

Contents

Transmittal Letter	i
Summary of Changes	iii
How to Use the Summary of Changes	iii
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 Compensation	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 Compensation	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 Compensation	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	28
232.21	Preparing PS Form 820	28
232.22	Action at Management Review Levels	30
232.3	Action by Districts	31
232.4	Action by Areas	31
232.5	Action by Compensation	31
233	Evaluating Bargaining Unit Positions	31
233.1	Purpose	31
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	36
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	37

Contents

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	38
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	41
348.1	Dual Employment Within the Postal Service	41
348.11	General Explanation	41
348.12	Consideration Factors	41
348.13	Appointment Authority	41
348.14	Appointment Requirements	42
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	43
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	44
351.3	Qualification and Eligibility Requirements	44
351.31	Qualification	44
351.32	Eligibility for Consideration	44
351.4	Equal Opportunity	45
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	47
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	48
354	Assignment of Unassigned Employees	48
354.1	Policy	48
354.11	Bargaining Employees	48
354.12	Non-bargaining Employees	48
354.2	Assignment of Non-bargaining 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 and Human Resources' Responsibilities	49
354.214	Coverage of Reduction in Force Procedures	49
354.215	Veterans' Preference Status	50
354.216	Veterans' Preference Entitlement	50
354.22	Processing Requests for Organizational Change	51
354.221	Evaluating the Need for Change	51
354.222	Implementing the Change	51

Contents

354.23	Minimization Strategies for RIF Avoidance	51
354.24	Providing Initial Notification and Making Preliminary Placements	52
354.241	Notifying Employees of a Potential RIF	52
354.242	Establishing Employee Job Profile	52
354.25	Implementing RIF Procedures	52
354.251	Issuing Specific RIF Notices	52
354.252	Placing Unplaced or Displaced Employees	53
354.253	Advising Employees of Options	54
354.254	Separating Remaining Employees	54
354.26	Making Post-RIF Employee Placements	54
354.27	Establishing a Reinstatement List	54
354.271	Providing Priority Consideration to Employees	54
354.272	Determining Employee Eligibility	55
354.273	Considering Employees on a Reinstatement List	55
354.274	Removing Employees From a Reinstatement List	56
355	Light Duty Assignments	56
355.1	Voluntary Requests	56
355.11	Circumstances	56
355.12	Method	56
355.13	Response	56
355.14	No Guarantee	57
360	Other Personnel Actions	57
361	General Considerations	57
362	Change to Lower Level	57
362.1	Purpose and Authority	57
362.2	When Change to Lower Level May Be Made	57
362.21	At Request of Employee	57
362.22	Because of Performance	57
362.23	Relegation of a Post Office	57
362.24	Realignments	58
362.3	Restrictions on Change to Lower Level	58
363	Conversions	58
363.1	Definition	58
363.2	Competitive and Noncompetitive Authority	58
363.3	Restrictions on Conversion to Career Appointment	58
363.31	Vacancies	58
363.32	Positions Restricted to Veterans	58
364	Changes in Duty Status	59
365	Separation	59
365.1	Administrative Considerations	59
365.11	Definition	59
365.12	Effective Date of Separation	59
365.13	Standard Terminology	59
365.14	Notice to Federal Employee About Unemployment Insurance	59

365.2	Separations - Voluntary	59
365.21	Resignation.	59
365.211	Definition of Resignation.	59
365.212	To Avoid Separation for Cause	60
365.213	Because of Illness.	60
365.214	To Perform Military Service	60
365.215	Notice and Acceptance	60
365.22	Separation-Transfer	61
365.221	Definition.	61
365.222	Effective Date	61
365.223	Replying to Requests for Suitability Information	61
365.23	Separation, Retirement.	61
365.3	Separations - Involuntary.	61
365.31	Removal	61
365.311	Definition.	61
365.312	Effective Date	62
365.32	Separation-Disqualification	62
365.321	Applicability	62
365.322	Reasons for Action	62
365.323	Probationary Period	62
365.324	Who Initiates Action	62
365.325	Procedure in Separating.	62
365.326	Effective Date	62
365.33	Termination or Separation of Non-Career Employees	62
365.34	Separation-Disability	63
365.341	Definition.	63
365.342	Applicability	63
365.343	Notice to Employee	64
365.344	Effective Date	64
365.35	Separation, Reduction in Force	64
365.36	Death	64
365.361	Proof of Death	64
365.362	Effective Date	64
365.363	Expression of Condolence	64
365.37	Separation — Ineligibility for Reemployment Under USERRA.	65
365.371	Definition.	65
365.372	Effective Date	65
370	Performance Evaluation	65
371	Introduction	65
372	Sound Supervision	65
373	Performance Evaluation Systems	65
373.1	Formal Evaluation	65
373.2	Informal Evaluation	65
374	Discussing Performance With Employees	66
375	Outstanding and Unsatisfactory Performance	66
375.1	Outstanding Performance	66

375.2	Unsatisfactory Performance	66
376	Performance Evaluation During Probation	66
380	Postal Career Executive Service.	66
381	Purpose.....	66
382	Equal Opportunity	67
383	Positions in the PCES	67
383.1	Officer Positions	67
383.2	Other Executive Positions	67
384	Filling PCES Vacancies	67
384.1	PCES II Vacancies	67
384.2	PCES I Vacancies	67
4	Pay Administration	69
410	Pay Administration Policy for Nonbargaining Unit Employees.....	69
411	General	69
411.1	Scope	69
411.2	Objectives	69
411.3	Responsibility	70
411.31	Assignment of Positions.....	70
411.32	Policy and Procedural Changes	70
411.33	Determination of Salaries	70
411.331	Responsibility of Appointing Officer	70
411.332	Approval Required	70
411.333	Part-Time Postmaster Rates — Part-Time Post Office and Remotely Managed Post Office	70
412	New Appointment	70
412.1	Career Appointment	70
412.11	Applicability	70
412.12	New Career Appointment.....	70
412.2	Noncareer Appointment	71
413	Promotion to Nonbargaining Unit Positions	71
413.1	Definition	71
413.2	Promotion Increase	71
413.21	Nonbargaining Unit Employees	71
413.22	Bargaining Unit Employees	72
413.3	Position Upgrade.....	72
413.4	Part-Time Postmasters (PTPO and RMPO).....	73
414	Reassignment	73
414.1	Reassignment to Nonbargaining Unit Positions	73
414.11	Definition.....	73
414.12	Rate Adjustment.....	73
414.121	Nonbargaining Unit Employees	73
414.122	Bargaining Unit Employees	73
414.2	Reassignment to Bargaining Unit Positions	73

414.21	Definition.	73
414.22	Rate Adjustment.	74
414.221	Former Bargaining Unit Service in an Equivalent Grade	74
414.222	No Former Bargaining Unit Service in an Equivalent Grade	74
415	Rate Retention and Change to Lower Nonbargaining Unit Grade	74
415.1	Rate Retention Types	74
415.11	Saved Grade.	74
415.12	Saved Salary.	74
415.2	Changes to Lower Grade.	75
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	75
415.22	Voluntary Change to Lower Grade	75
415.23	Position Reclassified to a Lower Grade	75
415.24	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position.	76
415.25	Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period	76
415.26	Change to Lower Level Due to Demotion for Cause	76
415.3	Rate Retention Effect on Promotion	76
415.4	Termination of Salary Retention	76
415.41	Reason for Terminating	76
416	Pay for Performance Program.	77
416.1	Policy	77
416.2	Management Association Officials Eligibility Requirements	77
416.3	Simultaneous Personnel Actions.	77
417	Temporary Assignment to Nonbargaining Unit Positions (Career Employees).	77
417.1	Definitions	77
417.11	Temporary Assignment	77
417.12	Pay Schedule and Premiums	78
417.2	Assigning FLSA Status	78
417.3	Rates of Pay	78
417.31	Lower Grade.	78
417.32	Same or Equivalent Grade	78
417.33	Higher Grade	78
417.331	General Requirement	78
417.332	Employee With Rate Retention.	79
417.333	Higher Level Pay Eligibility	79
417.334	Higher Level Pay Conditions	79
417.335	Payment Amount	79
417.336	Payment Factors	80
417.4	Officer in Charge	80
417.41	Definition.	80
417.42	Basis for Rate of Pay	80
418	Assignment to a Different Salary Schedule — Equivalent Grades	80

Contents

419	Supplemental EAS Noncareer Workforce	82
419.1	Casual Employee	82
419.2	Nonbargaining Temporary Employees	82
419.21	Definition	82
419.22	Salary Grades	82
419.3	Postmaster Relief/Leave Replacements	82
419.31	Definition	82
419.32	Salary Grades	82
420	Wage Administration Policy for Bargaining Unit Employees	83
421	General Principles and Terms	83
421.1	Scope	83
421.2	Objectives	83
421.3	Responsibilities	83
421.31	Assigning Positions to Salary Schedules	83
421.32	Setting Wages	84
421.4	Definitions	84
421.41	Appointments	84
421.42	Assignments	84
421.43	Change Actions	84
421.44	Terms	85
421.45	Wage Increases	86
421.5	Rate Retention Provisions	87
421.51	Protected Rate	87
421.511	Explanation	87
421.512	Rate Determination	87
421.513	Duration	88
421.514	Termination	88
421.515	Effect on Other Compensation	88
421.516	Documentation	88
421.517	Step Increases	88
421.52	Saved Rate	89
421.521	Explanation	89
421.522	Red-Circle Amount	89
421.523	Duration	89
421.524	Termination	90
421.525	Effect on Promotion	90
421.526	Documentation	90
421.53	Saved Grade	90
421.531	Explanation	90
421.532	Duration and Termination	91
421.533	Step Increases	91
421.6	Changes in Compensation Following Review or Audit	91
421.7	Rate Schedule Summary and References	91
421.8	Calculation Methods	92
421.81	Exhibit 421.81, Higher Level Pay	92

421.82 Exhibit 421.82, Promotional Increases	92
422 Salary Schedules Covered by Specific Agreements	94
422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules	94
422.11 Salary System	94
422.111 Salary Schedules	94
422.112 Basis of Rates	95
422.113 Cost-of-Living Adjustment	95
422.114 Setting Wages	95
422.115 Employee Classifications	95
422.12 Change Action Pay Rules	95
422.121 Career Appointment	95
422.122 Additional Appointment	96
422.123 Promotion Rules	96
422.124 Reassignment Rules	107
422.125 Reductions in Grade	108
422.13 Step Increases	110
422.131 Eligibility Requirements	110
422.132 Creditable Service	113
422.133 Leave Without Pay	113
422.134 Simultaneous Personnel Actions	114
422.14 Higher Level Assignments	114
422.141 Definitions	114
422.142 Written Management Order	115
422.143 Rate of Pay	115
422.144 Adjustments and Increases	116
422.145 Benefits	116
422.15 Dual (Multiple) Employment	116
422.151 Explanation	116
422.152 Salary Determination	116
422.153 Documentation	116
422.154 Step Increases	117
422.155 Leave	117
422.156 Reassignment	117
422.157 Promotion	117
422.16 Change From Rural Carrier Schedules	117
422.2 City Carrier Schedule	117
422.21 Salary System	118
422.211 Salary Schedule	118
422.212 Basis of Rates	118
422.213 Cost-of-Living Adjustments	118
422.214 Setting Wages	118
422.215 Employee Classifications	118
422.22 Change Action Pay Rules	118
422.221 Career Appointment	118
422.222 Additional Appointment	118
422.223 Promotion Rules	118
422.224 Reassignment Rules	120

Contents

422.225	Reductions in Grade	120
422.23	Step Increases	122
422.231	Eligibility Requirements	122
422.232	Creditable Service	122
422.233	Leave Without Pay	122
422.234	Simultaneous Personnel Actions	122
422.24	Higher Level Assignments	122
422.241	Definitions	122
422.242	Written Management Order	122
422.243	Rate of Pay	122
422.244	Adjustments and Increases	122
422.245	Benefits	122
422.25	Dual (Multiple) Employment	122
422.26	Change From Rural Carrier Schedules	122
422.3	Mail Handlers Schedule	122
422.31	Salary System	122
422.311	Salary Schedule	122
422.312	Basis of Rates	122
422.313	Cost-of-Living	122
422.314	Setting Wages	122
422.315	Employee Classifications	123
422.32	Change Action Pay Rules	123
422.321	Career Appointment	123
422.322	Additional Appointment	123
422.323	Promotion Rules	123
422.324	Reassignment Rules	124
422.325	Reductions in Grade	124
422.33	Step Increases	126
422.331	Eligibility Requirements	126
422.332	Creditable Service	126
422.333	Leave Without Pay	126
422.334	Simultaneous Personnel Actions	126
422.34	Higher Level Assignments	126
422.341	Definitions	126
422.342	Written Management Order	127
422.343	Rate of Pay	127
422.344	Adjustments and Increases	127
422.345	Benefits	127
422.35	Dual (Multiple) Employment	127
422.36	Change From Rural Carrier Schedules	127
422.4	Rural Carrier Schedules	127
422.41	Salary System	127
422.411	Salary Schedules	127
422.412	Basis of Rates	127
422.413	Cost-of-Living Adjustment	127
422.414	Setting Wages	127
422.415	Employee Classifications	127

422.42	Change Action Pay Rules	128
422.421	Career Appointment	128
422.422	Promotion Rules	128
422.423	Transfer to Rural Carrier	129
422.424	Waiting Period for Step Increases	129
422.425	Adjusting Pay for Route Change	129
422.43	Step Increases	130
422.431	Eligibility and Procedure	130
422.432	Adjustment in Route Classification	130
422.44	Higher Level Pay	130
422.45	Dual (Multiple) Employment	130
422.451	Explanation	130
422.452	Salary Determination	130
422.453	Documentation	130
422.454	Step Increases	130
422.455	Leave	130
422.456	Reassignment	130
422.457	Promotion	130
422.5	Postal Nurses Schedule	131
422.51	Salary System	131
422.511	Salary Schedule	131
422.512	Basis of Rates	131
422.513	Cost-of-Living Adjustment	131
422.514	Setting Wages	131
422.515	Employee Classifications	131
422.52	Change Action Pay Rules	131
422.521	Career Appointment	131
422.522	Additional Appointment	131
422.523	Promotion Rules	131
422.524	Reassignment Rules	133
422.525	Reduction in Grade	133
422.53	Step Increases	133
422.531	Eligibility and Procedure	133
422.532	Creditable Service	135
422.533	Leave Without Pay	135
422.534	Simultaneous Personnel Actions	135
422.54	Higher Level Assignments	135
422.541	Definitions	135
422.542	Written Management Order	135
422.543	Rate of Pay	135
422.544	Adjustments and Increases	135
422.545	Benefits	135
422.55	Dual (Multiple) Employment	135
422.56	Change From Rural Carrier Schedules	135
422.6	Information Technology/Accounting Service Centers Schedule	136
422.61	Salary System	136
422.611	Salary Schedule	136
422.612	Part-time Employees	136

Contents

422.613	Cost-of-Living Adjustment	136
422.614	Employee Classifications	136
422.62	Change Action Pay Rules	136
422.621	Career Appointment	136
422.622	Promotion Rules	136
422.623	Reassignment Rules	138
422.624	Demotion	138
422.625	Voluntary Reduction	138
422.626	Management Action Reduction	138
422.63	Step Increases	138
422.631	Eligibility Requirements	138
422.632	Creditable Service	138
422.633	Leave Without Pay	139
422.634	Simultaneous Personnel Actions	139
422.64	Higher Level Assignments	139
422.65	Dual (Multiple) Employment	139
422.66	[Reserved].	139
422.67	Change From Rural Carrier Schedules.	139
422.7	Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA	139
422.71	Salary System.	139
422.711	Salary Schedule	139
422.712	Basis of Rates.	139
422.713	Cost-of-Living Adjustment	139
422.714	Determination of Salaries	139
422.715	Employee Classifications	139
422.72	Change Action Pay Rules.	139
422.721	Career Appointment	139
422.722	Additional Appointment	140
422.723	Promotion Rules	140
422.724	Reassignment Rules.	141
422.725	Demotion	141
422.726	Voluntary Reduction	141
422.727	Management Action Reduction	141
422.73	Step Increases	142
422.731	Eligibility Requirements	142
422.732	Creditable Service	142
422.733	Leave Without Pay	142
422.734	Simultaneous Personnel Actions	142
422.74	Higher Level Assignments	142
422.741	Definitions	142
422.742	Written Management Order	142
422.743	Rate of Pay	142
422.744	Adjustments and Increases	142
422.745	Benefits.	142
422.75	Dual (Multiple) Employment	142
422.76	Change From Rural Carrier Schedules.	142

