7 Training and Development

710 Overview

711 Policy, Goals, Objectives, and Categories

711.1 General Policy

711.11 Strategy

The people employed by the Postal Service are its major asset, and the training and development of these human resources is a key investment strategy for individual and organizational success. The Postal Service provides systems and resources to meet the training and development needs of its employees, to fulfill organizational skill requirements, and to provide individuals with career growth opportunities. Broadly stated, it is Postal Service policy to provide employees with training and development opportunities consistent with operational requirements, occupational categories, and skill requirements.

711.12 Methods

Employees are provided with both formal and informal learning experiences that contribute to individual growth and improved performance in current or future jobs. Formal training and development systems are organized to achieve learning objectives in knowledge, skills, and abilities of employees and certain specifically designated applicants for employment. Job and other life experiences provide informal learning.

711.13 Responsibility

Responsibility for the training and development of postal employees is shared by the individual employee, his or her supervisor or manager, and the organization.

711.14 Reasonable Accommodation

The employing office must notify appropriate officials at the National Center for Employee Development (NCED) or the William F. Bolger Center for Leadership Development of students who may require reasonable accommodation or special attention at the resident training facility.

711.2 Purpose and Goals

The purpose of the training and development function is to:

a. Organize and facilitate learning and development.

b. Expedite acquisition of the knowledge, skills, and abilities required for effective job performance.

c. Provide employees with career growth opportunities consistent with corporate goals, objectives, and strategies.

Training and employee development programs are designed to be effective, efficient, and timely, using sources, methods, and strategies consistent with the following goals:

a. Ensure the availability of human resources to meet present and future organizational needs.

b. Ensure linkage with corporate goals and business strategies.

c. Provide learning experiences that are responsive to the training and development needs of Postal Service employees.

d. Make instruction timely, using the most cost-effective methods.

e. Reduce organizational training costs while increasing learner retention and proficiency.

711.3 Objectives

Training and development activities are planned on the basis of need and demand to enable employees to meet one or more of the following objectives:

a. Upgrade or maintain proficiency in their current jobs.

b. Learn new postal systems, procedures, or technologies.

c. Acquire job-related knowledge, skills, and abilities after selection for or assignment to a specific position or duty.

d. Develop knowledge, skills, and abilities as part of the succession planning and leadership development process.

e. Obtain and enhance knowledge, skills, and abilities unrelated to their present duties in order to attain self-determined goals or career objectives.

Training and development activities also serve to enable managers, staff personnel, technical specialists, and others to keep abreast of new ideas, techniques, and concepts that may apply to postal operations or to a professional occupation.

711.4 Categories of Training and Development

Training and development programs and learning experiences fall under three basic categories, i.e., Job Training, Self-Development Training, and Job Experiences.

711.41 Job Training

711.411 Description

Job Training is training required by management to: (a) qualify an employee for presently assigned duties; (b) improve an employee's performance of assigned duties; (c) prepare an employee for a future assignment subject to selection procedures.

Job Training is always compensable for Fair Labor Standards Act (FLSA) nonexempt employees. Salaried exempt employees continue to receive their salary while attending Job Training.

711.412 **Conditions**

To be categorized as Job Training, all of the following conditions apply:

a. Management requires attendance at the training.

b. The training is directly related to the performance of the employee's current job or specific future assignment subject to satisfactory completion of the training and/or a job examination.

c. Refusal to attend the training, or less than satisfactory performance in the training, may jeopardize the employee's present position or make the employee ineligible for qualification or promotion to a specific position or duty.

711.413 **Examples**

Specific examples of Job Training are:

a. Postal orientation for a new employee.

b. A Postal Employee Development Center (PEDC) course in electricity and mechanics for a mail processing equipment mechanic (MPE).

c. A driver training program for a motor vehicle operator.

d. A PEDC financial transaction course for a Sales and Services Associate (SSA).

e. A NCED Networking course for an electronics technician.

f. A SSA training program for a distribution clerk who is the senior bidder for a SSA position.

g. A Postmaster course taken in preparation for a specific officer-in-charge (OIC) assignment.

h. Scheme training for an employee in the deferment period established by Article 37 of the USPS-APWU National Agreement when the employee qualifies for and accepts the preferred assignment.

711.42 Self-Development Training

711.421 **Description**

Self-Development Training is that which is taken in order to attain self-determined goals or career objectives but is not directly related to the employee's current job. This training is noncompensable for FLSA nonexempt employees and must be approved by management in advance if postal resources are to be used. Before approving such training, management should take into account the provisions of 713.1 and 713.2.

711.422 **Conditions**

Self-Development Training must meet all of the following conditions:

a. The employee's participation is voluntary.

b. Participation is outside the employee's regular working hours.

c. The training is not directly related to the employee's job or to a definite future assignment subject to satisfactory completion of training and/or job examination.

d. The employee does not perform any productive job-related work during the training.

e. If Postal Service resources are used for the training, management has approved the employee's participation.

711.423 **Job Relatedness**

Requests for Self-Development Training must be assessed on an individual basis to determine job-relatedness. If the subject matter of a training program is directly related to an FLSA nonexempt employee's current job or definite future assignment subject to selection requirements, the time spent by the employee in training is considered "Job Training" subject to the provisions of 711.41 and compensable under FLSA.

711.424 **Examples**

Specific examples of Self-Development Training are:

a. An online course in a second language for a letter carrier.

b. A General Equivalency Diploma test preparation program for a SSA.

c. A college seminar on leadership for a secretary.

d. A local fire department certification program in CPR for a mail processor.

711.43 Job Experiences

711.431 **General**

Job Experiences can contribute significantly to maintaining, improving, or developing knowledge, skills, and abilities.

711.432 **Within Current Job Assignment**

Learning experiences can be incorporated within the employee's current assignment to increase and/or enhance knowledge, skills, and abilities. Examples include the following:

a. Task force assignments.

b. Committee assignments.

c. Special projects.

d. Assignments of additional responsibilities or new duties.

e. Tutoring by a technical expert.

f. Special work assignments that focus attention on improving supervisory, managerial, or technical behaviors.

711.433 **Outside Current Job Assignment**

The temporary assignment of an employee to work or to a position outside his or her current job and location is a productive way to serve both employee development and organizational needs. From the employee's perspective, such assignments provide opportunities to learn new and different skills and abilities. From the organization's perspective, such assignments provide an efficient way to draw on an employee's technical or managerial expertise to accomplish work for the organization. Examples include the following:

a. Assignment to a leadership or staff role on a special task force or project.

b. Temporary assignment to another position within or outside the organization, at the same level, lower level, or higher level. (See Handbook EL-312, 716.1, Temporary Bargaining Assignments, for more specific information about temporary assignments.)

