

# Exhibits

Exhibit 212.2(page 1 of 2) PS Form 820, Ranking of Position Request .....	23
Exhibit 212.2(page 2 of 2) PS Form 820, Ranking of Position Request .....	24
Exhibit 412.12b Position Groups Eligible for Supervisory Differential Adjustment Rate.....	71
Exhibit 418 Equivalent Grades .....	81
Exhibit 421.7 Rate Schedule Summary and References .....	92
Exhibit 421.81 Higher Level Pay Effective November 20, 1999 .....	92
Exhibit 421.82 Promotional Increase .....	93
Exhibit 422.123a Promotion Chart — PS Schedule 1 to PS Schedule 2 .....	101
Exhibit 422.123b Promotion Chart — PS Schedule 2 to PS Schedule 2 .....	104
Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods .....	111
Exhibit 422.13 (p.2) Bargaining Unit Step Increase Waiting Periods .....	112
Exhibit 432.62 Guaranteed Time Pay Eligibility Table.....	157
Exhibit 434.141a Postal Overtime Pay Eligibility Table.....	163
Exhibit 434.141b FLSA Overtime Pay Eligibility Table .....	164
Exhibit 434.141c Penalty Overtime Pay Eligibility Table.....	164
Exhibit 434.2 Night Differential Pay Eligibility Table .....	166
Exhibit 434.3 Sunday Premium Pay Eligibility Table.....	168
Exhibit 434.52 Holiday-Worked Pay Eligibility Table.....	172
Exhibit 434.614	

Computing Out-of-Schedule Premium Hours . . . . .	174
Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table . . . . .	175
Exhibit 434.8	
Pyramiding of Premiums . . . . .	177
Exhibit 436.73a	
Interest on Back Pay Decisions. . . . .	189
Exhibit 436.73b	
Interest on Back Pay Settlements. . . . .	189
Exhibit 438.13	
Eligibility for Travel Time Compensation . . . . .	194
Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining. . . . .	209
Exhibit 452.22 (p. 2)	
Sample Letter of Debt Determination — Nonbargaining (Enclosure) . . . . .	210
Exhibit 452.22 (p. 3)	
Sample Letter of Debt Determination — Nonbargaining (Enclosure) . . . . .	211
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	217
Exhibit 452.322 (p. 2)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	218
Exhibit 452.322 (p. 3)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	219
Exhibit 452.322 (p. 4)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	220
Exhibit 452.322 (p. 5)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	221
Exhibit 452.322 (p. 6)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	222
Exhibit 452.322 (p. 7)	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	223
Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment . . . . .	228
Exhibit 491.1	
Service Recognition and Incentive Awards. . . . .	244
Exhibit 493.1	
Service Awards . . . . .	249
Exhibit 493.27a	
Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service . . . . .	252
Exhibit 493.27b	
Sample Letter of Appreciation — Employee With 50 Years of Service. . . . .	253
Exhibit 493.351a	
Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service . . . . .	257
Exhibit 493.351b	

Exhibits

Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service . . . . .	258
Exhibit 495.1	
Formal Awards . . . . .	260
Exhibit 496.1	
Special Awards . . . . .	268
Exhibit 497.1	
Other Awards . . . . .	272
Exhibit 498.1	
Inspection Service Awards . . . . .	273
Exhibit 512.232	
Wars, Campaigns, and Expenditures of the Armed Forces Since 1937 . . . . .	283
Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Career Employees . . . . .	289
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP . . . . .	314
Exhibit 516.11	
Absences for Court-Related Service . . . . .	325
Exhibit 521.423	
Certification for Foster Children . . . . .	354
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act . . . . .	366
Exhibit 525.132	
PS Form 202, Health Benefits Refund Payment Authorization . . . . .	387
Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP . . . . .	389
Exhibit 525.422	
Memorandum About FEHB Enrollment . . . . .	397
Exhibit 531.3	
Exclusions . . . . .	409
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim . . . . .	475
Exhibit 547.55 (p. 2)	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim . . . . .	476
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government’s Lien . . . . .	479
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information . . . . .	480
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery . . . . .	481
Exhibit 547.57c (p. 2)	
PS Form 2556, Third Party Statement of Recovery . . . . .	482
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government’s Lien . . . . .	483
Exhibit 547.58b	

Sample Letter D, Notice to Third Party of Government's Lien . . . . .	484
Exhibit 547.58c	
PS Form 2557, Employee's Third Party Recovery Statement. . . . .	485
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien . . . . .	488
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request . . . . .	489
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS . . . . .	490
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material . . . . .	491
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement . .	492
Exhibit 547.73	
Sample Letter G . . . . .	496
Exhibit 547.83	
Third Party Court Appearance Sheet . . . . .	498
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity . . . . .	541
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities . . . . .	542
Exhibit 615.34	
Sample Constitution . . . . .	623
Exhibit 615.35	
Sample Bylaws . . . . .	624
Exhibit 615.5	
Instructions for Keeping Records and Files for the Employee Social and Recreational Committee .	629
Exhibit 615.62	
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds)	632
Exhibit 615.62 (p. 2)	
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds)	633
Exhibit 743.1	
Roles and Responsibilities . . . . .	707
Exhibit 743.2	
Non-Postal Training Application Form . . . . .	709
Learning and Development Non-Postal Training Application Form (Revised February 2015) . . . . .	709
Exhibit 743.43	
Continued Service Agreement and Certification Statement . . . . .	712
Exhibit 743.43	
Continued Service Agreement and Certification Statement (continued). . . . .	713
Exhibit 925.1	
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings . . . . .	804