422.8	Postal Police Officers Schedule	142
422.81	Salary System	142
422.811	Salary Schedule	142
422.812	Basis of Rates	142
422.813	Cost-of-Living Adjustment	142
422.814	Setting Wages	142
422.815	Employee Classifications	143
422.82	Change Action Pay Rules	143
422.821	Career Appointment	143
422.822	Additional Appointment	143
422.823	Promotion Rules	143
422.824	Reassignment Rules	144
422.825	Reduction in Grade	144
422.83	Step Increases	144
422.831	Eligibility and Procedure	144
422.832	Creditable Service	146
422.833	Leave Without Pay	146
422.834	Simultaneous Personnel Actions	147
422.84	Higher Level Assignments	147
422.841	Definitions	147
422.842	Written Management Order	147
422.843	Rate of Pay	147
422.844	Adjustments and Increases	147
422.845	Benefits	147
422.85	Dual (Multiple) Employment	147
422.86	Change From Rural Carrier Schedules	147
422.9	Tool and Die Shop Schedule	147
422.91	Salary System	147
422.911	Salary Schedule	147
422.912	Basis of Rates	147
422.913	Cost-of-Living Adjustment	147
422.914	Setting Wages	147
422.915	Employee Classifications	147
422.92	Change Action Pay Rules	148
422.921	Career Appointment	148
422.922	Additional Appointment	148
422.923	Promotion Rules	148
422.924	Reassignment Rules	149
422.925	Reduction in Grade	149
422.93	Step Increase	149
422.94	Temporary Assignments	149
422.941	Lower Level Assignments	149
422.942	Higher Level Assignments	149
422.95	Dual (Multiple) Employment	149
422.96	Change From Rural Carrier Schedule	149
430	Basic and Special Pay Provisions	150
431	Scope	150

Contents

432	General Definitions and Provisions	150
432.1	Employee Classifications.	150
432.11	Regular Work Force	150
432.111	Bargaining Unit Employees	150
432.112	Nonbargaining Unit Employees	151
432.12	Supplemental Work Force	151
432.13	Transitional Work Force	151
432.2	Rates of Pay	152
432.21	Basic Rate	152
432.22	Regular Rate.	152
432.23	Rounding of Rates	152
432.3	Work Schedules and Overtime Limits	153
432.31	Basic Work Week	153
432.32	Maximum Hours Allowed	153
432.33	Mealtime.	153
432.34	Postmasters	153
432.4	Service Periods	153
432.41	Pay Period	153
432.42	Service Week	153
432.43	Service Day	153
432.44	FLSA Workweek.	154
432.45	Work Assignments	154
432.46	Five-Minute Leeway Rule.	154
432.461	Explanation.	154
432.462	Applicability	154
432.463	Adjustment	155
432.464	Special Cases.	155
432.465	Exception	155
432.5	Work Credit	155
432.51	FLSA-Exempt Postmasters	155
432.52	Full-time and Part-time Employees	155
432.53	City Letter Carriers (7:01 Rule).	156
432.54	Rural Carriers	156
432.6	Guaranteed Time.	156
432.61	Explanation.	156
432.62	Eligibility	156
432.63	Pay Computation	157
432.7	Time Worked	158
432.71	Control	158
432.711	Disallowed Time	158
432.712	Allowed Time	158
432.72	Medical Release Time	159
432.8	Compensation Due Deceased Employee	159
432.81	Definition.	159

432.82	Recipient of Unpaid Compensation or Money Due	159
432.821	Order	159
432.822	Missing Beneficiaries	160
433	Straight Time Pay	160
433.1	Definition	160
433.2	Full-time Employees	160
433.3	Part-time Employees	160
433.4	Casual and Temporary Employees	160
433.5	Reemployed Annuitant	160
433.6	EAS A–E Postmasters	161
434	Overtime and Premium Pay	161
434.1	Overtime	161
434.11	General	161
434.12	Definitions	161
434.13	Types of Compensation	162
434.131	Postal Overtime	162
434.132	FLSA Overtime	162
434.133	Penalty Overtime	162
434.134	FLSA Exempt EAS Additional Pay	162
434.14	Eligibility and Coverage	162
434.141	Eligible for Overtime Pay	162
434.142	Assignment of FLSA-Exempt and Nonexempt Work	165
434.143	Eligible for FLSA-Exempt EAS Additional Pay	165
434.2	Night Differential	165
434.21	Policy	165
434.22	Eligibility	166
434.221	Eligibility for Night Differential	166
434.222	Exempt Employees	166
434.23	Pay Computation	167
434.3	Sunday Premium	167
434.31	Policy	167
434.32	Eligibility	167
434.33	Leave	168
434.34	Pay Computation	168
434.4	Holiday Leave Pay	169
434.41	Policy	169
434.411	Holidays Observed	169
434.412	Application	169
434.42	Eligibility	170
434.421	Eligibility for Holiday Leave Pay	170
434.422	Eligibility for Annual Leave in Lieu of Holiday Leave Pay	170
434.43	Pay Computation for Holiday Leave Pay	171
434.5	Holiday-Worked Pay	171
434.51	Policy	171
434.52	Eligibility	171

Contents

434.53	Pay Computation	172
434.6	Out-of-Schedule Premium.	173
434.61	Policy	173
434.611	General	173
434.612	Timely Notice	173
434.613	Application	174
434.614	Examples	174
434.62	Eligibility	175
434.621	Eligibility for Out-of-Schedule Premium	175
434.622	Exceptions	175
434.63	Pay Computation	176
434.7	Nonbargaining Rescheduling Premium	176
434.71	Policy	176
434.72	Eligibility	176
434.73	Pay Computation	176
434.8	Pyramiding of Premiums	177
435	Severance Pay	178
435.1	Eligibility and Qualifying Job Offer.	178
435.11	Eligibility	178
435.12	Qualifying Job Offer	178
435.2	Computing Severance Fund	179
435.21	Limitation	179
435.22	Creditable Service	179
435.23	Paid Allowances	179
435.24	Allowance to Age Over Forty	180
435.3	Pay Rate and Duration.	180
435.31	PS Form 50 Information	180
435.32	Amount and Intervals	180
435.4	Effect of Reemployment	180
435.41	Permanent Employment.	180
435.42	Temporary Employment	180
436	Back Pay	180
436.1	Corrective Entitlement	181
436.2	Limitations	181
436.3	Corrective Action	182
436.4	Documents in Support of Claim	182
436.41	Statements by Local Official.	182
436.42	Statements by Employee	183
436.5	Life Insurance Coverage	184
436.6	Erroneous Separation for Retirement	186
436.61	Explanation.	186
436.62	Corrective Action	186
436.7	Interest on Back Pay	186
436.71	Purpose	186

436.72	Availability of Interest	186
436.73	Determination of Rate of Interest	187
436.74	Responsibility	190
437	Waiver of Claims for Erroneous Payment of Pay	190
437.1	Purpose	190
437.2	Definitions	190
437.3	Submission of Request	190
437.31	Expiration Date	190
437.32	PS Form 3074.	190
437.4	Review by Installation Head	191
437.5	Review by Human Resources	191
437.6	Action by Eagan Accounting Service Center.	192
437.7	Appeal of Disallowed Request.	192
437.71	Appeal Procedure.	192
437.72	Final Decision	192
438	Pay During Travel or Training	192
438.1	Pay During Travel	192
438.11	Definitions.	192
438.12	Commuting To and From Work	192
438.121	Regular Commuting	192
438.122	Commuting to a Different Worksite	193
438.123	Commuting With a Break in Duty Status	193
438.13	Types of Compensable Travel Time.	193
438.131	General	193
438.132	Travel From Job Site to Job Site	193
438.133	One-Day Assignment Outside the Local Commuting Area	194
438.134	Travel Away From Home Overnight	194
438.14	Special Travel Provisions	195
438.141	Use of Private Automobile for Personal Convenience	195
438.142	Required Use of an Automobile	195
438.143	Work Performed While Traveling	195
438.15	Compensation Provisions.	195
438.16	Effect on Other Travel Reimbursement	196
438.2	Pay During Training	196
438.21	General	196
438.22	Specific Rules on Compensation for Training Time	196
438.221	General	196
438.222	Training During Established Hours of Service	196
438.223	Training Outside Established Hours of Service	197
438.23	Special Training Provisions	197
438.24	Compensation Provisions.	197
439	Territorial Cost-of-Living Allowance	198
439.1	Eligibility and Pay Factors	198
439.11	Eligibility	198
439.12	Pay Factors	198

Contents

439.2 Allowance Categories	198
440 Fair Labor Standards Act Administration	199
441 Overview	199
441.1 Federal Statute	199
441.2 Enforcement	199
441.3 FLSA Poster.	199
442 Equal Pay Provisions.	199
442.1 Sex Discrimination Policy	199
442.2 Justified Wage Differentials.	199
442.3 Labor Organization Intervention	199
443 Overtime Pay.	200
443.1 Overtime Requirement.	200
443.2 Explanation of Terms.	200
443.21 Regular Rate.	200
443.211 Definitions.	200
443.212 Inclusions	200
443.213 Exclusions.	200
443.214 Exclusions Not Creditable	201
443.215 Dual Employment Rate.	201
443.22 Actual Work	201
443.221 Definition.	201
443.222 Exclusions.	201
443.223 Unauthorized Time	201
443.23 FLSA Workweek.	201
443.231 Explanation.	201
443.232 Permanent Change.	202
443.233 Full-time Employees.	202
443.234 Part-time Employees	202
443.3 Exemptions	203
443.31 Policy	203
443.311 General	203
443.312 Postal Service Administration.	203
444 Rural Letter Carrier Compensation	203
444.1 Regular Rural Carriers	203
444.11 Guaranteed Annual Wage	203
444.12 Base Rate of Pay	204
444.2 Other Rural Carriers.	204
445 Compliance Investigations	204
445.1 DOL On-site Visit.	204
445.2 DOL Findings.	204
445.3 Postal Service Actions.	204
450 Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset	205
451 General	205
451.1 Scope	205
451.2 Issues Not Covered in the Subchapter	205

451.3	Representation	206
451.4	Salary Offsets From Other Federal Employees	206
451.5	Definitions	206
451.6	Time Computation	207
451.7	Effect of Waiver Request	207
451.8	Service of Notice and Delivery of Records	207
452	Procedures Governing Administrative Salary Offsets	207
452.1	Determination and Collection of Debt	207
452.11	Establishment of Accounts Receivable	207
452.12	Collection by Postmaster or Installation Head	208
452.2	Voluntary Repayment Procedures	208
452.21	General	208
452.22	Notice to Employee	208
452.23	Employee Response to Notice	212
452.231	Request for Copies of Postal Records	212
452.232	Payment in Full	212
452.233	Consent to Salary Offsets	212
452.234	Request for Consideration of Alternative Offset Schedule	212
452.235	Request for Reconsideration of Debt	213
452.24	Action Following Reconsideration of Debt and/or Offset Schedule	214
452.241	Consideration and Response	214
452.242	Reconsideration of Debt	214
452.243	Consideration of Alternative Offset Schedule	215
452.25	Voluntary Repayment Following Reconsideration	215
452.251	Payment in Full	215
452.252	Consent to Salary Offsets	215
452.26	Failure to Resolve or Repay Debt	215
452.3	Statutory Offset Procedures	216
452.31	Authority	216
452.32	Notifying the Employee	216
452.321	Notice	216
452.322	Contents	216
452.33	Procedures Governing the Exercise of Employee Rights	224
452.331	Employee Options	224
452.332	Requests for Postal Records	224
452.333	Payment in Full	224
452.334	Consent to Salary Offsets	224
452.335	Alternative Offset Schedule	225
452.336	Debt Collection Hearing	226
452.34	Employee Failure to Respond	226
452.4	Exceptions to Procedures Found in Sections 452.2 and 452.3	227
453	Court Judgment Salary Offsets	227
453.1	Authority	227
453.2	Applicable Collection Procedures	227
453.21	Notice	227

Contents

453.22	Implementing Offsets	229
454	Multiple Offsets	229
454.1	Administrative Salary Offsets.	229
454.2	Court Judgment Salary Offsets	229
454.3	Administrative and Court Judgment Salary Offsets	229
454.4	Priority of Postal Service Indebtedness.	230
454.5	Garnishments	230
455	Action Upon Transfer or Separation	230
455.1	Withholding Funds From Amount Due	230
455.2	Transfer to Another Federal Agency	230
455.3	Collection of Debt Upon Separation	231
460	Collection of Postal Debts From Bargaining Unit Employees by Salary Offset	231
461	General	231
461.1	Scope	231
461.2	Issues Not Covered in the Subchapter	231
461.3	Definitions	231
462	Procedures Governing Administrative Salary Offsets.	232
462.1	Determination and Collection of Debt	232
462.11	Establishment of Accounts Receivable	232
462.12	Collection by Postmaster or Installation Head	232
462.2	Applicable Collection Procedures	232
462.21	Right to Grieve Letters of Demand.	232
462.22	Right to Petition for Hearing.	233
462.3	Statutory Offset Procedures	233
462.31	Authority	233
462.32	Initiation of Statutory Offset Procedure	234
462.33	Hearing Officials Under 39 CFR Part 961.	234
462.34	Limit of Right to Petition for Hearing	234
462.4	Collection of Debt	234
462.41	Stay of Collection of Debt	234
462.42	Limit on Amount of Salary Offset to Collect Debt	234
462.5	Implementing Offsets	235
463	Court Judgment Salary Offsets.	235
463.1	Authority	235
463.2	Applicable Collection Procedures	235
463.21	General	235
463.22	Notice	235
463.23	Implementing Offsets	235
464	Multiple Offsets	236
464.1	Administrative Salary Offsets.	236
464.2	Court Judgment Salary Offsets	236
464.3	Administrative and Court Judgment Salary Offsets	236
464.4	Priority of Postal Service Indebtedness.	237

464.5	Garnishments	237
465	Action Upon Transfer or Separation	237
465.1	Withholding Funds From Amount Due	237
465.2	Transfer to Another Federal Agency	237
465.3	Collection of Debt Upon Separation	238
470	Administrative Offsets for Former Postal Service Nonbargaining Unit Employees	238
471	General	238
471.1	Definitions	238
471.2	Scope	238
471.3	Authority	239
472	Federal Claims Collection Standards Adopted	239
472.1	Notice and Opportunity for Review	239
472.11	Procedures	239
472.12	Exceptions	239
472.2	Request for Review	239
472.3	Administrative Offset Programs	240
473	Collection by Administrative Wage Garnishment	240
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees	241
481	Definitions	241
482	Right to Grieve Letters of Demand	241
483	Referral and Administrative Wage Garnishment	241
483.1	Referral to Treasury	241
483.2	Collection by Administrative Wage Garnishment	241
484	Application of Administrative Offset Provisions	241
484.1	Procedures	241
484.2	Exceptions	242
485	Stay of Collection of Debt	242
490	Recognition and Awards	243
491	Overview	243
491.1	Policy and Scope	243
491.11	Scope	243
491.12	Policy	243
491.2	Management Control	244
491.3	Awards	244
491.31	Cash Awards	244
491.32	Cash Equivalent Awards	245
491.33	Noncash Tangible Awards	245
491.331	Authorized	245
491.332	Prohibited	246
491.34	Gift Certificates	246
491.4	Privacy Act Considerations	246
491.5	Presentation Ceremonies	246
491.6	Documenting Awards	247

492	Certificate of Appreciation	247
492.1	Overview	247
492.2	Purpose	247
492.3	Description.	247
492.4	Eligibility.	247
492.5	Basis	247
492.6	Responsibility	248
492.61	Headquarters and Headquarters-Related Field Units	248
492.62	Areas, Districts, and Plants	248
492.7	Approval Authority	248
492.71	Headquarters and Headquarters-Related Field Units	248
492.72	Areas	248
492.73	Field	248
492.8	Ordering Certificates	248
492.9	Presenting Awards.	249
493	Service Awards	249
493.1	Overview	249
493.2	Service Award Pin	249
493.21	Description	249
493.22	Basis.	250
493.23	Responsibility	250
493.231	Headquarters	250
493.232	Areas.	250
493.233	Districts and Plants.	250
493.234	Inspection Service	250
493.24	Providing Lists of Eligible Employees.	250
493.25	Ordering Pins and Service Award Folders	251
493.26	Preparing Letters of Appreciation	251
493.27	Presenting Awards	251
493.3	Service Award Certificates	254
493.31	Description	254
493.32	Basis.	254
493.321	Retirement	254
493.322	Death	254
493.33	Responsibility	254
493.331	Headquarters	254
493.332	Areas.	255
493.333	Districts and Plants.	255
493.34	Ordering Certificates	255
493.35	Preparing Letters of Appreciation	255
493.351	Retiring Employees.	255
493.352	Deceased Employees.	256
493.36	Presenting Awards	256
493.361	Retirement Award Certificates	256
493.362	Posthumous Award Certificates.	256