712 Training Compensation Guidelines

712.1 General

The determination as to whether time spent in training is compensable depends on the FLSA status of the employee (exempt or nonexempt), the category of training (Job or Self-Development), and when the training takes place (on or off the clock). Only FLSA nonexempt employees are covered by the compensable training time policies. The application of these concepts is explained in 438, Pay During Travel or Training, which also provides detailed guidance on the compensability of travel related to training.

712.2 FLSA Considerations

712.21 Coverage

Compensable training time includes time spent in actual training and all related study, practice, and laboratory time suffered or permitted by management.

712.22 Scheduling

Unless otherwise specified, all training programs delivered to FLSA nonexempt employees are designed and scheduled to conform to a training day of no more than 8 hours and a training week of no more than 5 consecutive workdays.

712.23 Disclaimer

Nothing herein is intended to make any training compensable that is not otherwise required to be compensable pursuant to FLSA.

712.24 Management Responsibilities

Management must inform each employee of all factors relevant to the training program being taken, such as allotted time, nonavailability of supplemental training time, and the prohibition on removing training materials from postal premises.

712.25 Employee Responsibilities

Each employee must follow the applicable rules and guidelines of any training or employee development program.

713 Selection

713.1 Equal Opportunity Policies

The selection or non-selection of employees to participate in training must not be based on race, color, sex, age, national origin, religion, mental or physical disability, military service, or genetic information. As part of its program of equal employment opportunity, the Postal Service prohibits discrimination or harassment based on any of these categories. In addition, it

is also the policy of the Postal Service to prohibit discrimination or harassment based on sexual orientation, marital status, status as a parent, past, present, or future military service, or factors unrelated to merit.

713.2 Selection Considerations

Except as otherwise specified in the collective bargaining agreements, the following factors must be considered in selecting individuals for training:

a. The degree to which an employee's improved performance will benefit the Postal Service by helping to achieve immediate organizational needs.

b. The relative degree of an employee's need for training.

c. The extent to which an employee's performance is likely to be improved by training.

d. An employee's own interest in and efforts to improve work performance.

e. The ability of an employee to pass the training on to others upon return to the job, if appropriate.

f. The employee's career goals and the knowledge and experience required to achieve them.

713.3 Assignment After Training

Unless specifically stated in current directives or a collective bargaining agreement, successful completion of a training or development program does not guarantee promotion or selection to a given vacancy. Many learning experiences that are considered beneficial to the individual and to the organization do not necessarily lead to advancement. An employee's success in completing a training or development program does not always mean the employee will obtain a promotion; it may mean that the employee has acquired new or improved behaviors for improving performance in his or her current job.

714 Training Delivery

714.1 General

714.11 Types of Training Delivery

The types of training delivery are:

a. *Postal Training.* Training conducted by (1) Postal Service sources or (2) nonpostal sources under contract with the Postal Service.

b. *Nonpostal Training.* Training conducted by nonpostal sources under a tuition or registration fee arrangement funded in whole or in part by the Postal Service.

c. *Other Training.* Training conducted by nonpostal sources with no Postal Service funding or involvement. This type of training covers employees who attend an independent school, college, or trade school during nonduty hours on their own initiative.

714.12 Choices of Training Source

714.121 Considerations

Most employee training is provided in-house by the Postal Service. Managers may choose to use a nonpostal training source only if this choice is justified after considering: (a) the need for, cost of, and benefits of such training; and (b) training available within the Postal Service.

714.122 Justification

To ensure compliance with Postal Service training requirements, an eBuy requisition must be approved for training delivered by nonpostal vendors and contractors if a cost is associated with the training.

The employee, the supervisor, or the manager submits an eBuy requisition and must include the Manager, Learning Development & Diversity (MLDD) in the approval process if the employee is from the district.

The MLDD will ensure that the employee's selection is consistent with published training policies and that the training prerequisites have been met.

714.2 Postal Training Delivery

714.21 Delivery Modes

Postal training is conducted locally and/or off site at a resident or other facility. This includes web-based delivery and other online provisions, computer-based interactive delivery, and classroom delivery.

714.22 Delivery Sources

Information about training delivery sources is provided on the Postal Service Intranet and in the literature about specific training programs.

714.221 Headquarters

Headquarters Employee Resource Management (ERM) and Leadership Development and Talent Management (LDTM) develop and maintain national training programs and provide delivery through a variety of media and resources at many locations. ERM and LDTM use available technology to enhance delivery options.

714.222 Areas, Districts, and Plants

Areas, districts, and plants may administer local training and other training as authorized in 721.2 and 721.3.

714.223 National Center for Employee Development

NCED administers Postal Service technical maintenance programs for bargaining and nonbargaining unit employees and coordinates the delivery of nationally developed training programs for supervisors, managers, and postmasters. NCED also provides facilities for Postal Service meetings and conferences.

714.224 William F. Bolger Center for Leadership Development

The Postal Service's corporate center for leadership, the William F. Bolger Center for Leadership Development (the Bolger Center) provides facilities and support for national leadership, management, and professional programs, and provides a forum for Postal Service meetings and conferences.

714.225 **Strategic Learning Services**

The Office of Inspector General (OIG) and the Postal Inspection Service have established the Joint Mission Support Center to leverage the strength of some of their administrative and support functions. A component of the center, Strategic Learning Services, administers training programs for postal inspectors, postal police officers, OIG special agents, and the technical and administrative support staff of both agencies.

714.3 Nonpostal Training Delivery

Nonpostal training delivery sources are:

a. Other government agencies.

b. Colleges, universities, and vocational schools.

c. Other nonpostal organizations and vendors.

The normal delivery mode for nonpostal training is off site at a nonpostal facility or through an external supplier website (see 740).

715 Postal Training Systems

715.1 Explanation

Postal Service training systems are designed for specific postal employee categories (craft, technical, professional, supervisory, managerial, and executive employees). Individual courses within these training systems are described in ERM and LDTM web pages, Postal Service learning portals, and the literature about specific training programs.

715.2 Postal Orientation

An orientation program is required for newly hired career employees at all levels on their first day of official duty.

715.3 Craft Skills Training

Craft skills training is required for (a) newly appointed career craft employees, (b) current career employees transferred to a different craft, and (c) craft employees given new duties within the scope of their assignments at the direction of management. Craft skills training is normally provided before an employee is required to perform duties under routine supervision.

715.4 Technical Maintenance Training

715.41 General

Technical maintenance skills training is required for employees assigned to, or selected for, specific maintenance positions and duties. Such training is normally provided before an employee assumes new job responsibilities.

