . . . 822
931.262 Conforming With Regulations . . . 822
931.263 When to Wear Uniforms . . . 822
931.264 Postal Service Emblem . . . 822
931.27 Employee Acting as Agent . . . 823
931.28 Payment for Fabric . . . 823
932 Uniform Requirements . . . 823
932.1 Employees Required to Wear Uniforms and Work Clothes . . . 823
932.11 Regular Uniforms . . . 823
932.12 Contract Uniforms . . . 824
932.13 Work Clothes . . . 824
932.14 Aprons . . . 827
932.15 Alternative Protective Items . . . 827
932.2 Uniforms Not Required . . . 827
932.21 New, Part-time, and Casual Employees . . . 827
932.22 Ninety-Day Requirement Exemptions . . . 827
932.3 Specifications and Quality Control Certification . . . 827
932.31 Specifications . . . 827
932.32 Quality Control Certification . . . 827
933 Authorized Uniform Items and Combinations . . . 828
933.1 Type 1 Uniforms . . . 828
933.11 Type 1 Items . . . 828
933.111 Type 1a . . . 828
933.112 Type 1b . . . 831

933.12 Type 1 Combinations . . . 831
933.2 Type 2 Uniforms . . . 834
933.21 Type 2 Items . . . 834
933.22 Type 2 Combinations . . . 835
933.3 Type 3 Uniform Items . . . 836
933.4 Type 4 Uniform Items . . . 836
933.5 Type 5 Uniform Items . . . 838
933.51 Type 5a . . . 838
933.52 Type 5b . . . 839
933.6 Type 6 Uniform Items . . . 839
933.7 Insignia . . . 839
933.71 Stars . . . 839
933.72 Other Insignia . . . 839
933.8 Apparel Worn for Promotional Purposes . . . 839
933.81 Authorized Use . . . 839
933.811 Uniformed Employees . . . 839
933.812 Nonuniformed Employees . . . 840
933.813 Contract Uniform or Work Clothes Program . . . 840
933.82 Source . . . 840
933.83 Payment . . . 840
933.84 Exceptions . . . 840
934 Wearing of Uniform Items . . . 840
934.1 Uniform Headgear . . . 840
934.11 Optional Wear . . . 840
934.12 Mandatory Wearing of Cap . . . 840
934.2 Cold Weather Items (Does not apply to Type 2 Uniforms) . . . 840
934.21 Face Mask . . . 840
934.22 Neck/Chest Protector . . . 841
934.23 Sweaters . . . 841
934.24 Outer Garments . . . 841
934.3 Warm Weather Items (Does not apply to Type 2 Uniforms) . . . 841
934.31 Walking Shorts and Knee-Length Hose . . . 841
934.32 Summer Shirt and Tie . . . 841
934.4 Seasonal Changes of Uniform . . . 841
934.5 Employees in Nonuniform Categories . . . 841
934.6 Prohibitions . . . 841
935 Uniform and Work Clothes Allowances . . . 842
935.1 When Allowances Take Effect . . . 842
935.11 Anniversary Date . . . 842
935.12 Transfers . . . 842
935.2 Adjustment for Certain Absences During Allowance Year . . . 842
935.21 Absences From Uniform Category of 90 Days to 1 Year . . . 842
935.211 Policy . . . 842
935.212 Suspension Instructions . . . 843

935.22 Absences From Uniform Category Exceeding 1 Year 843
935.23 Absences From Duty While in Uniform Category 843
935.24 Reappointments 843
935.25 Adjustment for Employees Who Transfer Crafts 843
935.251 Change to Another Uniform Category 843
935.252 Transfer or Separation in Excess of 1 Year 843
935.26 Notification to Employee and Accounting Service Center 844
935.261 Determination of Eligibility 844
935.262 Change in Eligibility 844
936 Payments 844
936.1 Limitations on Payments 844
936.11 Total Yearly Payments 844
936.12 Insufficient Funds for Claims 844
936.13 Related Expenses 844
936.14 Items Not Specified 844
936.15 Purchases Exceeding Allowances 844
936.2 Payment for Uniform Purchase After Separation of Employee 845
936.3 Approval by Installation Head 845
936.31 Inspection of Purchases 845
936.32 Purchases Not Meeting Regulations 845
936.33 Disallowing Payments 845
936.34 Employee's Responsibility for Excesses 846
936.35 Notification of Responsibility 846
936.4 Separating Employees 846
936.41 Conditions for Nonpayment 846
936.42 Addition to Form 337 846
936.43 Employee Submission of Invoices 846
936.5 Payment to Licensed Vendors 846
936.51 Direct Payment 846
936.52 Employee Reimbursement 846
936.53 Examination of Invoice 846
936.54 Evidence of Purchase 847
936.6 Purchasing Procedures for Nurses' Program 847
936.61 Eligibility 847
936.62 Procedures 847
936.621 Standard 847
936.622 Optional 847
937 Uniform Vendors 847
937.1 Communication From Vendors 847
937.2 Access to Postal Premises 848
938 Supervisor Work Clothes Program 848
938.1 Purpose 848
938.2 Eligibility 848
938.21 Determined by Installation Head 848

938.3 Acquisition of Work Clothing 848
938.31 Alternative Protective Items 848
938.32 Work Clothes Allowance 849
938.321 Reimbursement Limit 849
938.322 Types of Work Clothes 849
938.323 Purchases Not Authorized 849
938.324 Replacements 849
938.4 Reimbursement Procedure 849
939 Authorized Exceptions 849
939.1 Footwear 849
939.11 Standard Specification 849
939.12 Exceptions 849
939.2 Nurses Uniforms 850

Appendix — Records Control Schedules 851

Index 893

Forms Index 977