494	Informal Award	259
494.1	Overview	259
494.2	Purpose	259
494.3	Description	259
494.4	Eligibility	259
494.5	Basis	259
494.6	Approval Authority	259
494.7	Documentation	259
495	Formal Awards	260
495.1	Overview	260
495.11	Presenting Awards	261
495.2	Spot Award	261
495.21	Purpose	261
495.22	Description	261
495.23	Eligibility	261
495.24	Basis	261
495.25	Approval Authority	262
495.251	Headquarters and Headquarters-Related Field Units	262
495.252	Areas	262
495.253	Field	262
495.26	Recommending an Award	262
495.27	Evaluating and Approving the Award	262
495.28	Processing	263
495.3	Noncareer Gift Certificate	263
495.31	Purpose	263
495.32	Description	263
495.33	Eligibility	264
495.34	Basis	264
495.35	Approval Authority	264
495.351	Headquarters and Headquarters-Related Field Units	264
495.352	Areas	264
495.353	Field	264
495.36	Recommending an Award	264
495.37	Evaluating and Approving the Award	264
495.38	Processing	265
495.4	Quality Step Increase Award	265
495.41	Description	265
495.42	Eligibility	265
495.43	Basis	265
495.44	Comparisons	265
495.441	Comparison to Regular Within-Grade Increases	265
495.442	Comparison to Spot Awards	266
495.45	Approval Authority	266
495.451	Headquarters and Headquarters-Related Field Units	266

Contents

495.452	Areas, Districts, and Plants	266
495.46	Recommending an Award	267
495.47	Initiating Documentation	267
495.48	Initiating a Personnel Action	267
496	Special Awards	267
496.1	Overview	267
496.2	Team Award	268
496.21	Purpose	268
496.22	Description	268
496.23	Eligibility	269
496.24	Limits	269
496.25	Approval Authority	269
496.26	Processing	269
496.3	Vice President Award	269
496.31	Purpose	269
496.32	Description	269
496.33	Eligibility	269
496.34	Approval Authority	270
496.35	Processing	270
496.4	Postmaster General Award	270
496.41	Purpose	270
496.42	Description	270
496.43	Eligibility	270
496.44	Approval Authority	270
496.5	ELT Award	270
496.51	Purpose	270
496.52	Description	270
496.53	Eligibility	271
496.54	Approval Authority	271
496.55	Processing	271
496.6	Benjamin Franklin Award	271
496.61	Description	271
496.62	Eligibility	271
496.63	Basis	271
496.64	Approval Authority	271
497	Other Awards	271
497.1	Overview	271
497.2	Contest Award	272
497.21	Purpose	272
497.22	Description	272
497.23	Eligibility	272
497.24	Approval Authority	272
497.25	Processing	273

497.3	Safety Award	273
497.31	Purpose	273
497.32	Description	273
497.33	Eligibility	273
497.34	Approval Authority	273
497.35	Processing	273
498	Inspection Service Awards	273
498.1	Overview	273
498.2	Informal Award	274
498.21	Purpose	274
498.22	Description	274
498.23	Eligibility	274
498.24	Basis	274
498.25	Approval Authority	274
498.26	Processing	274
498.3	Non-Executive Award	274
498.31	Purpose	274
498.32	Description	274
498.33	Eligibility	274
498.34	Basis	275
498.35	Approval Authority	275
498.36	Processing	275
5	Employee Benefits	277
510	Leave	277
511	General	277
511.1	Administration Policy	277
511.2	Responsibilities	277
511.21	Postal Officials	277
511.22	Eagan Accounting Service Center	277
511.23	Postal Employees	277
511.3	Eligibility	278
511.31	Covered	278
511.32	Not Covered	278
511.4	Unscheduled Absence	278
511.41	Definition	278
511.42	Management Responsibilities	278
511.43	Employee Responsibilities	278
512	Annual Leave	278
512.1	General	278
512.11	Purpose	278
512.12	Definitions	279
512.2	Determining Annual Leave Category	279

Contents

512.21	General Policy	279
512.22	Federal Civilian Service Counted	279
512.221	Service in the Postal Service	279
512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	279
512.23	Military Service Counted	280
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	280
512.232	Service of an Employee Eligible for Military Retirement Annuity	281
512.24	Service Not Counted	285
512.3	Accrual and Crediting	285
512.31	Employee Categories	285
512.311	Full-Time Employees	285
512.312	Part-Time Employees	288
512.313	Appointees	290
512.32	Maximum Carryover	291
512.321	Maximum Carryover Amounts	291
512.322	Nonbargaining Unit to Bargaining Unit.	291
512.4	Authorizing Annual Leave	292
512.41	Requests for Annual Leave.	292
512.411	General	292
512.412	Emergencies	292
512.42	PS Form 3971 Request for or Notification of Absence	292
512.421	Purpose	292
512.422	Approval or Disapproval	293
512.423	Retention and Disposal Period	293
512.43	Insufficient Leave Balance	293
512.5	Leave Charge Information	293
512.51	Full-Time Employees	293
512.511	Minimum Unit Charge.	293
512.512	Holidays	293
512.513	Leave for Postmasters and Installation Heads	293
512.514	Rural Carriers (Regular and Substitute)	294
512.52	Part-Time Employees	294
512.521	Minimum Unit Charge.	294
512.522	Part-Time Regular	294
512.523	Part-Time Flexible	294
512.524	A-E Postmasters	294
512.53	Regular Rural Carriers	295
512.531	General	295
512.532	Saturday Absences	295
512.54	Triweekly Rural Carriers	295
512.541	Week's Absence	295
512.542	Absences Less Than a Week	295
512.543	Leave Carryover	295
512.55	Leave Replacements for Rural Carriers	295
512.551	General	295
512.552	Ninety-Day Qualifying Period	296
512.553	Lump Sum Payment	296

512.56	Auxiliary Rural Carriers	296
512.6	Vacation Planning and Special Programs	296
512.61	Bargaining Unit Employees Vacation Planning	296
512.62	Nonbargaining Unit Employees Vacation Planning	296
512.63	Annual Leave Exchange	297
512.631	General	297
512.632	Bargaining Unit Annual Leave Exchange	297
512.633	Nonbargaining Unit Annual Leave Exchange	297
512.634	Processing Annual Leave Exchange Options.	297
512.64	Annual Leave Sharing.	297
512.65	Annual Leave Credit in Lieu of Holiday Leave Pay.	297
512.7	Separation Adjustments	298
512.71	Terminal Leave Worksheet.	298
512.72	Collection for Unearned Leave.	298
512.721	Refund	298
512.722	Exception	298
512.73	Lump Sum Terminal Leave Payment	298
512.731	General	298
512.732	Entitlement Amounts	298
512.733	Separation for Military Service	299
512.734	Separation Followed by Reemployment	299
512.735	Absence of Relationship to Annuity Payment	299
512.736	Payment to Beneficiaries or Estates of Employees Who Die in Service	299
512.8	Transfers	300
512.81	Transfer Without a Break in Service.	300
512.811	From the Postal Service to a Federal Agency	300
512.812	From a Federal Agency to the Postal Service	300
512.82	Transfer With a Break in Service	300
512.9	Recrediting Annual Leave	300
512.91	Policy	300
512.92	Procedures	301
512.921	Leave Earned in Prior Service in the Postal Service.	301
512.922	Leave Earned at Another Agency.	301
512.923	Leave Buy-Back — OWCP.	301
513	Sick Leave.	301
513.1	Purpose	301
513.11	Sick Leave for Employee Incapacitation	301
513.12	Sick Leave for Dependent Care	301
513.2	Accrual and Crediting	302
513.21	Accrual Chart	302
513.22	Crediting.	302
513.221	General	302
513.222	Part-Time Employees.	302
513.223	Leave Replacements for Rural Carriers	303
513.224	Auxiliary Rural Carriers	303
513.225	Substitute Rural Carriers in Dual Appointment.	303
513.226	Leave Credit Adjustment for LWOP	303

513.3	Authorizing Sick Leave	303
513.31	Policy	303
513.311	General	303
513.312	Restriction.	303
513.32	Conditions for Authorization.	303
513.33	Requests for Sick Leave.	305
513.331	General	305
513.332	Unexpected Illness or Injury.	305
513.34	PS Form 3971, Request for or Notification of Absence	305
513.341	General	305
513.342	Approval or Disapproval.	306
513.35	Postmaster Absences	306
513.36	Sick Leave Documentation Requirements	306
513.361	Three Days or Less.	306
513.362	Over Three Days.	306
513.363	Extended Periods	306
513.364	Medical Documentation or Other Acceptable Evidence	306
513.365	Failure to Furnish Required Documentation.	307
513.37	Return to Duty	307
513.38	Performance Ability Questioned.	307
513.39	Restricted Sick Leave.	307
513.391	Reasons for Restriction	307
513.392	Notice and Listing.	307
513.393	Recision of Restriction	307
513.4	Charging Sick Leave	308
513.41	Full-Time Employees	308
513.411	General	308
513.412	Minimum Unit Charge.	308
513.413	Special Situations.	308
513.42	Part-Time Employees	309
513.421	General	309
513.422	Minimum Unit Charge.	309
513.5	Advanced Sick Leave	309
513.51	Policy	309
513.511	May Not Exceed Thirty Days	309
513.512	Medical Document Required	309
513.52	Administration	310
513.521	Installation Heads' Approval.	310
513.522	Forms Forwarded	310
513.53	Additional Sick Leave	310
513.531	Thirty-Day Maximum	310
513.532	Liquidating Advanced Sick Leave	310
513.6	Leave Charge Adjustments	310
513.61	Insufficient Sick Leave	310
513.62	Insufficient Sick and Annual Leave.	310
513.63	Disapproved Sick Leave.	310

513.64	Absence Without Leave	310
513.65	Annual Leave Changed to Sick Leave	310
513.7	Transfer or Reemployment	311
513.71	Transfer	311
513.711	Crediting	311
513.712	Recrediting	311
513.72	Reemployment	311
513.73	Reemployment — OWCP	311
513.8	Retirements or Separations	311
513.81	General	311
513.82	Retirement	311
513.821	Credit for Sick Leave	311
513.822	Disability Retirement	312
513.83	Separation by Death	312
513.9	Collection for Unearned Sick Leave	312
514	Leave Without Pay	312
514.1	Essential Features	312
514.2	Policy	313
514.21	Restriction	313
514.22	Administrative Discretion	313
514.23	Condition	313
514.24	Leave Credit Adjustment	313
514.25	Other Employment	314
514.3	Authority to Approve	314
514.31	Installation Head	314
514.32	District Managers	314
514.4	Acceptable Reasons and Instructions	314
514.5	Forms Required	316
514.51	PS Form 3971	316
514.52	PS Form 50	316
515	Absence for Family Care or Illness of Employee	316
515.1	Purpose	316
515.2	Definitions	316
515.3	Eligibility	319
515.4	Leave Requirements	319
515.41	Conditions	319
515.42	Leave Type	320
515.43	Authorized Hours	320
515.5	Notice and Documentation	320
515.51	Notice	320
515.52	Documentation	321
515.53	Particular Circumstances	321
515.531	New Son or Daughter	321
515.532	Care of Others for Medical Reasons	322

Contents

515.533	Employee Incapacitation	322
515.534	Return to Work After Employee Incapacitation	322
515.535	Qualifying Exigency	323
515.54	Additional Medical Opinions.	323
515.6	Intermittent Leave or Reduced Schedule	323
515.61	New Son or Daughter	323
515.62	Care of Others for Medical Reasons or Employee Incapacitation	323
515.63	Exigency Leave	323
515.64	Temporary Change in Duty Assignment.	324
515.65	Fair Labor Standards Act Status	324
515.7	Return to Position	324
515.8	Benefits	324
515.9	Family Leave Poster	324
516	Absences for Court-Related Service.	324
516.1	General	324
516.11	Determining Nature of Court-Related Service	324
516.12	Explanation of Terms	325
516.2	Court Leave	325
516.21	Definition.	325
516.22	Eligibility	326
516.23	Recording Court Leave.	326
516.3	Conditions Affecting Court-Related Service	326
516.31	Employee on Annual Leave	326
516.32	Combination of Court Leave and Postal Duty	326
516.33	Accommodation of Employees Called for Court Service.	327
516.4	Fees	328
516.41	General	328
516.42	Court Service Outside of Regular Working Hours or Regular Working Days	328
516.43	Holidays	328
516.44	Annual Leave or LWOP	328
516.45	Recording and Reporting of Fees	328
516.5	Official Duty	328
516.51	Definition.	328
516.52	Compensation	329
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	329
517	Paid Military Leave	329
517.1	General	329
517.11	Postal Service Support.	329
517.12	Definition.	329
517.13	Types of Duty	330
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	330
517.132	Duty Covered for Members of the D.C. National Guard.	330

517.133	Duty Not Covered	330
517.2	Eligibility	330
517.21	Eligible Employees	330
517.22	Ineligible Employees	331
517.3	Procedures	331
517.31	Approval	331
517.32	Use of Mixed Leave	331
517.33	Use of Leave Intermittently	331
517.34	Return From Duty	331
517.4	Military Leave Allowances	331
517.41	General Allowance	331
517.42	Previous Service	332
517.43	Law Enforcement Allowance	332
517.431	State or Jurisdiction Duty	332
517.432	Allowance for Federal Duty	333
517.5	Leave Charge Information	333
517.51	Pay Status Requirement	333
517.52	Minimum Units	334
517.53	Continuance of Night Differential Pay	334
517.54	Absence Beyond the General Military Leave Allowance	334
517.541	Training Periods	334
517.542	Choice of Annual Leave, Sick Leave, or LWOP	334
517.6	Conflict With Work Schedule	334
517.61	Employee Alternatives	334
517.62	Administrative Policy	334
517.621	Reassignments	334
517.622	Rescheduling	335
517.7	Records Control	335
517.71	General Paid Military Leave	335
517.72	Paid Military Leave for Law Enforcement	335
518	Holiday Leave	336
518.1	Observed Holidays	336
518.2	Holidays on Nonscheduled Workdays	336
518.21	Saturday	336
518.22	Sunday	336
518.23	Nonscheduled Workday	336
518.3	Holidays on Scheduled Workdays	336
518.4	Eligibility for Holiday Pay	336
518.5	Provisions for Rural Carriers and Substitutes	336
518.51	Rural Carriers	336
518.52	Substitute Rural Carriers	336
518.6	Provisions for Postmasters	337
519	Administrative Leave	337
519.1	Definition	337

519.2	Special Conditions	337
519.21	Acts of God	337
519.211	General	337
519.212	Authorizing Administrative Leave for Acts of God	337
519.213	Determining the Cause of Absence	337
519.214	Early Dismissal Due to Acts of God	337
519.215	Employees Prevented From Reporting	338
519.216	Employees on Annual Leave, Sick Leave, or LWOP	338
519.217	Substitute Rural Carriers and Rural Carrier Associates	338
519.22	Civil Disorders	338
519.221	Decision to Curtail or Terminate Postal Operations	338
519.222	Civil Disorder Extends Beyond Three Days	339
519.223	Early Dismissal	339
519.224	Employees Prevented From Reporting	339
519.23	Relocation	339
519.231	Policy	339
519.232	Requirements	339
519.233	Notation on PS Form 50	339
519.234	Limitations	339
519.24	Adverse Action Investigation and Decision	340
519.3	Civil Participation	340
519.31	State and Local Civil Defense Programs	340
519.311	No Charge to Leave	340
519.312	Annual or LWOP	340
519.313	Availability for Civil Defense Assignment	340
519.314	Key Role Restriction	340
519.315	Statement Requirement	340
519.32	Voting or Registering to Vote	340
519.321	Policy	340
519.322	Administrative Determination	341
519.323	Voting	341
519.324	Registration	341
519.325	Restrictions	341
519.33	Funeral Services	341
519.331	Absence of Veterans to Attend Funeral Services	341
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	342
519.4	National Day of Observance	342
519.41	General	342
519.42	Leave Granted	342
519.421	Full-Time Employees	342
519.422	Part-Time Regular Employees	343
519.423	Part-Time Flexible Employees	343
519.424	Transitional Employees	343
519.425	Employees on Paid Leave	344
519.426	Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay	344
519.427	Employees Absent Without Leave, Suspended, or Pending Removal.	344
519.428	Individuals Not Eligible for Administrative Leave	344