715.42 Subjects

The technical maintenance curriculum covers both fundamental and specialized knowledge and skills related to the maintenance of Postal Service buildings, equipment, and systems.

715.43 Delivery

The location and method of delivery depends on the type of maintenance training. For example:

a. Some maintenance courses and on-the-job training are delivered locally.

b. Advanced maintenance courses are taught in combined classroom and laboratory courses at NCED.

Note: Local management and the PEDC are responsible for ensuring that an employee has taken and passed required prerequisite training before enrolling in courses at NCED.

c. Maintenance training may also be delivered by vendors and vocational or technical schools (subject to an approved eBuy requisition) when Postal Service training is not available.

715.5 Management and Professional Training

715.51 General

The Bolger Center and NCED provide training and development facilities, support, and activities for Postal Service professionals, specialists, supervisors, managers, and executives.

715.52 Curriculum Guides and Enrollment

Enrollment in courses is driven by individual program requirements and is accomplished through a variety of methods, including training administration enrollment systems for specific programs. Curriculum guides are available through a variety of sources, including the ERM, LDTM, and NCED Intranet sites, publications in support of strategic programs, and the literature about specific training programs.

715.53 Executive Education

Selected, experienced Postal Service managers receive opportunities to participate in leadership programs designed to improve and expand their performance in current and future positions.

715.54 Other

To enhance and maintain professional competence, the Postal Service provides other general and specialized training for management and professional personnel, as needed. Both internal and external sources are used.

715.6 Inspection Service Training

715.61 General

Initial and in-service training is required for postal inspectors, postal police officers, and OIG special agents. Training for Inspection Service and OIG personnel is developed and administered by Strategic Learning Services (see 714.225).

715.62 Inspectors and Special Agents

Initial training for newly appointed inspectors and special agents is an extensive program of resident training combined with field instruction. In-service resident training courses, supplemented by online and

correspondence programs, are provided as needed to incumbent postal inspectors, special agents, OIG auditors, and the professional, technical, and administrative support staff of both agencies.

715.63 Postal Police Officers

Newly appointed postal police officers receive a program of resident training combined with field instruction. Incumbent postal police officers are provided field training as needed.

716 Expenses

716.1 Travel

716.11 General

The Postal Service pays necessary travel expenses (transportation, lodging, and per diem) in accordance with Handbook F-15, *Travel and Relocation*, to compensate employees for costs directly related to authorized off-site training and development activities. Employees must use the eTravel system for reimbursement of regular and local travel expense reports. Employees must select Travel for Training as the Purpose of Travel when filling out the eTravel Expense Report.

716.12 Intermediate Travel Home

716.121 General

Employees are authorized an intermediate weekend return trip to their permanent duty station during extended training sessions as follows:

Duration of Training	Number of Trips
3 weeks or less	None
More than 3 weeks and up to 6 weeks	One
More than 6 weeks and up to 9 weeks	Two
More Than 9 weeks and up to 12 weeks	Three

A weekend return trip is authorized only to the employee's permanent duty station. Travel to another location must be authorized in advance by the employee's manager. Any cost differential in travel between employee's permanent duty station and alternate approved location is absorbed by the employee.

716.122 Scheduling

Specific weekend travel scheduling information is given to each employee scheduled for a course in excess of 3 weeks.

716.123 Trip Destination

A weekend return trip may be authorized only to the employee's permanent duty station or to a pre-authorized, approved location.

716.124 Spouse Traveling in Lieu of Employee

Instead of the employee taking an intermediate trip home, the employee's spouse may travel to the training site, with the Postal Service paying for the spouse's round-trip fare in accordance with Handbook F-15.

716.2 Facilities

Postal facilities are to be used for postal training when available and adequate. If they are not available, consideration is to be given to using facilities available through other government agencies, including the military service. Based on local availability, training facility managers have the authority to assign students to either (a) lodging owned or leased by the Postal Service or (b) commercial lodging.

716.3 Tuition, Fees, Books, and Supplies

The Postal Service pays approved expenses for tuition, fees, books, and supplies for authorized training (see 740).

716.4 Injury Compensation

Time lost due to injuries that occur during resident postal training is charged to the student's home office.

717 Nonpostal Personnel Participation in Postal Training

Postal training may be provided to nonpostal personnel as follows:

a. *Contract Stations.* Retail services training may be provided to personnel at contract stations if approved by the district manager or another installation head in coordination with the PEDC.

b. *Other.* All other nonpostal personnel participation in postal training must be approved by the Vice President, ERM.

720 Training and Development Responsibilities and Functions

721 Organizational Responsibilities and Functions

721.1 Headquarters

The Chief Human Resources Officer (CHRO) is responsible for Postal Service training and development systems. This responsibility includes:

a. Analyzing training requests and designing, developing, validating, delivering, and evaluating national Postal Service training and development programs.

b. Developing policies, including pay practices, applicable to structured employee development programs for specific populations or functional groups, such as career ladder programs and management, professional, and specialist training programs.

c. Providing career information on specific occupations for use by craft and other employees for career planning and decision making.

d. Analyzing the career needs of specific populations in order to design and provide programs tailored to improve their knowledge, skills, and abilities.

e. Facilitating a communication network between Headquarters and field training professionals.

f. Standardizing and supporting the PEDC physical and technological infrastructure.

g. Providing Corporate Leadership Programs for managers and executives.

h. Providing Tuition Reimbursement.

i. Supporting Corporate Succession Planning (CSP) and EAS Leadership Development (ELD) Programs for the organization.

j. Providing Individual Development Planning (IDP) processes.

721.2 Areas

The area Human Resources function is responsible for administering training and development policies. These responsibilities include:

a. Supervising the development and implementation of an area training and development planning system.

b. Facilitating the flow of information and recommendations about existing training and development policy, efforts, and future needs between Headquarters and the districts.

c. Strengthening the ability of district training and development professionals to (1) understand policy and to contribute to policy development, (2) administer national programs, and (3) respond to local needs.

d. Monitoring districts' compliance with Equal Employment Opportunity (EEO) laws by ensuring that talented individuals are being developed in a fair and equitable manner, without regard to race, color, sex, age, national origin, religion, mental or physical disability, military service, or genetic information.

e. Monitoring districts' compliance with placing special emphasis on providing training opportunities to employees with targeted disabilities.

f. Increasing the level of management commitment to training and development and improving the work environment.