519.43	Leave Taken at a Future Date	344
519.5	Medical Events	345
519.51	Blood Donations	345
519.511	Policy	345
519.512	Time Allowed	345
519.513	Restrictions	345
519.514	Facility Arrangements	345
519.52	Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations	346
519.521	Policy	346
519.522	Time Limitations	346
519.53	Physical Examination for Entry Into Armed Forces	346
519.54	First-Aid Examination and Treatment for On-the-Job Injury or Illness	346
519.541	Employee on Regular Tour	346
519.542	Employee in Overtime Status	346
519.55	Day of Death	346
519.6	Special Events — Postal Service Invitation	347
519.7	Nonbargaining Unit Personal Absence	347
519.71	Definition	347
519.72	Policy	347
519.73	Limitations and Exceptions	347
519.731	Full-Day Absences	347
519.732	Partial-Day Absences	347
519.733	Directed to Work	348
519.74	Administration	348
519.741	General	348
519.742	Approval	348
519.743	Full-Day Leave	348
519.75	Management Controls	348
519.751	Responsibility	348
519.752	Administration	349
520	Health Benefits Program	349
521	Administration and Eligibility	349
521.1	General	349
521.2	Eligible Employees	349
521.3	Employees Not Eligible	350
521.4	Family Member Eligibility	351
521.41	General	351
521.411	Responsibility of Human Resources Shared Service Center	351
521.412	Family Members Eligible	351
521.42	Determining Family Membership Status of Children	352
521.421	Adopted Children	352
521.422	Stepchildren	352
521.423	Foster Children	352
521.424	Child's Temporary Absence on "Living-With" Requirement	353
521.425	Effect of Child's Marriage on Family Member Status	353
521.5	Relatives Not Eligible	353

Contents

521.6	Former Spouses	355
521.61	Eligibility Determination	355
521.611	Requirements	355
521.612	Office of Personnel Management Responsibility	355
521.613	Human Resources Shared Service Center Responsibility	356
521.62	Documentation of Eligibility	356
521.621	Eligible for Coverage	356
521.622	Ineligible for Coverage	356
521.63	Request for Reconsideration	356
521.7	Temporary Continuation of Coverage	357
521.71	Eligibility	357
521.711	Eligible for Coverage	357
521.712	Ineligible for Coverage	357
521.72	Agency Responsibilities	358
521.721	Office of Personnel Management Responsibility	358
521.722	National Finance Center Responsibility	358
521.723	Human Resources Shared Service Center's Responsibility	358
521.73	Time Limitations for Enrollment	358
521.74	Length of Coverage	359
521.75	Premiums	359
522	Health Insurance Plans Available	359
522.1	Types of Participating Plans	359
522.11	Fee-for-Service Plans with a Preferred Provider Organization	359
522.12	Fee-for-Service PPO Only Plans	360
522.13	Fee-for-Service Employee Organization Plans	360
522.14	Health Maintenance Organization and Point-of-Service Plans	360
522.15	High Deductible and Consumer-Driven Health Plans	360
522.2	Description of Participating Plans	360
523	Election Procedures	361
523.1	Initial	361
523.2	Employee Declines to Enroll	361
523.3	Late Enrollment or Change in Enrollment	361
523.31	Accepting Late Enrollment	361
523.32	Causes Beyond Employee's Control	361
523.33	Procedures for Documenting Late Enrollment	362
523.34	Effective Date of Late Enrollment	362
523.341	Belated FEHB Open Season Enrollment	362
523.342	Late Enrollment Other Than FEHB Open Season	362
523.4	Enrollment by Proxy	362
523.5	Enrollment in an Employee Organization Plan	363
523.6	Enrollment by a Former Spouse	363
523.61	Enrollment Form	363
523.62	Statement Signed by Former Spouse	363
523.63	Human Resources Shared Service Center Records on Former Spouse	364
523.631	Establishing File	364

523.632	Contents of File	364
523.633	Access to File	364
523.634	Disposition of File	365
524	Enrollment	367
524.1	Types of Enrollment	367
524.11	Self Only	367
524.12	Self and Family	367
524.2	Husband and Wife Both Eligible to Enroll	367
524.3	Dual Coverage Restriction	367
524.31	General	367
524.32	Procedures to Be Followed by the Human Resources Shared Service Center	367
524.33	Dual Enrollment Exceptions	368
524.4	Correction of Erroneous Enrollment	368
524.5	Enrollment or Change in Enrollment	369
524.51	General	369
524.52	Events Permitting	369
524.521	New Appointment	369
524.522	Change in Employment Status	369
524.523	FEHB Open Season	370
524.524	Reemployment After Break in Service of More Than 3 Days	370
524.525	Return to Duty After 365 Days in Nonpay Status	370
524.526	Return From Military Service	370
524.527	Loss of Coverage Under Federal Programs	370
524.528	Eligible for Medicare	370
524.529	Change to Self Only	370
524.53	Family Changes Affecting Enrollment	371
524.531	Change in Marital Status	371
524.532	Change in Family Status	371
524.533	Change in Spouse's Employment Status	372
524.534	Employee Loses Coverage as Family Member	372
524.535	Loss of Coverage Under Parent's Nonfederal Plan	373
524.536	Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan	373
524.54	Family Changes Not Affecting Enrollment	373
524.541	General	373
524.542	Name Change	374
524.6	Effective Date of Enrollment or Enrollment Change	374
524.61	FEHB Open Season	374
524.611	New Enrollment	374
524.612	Change of Enrollment	374
524.62	Change to Self Only	374
524.63	Change to Self and Family to Provide Coverage to Child	375
524.64	All Other Enrollments or Changes in Enrollment	375
524.7	Termination of Enrollment	375
524.71	Cancellation by Employee	375

Contents

524.72	Discontinuance of Plan or Part.	375
524.721	Because of Service Limitations	375
524.722	Because of Leave Without Pay.	376
524.73	Membership Termination in Employee Organization	376
524.74	Effective Termination Dates of Employee Enrollment	376
524.75	Effective Termination Dates of Family Member Coverage	377
524.76	Temporary Extension of Coverage.	377
524.761	For Enrolled Employee	377
524.762	For Family Member.	377
524.763	For Confined Employee or Family Member	377
524.77	Conversion Rights	377
524.771	Employee's and Family Member's Right to Convert	377
524.772	Human Resources Shared Service Center Responsibility	378
524.773	Application for Conversion	378
524.774	Late Conversion	378
524.775	Effective Date of Conversion	378
524.776	Benefits and Costs of Conversion Contract.	378
524.78	Reinstatement of Enrollment After Conversion	378
524.781	Refund of Premiums.	378
524.782	Adjustment of Difference in Benefits	379
524.8	Cost of Enrollment	379
524.81	Postal Service Contribution	379
524.82	Employee Withholding	379
524.83	Pre-Tax and After-Tax Premiums.	379
524.831	Tax Benefits	379
524.832	Career Employees	379
524.833	Certain Noncareer and Transitional Employees	380
524.834	Further Information.	380
524.84	Health Benefits Schedule.	380
524.9	Enrollments for Former Spouses.	380
524.91	Type of Enrollment	380
524.92	Effective Date of Enrollment.	380
524.921	New Enrollment	380
524.922	Change in Enrollment	381
524.93	Payment of Premiums	381
524.94	Opportunities to Change Enrollment	381
524.941	Change to Self Only	381
524.942	FEHB Open Season	381
524.943	Other Events That Permit Changes in Enrollment	381
524.95	Cancellation of Enrollment	382
524.96	Termination of Enrollment	382
524.961	Events Terminating Coverage	382
524.962	Temporary Extension of Coverage.	383
524.963	Termination Due to Failure to Pay Premiums.	383
524.964	Termination of Coverage for Family Members	383
524.965	Former Spouse Responsibility	383
524.966	National Finance Center Responsibility	383

525	Special Circumstances Affecting Health Insurance Coverage	384
525.1	Office of Workers' Compensation Programs.	384
525.11	Requirements to Continue Enrollment	384
525.111	Employee	384
525.112	Survivor.	385
525.12	Transfer of Enrollment	385
525.121	Transfer to OWCP	385
525.122	Transfer Back to Employing Office.	385
525.13	Withholding and Contribution by OWCP	385
525.131	Effective Dates	385
525.132	Health Benefits Refund Program	385
525.14	Procedures for Continuation of Enrollment	387
525.141	Reporting to OWCP	387
525.142	Eligibility for Transfer	387
525.143	Pending OWCP's Request for Transfer	388
525.144	Employee Not Eligible to Continue.	388
525.145	OWCP Determines Not Eligible	390
525.146	On LWOP Ten Months, But Enrollment Not Transferred	390
525.147	OWCP Terminates Compensation	390
525.148	Employee Returns to Duty	390
525.149	Employee Elects Retirement	391
525.2	Employees in Nonpay Status	391
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation	391
525.22	Payment Required for Periods of Nonpay Status	391
525.221	Responsibility	391
525.222	Procedures to Be Followed by Employing Office.	391
525.223	Procedures to Be Followed by Employee	392
525.23	Employee Granted LWOP to Serve in Employee Organization	392
525.231	Policy	392
525.232	Procedures to Be Followed by Employing Office.	392
525.233	Procedures to Be Followed by Employee	393
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment.	393
525.25	Employee in Nonpay Status Pending Removal	393
525.251	Removal Upheld.	393
525.252	Restored to Duty	393
525.3	Military Service	394
525.31	Entry Into Military Service.	394
525.311	Thirty Days or Less.	394
525.312	More Than Thirty Days	394
525.32	Return From Military Service	394
525.321	Return Not in Exercise of Reemployment Rights.	394
525.322	Return in Exercise of Reemployment Rights	394
525.33	Death During Military Service.	395
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program	395
525.35	Continuous Enrollment.	395
525.4	Coverage Into Retirement	395
525.41	Employee Requirements for Continuation	395

Contents

525.42	Procedures to Be Followed by Employing Office.	396
525.421	Determining Eligibility for Continued Enrollment	396
525.422	Transferring Enrollment to OPM.	396
525.423	Reinstating Terminated Enrollments.	398
525.43	Benefits and Cost.	398
525.44	Employee Separates and Subsequently Retires	398
525.441	Terminating Enrollment.	398
525.442	Encouraging Conversion to Individual Contract.	398
525.45	Reemployed Annuitant.	399
525.451	Enrolled.	399
525.452	Nonenrolled	399
525.453	Reemployed Without Break in Service.	399
525.454	FEHB Open Season Opportunities for Reemployed Annuitant	399
525.5	Death of an Employee	400
525.51	Transfer of Enrollment to Eligible Survivor	400
525.511	Requirements	400
525.512	Procedures to Be Followed by Employing Office.	400
525.513	Benefits and Cost.	400
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant.	400
525.6	Transfer to or From Overseas Post of Duty.	401
525.7	Move Outside Service Area of a Comprehensive Plan	401
525.8	Employment Transfer	401
525.81	Within Postal Service or to Another Federal Agency	401
525.82	Outside Comprehensive Area.	402
525.83	Congressional Office	402
525.831	From Postal Service to Senate or House	402
525.832	From Senate or House to Postal Service	402
526	Self-Support Determinations.	402
526.1	Physical and Mental Incapacity Requirement	402
526.11	Incapable of Self-Support	402
526.12	Capable of Self-Support.	402
526.2	Financial Dependency	403
526.21	Dependency Requirement	403
526.22	Automatic Dependency	403
526.23	Proof of Dependency	403
526.3	Medical Requirement.	403
526.31	Authority	403
526.32	Medical Certificate	404
526.321	Submission.	404
526.322	Time Limitation.	404
526.323	Renewal	404
526.324	Failure to Renew.	404
526.325	Late Submission.	404
526.4	Medical Determinations.	404
526.5	Procedures for Notifying the Health Benefits Plan	405
526.51	Employing Office	405

526.511	Existing Enrollment	405
526.512	New Enrollment	405
526.52	Postal Data Center	405
527	Privacy Act Considerations	405
527.1	Disclosure	405
527.2	Maintenance	405
527.3	Privacy Act Requests	405
527.31	Employees	405
527.32	Former Employees	406
527.33	Retired Employees	406
528	Employee Appeals	406
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	406
528.2	Appeal of Claim Denial	406
528.21	Initial Appeal Rights	406
528.211	Request for Reconsideration	406
528.212	Health Plan Responsibility	406
528.22	Request for Office of Personnel Management Review	407
528.221	Cause for Request to Review	407
528.222	Time Limit	407
528.223	Authorization for Release of Medical Information	407
528.224	Office of Personnel Management Responsibility	407
530	Life Insurance Program	408
531	Administration and Eligibility	408
531.1	General	408
531.2	Eligible Employees	408
531.3	Exclusions	408
532	Coverage	410
532.1	Based on Pay	410
532.11	Full-Time Employees	410
532.12	Part-Time Employees	410
532.13	Employees Serving in More Than One Position	410
532.131	Part-Time Flexible	410
532.132	Others	410
532.2	Amount	411
532.21	Basic Insurance	411
532.211	Minimum	411
532.212	Maximum	411
532.213	Extra Benefit	411
532.214	Automatic Change	411
532.215	Accidental Dismemberment Provision	411
532.22	Optional Insurance	412
532.221	Option A — Standard	412
532.222	Option B — Additional	412
532.223	Option C — Family	412
533	Cost, Payment, Withholdings	413

533.1	Basic Insurance Cost	413
533.2	Optional Insurance.	413
533.21	Cost	413
533.22	Withholdings.	413
533.221	Option A — Standard	413
533.222	Option B — Additional	413
533.223	Option C — Family	414
533.224	Birthdays and Pay Periods	414
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	414
534	Special Circumstances Affecting Coverage	414
534.1	LWOP	414
534.11	Twelve-Month Maximum	414
534.12	Notice of Right of Conversion	414
534.13	Return to Duty	415
534.14	Appointment to Temporary Position	415
534.141	Coverage	415
534.142	New Twelve-Month Maximum	415
534.143	Optional Insurance Withholdings	415
534.15	Retirement Annuity Pending.	415
534.2	Service in Employee Organization.	415
534.21	Election.	415
534.211	General	415
534.212	Employee Elects to Continue	416
534.213	Employee Does Not Elect to Continue.	416
534.22	Installation Head Responsibility	416
534.221	Notify Employee of Right to Elect.	416
534.222	Set Up Reminder System	416
534.223	Contact Employee	416
534.224	Document Action	416
534.225	Copy of Election Filed	416
534.3	Employees Receiving OWCP Benefits	416
534.31	Eligibility	416
534.311	Basic Life Insurance	416
534.312	Optional Insurance	416
534.32	Termination of Insurance	417
534.33	Resumption of Insurance	417
534.34	Notice of Right of Conversion or Continuation	417
534.341	Choice	417
534.342	Cost	417
534.343	Procedures for Continuation	417
534.4	Living Benefits	418
534.5	Assignment of Life Insurance	418
534.6	Erroneous Enrollments	418
535	Actions	419
535.1	Acquiring Coverage	419
535.11	Basic Insurance	419

535.111	Newly Eligible Employees	419
535.112	Transfer Employees	419
535.113	Previous Waiver	419
535.12	Optional Insurance	419
535.121	Eligibility	419
535.122	Election/Declination Requirement	419
535.123	Effective Date	420
535.124	Belated Election	420
535.2	Waiver of Basic Insurance	420
535.21	Filing SF 2817	420
535.22	Effective Date	420
535.23	Employee Statement	420
535.24	Sample Statement	421
535.3	Declination of Optional Insurance	421
535.4	Effect of Waiver or Declination	421
535.41	Reappointment/Transfer	421
535.42	Previous Filing	421
535.421	Basic Life Insurance	421
535.422	Optional Insurance	421
535.5	Cancellation of Insurance Coverage	421
535.51	Filing SF 2817	421
535.52	Effective Date	422
535.6	Termination	422
535.61	Effective Date	422
535.611	Basic Insurance	422
535.612	Optional Insurance	422
535.62	Temporary Continued Protection for Thirty-One Days	422
535.63	Notice of Termination and of Conversion Privilege	423
535.64	Requirement for Continuous Protection	423
535.7	Conversion	423
535.71	Converted Policy	423
535.711	Purchase of Individual Policy	423
535.712	Information Source	424
535.72	Time Limits for Conversions	424
535.721	Employing Office Responsibility	424
535.722	Employee Responsibilities	424
535.73	Conversion Privilege for Family Members	424
535.8	Canceling Waivers or Declinations	424
535.81	Conditions	424
535.82	Procedures	425
535.83	Coverage After Cancellation of Waiver or Declination	425
535.831	Basic Insurance	425
535.832	Optional Insurance	425
535.9	Exceptions for Canceling a Declination of Optional Insurance	426
535.91	Life Status Changes	426