721.3 Districts

District managers, plant managers, and other installation heads are responsible for the training and development of their employees consistent with corporate business goals and strategic plans. District training responsibilities and functions include:

a. Establishing training and development units within national guidelines.

b. Implementing training and development staffing criteria within national guidelines.

c. Establishing and implementing training and development space allocations according to Handbook AS-504, *Space Requirements*.

d. Ensuring that national training courses taught locally are not changed in objective, length, or content without the prior approval of ERM.

e. Ensuring appropriate use of electronic training databases.

f. Monitoring training and its compliance with national training and development policies.

g. Establishing and implementing other measures to ensure successful operation of the organization's training and development requirements.

h. Coordinating district training requirements with ERM.

i. Developing or acquiring, and delivering or coordinating, district training in accordance with established guidelines.

j. Ensuring that talented individuals are being developed in a fair and equitable manner, without regard to race, color, sex, age, national origin, religion, mental or physical disability, military service, or genetic information.

k. Ensuring that special emphasis is placed on providing training opportunities to employees with targeted disabilities.

721.4 Supervisors and Managers

Supervisors and managers are responsible and accountable for:

a. Ensuring that employees under their supervision are trained in a timely manner to perform their assigned job tasks.

b. Identifying employees' needs for improvement in their present jobs.

c. Planning for the training of their employees in coordination with the training systems available for their postal facilities.

d. Following up after Job Training has been completed to ensure optimum and appropriate use of newly acquired knowledge, skills, and abilities.

e. Identifying and providing other training to meet the needs of the organization and of individual employees.

f. Evaluating and supporting employee requests to participate in Self-Development Training opportunities, as appropriate.

g. Providing employees with information and guidance on career growth.

h. Documenting the outcomes and expectations of training, including return on investment.

721.5 Employees

Employees are responsible for:

a. Making effective use of the training opportunities provided by management in order to perform their duties correctly and efficiently.

b. Guiding their own growth and development by consulting with their supervisors and pursuing personal career goals.

c. Continuing to learn throughout their careers to improve their knowledge, skills, and abilities and to share these with other employees.

722 Postal Employee Development Centers — Organization and Operations

722.1 Purpose

Postal Employee Development Centers (PEDCs) are field units, located in districts, that provide area-wide training and development support services on a continuing basis for all Postal Service employees. The primary mission of the PEDCs is to contribute to and foster improved employee job performance. The PEDCs also provide guidance to help employees pursue career and self-development goals.

722.2 PEDC Network Operating Procedures

722.21 Geographic Area of Responsibility

A PEDC's geographic area of responsibility consists of all Postal Service facilities in a performance cluster, as determined by the Manager, Human Resources (District).

Managers, Human Resources, ensure that all field Postal Service facilities within a geographic area are the responsibility of a specific PEDC. This includes Postal Service facilities with unique purposes, such as Headquarters field units.

Each PEDC must ensure that all employees within its geographic area of responsibility receive required training and developmental opportunities.

722.22 PEDC Reporting Relationships

PEDC reporting relationships are as follows:

a. One area staff member serves as a liaison with headquarters staff for the Manager, Learning Development & Diversity (MLDD). This staff member interacts periodically with ERM staff.

b. The MLDD reports functionally and administratively to the Manager, Human Resources (District).

c. The Human Resources specialist assigned to the training function at the district level reports functionally and administratively to the MLDD.

722.23 Facilities

The following guidelines apply to allocation of facility space for PEDCs:

a. Managers, Human Resources (District), are authorized to establish and abolish PEDCs and to determine the number and location of PEDCs within their districts.

b. Changes in the PEDC network must be communicated to Headquarters so that records and distribution lists can be revised in a timely manner.

c. Handbook AS-504, *Space Requirements*, specifies the space allocations for PEDC activities.

d. Districts may establish space for training on an as-required basis at non-PEDC sites. This policy provides space to satisfy intermittent, small-scale training requirements when it is not cost effective to conduct training in a PEDC office.

722.24 Reviews

Periodic reviews of PEDCs may take place. Members of the review team will be selected by Area or District leadership.

730 Training Procedures

731 Nomination and Registration

Nomination and registration procedures are driven by individual program requirements. Registration is accomplished through a variety of methods, including training administration enrollment systems for specific programs. Curriculum guides are available from a variety of sources, including the ERM, LDTM, and NCED Intranet sites, publications in support of strategic programs, and the literature about specific training programs.

732 Training Records and Reports

732.1 Individual Training Records

732.11 Training Tracking System

All Postal training must be recorded in the Learning Management System (LMS) as the system of record. The LMS is used to document and maintain individual training records for all Postal employees.

732.12 PS Form 2432, Individual Training Progress Report

PS Form 2432, *Individual Training Progress Report,* is used to document and record every hour that an employee is engaged in postal training that needs to be entered into the LMS manually.

732.13 PS Form 2548, Individual Training Record

PS Form 2548, *Individual Training Record,* is used to document training of new employees.

The training agent (PEDC and/or the employee's job instructor) and the immediate supervisor complete the PS Form 2548. The PEDC retains the form at one central location, which is determined by the training supervisor or manager.

732.14 eBuy Requisition

Preparation of an eBuy requisition is the basic process used to request, approve, and finance training. It must be completed for postal and nonpostal training when costs are associated with attendance at the training.

732.2 Training Tracking System

All training sponsored by the Postal Service must be recorded in the appropriate electronic database. Information about these databases can be obtained from ED&D.

740 Nonpostal Training Policy

741 Background

741.1 Introduction

The Postal Service values the education of its employees and deems it important to overall corporate success. This subchapter covers the Postal Service policy for nonpostal training programs.

Nonpostal training is provided by nonpostal sources under a tuition or registration fee arrangement funded in whole or in part by the Postal Service.

Note: Training provided by nonpostal sources under contract with the Postal Service falls within the definition of postal training and is governed by subchapters 710 through 730.

741.2 General Payment Policies

741.21 Salary Compensation and Travel Expenses

Compensation for required attendance at nonpostal training is authorized as outlined in 438.2, 712, and 716.

741.22 Other Related Expenses

Educational expenses for tuition, fees, books, and supplies for nonpostal training are paid by the Postal Service if both of the following conditions are met:

a. The nonpostal training is either Job Training (as defined in 711.41) or Self-Development Training (as defined in 711.42) benefiting both the employee and the Postal Service from a career development standpoint. When Self-Development Training goals do not benefit the Postal Service, no payment of expenses is authorized.

b. The nonpostal training is not for the sole purpose of obtaining one or more academic degrees, even if an academic degree is required to qualify for appointment to a particular position.

Exception: See 741.23.