Contents

535.911	Time Limitation	426
535.912	Limitation on Coverage	426
535.913	Effective Date	426
535.914	Proof Required	426
535.92	Reinstatement Actions	426
535.921	Conditions	426
535.922	Effective Date	427
536	Retirement	427
536.1	Requirements for Continuance	427
536.11	Basic Insurance	427
536.111	Eligibility	427
536.112	Election Requirement	427
536.12	Optional Insurance	427
536.2	Cost	428
536.21	Basic Insurance	428
536.211	Premiums	428
536.212	Withholdings	428
536.22	Optional Insurance	428
536.3	Reduction After Retirement	428
536.31	Basic Insurance	428
536.311	Seventy-Five Percent Reduction	428
536.312	Fifty Percent Reduction	428
536.313	No Reduction	428
536.32	Optional Insurance	429
536.321	Option A — Standard	429
536.322	Option B — Additional and Option C — Family	429
536.4	Living Benefits	429
536.5	Assignment of Life Insurance	429
537	Reemployed Annuitants	430
537.1	Coverage	430
537.11	Terminated by Reemployment	430
537.12	Retained During Reemployment	430
537.121	Suspended	430
537.122	Continued	431
537.13	Automatic Coverage	431
537.131	Optional Withholdings	431
537.132	Additional Optional Coverage	431
537.14	Waiver and/or Declination of Coverage	431
537.141	Insurance Affected	431
537.142	Effect	431
537.143	Exception	431
537.144	Employing Office Procedures	432
537.15	Amount of Coverage	432
537.16	Termination and Conversion	432
537.161	Termination Date	432
537.162	Conversion Privilege	432

537.17	Continuance Upon Termination of Reemployment	432
537.171	Retention	432
537.172	Procedures	433
537.173	Adjustment	433
537.174	Withholdings	433
537.2	Benefits	433
537.21	Amounts/Conditions	433
537.22	Greater Amount Paid	433
537.3	Designation of Beneficiary	434
537.31	Designation in Effect	434
537.32	Change of Beneficiary	434
537.321	Employee	434
537.322	Employing Office	434
538	Beneficiaries, Benefits Payable, Claims	434
538.1	Beneficiaries	434
538.11	No Named Beneficiary	434
538.111	Order of Precedence	434
538.112	Option C — Family	435
538.113	Designating Trusts	435
538.12	Specific Designation	435
538.121	SF 2823	435
538.122	Contingent Provisions	435
538.123	Agency as Beneficiary	435
538.124	Procedures for Filing	435
538.13	Employee Informed	435
538.131	Previous Designation Invalid	435
538.132	Order of Precedence	436
538.14	Change or Cancellation	436
538.15	Automatic Cancellation	436
538.16	Retiring Employee Designations	436
538.17	Reemployed Annuitant	436
538.18	Designation While Receiving OWCP Benefits	436
538.2	Benefits Payable	436
538.21	Amount	436
538.22	Accidental Dismemberment	437
538.221	Single Accident	437
538.222	Multiple Accidents	437
538.23	Accidental Death	437
538.24	Accidental Dismemberment and Accidental Death	437
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	437
538.3	Claims	437
538.31	Death of Insured Employee	437
538.311	Contacting Persons Entitled to Benefits	437
538.312	SF 2821	437
538.32	Death of Reemployed Annuitant	438
538.321	Addressing Claims	438

Contents

538.322	SF 2821	438
538.33	Requirements for Filing	438
538.34	Forms Used	438
538.341	Death Benefits	438
538.342	Accidental Dismemberment	438
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	439
538.36	Settlement	439
539	Insurance Forms	439
539.1	Filing	439
539.11	SF 2817, Life Insurance Election (FEGLI)	439
539.12	SF 2821, Agency Certification of Insurance Status	439
539.13	SF 2823, Designation of Beneficiary	439
539.14	SF 2822, Request for Insurance	439
539.2	Privacy Act Considerations	439
539.21	Handling and Disclosing Information	439
539.22	Records Maintenance	440
539.23	Employee Retires	440
540	Injury Compensation Program	440
541	Overview	440
541.1	Background	440
541.11	Law	440
541.12	Administration	440
541.13	Coverage	440
541.131	Disability	440
541.132	Death	441
541.133	Schedule Awards	441
541.14	Privacy Act	441
541.2	Definitions	441
541.3	Forms	444
542	FECA Claim Requirements	444
542.1	Employee Claims for Injury or Illness	444
542.11	Traumatic Injury	444
542.111	Notice	444
542.112	Time Limit	444
542.12	Occupational Disease or Illness	445
542.121	Notice	445
542.122	Time Limit	445
542.13	Recurrence	445
542.131	Notice	445
542.132	Time Limit	445
542.14	Survivor Claim for Death Benefits	445
542.141	Claim	445
542.142	Time Limit	445
542.2	Evidence Required	446
542.21	General	446

542.22	Medical Reports	446
542.23	Disability	446
542.3	Penalties	446
542.31	Penalty for False Statement	446
542.32	Penalty for False Claim.	446
542.33	Penalty for Refusal to Process Claim.	446
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government.	447
543	Employee Rights	447
543.1	Waiver of Compensation Rights	447
543.2	Withdrawal of Claim.	447
543.3	Medical Care	447
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	447
543.41	Continuation of Regular Pay.	447
543.42	Sick or Annual Leave	448
544	Reporting Procedures	448
544.1	Responsibilities	448
544.11	Immediate Supervisor Responsibility	448
544.111	General	448
544.112	Traumatic Injuries	449
544.12	Control Office or Control Point Responsibility	449
544.2	Criteria and Time Limits.	449
544.21	Traumatic Injury and Occupational Disease or Illness	449
544.211	Report Criteria	449
544.212	Time Limit	449
544.22	Recurrence of Injury	450
544.221	Report Criteria	450
544.222	Time Limit	450
544.23	Death	450
544.231	Report Criteria	450
544.232	Time Limit	450
544.24	PCES Claims	450
545	Control Office or Control Point Claim Management Responsibility	450
545.1	General	450
545.11	Claim Management Relationships	450
545.12	Establishing Control Office and Control Points	451
545.2	Authorizing Examination and/or Treatment With Form CA-16	451
545.21	Traumatic Injury	451
545.22	Occupational Disease or Illness	451
545.23	Exposure to Workplace Hazards	451
545.24	Preventive Treatment	452
545.3	Return to Work Responsibility	452
545.31	Control Office or Control Point Responsibility	452
545.32	Suitable Work	452
545.33	Employee Responsibility	453

Contents

545.4	Implementing Medical Care	453
545.41	Emergency Treatment	453
545.42	Initial Medical Examination and/or Treatment	453
545.43	Postal Physician or Contract Equivalent	453
545.44	Outside Treatment in a Nonemergency Situation	453
545.45	Continuing Treatment With Postal Service or Contract Physician	454
545.5	Monitoring the Employee's Medical Care	454
545.51	Medical Report Requirements	454
545.52	Determining Return to Work Capability	455
545.53	Review of Medical Treatment	455
545.6	Fitness-for-Duty Examinations	456
545.61	General	456
545.62	Fitness-for-Duty Procedures	456
545.63	Fitness-for-Duty Results	456
545.64	Difference in Medical Opinion	456
545.7	Continuation of Pay by the Postal Service	457
545.71	General	457
545.72	Eligibility	457
545.721	Initial Disability for a Traumatic Injury	457
545.722	Recurrence of Disability	457
545.723	Exclusions	457
545.724	Employee Responsibility	457
545.73	Controversion of COP	458
545.731	Definition of Controversion	458
545.732	Controversion With COP Withheld	458
545.733	Controversion With COP Provided	458
545.74	Stopping COP	458
545.741	Circumstances for Stopping COP	458
545.742	Relation to Disciplinary Action	459
545.743	Stopping Continuation of Pay for Temporary Employees	459
545.75	Controversion Package	459
545.76	Adjudication Process	460
545.77	Controversion Denied by OWCP	460
545.78	Overpayment Determination	460
545.8	Compensation by OWCP for Disability	461
545.81	Initial Period of Compensation	461
545.811	Traumatic Injury	461
545.812	Occupational Disease or Illness	461
545.82	Subsequent Periods of Compensation	461
545.83	Waiting Period	461
545.84	Leave Buy-Back	462
545.9	Managing Extended Leave Cases	462
545.91	General	462
545.92	Deciding Appropriate Action	462
545.93	Separation — Disability	462

546	Reassignment or Reemployment of Employees Injured on Duty	463
546.1	Law	463
546.11	General	463
546.12	Disability Fully Overcome Within One Year	463
546.121	Obligation	463
546.122	Rights and Benefits	463
546.13	Disability Fully Overcome After More Than One Year	463
546.131	Obligation	463
546.132	Rights and Benefits	463
546.14	Disability Partially Overcome	463
546.141	General	463
546.142	Obligation	464
546.143	Rights and Benefits Upon Partial Recovery	465
546.144	Relocation Consideration	467
546.2	Collective Bargaining Agreements	467
546.21	Compliance	467
546.22	Contractual Considerations	467
546.221	Scope	467
546.222	Reassignment or Reemployment	467
546.23	Types of Appointments	468
546.3	Restoration Rights	468
546.4	Employee Appeal Rights	468
546.5	Retirement Considerations	468
546.6	Reassignment and Reemployment Procedures	468
546.61	OWCP Referrals	468
546.611	Work Limitation Tolerances	468
546.612	OWCP Vocational Rehabilitation Services	469
546.62	Postal Service Medical Review	469
546.621	Physical Examination	469
546.622	Special Considerations	469
546.63	Offer of Appointment	470
546.631	Evaluation	470
546.632	Interview	470
546.633	Processing Personnel Actions	470
546.64	Employee's Refusal of Job Offer	470
546.65	Management's Refusal to Reemploy	471
547	Third Party Liability	471
547.1	Purpose	471
547.2	Background	471
547.21	Requirement to Take Action	471
547.22	Penalty for Refusal	471
547.23	Postal Service Administrative Pursuit	471
547.3	Definitions and Use of Terms	472
547.4	Responsibility	472
547.5	Third Party Recovery Action	472

Contents

547.51	Traumatic Injury	472
547.52	Occupational Illness or Disease	472
547.53	Potential Third Party Injuries.	473
547.54	Investigation	473
547.55	Notification	474
547.56	OWCP Responsibility	477
547.57	Postal Service Responsibility	477
547.58	Employee Not Represented by Attorney	478
547.59	Employee Not Pursuing Third Party Action	486
547.6	Release of Information.	493
547.61	Privacy Act Protection	493
547.62	Release to Employee or Beneficiary.	493
547.621	General	493
547.622	Release to Physician	493
547.623	Limitation to Germane Information.	493
547.63	Release to Other Parties.	493
547.64	Release to Court or Other Authority.	493
547.7	Settlement of Claims	494
547.71	Employee Pursuing Collection of Damages From Third Party	494
547.72	Employee Not Pursuing Third Party Recovery	494
547.73	Disbursement of Recovered Third Party Funds	494
547.74	Settlement Verification	495
547.75	Control Point Supervisor Requirements.	495
547.76	Recovery Assistance	495
547.77	Delegation of Authority.	495
547.8	Third Party Recovery Action — Court Action	497
547.81	General	497
547.82	Compensation for Court Appearances.	497
547.83	Documentation of Court Appearances.	497
547.84	Case Preparation	497
550	Unemployment Compensation.	499
551	Overview	499
551.1	Legal Guidelines	499
551.11	Administration	499
551.12	Liability	499
551.13	Illegal Claims	499
551.2	Qualification Factors	499
551.3	Disqualification Factors	499
551.4	Information to State Employment Security Agencies	500
551.41	Information Required	500
551.42	Privacy Act Requirements	500
551.421	Authority to Disclose	500
551.422	Accountability of Disclosure.	500
552	Responsibilities	500

552.1	Headquarters	500
552.11	Functional Administration	500
552.12	Daily Administration	501
552.2	Areas	501
552.3	State Coordinators	501
552.31	Administration	501
552.32	Responsibilities	501
552.4	Installation Heads	502
552.41	Completion of PS Form 50, Notification of Personnel Action	502
552.42	Cooperation With Postal and State Authorities	502
552.5	Eagan Accounting Service Center	502
552.51	Initial Response	502
552.52	Additional Information	503
553	Explanation of Forms and Procedures	503
553.1	Postal Service Procedures	503
553.11	PS Form 50	503
553.12	SF 8, Notice to Former Employee About Unemployment Insurance	503
553.13	PS Form 6803, Wage and Separation Information (ES 931)	504
553.131	Completion	504
553.132	Incomplete Information	504
553.133	Erroneous Findings	504
553.2	State Agency Forms and Procedures	504
553.21	Form ES 931	504
553.22	Form ES 934	505
553.221	Reason for Form ES 934	505
553.222	Request for Wage Information	505
553.223	Request for Separation Information	505
553.224	Request for Wage and Separation Information	505
553.23	Form ES 936, Verification of ES 931 (PS Form 6803)	505
554	Appeals	506
554.1	State Law Requirements	506
554.2	Initial Level Appeals by Claimants	506
554.3	Initial Level Appeals by the Postal Service	506
554.31	Cause to Appeal	506
554.32	Initiation of Appeal	506
554.4	Postal Service Participation in Appeals	506
554.41	Representation	506
554.411	Preparation for Appeal	506
554.412	Appearance As a Witness	507
554.413	Appearance As an Appellant	507
554.414	Appearance As an Appellee	507
554.42	New Evidence by Claimant	507
554.43	Disclosure of Information	507
554.431	Routine	507
554.432	Medical Records	507

Contents

554.433	Inspection Service Records	508
554.434	Managing Field Counsel	508
554.5	Appeals (Second Level) to State Appellate Board	508
554.6	Postal Service Appeals to State Courts	508
560	Civil Service Retirement Program	509
561	General	509
561.1	Scope	509
561.2	Administration	509
561.3	Employees Covered	509
561.4	CSRS Offset	509
561.5	Exclusions	510
562	Creditable Service	510
562.1	General	510
562.11	Types of Service	510
562.12	Time Credit	510
562.2	Federal Civilian Service	511
562.21	General	511
562.211	Federal and District of Columbia Service	511
562.212	District of Columbia Service	511
562.213	Breaks In Service	511
562.214	Deductions Refunded	511
562.22	Service Covered by Social Security	511
562.23	Part-Time Employment	512
562.231	Part-Time Regular Employees	512
562.232	Part-Time Flexible Employees	512
562.233	Annuity Proration	512
562.24	Intermittent Service	512
562.25	Special Circumstances	513
562.251	Japanese-American Employee	513
562.252	Employee Receiving OWCP Benefits	513
562.253	Employee Restored After Erroneous Removal or Suspension	514
562.254	Employee Granted LWOP to Serve in Employee Organizations	514
562.255	Employee on Leave of Absence	515
562.3	Military Service	515
562.31	Types of Service	515
562.311	Military Groups	515
562.312	Reserve Components	515
562.313	Military Academies	516
562.314	National Guard Service	516
562.315	Military Service Prior to January 1957	516
562.316	Military Service After December 31, 1956	516
562.32	Required Conditions	516
562.33	Double Credit Not Permitted	517
562.34	Service Credit Deposit Required	517
562.341	Amount of Deposit	517
562.342	Charging Interest	517

562.35	Military Retired Pay	517
562.351	CSRS Annuity	517
562.352	Waiver of Military Retired Pay	517
562.4	Credit For Unused Sick Leave	518
562.41	Eligibility	518
562.42	Method of Computing	518
562.43	Restrictions	518
562.5	Computing Total Length of Service	518
563	Annuities — Requirements and Procedures	518
563.1	General Requirements	518
563.11	Conduct	519
563.12	Time	519
563.13	Age and Service	519
563.2	Requirements and Procedures by Type of Separation	519
563.21	Involuntary Separation	519
563.211	Additional Requirements	519
563.212	Reduced Annuity	519
563.22	Mandatory Retirement	520
563.23	Disability Retirement Requirements	520
563.231	Service	520
563.232	Total Disability	520
563.233	Conduct	520
563.3	Deferred Annuity	520
564	Types of Annuities	521
564.1	Annuity Without Survivor Benefits	521
564.2	Annuity with Survivor Benefits	521
564.21	Annuity to Current and/or Former Spouse(s)	521
564.211	General	521
564.212	Current Spouse Eligibility	521
564.213	Election of Former Spouse Annuity	521
564.214	Annuity Limitation	522
564.215	Reduction in Employee's Annuity	522
564.216	Effective Date	522
564.22	Annuity to Former Spouse Based on Court Order	522
564.221	General	522
564.222	Current Spouse Election	522
564.223	Protection of Current Spouse's Entitlement	522
564.23	Annuity to Person with Insurable Interest	523
564.231	General	523
564.232	Eligibility	523
564.233	Reduced Rate	523
564.24	Current Spouse's Consent	523
564.25	Surviving Child	523
564.3	Election of Annuity	523
564.31	Application	524
564.32	Election Changes After Retirement	524