741.23 Eligibility for Tuition Reimbursement for College or University Courses, Including Degree Programs and Certification Programs

Nonbargaining employees are eligible for tuition reimbursement as follows:

a. *Individual courses:*

(1) All PCES and EAS employees with more than 18 months of service subject to 741.22 and 741.241.

(2) Participants in a specific program that provides such opportunities.

b. *Degree and Certificate Programs:*

(1) PCES and EAS-18 or higher EAS positions.

(2) Potential successors identified by CSP or those who demonstrate the ability to be accepted into CSP if they are not yet eligible.

(3) Participants in a specific program that provides such opportunities.

(4) Trainees for professional and specialist positions.

Note: Approval will not be granted for participation in a doctoral program.

741.24 Restrictions

741.241 Authorization

Employees do not have a right to have nonpostal training paid by the Postal Service. Such training must be approved in advance by an authorized official.

741.242 Prohibited Training Vendors

The Postal Service does not pay nonpostal training costs if a training vendor meets any of the following conditions:

a. Discriminates because of race, color, religion, sex, age, national origin, physical or mental disability, military service, or genetic information.

b. Engages in lobbying and support of political campaigns as a substantial part of its activities.

c. Is a college or university that does not have accreditation from one of the accrediting bodies recognized by the U.S. Department of Education.

742 General Procedures

742.1 Request and Approval

742.11 Standard Training

All requests for nonpostal training (to include individual college courses, academic degree programs, and medical training) must be approved through an eBuy requisition. The employee, the supervisor, or the manager submits the eBuy requisition. The MLDD must be included in the approval process if the employee is from the district.

The MLDD will ensure that the employee's selection is consistent with published training policies and that the training prerequisites have been met.

742.12 Approval Process for Individual College Courses

The approval process for an employee to enroll in individual college courses is as follows:

a. Training must be documented on the employee's IDP.

b. An eBuy requisition must be completed by the employee for each course.

c. The eBuy requisition must be approved by the employee's manager and forwarded to the responsible PCES executive for approval.

d. If an employee completes more than five college courses within 3 consecutive years, then it will be determined that the employee is working towards the completion of an academic degree and must complete the approval process for degree programs.

742.13 Approval Process for Academic Degree Programs or Certification Programs

The approval process for an employee to enroll in an academic degree program or Certification Program is as follows:

a. The degree program must be documented on the employee's IDP.

b. The Nonpostal Training Application Form (Exhibit 743.2) and an eBuy requisition must be completed by the employee.

c. The employee must complete a Continued Service Agreement.

d. The eBuy and the application form must be approved by the employee's manager and forwarded to the responsible PCES manager, who will submit the documentation to his or her Vice President for approval.

e. The documentation is then forwarded to the Manager, LDTM who reviews the application and Continued Service Agreement and secures approval from the CHRO.

Note: Approval will not be granted for participation in a doctoral program.

742.2 eBuy Approval Process

The normal eBuy approval process must be followed. The MLDD must be included if the employee is from the district.

742.3 Payment

742.31 Tuition, Fees, Books, and Supplies

742.311 General

Expenses for tuition, fees, books, and supplies for nonpostal training are paid based on the approved eBuy requisition, supported by certified receipts and invoices. While an approved eBuy requisition is required, expenses should be charged to the individually billed travel card and reimbursed through the eTravel system.

742.312 Payment to the Training Vendor

The eBuy requisition is retained at the billing address office (the employing postal facility and unit of the employee to be trained) until the employee completes the training and the Postal Service receives an invoice from the training vendor. (See 742.314 for the procedure to use when the training vendor requires advance payment.)

The MLDD (or designee) at the district or the employee's supervisor/manager/budget coordinator at the Area or HQ, must check the invoice for accuracy and certify it for payment. The PCES executive who approved the training is not required to certify the invoice. In the certification statement, the words "approved eBuy requisition" are entered instead of a contract or order number.

742.313 Reimbursement to Employees

If the employee has paid for approved nonpostal training expenses with personal funds, the employee must submit certified receipts or canceled checks with the approved eBuy to be reimbursed.

Payment and reimbursement for tuition, course fees, books, and supplies (for commercial courses and college and university tuition) should be made through the eTravel System.

Employees with access to eTravel and who paid with a Postal Service individually-billed travel card or by personal means (i.e., personal credit card or check) must use eTravel for reimbursement as follows:

a. Use of the individually-billed government travel card is preferred to pay for properly approved nonpostal training (for any dollar amount) with reimbursement to be made to the card service through eTravel.

b. If the employee made payment using a personal credit card or check, they may also be reimbursed through eTravel.

c. Payments manually entered on the expense entry page of eTravel, as opposed to pre-populating the data from the credit card page, may require submittal of receipt(s).

d. Ensure Travel Expenses is selected as the expense type when claiming reimbursement through eTravel. See *travelhelp* website for additional information at *http://blue.usps.gov/travelhelp*.

742.314 **Payment in Advance**

If a training vendor requires payment in advance, then an eBuy requisition must be prepared and approved before training begins. The procedure is as follows:

a. The training vendor prepares an invoice for the training.

b. The MLDD (or designee) at the district or the employee's supervisor/manager/budget coordinator at the Area or HQ, certifies the invoice as correct for payment.

c. When nonpostal training payments are within the responsible manager's local buying delegation authority (cannot exceed $10,000), payments may be made with the responsible office's purchase card (may be an advance payment or after an invoice is received) using the requirement below.

d. A copy of the approved eBuy requisition or the Nonpostal Training Application Form (Exhibit 743.2) and some type of delivery documentation must be kept with the cardholder's records. (See Handbook AS-709, *Credit Card Policies and Procedures for Local Buying,* section 335.1 for further guidelines.)

742.32 Travel

Approved travel expenses (transportation, lodging, and per diem) for participation in nonpostal training are reimbursed using the eTravel system as authorized in Handbook F-15, *Travel and Relocation.* As an approved eBuy requisition is not submitted with these forms, these expenditures must be charged to the proper travel-for-training account to distinguish them from other travel expenses for official purposes.

742.4 Documentation

District employees furnish evidence of completion of nonpostal training, including certificates and grade reports, to the MLDD, who maintains copies

of the documents and the approved eBuy. If the training provider does not furnish such evidence of completion, the MLDD verifies completion of training. Area and Headquarters employees forward copies of their documents to their supervisors or nominating managers, who maintain copies of the documents and the approved eBuy.

743 Reimbursement of College Tuition — Nonbargaining Employees

As indicated in 741.23, nonbargaining employees are eligible for tuition reimbursement as follows:

a. *Individual courses:*

(1) All PCES and EAS employees with more than 18 months of service subject to 741.22 and 741.241.