Contents

564.321	18-Month Reelection Period.	524
564.322	Marriage Terminated	524
564.323	Marriage Terminated and Remarriage	524
564.324	Marriage After Retirement	524
565	Employee's Retirement Account.	525
565.1	Deductions from Current Earnings	525
565.2	Deposits for Prior Service	525
565.21	Employee Deposits.	525
565.211	Percentages of Basic Pay	525
565.212	Reduction for Periods of No Deposit	525
565.22	Survivor Deposits	526
565.23	Deposit/Redeposit Application.	526
565.3	Redeposits.	526
565.31	Employee Redeposits.	526
565.32	Amount of Redeposit	526
565.33	Impact on Annuity	526
565.34	Exception	527
565.35	Survivor Redeposits	527
565.36	Form Used	527
565.4	Voluntary Contributions.	527
565.41	Application	527
565.42	Restrictions.	527
565.43	Amount of Contributions	527
565.44	Amount of Additional Annuity.	528
565.45	Type of Annuity Election.	528
565.46	Withdrawal of Voluntary Contribution.	528
565.461	Conditions	528
565.462	Application	528
565.47	Death Before Retirement	528
565.5	Refund of Deductions	528
565.51	Less Than 5 Years Civilian Service.	528
565.511	Refund	528
565.512	Eligibility	528
565.513	Interest	529
565.514	Application	529
565.52	Five Years or More Civilian Service	529
565.521	Choice	529
565.522	Value.	529
565.523	Eligibility	529
565.524	Refund	529
565.525	Interest	529
565.526	Repayment	529
566	Annuity Computation	529
566.1	Effective Dates.	529
566.11	Commencement.	530

566.12	Ending	530
566.13	Employee's Work and Leave Status.....	530
566.131	Use of Annual Leave Balance.....	530
566.132	Continuing Leave Status	530
566.2	Factors Affecting Annuity Computations.....	530
566.21	Primary Factors	530
566.22	Other Factors	530
566.23	Determining Length of Service.....	531
566.24	Determining High 3-Year Period.....	531
566.241	Dates Included	531
566.242	Consecutive	531
566.243	Refunded Deductions.....	531
566.25	Determining High-3 Average Pay.....	531
566.251	Computation.....	531
566.252	Basic Pay	531
566.3	General Formula	531
566.31	Computation.....	531
566.32	Substitution	532
566.33	Guides for Applying the General Formula	532
566.34	Maximum Annuity Benefits.....	532
566.341	Eighty Percent Limitation	532
566.342	Excess Service	532
566.4	Disability Retirement	532
566.41	Guaranteed Minimum.....	532
566.411	Employee Under Age Sixty.....	533
566.412	Employee Past Age Sixty	533
566.413	Exceptions	533
566.42	Application of Guaranteed Minimum Principle.....	533
566.421	Computations.....	533
566.422	Examples Resulting From Applying Guaranteed Minimum	535
566.423	Concept	535
566.5	Reemployed Annuitants, Additional Annuity	535
566.51	Supplemental Annuity	536
566.511	Eligibility	536
566.512	Computation.....	536
566.52	Redetermination of Annuity	537
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	537
566.61	Alternative Option.....	537
566.62	Computation.....	537
566.63	Survivor Annuity	537
567	Death Benefits — Death in Service.....	538
567.1	Survivor Annuity.....	538
567.11	Conditions to Be Met by the Employee	538
567.12	Conditions to Be Met by the Current (Former) Spouse	538
567.121	Current Spouse	538
567.122	Former Spouse — Court Ordered Annuity.....	538

Contents

567.13	Conditions to Be Met by the Child	538
567.131	General	538
567.132	Child incapable of Self-Support	538
567.133	Stepchild or Illegitimate Child	539
567.14	Computation of Annuity for Survivors	539
567.141	Current and/or Former Spouse	539
567.142	Current and/or Former Spouse of a Law Enforcement Employee	539
567.143	Payment of Child's Annuity	540
567.15	Beginning Date for Survivor Annuity	540
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	540
567.17	Election of Annuity by Survivor	541
567.171	Election of Survivor Annuity or Employees' Compensation Benefits	541
567.172	Election of Survivor Annuity or Social Security Benefits	541
567.18	Election by Annuitants and Resultant Survivor Annuities	542
567.19	Deceased Annuitant Survived by Child	542
567.2	Lump-Sum Benefit	542
567.21	Conditions for Payment	542
567.22	Person(s) Entitled to Payment	542
567.221	Order of Precedence	542
567.222	Former Spouse	543
567.23	Designations of Beneficiaries	543
567.231	Employee Informed	543
567.232	Employee Reminder	543
567.3	Procedure Upon Death of an Employee or Annuitant	543
567.31	Contacting Next of Kin	543
567.32	Notifying OPM	543
567.33	Filing Death Claim Applications	543
567.331	SF 2800	543
567.332	Minor Children	544
567.333	One Application	544
567.334	SF 1153	544
567.34	Evidence	544
567.341	Required	544
567.342	Additional	544
567.343	Flag Recognition Benefit for Fallen Federal Civilian Employee	544
568	Management-Initiated Disability Retirement Procedures	544
568.1	General	544
568.11	Basis for Filing	545
568.12	Medical Examination	545
568.121	Notifying the Employee	545
568.122	Designating a Physician	545
568.123	Information Provided Examining Physician	545
568.124	Psychiatric Evaluation	545
568.125	Cost of Medical Examination	546
568.126	Management Decision	546
568.13	Filing Application	546
568.131	Employing Office Action	546

568.132	Notice to Employee	546
568.133	Notice to OPM	547
568.2	OPM Action	547
568.21	Processing by OPM	547
568.22	Decision	547
568.23	Cancellation of Retirement	547
568.24	Employee's Status Pending OPM's Decision	547
569	General Retirement Information	547
569.1	Retirement Counseling	547
569.11	Responsibility	547
569.12	Retirement Annuity Estimates	548
569.13	Group Retirement Information Programs	548
569.131	Nature of Group Programs	548
569.132	Group Program Content	548
569.14	Individual Retirement Counseling	548
569.141	Nature of Individual Counseling	548
569.142	Counseling Session Content	548
569.143	Advice to Employee	549
569.2	Retirement Forms	549
569.21	Guidelines for Processing Personnel Actions	549
569.22	Requisitioning Forms	549
569.3	Retirement Account Information	549
569.4	Information Source for Separated or Retired Employees	550
569.5	Information Source for Employees	550
569.6	Federal Income Tax	550
569.61	Taxable Annuities	550
569.62	Federal Income Tax Withholding	550
569.63	Federal Income Tax Questions	550
569.7	Privacy Act Considerations	551
569.71	General	551
569.72	OPM Records	551
569.73	Postal Service Records	551
570	Social Security and Medicare	551
571	General Information	551
571.1	Overview	551
571.2	Social Security	551
571.21	Objectives	551
571.22	Programs	552
571.3	Medicare	552
572	Coverage	552
572.1	Employees Covered	552
572.11	Social Security	552
572.12	Medicare	552
572.2	Exclusions From Social Security and Medicare	552

572.3	FERS Employees	553
573	Social Security and Medicare Contributions	553
573.1	Federal Insurance Contributions Act (FICA) Taxes	553
573.11	Employee/Employer Payments	553
573.12	Effective Percentage Rate	553
573.121	Full Coverage	553
573.122	Medicare Coverage Only	553
573.13	Base Earnings.	553
573.14	FICA Inquiries	553
573.2	Allowances Not Subject to FICA Taxes.	553
574	Quarters of Coverage	554
574.1	Social Security Quarter of Coverage	554
574.2	Federal Quarter of Coverage (Medicare)	554
574.21	CSRS Employees	554
574.22	Earned Federal Quarters of Coverage	554
574.23	Deemed (Credited) FQCs	554
574.24	Combining Earned and Deemed FQCs	554
574.25	Establishing Deemed FQCs	555
574.251	Using OPM Form 1528.	555
574.252	Using Other Evidence.	555
574.253	By Special Request	555
574.3	Insured Status	555
574.4	Coverage Requirements for Benefits.	556
575	Benefits	556
575.1	Social Security.	556
575.11	Application Required	556
575.12	Retirement Benefits	556
575.13	Disability Benefits	557
575.131	Worker Receiving Benefits	557
575.132	Dependents Receiving Benefits	557
575.14	Survivor's Benefits	557
575.2	Medicare (Hospital and Medical)	557
575.21	Coverage	557
575.22	Eligibility	558
575.221	Age Sixty-Five or Older	558
575.222	Under Age Sixty-Five	558
575.23	If an Employee Works After Age Sixty-Five	558
575.231	Same Health Benefits Offered	558
575.232	Written Explanation	559
575.233	Election in Writing.	559
575.3	Events That Can Affect Benefits	559
575.31	Social Security	559
575.32	Medicare.	559
575.4	Elimination of Retirement Windfall Benefits.	559
575.41	Purpose	559

575.42	When the Modified Benefit Formula Applies	560
575.5	Computation of Benefits	560
575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	560
575.52	Step 2 — General Computation of Primary Insurance Amount	560
575.521	Without Modified Benefit Formula	560
575.522	With Modified Benefit Formula	560
575.53	Transitional Provisions	561
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA).	561
575.541	General Formula	561
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	561
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	561
575.6	Government Pension Offset	562
575.61	Purpose	562
575.62	Exceptions	563
575.63	Amount of Offset	563
580	Federal Employees Retirement System	564
581	General	564
581.1	Scope	564
581.2	Administration	564
581.3	Employees Covered	564
581.4	Exclusions	565
581.5	Employees Covered	565
581.6	Exclusions	565
581.7	Employees Covered	565
581.8	Exclusions	566
582	Creditable Service.	566
582.1	General	566
582.11	Types of Service.	566
582.12	Specific Creditable Civilian Service	566
582.13	Time Credit.	567
582.14	Breaks in Service	567
582.2	Deductions Refunded	567
582.3	Part-Time Service	567
582.4	Employee Receiving OWCP Benefits	567
582.41	Employee on Leave Without Pay (LWOP)	567
582.42	Employee Separated	567
582.5	Employee Restored After Erroneous Removal or Suspension	568
582.51	Policy	568
582.52	Determining Retirement Credit.	568
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	568
582.7	Military Service	569

Contents

582.71	Types of Service	569
582.72	Military Service Prior to January 1, 1957	569
582.73	Military Service After December 31, 1956	569
582.74	Required Conditions	569
582.75	Double Credit Not Permitted	569
582.76	Service Credit Deposit Required	569
582.761	Amount of Deposit	569
582.762	Charging Interest	570
582.77	Military Retired Pay	570
582.78	Waiver of Military Retired Pay	570
582.781	General	570
582.782	Procedures	570
582.8	Transfers to FERS	571
583	Annuities	571
583.1	General Requirements	571
583.11	Conduct	571
583.12	Time	571
583.13	Age and Service	572
583.14	Minimum Retirement Age	572
583.15	Immediate Reduced Annuity	572
583.2	Requirements and Procedures by Types of Separations	572
583.21	Involuntary Separation	572
583.22	Mandatory Retirement	573
583.23	Disability Retirement Requirements	573
583.231	Service	573
583.232	Disability	573
583.233	Duration	573
583.3	Deferred Annuity	573
583.31	Eligibility	573
583.32	Commencement Date	574
583.33	Restriction	574
584	Types of Annuities	574
584.1	Annuity Without Survivor Benefits	574
584.2	Annuity With Survivor Benefits	574
584.21	General	574
584.22	Spouse Eligibility	574
584.221	Current Spouse Eligibility	574
584.222	Election of Annuity for Former Spouses(s)	574
584.23	Maximum Survivor Annuity	574
584.24	Reduction in Annuity	575
584.25	Effective Date	575
584.26	Annuity to Former Spouse(s) Based on a Court Order	575
584.261	General	575
584.262	Current Spouse Election	575
584.263	Protection of Current Spouse's Entitlement	575

584.27	Annuity to Person With Insurable Interest	576
584.271	General	576
584.272	Eligibility	576
584.273	Insurable Interest — Presumed	576
584.274	Insurable Interest — Other	576
584.275	Reduced Rate	576
584.276	Amount	576
584.28	Current Spouse's Consent	576
584.29	Surviving Child	577
584.3	Election of Annuity	577
584.31	Application	577
584.32	Election Coverage After Retirement	577
584.321	Eighteen-Month Reelection Period	577
584.322	Marriage Terminated	577
584.323	Marriage Terminated and Remarriage	577
584.324	Marriage After Retirement	577
585	Employee's Retirement Account	578
585.1	Deduction From Current Earnings	578
585.2	Percentages Withheld	578
585.3	Service Credit Deposit	578
585.31	General	578
585.32	Amount of Deposit	578
585.33	Reductions for Periods of No Deposit	579
585.34	Survivor Deposits	579
585.35	Deposit Applications	579
585.4	Redeposits	579
585.5	Refund of Deductions	579
585.51	Eligibility	580
585.52	Interest	580
585.53	Repayment	580
586	Annuity Computation	580
586.1	Effective Date	580
586.11	Commencement	580
586.12	Ending	580
586.13	Employee's Work and Leave Status	581
586.131	Use of Annual Leave Balance	581
586.132	Continuing Leave Status	581
586.2	Factors Affecting Annuity Computations	581
586.21	Primary Factors	581
586.22	Other Factors	581
586.23	Determining Length of Service	581
586.24	Determining High-Three-Year Period	581
586.241	Dates Included	581
586.242	Consecutive	581
586.25	Determining High-Three Average Pay Computation	582
586.251	Computation	582

586.252	Basic Pay	582
586.3	Formula	582
586.31	Basic	582
586.32	At Age Sixty-Two	582
586.33	Annuity Supplement	582
586.331	Eligibility	582
586.332	Amount	582
586.333	Reduction Based on Excess Earnings	582
586.4	Transferees to FERS	583
586.5	Disability Retirement	583
586.51	Initial Computation — Under Age Sixty-Two	583
586.511	First Year of Disability	583
586.512	Second and Succeeding Years	583
586.513	Exceptions	583
586.52	Computation — Age Sixty-Two and Over	583
586.53	Recomputation — Age Sixty-Two	583
586.6	Reemployed Annuitants — Additional Annuity	584
586.61	Salary Payable	584
586.62	Eligibility	584
586.63	Reemployed Less Than One Year	584
586.64	Reemployed One Year or More	584
586.65	Reemployed Five Years or More	584
586.7	Alternative Form of Annuity	584
586.71	Eligibility	585
586.72	Computation	585
586.73	Survivor Annuity	585
586.8	Cost-of-Living Adjustments (COLA)	585
586.81	Amount	585
586.82	Eligibility	586
586.821	Optional Retirement	586
586.822	Involuntary Separation	586
586.823	Disability	586
586.824	Law Enforcement	586
586.825	Transfers to FERS	586
587	Death Benefits — Death in Service	586
587.1	Basic Employee Death Benefit	586
587.11	General	586
587.12	Amount	586
587.13	Payment	586
587.2	Survivor Benefit — Spousal	587
587.21	General	587
587.22	Beginning and Ending Date	587
587.221	Beginning	587
587.222	Ending	587
587.223	Reinstatement	587

587.3	Refund of Contributions	587
587.31	Eligibility	587
587.32	Normal Order of Precedence	587
587.4	Former Spouse(s)	587
587.5	Child Annuities	587
587.51	Eligibility	587
587.52	Rates of Annuities	588
587.53	Beginning and Ending Dates	588
587.531	Beginning Date	588
587.532	Ending Date	588
587.54	Disabilities	588
587.6	Procedures Upon Death of an Employee	588
587.61	Contacting Next of Kin	588
587.62	Filing Death Claim Applications	589
587.63	Flag Recognition Benefits for Fallen Federal Civilian Employee	589
588	Management-Initiated Disability Retirement Procedures	589
588.1	General	589
588.2	Procedures	589
588.21	Basis for Filing	589
588.22	Notice to Employee	590
588.23	Notice to OPM	590
588.3	Processing by OPM	590
588.31	Required Documentation	590
588.32	Decision	590
588.4	Cancellation of Retirement	590
588.5	Employee's Status Pending OPM's Decision	590
589	General Retirement Information	591
589.1	Retirement Counseling	591
589.11	Responsibility	591
589.12	Retirement Annuity Estimates	591
589.13	Group Retirement Information Programs	591
589.131	Nature of Group Programs	591
589.132	Group Program Content	591
589.14	Individual Retirement Counseling	592
589.141	Nature of Individual Counseling	592
589.142	Counseling Session Content	592
589.143	Advice to Employee	592
589.2	Retirement Forms	593
589.21	Processing	593
589.22	Requisitioning Forms	593
589.3	Information Source for Separated or Retired Employees	593
589.4	Information Source for Employees	593
589.5	Federal Income Tax	593
589.51	Taxable Annuities	593