(2) Participants in a specific program that provides such opportunities.

b. Degree programs:

(1) PCES and EAS-18 or higher EAS positions.

(2) Potential successors identified by CSP or those who demonstrate the ability to be accepted into CSP if they are not yet eligible.

(3) Participants in a specific program that provides such opportunities.

(4) Trainees for professional and specialist positions.

Note: Approval will not be granted for participation in a doctoral program.

743.1 Roles and Responsibilities

Exhibit 743.1 provides detailed information about the roles of employees and managers and their responsibilities for managing nonpostal training conducted by colleges and universities.

Exhibit 743.1
Roles and Responsibilities

Nonpostal Training: Individual Courses	
Roles	**Responsibilities**
Employee	■ Complete eBuy requisition in accordance with guidelines set forth in 742.311. ■ Complete college/university application process. ■ Submit grade reports or evidence of course completion to Manager, Learning Development & Diversity, at district level and supervisor or nominating manager at area or headquarters.
Manager, Learning Development & Diversity (District)	■ Review and forward eBuy requisition to PCES manager for approval. ■ Ensure that eBuy and supporting documentation are submitted to LDTM.
Supervisor or Nominating Manager (Area and Headquarters)	■ Ensure invoices are certified in a timely manner.
PCES Manager (Area and Headquarters)	■ Receive grade reports or evidence of course completion. ■ Provide list of students to the Manager, Leadership Development and Talent Management at the end of each semester. ■ Approve eBuy requisition. ■ Follow up on employee's performance in courses.
Manager, Leadership Development and Talent Management	■ Serve as coordinator and point of contact for nonpostal training. ■ Maintain reports for CHRO.
Nonpostal Training: Academic Degree Programs & Certification Programs	
Roles	**Responsibilities**
Employee	■ Complete Nonpostal Training Application Form (Exhibit 743.2). ■ Complete eBuy requisition accordance with guidelines set forth in 742.311. ■ Complete college/university application process. ■ Sign Continued Service Agreement for Nonpostal Training (Exhibit 743.43). Submit grade reports or evidence of course completion to Manager, Learning Development & Diversity, at district level and supervisor or nominating manager at area or headquarters levels.
Manager, Learning Development & Diversity (District)	■ Review and forward eBuy requisition to PCES manager for approval. ■ Ensure that the eBuy, Nonpostal Training Application Form, and Continued Service Agreements are signed and submitted to area or headquarters representative.
Supervisor or Nominating Manager (Area and Headquarters)	■ Ensure invoices are certified in a timely manner.
PCES Manager (Area and Headquarters)	■ Review and forward eBuy requisition and Nonpostal Training Application form to Vice President for approval. ■ Ensure that the Continued Service Agreements are signed and submitted to Manager, LDTM. ■ Receive grade reports or evidence of course completion. ■ Provide list of students to the Manager, LDTM at the end of each semester in a report that is sent out by LDTM. ■ Approve eBuy requisition. ■ Sign Nonpostal Training Application Form. ■ Follow up on employee's performance in program.
Officers	■ Approve eBuy requisition. ■ Sign Nonpostal Training Application Form.

Manager, Leadership Development and Talent Management	■ Serve as coordinator and point of contact for nonpostal training. ■ Maintain reports for CHRO. ■ Receive and validate Nonpostal Training Application Forms and Continued Service Agreements before forwarding to the CHRO for approval. ■ Forward approved Continued Service Agreement accountable information to the HR Shared Services Center (HRSSC) for entry into the Human Capital Enterprise System (HCES). ■ Maintain records of all approved Nonpostal Training Applications and Continued Service Agreements. ■ At the end of each semester, report tuition costs for the Postal Service.
Chief Human Resources Officer (CHRO)	■ Approve Nonpostal Training Application Forms and Continued Service Agreements.

743.2 Nonpostal Training Application Form

Exhibit 743.2 shows the form to use when an employee requests approval of nonpostal training.

Exhibit 743.2
Nonpostal Training Application Form
Leadership Development & Talent Management Non-Postal Training Application Form (v.2 – Aug 2013)

Employee's Name (Last, First, MI)	Employee's Title	EIN	Level
Name of Program and Location:			
Anticipated costs: Tuition: Housing: (If applicable)	GMAT Completed? Yes No		
Selection Considerations: The employee must complete questions 1–5. The employee's manager must respond to question 6, the Officer responds to question 7. These responses determine the benefit for both the employee and the organization. Use additional pages, if necessary.			
Employee's Response			
1. How will your performance be improved by this educational experience?			
2. How do you forsee sharing the knowledge, skils, and/or abilities that you learn with others upon completion of the program?			
3. Are there additional actions that you have taken (on or off the job) to prepare yourself for increasing levels of responsibility?			
4. What other programs did you consider to satisfy your educational interest? (Provide at least three other programs that were considered)			
5. How does the selected program satisfy your educational needs and career goals with the USPS?			
Employee's Signature:		Date:	
Additional Comments:			
Manager's and Officer's Responses			
6. Please provide a brief narrative why you support the employee's pursuit of this educational program:			
7. Please identify the reason why you support this request:			
Manager's Signature:	Title:	Date:	
Officer's Signature:	Title:	Date:	
Chief Human Resource Officer's Signature:	Title:	Date:	

Return form to: Leadership Development and Talent Management, 475 L'Enfant Plaza, Room 9317, Washington, DC 20260-9301.

743.3 Minimum Grade Requirement

A grade of B or higher, or a grade of pass in a pass/fail course, is required for all courses. See 744.1.

743.4 Continued Service Agreement and Certification

743.41 Condition for Signing

Employees who enroll in an undergraduate, graduate, or certification program must sign a Continued Service Agreement and certification statement and submit it to the Manager, LDTM before starting the program (see Exhibit 743.43). The Manager, LDTM forwards the Continued Service Agreement accountable information approved by the CHRO to the HRSSC for entry into the HCES.

If an employee completes more than five nonpostal training courses within three consecutive years, the employee will be:

a. Considered to be working toward the completion of an academic degree; and

b. Required to complete the tuition reimbursement process prior to taking additional courses at Postal Service expense.

Employees do not have to sign the agreement and certification when:

a. Training is provided by a manufacturer as a normal service incidental to the initial purchase or lease of products under a procurement contract.

b. There are no expenses to the Postal Service other than salary.