Contents

589.52	Federal Income Tax Withholding	593
589.53	Federal Income Tax Questions.	594
589.6	Privacy Act Considerations	594
589.61	General	594
589.62	OPM Records	594
589.63	Postal Service Records	594
590	Thrift Savings Plan	594
591	Overview	594
591.1	Description.	594
591.11	Administration	594
591.12	Getting Help from TSP	595
591.2	Enrollment	595
591.3	Eligibility to Contribute.	595
591.31	General	595
591.32	New Career Employees	595
591.33	Rehired Employees	595
591.34	Reemployed Annuitants	596
591.341	Eligibility	596
591.342	Enrollment.	596
591.343	Contributions	596
591.35	Transfers from Another Agency	596
591.36	Dual Appointments.	596
592	Contributions.	597
592.1	Basic Pay	597
592.2	Contribution Rates.	597
592.3	Maximum Contribution Rates	597
592.4	Automatic Contributions	597
592.41	FERS Employees	597
592.42	CSRS Employees	597
592.43	Employee Responsibilities Regarding Automatic Enrollment, Participation, and Requests for Refunds of Automatic Enrollment	597
592.5	Matching Contributions	598
592.51	FERS Employees	598
592.52	CSRS Employees	598
592.6	Vesting of Contributions	598
592.61	CSRS Employees	598
592.62	FERS Employees	598
592.7	Maximum Contribution Amount	599
592.8	Taxes	599
592.81	Traditional TSP Taxation	599
592.82	Federal Income Taxes	599
592.83	State Income Taxes	599
592.84	Roth (After-tax) TSP Taxation.	599
592.9	Insufficient Earnings	600

592.91	Employees on Leave Without Pay	600
592.92	Reduced Earnings	600
593	Investments	601
593.1	Funds Available	601
593.2	Investment Options	601
593.21	Fund Allocation	601
593.22	Changing Investments	601
593.23	Interfund Transfers	601
593.3	Participant Statements	602
593.31	Frequency	602
593.32	Contents	602
593.33	Distribution	602
594	Adjustments	602
594.1	Responsibility	602
594.2	Elections Not Processed	602
594.3	Overdeductions	602
594.31	Excess Contributions	602
594.32	Amount of Adjustment	602
594.33	Earnings	603
594.4	Underdeductions	603
594.41	Correction	603
594.42	PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions . .	603
594.43	Preparation	603
594.44	Decision	603
594.45	Disposition	603
594.451	No Return of PS Form 6886	603
594.452	No Make-up Contributions	603
594.453	Make-up Contributions	603
594.46	Processing	604
594.461	Upon Receipt of Signed Form 6886	604
594.462	Verification	604
594.463	If Insufficient Wages	604
594.464	If Insufficient Net Pay	604
594.465	Allocation	604
594.466	Terminating Make-up Contributions	604
594.467	Transfers	604
594.468	Attributable Earnings	605
594.5	Resuming and Make-up Contributions When Returning from Military Leave	605
594.51	Requirements	605
594.52	FERS Employees	605
594.53	Keeping and Reviewing Statements	605
594.6	Erroneous Retirement System	605
594.7	Back Pay Awards	606
594.71	General Rule	606
594.72	Erroneous Separation	606

Contents

594.73	Continuous Service	606
594.8	Claim Procedure	606
594.81	General Rule	606
594.82	Review of Claim	606
594.83	Postal Service Decision	606
594.84	Employee Appeal Rights	607
594.85	Final Decision	607
594.86	Time Limitation	607
595	Termination of Contributions	607
595.1	Definition	607
595.2	Submissions	607
595.3	Effective Date	607
596	Loans	608
596.1	Eligibility	608
596.2	Types of Loans	608
596.21	Residential Loans	608
596.22	General Purpose Loans	608
596.3	Applications	608
596.31	TSP-20, Thrift Savings Plan Loan Application	608
596.32	Documentation	608
596.4	Loan Repayment	608
596.41	Payroll Deductions	608
596.42	Reamortization	609
596.43	Suspending or Missing Payments	609
596.44	Prepayment	610
597	Withdrawal of Funds	610
597.1	Eligibility	610
597.2	Withdrawals upon Separation	610
597.21	Withdrawal Options	610
597.22	Mandatory Automatic Cash-out	610
597.23	Required Minimum Distribution	610
597.24	Spousal Rights	610
597.241	CSRS Participants	610
597.242	FERS Participants	611
597.3	In-Service Withdrawals	611
597.31	Type of Withdrawal	611
597.32	Application	611
597.33	Restrictions	611
597.331	Pay Period Contributions	611
597.332	Court Orders	612
597.4	Death	612
597.41	Before Separation	612
597.42	After Separation	612
597.5	Withdrawal Packages	612

597.51	HRSSC Responsibilities	612
597.511	Separations and Retirements	612
597.512	Deaths	612
597.6	Additional Information	612
597.7	Return to Federal Service	613
598	Court Orders	613
598.1	Types	613
598.2	Requirements	613
598.3	Notification	613
598.4	Effect on Withdrawal Options	614
598.5	Effect on Loans	614
598.6	Address	614
598.7	Additional Information	614
599	TSP Contact Mailing and Fax Information	614
599.1	Forms and General Correspondence	614
599.2	Loan Payments	614
599.3	Transfers or Rollovers of Funds to the TSP	614
599.4	Court Orders and Legal Process Actions	615
599.5	Death Benefits Claims	615
599.6	Federal Tax Levies and Criminal Restitution Orders	615
6	Employee Relations	617
610	Employee Services	617
611	Scope	617
612	Information Media	617
612.1	Responsibility	617
612.2	Methods	617
612.21	Official Directives	617
612.22	Unofficial Communications	617
612.23	Bulletin Boards	617
612.231	Utility and Convenience	617
612.232	Suitability	618
612.24	Employee Lockers	618
612.241	Issuance	618
612.242	Maintenance and Inspection	618
613	Credit Unions	619
613.1	Authority	619
613.2	Space Allowance	619
613.3	Employees With Credit Union Duties	619
614	Food Services	619
614.1	Policy	619
614.2	Operation	619
614.21	Responsibility	619
614.22	Management	620

Contents

614.3	Types	620
614.4	Funds	620
615	Social Recreational Program	621
615.1	Policy	621
615.2	Discrimination	621
615.3	Committees	621
615.31	Membership	621
615.32	Requirements	621
615.321	Income From Vending Operations	621
615.322	Meetings and Duties	621
615.33	Responsibilities	621
615.34	Constitution	622
615.35	Bylaws	622
615.4	Employee Social and Recreational Fund	625
615.41	Purpose	625
615.42	Source of Funds	625
615.43	Funds Excluded	625
615.44	Prohibited Activities	625
615.45	Safekeeping of Funds	626
615.451	Records	626
615.452	Single Fund	626
615.453	Balance Under \$100	626
615.454	Balance Over \$100	626
615.46	Requirements for Banking and Investment of Funds	626
615.461	One Checking Account	626
615.462	Reserve Funds	626
615.463	No Long-term Accumulation	626
615.47	Expenditures of Funds	627
615.471	General Benefit	627
615.472	Appropriate Expenditures	627
615.473	Inappropriate Expenditures	627
615.5	Records and Files	627
615.51	Ledger	627
615.52	Checkbook	627
615.53	Record of Assets	628
615.54	Supplies Inventory	628
615.55	Unpaid Obligations	628
615.56	Files	628
615.6	Reports	631
615.61	Frequency	631
615.62	Report Format	631
615.7	Audits	634
615.71	Frequency	634
615.72	Recommendation for Audit	634
615.721	Installation Head	634

615.722	District Finance Manager	634
615.73	Internal Audit	634
615.74	Independent Audit	634
615.75	Audit Requirements	634
615.76	Audit Report	635
615.761	Content	635
615.762	Distribution	635
615.77	Follow-Up Action	635
615.78	Review and Comments by District Finance Manager	635
615.79	Office of Inspector General Audit	635
615.8	Tax Status of Social and Recreational Funds	636
615.81	Exemption	636
615.82	Liability	636
616	Savings Bond Program	636
616.1	Payroll Savings Plan	636
616.2	Notification	636
616.21	Annual Savings Bond Drive	636
616.211	Organization	636
616.212	Participation	636
616.213	Supplies	636
616.22	Sustaining Program	636
616.3	Enrollment	637
616.31	Authorization for Payroll Allotment	637
616.32	Cancellation of Allotment	637
616.33	Issuance and Refunds	637
616.34	Privacy of Records	637
616.4	Reports	637
617	Combined Federal Campaign Program	637
617.1	Annual Campaign	637
617.11	Purpose	637
617.12	Authorization	638
617.2	Organization	638
617.21	Local Federal Coordinating Committee	638
617.22	Postal Service Organization	638
617.23	Loaned Executive Program	638
617.3	Solicitation	638
617.31	Participation	638
617.32	Time Frame	638
617.33	Supplies	638
617.4	Contributions	638
617.41	General	638
617.42	Authorization for Payroll Allotment	639
617.43	Cancellation of Allotment	639
617.44	Cash Payments	639

Contents

617.45	Privacy of Records	639
617.5	Reports	639
617.6	Recognition	639
617.61	Plaques	639
617.62	Certificates	639
617.7	Further Information	640
620	Contests	640
621	Scope	640
622	Objective	640
623	Responsibilities	640
623.1	Approval Authorities	640
623.2	Districts and Plants	640
623.3	Areas	640
623.31	Area Vice President	640
623.32	Area Functional Managers	641
623.4	Executive Committee Member	641
624	Establishment	641
624.1	Criteria	641
624.2	Structure	641
624.3	Contest Rules	641
625	Implementation	642
625.1	Eligibility	642
625.2	Evaluation	642
625.21	Winners	642
625.22	Ties	642
626	Types of Awards	642
626.1	Acceptable	642
626.2	Unacceptable	642
627	Limitations	642
627.1	Numbers and Types of Contests	642
627.2	Expenditures	643
627.21	District and Plant Contests	643
627.22	Area Contests	643
627.23	National Contests	643
630	Reserved	643
640	Employee Claims	643
641	Nonbargaining Unit Employees	643
641.1	Policy	643
641.2	Requirements	643
641.3	Claimants	644
641.31	Valid	644
641.32	Fraudulent	644
641.4	Compensation	644

641.41	Lost or Destroyed Property	644
641.42	Damaged Property	644
641.43	Third Party Recoveries	644
641.431	Insurance	644
641.432	Supplement	644
641.433	Refunds	644
641.5	Procedures	645
641.51	Time	645
641.52	Documentation	645
641.53	Submission and Initial Decisions	645
641.54	Disposition	645
641.55	Appeal	645
642	Bargaining Unit Employees	646
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	646
651	Disciplinary and Emergency Procedures	646
651.1	Scope	646
651.2	Representation	646
651.3	Nondisciplinary Corrective Measures	646
651.4	Emergency Placement in Off-Duty Status	646
651.5	Letters of Warning	647
651.6	Letters of Warning in Lieu of Time-Off Suspensions	647
651.61	Policy	647
651.62	Implementation	647
651.63	Notice	647
651.64	Response	648
651.65	Decision	648
651.66	Retention	648
651.7	Adverse Actions	648
651.71	Definition	648
651.72	Policy	648
651.73	Notice	648
651.74	Response	649
651.75	Decision	649
651.76	Duty Status	649
651.77	Exceptions to Thirty-Day Notice	649
652	Appeal Procedures	650
652.1	Scope	650
652.2	Appeal of Adverse Actions	650
652.21	Coverage	650
652.22	Exclusion	650
652.23	Appeal to Step 1	650
652.231	Headquarters, Headquarters Field Units, and Field Employees	650
652.232	Inspection Service Employees	650
652.233	Exceptions	651

Contents

652.24	Hearings	651
652.241	Action If No Hearing Requested	651
652.242	Action When Hearing Requested	651
652.243	Management Obligation for Witnesses	651
652.244	Workhours Compensation	652
652.245	Noninterference Rule	652
652.246	Transcript	652
652.247	Attorney Fees	652
652.25	Post Hearing	652
652.251	Hearing Officer Action	652
652.252	Step 1 Official Action	652
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions	653
652.4	Other Appealable Actions	653
652.41	Coverage	653
652.42	Step A.	653
652.43	Step B.	653
652.44	Review	654
652.5	Alternative Dispute Resolution.	654
652.51	Exceptions	654
652.52	Mediation	654
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	654
652.54	Mediation for Adverse Actions	655
660	Conduct	655
661	Statutory Provisions	655
661.1	Laws Referenced in This Manual.	655
661.2	Application to Postal Employees.	655
662	Federal Standards of Ethical Conduct	657
662.1	Publication.	657
662.11	Ethics Advice	657
662.12	Ethics Officials	657
662.2	Financial Disclosure.	657
663	Participation in Political and Community Activities.	658
663.1	Political Activities.	658
663.11	General	658
663.111	Employees Included	658
663.112	Employees Excluded	658
663.113	Nonpartisan Office	658
663.114	Employee Responsibility	658
663.115	Prohibition Against Conflict	658
663.116	Campaign While on Leave	659
663.12	Additional Prohibited Political Activities.	659
663.13	Investigation and Enforcement.	659
663.2	Community Affairs	659
663.21	General	659

663.3	Nonparticipation in Segregated Meetings	660
663.31	Prohibition Against Participation	660
663.32	Prohibition Against Sponsorship	660
663.33	Exceptions	660
664	Bribery, Undue Influence, or Coercion	660
665	Postal Service Standards of Conduct	661
665.1	General Expectations	661
665.11	Loyalty	661
665.12	Performance of Public Duties	661
665.13	Discharge of Duties	661
665.14	Reporting Violations	661
665.15	Obedience to Orders	661
665.16	Behavior and Personal Habits	661
665.17	Reporting Requirements for Sex Offenders	661
665.2	Prohibited Conduct	662
665.21	Incomplete Mail Disposition	662
665.22	Unofficial Recommendations	662
665.23	Discrimination	662
665.24	Violent and/or Threatening Behavior	662
665.25	Illegal Drug Sale, Use, or Possession	662
665.26	Intoxicating Beverages	663
665.27	Gambling	663
665.3	Cooperation in Investigations	663
665.4	Attendance	664
665.41	Requirement of Regular Attendance	664
665.42	Absence Without Permission	664
665.43	Tardiness	664
665.44	Falsification in Recording Time	664
665.5	Furnishing Address	664
665.6	Disciplinary Action	664
666	Prohibited Personnel Practices	665
666.1	Restrictions	665
666.11	Applicability of Restrictions	665
666.12	Prohibited Discrimination	665
666.13	Nepotism	665
666.14	Improper Employment and Placement Practices	665
666.15	Improper Recommendations	665
666.16	Coercion of Political Activity	666
666.17	Reprisal for Exercising Appeal Rights	666
666.18	Reprisal for Release of Information	666
666.2	Remedies	666
666.21	General	666
666.22	Equal Employment Opportunity Complaint Procedures	666

Contents

666.23	Adverse Action Appeals to the Merit Systems Protection Board.	666
666.24	Grievance Procedures	666
666.25	Nonbargaining Unit Appeals Procedures	667
666.26	Other Appeal Procedures for Prohibited Personnel Practices	667
666.3	Whistleblower Protection.	667
667	Service Matters	669
667.1	General Service Behavior	669
667.11	Compiling Directories	669
667.12	Engaging in Campaigns for Changes in Mail Service	670
667.13	Paying for Exchange of Positions	670
667.14	Manufacture of Rural Mailboxes	670
667.15	Loitering	670
667.16	Controversies With the Public	670
667.17	Obstructing the Mail	670
667.18	Giving Testimony or Campaigning for Additional Transportation Services	670
667.2	Interception of Oral or Wire Communications by Postal Employees	670
667.21	Prohibition	670
667.22	Exceptions	671
667.23	Definitions.	671
667.3	Records, Information, and Associated Processing Systems and Equipment.	671
667.31	Purpose of Controls	671
667.32	Prohibited Disclosures	671
667.321	General	671
667.322	Personal Information	671
667.323	Trade Information	672
667.33	Prohibited Uses	672
667.331	Personal Use	672
667.332	Damage	672
667.333	Bypassing Security Controls	672
667.334	Sanctions for Misuse	672
667.34	Protection Responsibilities.	672
667.35	Reporting Violations	672
668	Legal Assistance Provided by the Postal Service.	672
668.1	Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases	672
668.11	General	672
668.12	Procedure for Requesting Legal Representation by the Department of Justice	673
668.121	Employee Responsibilities	673
668.122	Installation Head or Higher Level Official Responsibilities	673
668.123	Postal Inspection Service and Office of Inspector General	674
668.124	Criteria for Granting Representation.	674
668.125	Department of Justice Representation.	674
668.2	Reimbursement of Employees for Legal Fees, Judgments, and Settlements.	674
668.21	Legal Fees	674