743.42 Period of Commitment

The commitment period begins immediately upon completion of training. Employees who separate from the Postal Service before completing a degree program will be required to reimburse the Postal Service for all expenses the Postal Service incurred in connection with the employee's pursuit of the degree. The commitment for each type of program is as follows:

a. 2 years for programs that have a cost range from $5,000 - $50,000;

b. 3 years for programs that have a cost range from $50,000 - $75,000;

c. 4 years for programs that have a cost range from $75,000 - $100,000; and

d. 5 years for programs costing in excess of $100,000

Note: Approval will not be granted for participation in a doctoral program. When an employee enrolls in an executive-level graduate program (i.e., the Sloan Fellows Program) the employee's status is changed to "Executive in Training." This becomes the participant's work assignment and governs the terms and conditions of employment.

743.43 Continued Service Agreement

Employees scheduled to complete an undergraduate, graduate, or executive-level graduate program must sign a Continued Service Agreement (see 743.41 and Exhibit 743.43).

Exhibit 743.43
Continued Service Agreement and Certification Statement

UNITED STATES POSTAL SERVICE
CONTINUED SERVICE AGREEMENT
FOR
NONPOSTAL TRAINING

I understand that the Postal Service's payment for this training or development is subject to the conditions and limitations set forth in *Employee and Labor Relations Manual* (ELM) Sections 744.2, Double Payment, and 743, College Tuition Reimbursement. References to these sections are included in this agreement.

Employee's initials: _____

I agree that after completing this training associated with a College, University, or Certificate Program, I will continue serving in the United States Postal Service for (a) 2 years for programs that have a cost range from $5,000 - $50,000; (b) 3 years for programs that have a cost range from $50,000 - $75,000; (c) 4 years for programs that have a cost range from $75,000 - $100,000; and 5 years for programs costing in excess of $100,000. I understand that the obligated years of service will begin at the start of business on my first workday after completing the training/learning program.

Employee's initials: _____

If I voluntarily leave the Postal Service before completing the obligated period, I agree to reimburse the Postal Service for the full cost of all expenses incurred by the Postal Service in connection with this training or educational program or certification which are in addition to my salary, pay, or compensation.

Employee's initials: _____

I understand and agree that I waive the provisions of the Debt Collection Act and ELM subchapter 450, Collection of Postal Debts From Nonbargaining Unit Employees, and ELM subchapter 470, Administrative Offsets for Former Postal Service Nonbargaining Unit Employees, 39 CFR Part 961, 39 CFR Part 966, and 31 USC 3716. In the event I must reimburse the training-related expenses described above, the Postal Service will immediately collect the entire amount from my forthcoming pay check, and, if necessary, from any subsequent pay checks or payment of any kind due to me from the Postal Service, including any payments that may be issued to me after I leave the Postal Service. If the Postal Service is unable to collect the entire gross amount that I owe from my forthcoming pay check(s) or payment of any kind, I will be invoiced for any outstanding debt and agree to pay the Postal Service within 30 days of receipt of any such invoice.

Employee's initials: _____

I certify that, to the best of my knowledge, I will not receive payment from other sources (including payment under 38 U.S.C. Chapter 34, Veterans' Education Assistance, commonly called the GI Bill) for the training that will be provided by the Postal Service. I agree that, if I subsequently do receive and accept such payment from other sources, I will promptly remit all such amounts to the Postal Service. I understand and agree that if I do not remit all such amounts to the Postal Service, the Postal Service may collect those amounts from me pursuant to the process specified by the preceding paragraph of this agreement.

Employee's initials: _____

This agreement does not in any way commit the Postal Service or the federal government to continue my employment.

Name (printed or typed):

Position Title:

Signature:

Date:

Name of University:

Dates Scheduled to attend: From: To:

Please sign the agreement and return it to:

MANAGER, LEADERSHIP DEVELOPMENT AND TALENT MANAGEMENT
LEADERSHIP DEVELOPMENT AND TALENT MANAGEMENT
U.S. POSTAL SERVICE
475 L'ENFANT PLZ SW, RM 9317
WASHINGTON, D.C. 20260-9317

743.431 **Procedure**

Employees must sign and date the Continued Service Agreement prior to the start of the training. At the time the certification is signed, the employee must submit the signed certification to the Manager, LDTM.

743.432 **Reimbursement**

If an employee gives voluntary notice to leave the Postal Service prior to completing the service agreed to in the Continued Service Agreement for a reason other than non-career military service, then the employee's supervisor provides written notification to the official who approved the eBuy requisition for the training. The supervisor indicates the reason for failure to fulfill the agreement and recommends either of the following:

a. The employee should be required to reimburse the Postal Service under the terms of the agreement; or

b. Reimbursement should be waived because recovery of the money would be contrary to equity, good conscience, or public interest.

If the official who approved the training decides to require reimbursement, the official notifies the Accounting Service Center of the amount due by submitting PS Form 1902, *Justification for Billing Accounts Receivable,* in duplicate. The Accounting Service Center bills the employee and collects the funds due to the Postal Service.

743.5 Reporting Requirements

At the end of each semester, the Area and Headquarters organizations must submit to the Manager, LDTM a list of the employees who have been approved to attend nonpostal training. This report will be sent out by LDTM. The report must include the following:

a. The employee's name, grade, title, and PCES manager or executive sponsor; and

b. The college or university, course level, course title, start date, completion date, and cost.

744 Special Factors

744.1 Failure to Enroll in or Complete Approved Training

Employees who fail to enroll in or to successfully complete approved training for reasons that are unacceptable to the approving official may be required to: (a) pay any cancellation fee required by the training sponsor; and (b) reimburse the Postal Service for costs or liabilities incurred for tuition, fees, books, supplies, transportation, and per diem (but not for salary) unless the employee failed to enroll in or complete approved training because the employee was performing non-career military service, in which case the Postal Service may not request reimbursement of any costs or liabilities incurred. The MLDD, supervisor/manager, or LDTM promptly notifies those who have received copies of the approved eBuy requisition that the employee has failed to enroll in or complete approved training. Notification is important so that:

a. Accounting Service accounts may be adjusted.

b. The training vendor does not bill the Postal Service for payment of tuition and fees.

c. The Postal Service and the training vendor may consider other candidates for the training.

744.2 Double Payment

744.21 Policy

The Postal Service reduces the amount provided for training by any amount that an employee receives from other sources for the same purpose (including payments received under the GI Bill and other governmental education assistance programs).

744.3 Contribution or Award

744.31 Conditions for Acceptance

An employee may accept a contribution or award offered by a nongovernmental organization to defray part or all of the nonpostal training expenses under these conditions:

a. The employee's manager must obtain an ethics opinion to ensure that acceptance of such a contribution or award does not violate the Standards of Ethical Conduct for Employees of the Executive Branch. See 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.

b. The organization offering the contribution or award is exempt from taxation under 26 U.S.C. 501(a). (The Director of Internal Revenue of the district where the employee's installation is located can provide this information.)

c. The contribution or award will not reflect unfavorably on the ability of the employee to perform his or her duties fairly and objectively.

d. The contribution or award will not place the employee, the Postal Service, or the government in a position of compromised integrity.

e. No part of the contribution or award can be used to pay for either lodging or travel expenses associated with the training unless prior authorization is received from an ethics official.

744.32 Insufficient Payment of Expenses

If an authorized contribution, award, or payment to an employee for nonpostal training does not fully cover travel expenses, the Postal Service will pay the amount considered sufficient to cover the balance of these expenses. The per diem rate is established to spread the uncovered part of the per diem over the period of training.

750 Professional Associations

751 Definition

751.1 Purpose

For purposes of this subchapter, the term professional association is used in its broadest meaning to include nonprofit, cooperative, and voluntary organizations of individuals having a common background in a professional, technical, or managerial field of work requiring knowledge, skills, and abilities normally acquired only through extensive training or education. Academic credentials, an accrediting examination, or a license may be prerequisites for membership. The main purposes of a professional association may include:

a. Exchanging information among members about new or improved developments and/or applications within the field of work.

b. Establishing and revising standards of preparation and experience for acceptance into the field.

c. Developing and publishing standards of professional performance and responsibility.

d. Furthering the career development of members.

751.2 Membership

A professional association may include members of several professions or disciplines.

751.3 Exclusions

For purposes of this subchapter, the term professional association does not include a recognized labor, supervisory, or other managerial organization, as defined in the Postal Reorganization Act.

752 Policy

Membership and participation by Postal Service employees in recognized professional associations are encouraged, consistent with appropriate priority to the duties and responsibilities of their positions. Active participation can be a valuable experience, both in improving employees' performance in their present positions and in preparing them for greater responsibility in the profession. Through conferences, symposia, and committee assignments, employees are able to expand their expertise. Incentive for even better work performance can result from employee recognition gained through publishing journal articles, receiving awards for professional achievement, holding office in such associations, and speaking or presenting papers at association meetings. Professional recognition of the competence of postal employees tends to increase public confidence in the Postal Service.

An employee may not receive compensation from any source other than the government for teaching, speaking or writing that relates to the employee's official duties.

An employee who is engaged in teaching, speaking or writing as outside employment or as an outside activity shall not use or permit the use of his official title or position to identify him in connection with his teaching, speaking or writing activity or to promote any book, seminar, course, program or similar undertaking, except as approved by an ethics official.

Although general membership and participation in outside professional associations may be appropriate, federal law does not permit an employee to sit on an outside board, in his official capacity, or participate in any outside activity that conflicts with his official duties unless he has received prior authorization from the General Counsel.

753 Payment of Membership Dues or Fees

753.1 Individual Memberships

753.11 Voluntary

Postal Service funds are authorized for the payment of voluntary individual memberships, dues, and/or fees in professional associations provided all of the following conditions are met:

a. The Postal Service does not have or cannot obtain an institutional membership in the professional association.

b. The employee requesting the individual membership is in an FLSA exempt position with a level of EAS-17 or above.

c. The nature of the professional association is directly related to the employee's job.

d. The employee's PCES executive approves the request after determining that the employee's participation will benefit the Postal Service and that funds are available, and authorizes the payment.

e. Payment is limited to one individual membership per employee per year.

f. Payment is not approved solely for the purpose of obtaining reduced fees for continuing education or for related purposes such as attendance at periodic meetings and conferences.

753.12 Required

If the Postal Service requires nonbargaining employees to maintain a professional license, certification, or membership (for example, a license to practice law or medicine), postal funds may be used, at the discretion of the appropriate officer, to reimburse such employees for the basic dues or fees they pay to satisfy such requirement. Employees submit requests for reimbursement on PS Form 7381, *Requisition for Supplies, Services, or Equipment*.

The organization submits an authorization request through eBuy and charges the basic dues or fees to its purchase card.

753.2 Institutional Membership

The policy restricting payment of individual membership dues and fees does not preclude Postal Service institutional membership in professional

associations. Vice Presidents are authorized to define and approve institutional memberships for specific functional areas and/or organizational units reporting to them.

753.3 Procurement of Memberships

The Vice President, Supply Management, is responsible for the procurement of memberships that cost greater than $10,000, or in certain cases where the cost of the membership is less than $10,000, and a written contract is necessary to reflect the benefits, obligations, and responsibilities associated with the membership. An approved eBuy requisition must include either:

a. The individuals designated by name or position title to represent the Postal Service; or

b. The total number of individuals included in the membership.

753.4 Periodicals

Postal Service funds are authorized for subscriptions to professional association periodicals both for the library and for individuals designated by name or position title to represent the Postal Service in institutional memberships.

754 Attendance at Meetings and Conferences

754.1 Authorization

Employees may be authorized to attend meetings and conferences of a professional association at Postal Service expense in either of the following cases:

a. Attendance is for training purposes as defined in 740.

b. Attendance is related to the job or function in which they are employed and is expected to contribute to improved performance.

754.2 Full or Partial Attendance

When authorized under 754.1, time in actual attendance at a professional meeting or conference is considered to be official business for compensation purposes and leave is not charged to the employee. However, managers should review the program schedule or agenda and authorize official attendance only for that portion of the meeting or conference that meets the criteria in 754.1.

Exception: An employee may be authorized to attend the entire meeting or convention in any of the following cases:

a. The employee is scheduled to make a speech, present a paper, or conduct or chair a meeting session.

b. The employee has been nominated or previously elected as an officer of the professional association.

c. The employee has been designated as an official representative of the Postal Service.

If authority is granted for attendance at only a portion of a meeting or convention, the employee may request annual leave to attend the

unapproved portions and, if leave is granted, the employee must pay the expenses for those unapproved portions.

754.3 Leave for Other Employees

Managers are encouraged to be liberal in approving annual leave (consistent with work priorities) for other employees who desire to attend a professional association meeting or convention at their own expense.

754.4 Selection for Attendance

Where several employees in the same organizational unit are in the same profession, the manager chooses which employees, if any, may attend the professional meeting or convention. The criteria for the selection of employees for training, listed in 713, may be applied.

754.5 Payment of Expenses

Handbook F-15, *Travel and Relocation*, describes the conditions for payment of registration fees, travel, and subsistence costs for employees authorized to attend at Postal Service expense.

754.6 Approval of Registration Fees

An eBuy requisition must be approved before registration fees or expenses other than travel or per diem can be paid by the Postal Service. (See 732.13 on preparing an eBuy requisition.)

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