668.22	Judgments and Settlements	674
668.23	Criteria for Reimbursement	674
668.3	USPS Governors and Officers	674
668.31	Requests for Legal Representation	674
668.32	Legal Fees	675
668.33	Judgments and Settlements	675
669	Definitions	675
670	Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination .	676
671	Diversity Overview.	676
672	Federal Laws and Regulations, Equal Employment Opportunity, and Prohibiting Employment Discrimination	677
672.1	Laws	677
672.2	Equal Employment Opportunity Regulations.	677
673	Postal Service Policy.	678
673.1	General Information on Policies.	678
673.2	Diversity and Inclusion Statement	678
673.3	Equal Employment Opportunity Policy Statement	678
673.4	Policy on Workplace Harassment	678
673.5	Complaint Processes.	678
673.6	Accountability for Diversity and Inclusion, Equal Employment Opportunity, and Prevention of Discrimination	679
673.61	Employees	679
673.62	Management.	679
674	Organizational Responsibilities	679
674.1	Chief Human Resources Officer and Executive Vice President	679
674.2	Functional Organizations.	680
674.21	Employee Resource Management	680
674.22	Labor Relations	680
674.3	Inclusiveness and Diversity Advisory Committees	680
675	Special Emphasis Programs	680
675.1	Nature of Programs	680
675.2	Objectives	680
675.3	Additional Information	681
676	On-Site EEO Evaluations.	681
680	Participation in Supervisory and Managerial Organizations.	681
681	Participation Rights.	681
682	Postal Service Representation at Organization Gatherings	681
682.1	Explanation	681
682.2	National Conventions	682
682.3	State Conventions and Other Management Association Conferences.	682
682.31	General Policies	682
682.32	Request Channels	682
683	District Meetings for Postmasters.	682

690	Inventions and Patents	683
691	Policy	683
692	Authority	683
693	Definitions	683
694	Reporting Inventions	684
694.1	Reports	684
694.11	What to Report	684
694.12	When to Send	684
694.13	Where to Send	684
694.14	What to Send	684
694.2	Review by Supervisor	685
695	Determination of Rights in and to an Invention	685
695.1	Responsibility	685
695.2	Instruments	685
696	Appeals and Petitions	686
697	Timeliness	686
698	Correspondence	686
7	Training and Development	687
710	Overview	687
711	Policy, Goals, Objectives, and Categories	687
711.1	General Policy	687
711.11	Strategy	687
711.12	Methods	687
711.13	Responsibility	687
711.14	Reasonable Accommodation	687
711.2	Purpose and Goals	688
711.3	Objectives	688
711.4	Categories of Training and Development	688
711.41	Job Training	689
711.411	Description	689
711.412	Conditions	689
711.413	Examples	689
711.42	Self-Development Training	689
711.421	Description	689
711.422	Conditions	690
711.423	Job Relatedness	690
711.424	Examples	690
711.43	Job Experiences	690
711.431	General	690
711.432	Within Current Job Assignment	690
711.433	Outside Current Job Assignment	690
712	Training Compensation Guidelines	691
712.1	General	691

712.2	FLSA Considerations	691
712.21	Coverage	691
712.22	Scheduling	691
712.23	Disclaimer	691
712.24	Management Responsibilities	691
712.25	Employee Responsibilities	691
713	Selection	692
713.1	Equal Opportunity Policies	692
713.2	Selection Considerations	692
713.3	Assignment After Training	692
714	Training Delivery	692
714.1	General	692
714.11	Types of Training Delivery	692
714.12	Choices of Training Source	693
714.121	Considerations	693
714.122	Justification	693
714.2	Postal Training Delivery	693
714.21	Delivery Modes	693
714.22	Delivery Sources	693
714.221	Headquarters	693
714.222	Areas, Districts, and Plants	693
714.223	National Center for Employee Development	693
714.224	William F. Bolger Center for Leadership Development	694
714.225	Strategic Learning Services	694
714.3	Nonpostal Training Delivery	694
715	Postal Training Systems	694
715.1	Explanation	694
715.2	Postal Orientation	694
715.3	Craft Skills Training	694
715.4	Technical Maintenance Training	694
715.41	General	694
715.42	Subjects	695
715.43	Delivery	695
715.5	Management and Professional Training	695
715.51	General	695
715.52	Curriculum Guides and Enrollment	695
715.53	Executive Education	695
715.54	Other	695
715.6	Inspection Service Training	695
715.61	General	695
715.62	Inspectors and Special Agents	696
715.63	Postal Police Officers	696
716	Expenses	696
716.1	Travel	696

Contents

716.11	General	696
716.12	Intermediate Travel Home	696
716.121	General	696
716.122	Scheduling	696
716.123	Trip Destination	696
716.124	Spouse Traveling in Lieu of Employee	697
716.2	Facilities	697
716.3	Tuition, Fees, Books, and Supplies	697
716.4	Injury Compensation	697
717	Nonpostal Personnel Participation in Postal Training	697
720	Training and Development Responsibilities and Functions	697
721	Organizational Responsibilities and Functions	697
721.1	Headquarters	697
721.2	Areas	698
721.3	Districts	698
721.4	Supervisors and Managers	699
721.5	Employees	699
722	Postal Employee Development Centers — Organization and Operations	700
722.1	Purpose	700
722.2	PEDC Network Operating Procedures	700
722.21	Geographic Area of Responsibility	700
722.22	PEDC Reporting Relationships	700
722.23	Facilities	700
722.24	Reviews	701
730	Training Procedures	701
731	Nomination and Registration	701
732	Training Records and Reports	701
732.1	Individual Training Records	701
732.11	Training Tracking System	701
732.12	PS Form 2432, Individual Training Progress Report	701
732.13	PS Form 2548, Individual Training Record	701
732.14	eBuy Requisition	701
732.2	Training Tracking System	701
740	Non-Postal Training Policy	702
741	Background	702
741.1	Introduction	702
741.2	General Payment Policies	702
741.21	Salary Compensation and Travel Expenses	702
741.22	Other Related Expenses	702
741.23	Eligibility for the Funding of Non-Postal Training Including College or University Courses, Degree Programs, Executive Development, and Certification Programs	702
741.24	Restrictions	703
741.241	Authorization	703

741.242	Prohibited Training Vendors	703
742	General Procedures	703
742.1	Request and Approval	703
742.11	Standard Training	703
742.12	Approval Process for Individual College Courses	703
742.13	Approval Process for Academic Degree Programs	704
742.2	eBuy Approval Process	704
742.3	Payment	704
742.31	Tuition, Fees, Books, and Supplies	704
742.311	General	704
742.312	Payment to the Training Vendor	704
742.313	Reimbursement to Employees	705
742.314	Payment in Advance	705
742.32	Travel	705
742.4	Documentation	706
743	Eligibility for the Funding of Non-Postal Training, Including College or University Courses, Degree Programs, Certification Programs, and Executive Development Programs — Non-bargaining Employees	706
743.1	Roles and Responsibilities	706
743.2	Non-Postal Training Application Form	709
743.3	Minimum Grade Requirement	710
743.4	Continued Service Agreement and Certification	710
743.41	Condition for Signing	710
743.42	Period of Commitment	710
743.43	Continued Service Agreement	711
743.431	Procedure	714
743.432	Reimbursement	714
743.5	Reporting Requirements	714
744	Special Factors	714
744.1	Failure to Enroll in or Complete Approved Training	714
744.2	Double Payment	715
744.21	Policy	715
744.3	Contribution or Award	715
744.31	Conditions for Acceptance	715
744.32	Insufficient Payment of Expenses	715
750	Professional Associations	716
751	Definition	716
751.1	Purpose	716
751.2	Membership	716
751.3	Exclusions	716
752	Policy	716
753	Payment of Membership Dues or Fees	717
753.1	Individual Memberships	717
753.11	Voluntary	717

753.12	Required	717
753.2	Institutional Membership	718
753.3	Procurement of Memberships	718
753.4	Periodicals	718
754	Attendance at Meetings and Conferences	718
754.1	Authorization	718
754.2	Full or Partial Attendance	718
754.3	Leave for Other Employees	719
754.4	Selection for Attendance	719
754.5	Payment of Expenses	719
754.6	Approval of Registration Fees	719
8	Safety, Health, and Environment	721
810	Occupational Safety and Health Program	721
811	General	721
811.1	Authority	721
811.2	Principles	721
811.21	Management Commitment, Involvement, and Accountability	721
811.22	Vision Statement	721
811.23	Guiding Principles	721
811.24	Safety Philosophy	722
811.25	Voluntary Protection Programs	722
811.3	Off-site Safety	723
811.4	Records Retention and Disposition	723
811.41	Records Control Schedule	723
811.42	PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer	723
812	Management Responsibilities	723
812.1	Headquarters	723
812.11	Postmaster General and Chief Executive Officer	723
812.12	Chief Operating Officer and Executive Vice President	723
812.13	Officers	724
812.14	Vice President of Employee Resource Management	724
812.2	Area Offices	724
812.21	Vice President of Area Operations	724
812.22	Area Human Resources Managers	724
812.3	District Managers	724
812.31	District Managers	724
812.32	Installation Heads and Managers	724
812.4	Middle-Level Managers	725
812.5	Supervisors' Responsibilities	725
812.51	General	725
812.52	Observation of Work Practices	725

812.6	Safety and Health Objectives	725
813	Safety and Health Staff Responsibilities	726
813.1	Headquarters	726
813.2	Area Offices	726
813.3	Districts	726
813.31	Safety Personnel	726
813.32	Collateral Duty Facility Safety Coordinator	727
814	Employee Rights and Responsibilities	728
814.1	Rights	728
814.2	Responsibilities	728
815	Executive and Management Safety and Health Committees	729
815.1	Structure and Responsibilities	729
815.11	National Executive Safety and Health Committee	729
815.12	Area Executive Safety and Health Committee	729
815.13	District Executive Safety and Health Committees	729
815.14	Plant Executive Safety and Health Committee	730
815.15	Other Levels	730
815.2	Written Minutes	730
816	Joint Labor-Management Safety and Health Committees	730
817	Training and Education	731
817.1	Management Training and Education	731
817.11	Postmasters, Managers, and Supervisors	731
817.12	Executives and Managers	731
817.2	Safety and Health Staff Training and Education	731
817.21	Safety Specialists	731
817.22	Facility Safety Coordinators	731
817.3	Joint Labor-Management Safety and Health Committee Orientation	732
817.4	General Safety Orientation for Employees	732
817.5	Training Required by OSHA	733
817.51	Standard Curriculum	733
817.52	Special Emphasis Training Programs	733
817.53	Training in Handling Hazardous Materials	733
817.6	Refresher Training	734
817.7	Training in New or Additional Equipment and Techniques	734
817.8	OSHA Job Safety and Health Protection Posters	734
817.9	Training Records	734
818	Safety and Health Program Budgeting	735
819	Accountability for Safety and Health Performance, Compliance, and Evaluations	735
820	Reports and Investigations, Program Evaluations, and Inspections	735
821	Actions in the Event of Accident, Injury, or Illness	735
821.1	Injury, Illness, and Accident Reporting	735
821.11	Postal Service and OSHA Reporting and Recordkeeping Requirements	735
821.12	Postal Service Accident Reports	736
821.121	General Requirements for Using the Employee Health and Safety	

Subsystem	736
821.122 OSHA Requirements	736
821.123 Postal System for Accident Reporting	736
821.13 Reporting Using EHS	737
821.131 Completing the Accident Report in EHS	737
821.132 Reviewing the Accident Report	737
821.133 Making Corrections to the Accident Report	737
821.14 Maintaining Logs and Summaries	737
821.141 OSHA 300, Log of Work-Related Injuries and Illnesses	737
821.142 OSHA 300A, Summary of Work-Related Injuries and Illnesses	737
821.143 OSHA 301, Injury and Illness Incident Report	737
821.144 Retention	738
821.2 Accident Investigation	738
821.21 Responsibility	738
821.22 Method	738
821.3 Accident Analysis	738
821.31 Purpose	738
821.32 Responsibility	738
821.33 Elements	738
821.4 Privacy Act Considerations	739
822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities	739
822.1 Reporting Serious Accidents	739
822.11 General	739
822.12 Definition of “Serious Accident”	739
822.13 Reporting Requirements for Installation Heads	740
822.14 Reporting Requirements for District Managers	741
822.15 How to Complete Serious Accident Reports	741
822.2 Investigating Serious Accidents	741
822.21 OSHA Investigations	741
822.22 Postal Service Serious Accident Investigation Board	742
822.221 Mandatory Composition	742
822.222 Optional Composition	742
822.223 Board Responsibilities	742
822.224 Board Investigation Report	742
822.225 Investigation Reporting and Response Requirements	743
823 Program Evaluation	744
823.1 Purpose	744
823.2 Responsibilities	744
823.21 Headquarters	744
823.22 Areas	745
823.23 Districts	745
823.231 General	745
823.232 District and Subordinate Installations with 100 or More Work Years	745
823.233 District and Subordinate Installations with More Than 50 but Less Than 100 Work Years	745
823.234 Program Evaluations in Support of the National Performance	

Assessment	745
823.3 Program Evaluation Report	746
824 Safety and Health Inspections	746
824.1 Purpose	746
824.2 Methods	746
824.3 Types of Inspections	747
824.31 Area Oversight and Targeted Inspections	747
824.311 Oversight	747
824.312 Area Inspections	747
824.32 District and Subordinate Installations with 100 or More Work Years	747
824.321 Requirement	747
824.322 Teams	747
824.33 District and Subordinate Installations with Less Than 100 Work Years	747
824.331 Requirement	747
824.332 Teams	748
824.4 Conduct of the Inspections	748
824.41 Authority	748
824.42 Inspection Procedures	748
824.421 Opening Conference	748
824.422 Inspection Rules	749
824.423 Imminent Hazard Abatement	749
824.424 Closing Conference	749
824.425 Documentation and Reporting	749
824.426 Notification	750
824.5 Deficiency and Hazard Abatement	750
824.51 Hazard Classifications	750
824.52 Hazard Abatement Committee	750
824.53 Abatement	750
824.531 Within 20 Days	750
824.532 More Than 20 and Fewer Than 45 Days	750
824.533 More Than 45 Days	751
824.534 Changes	751
824.535 Submission of Abatement Record	751
824.54 Re-inspection and Follow-up	751
824.6 Investigating Employee Reports of Hazard, Unsafe Condition, or Practice	752
824.61 Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice	752
824.62 Availability of Form	752
824.63 Procedures and Responsibilities	752
824.631 Employee	752
824.632 Supervisor	752
824.633 Approving Official	753
824.634 Safety Personnel and Collateral Duty Facility Safety Coordinators	753
824.635 Maintenance	753
824.636 Installation Head	753
825 OSHA Inspections	754
825.1 Purpose	754

Contents

825.2	Scope	754
825.3	Authority	754
825.4	Procedures	754
825.41	Arrival of Inspectors and Verification of Credentials	754
825.42	Consent to Entry and Cooperation	754
825.43	Opening Conference	755
825.431	Initiation	755
825.432	Attendance	755
825.433	Provision of Materials	755
825.434	Outline of Scope	755
825.435	Plan of Route Sequence	755
825.44	Records Review	755
825.441	Safety Records	755
825.442	Medical Records	756
825.45	Participation	756
825.451	Management Participation during Inspections	756
825.452	Interviews of Management and Supervisory Personnel	756
825.453	Employee Participation during Inspections	757
825.46	Methods	757
825.461	Walk-Around Inspection	757
825.462	Health Sampling	757
825.47	Immediate Correction of Imminent Dangers or Other Violations	758
825.48	Closing Conference	758
825.49	Post Conference Internal Communications	758
825.5	Citations	759
825.51	Issuance and Posting	759
825.52	Abatement	759
825.53	Informal Conference	759
825.54	Citation Management and Procedure for Paying Fines	759
825.6	District File of OSHA Inspections	760
830	Motor Vehicle and Industrial Safety	760
831	Motor Vehicle Safety	760
831.1	Objective	760
831.2	Vehicle Maintenance	760
831.3	Driver Selection, Training, and Supervision	761
831.31	Driver Selection	761
831.32	Driver Training	761
831.33	Driver Supervision	761
831.331	Supervisors' Responsibilities	761
831.332	Drivers' Responsibilities	761
831.4	Accident Analysis	761
832	Powered Industrial Truck Safety	761
832.1	General	761
832.2	Objective	762
832.3	Operator Selection and Responsibilities	762

832.31	Operator Selection	762
832.32	Operators' Responsibilities	762
832.4	Supervisors' Responsibilities	762
832.5	Accident Analysis	762
833	Safety and Health in Design, Procurement, and Construction	762
833.1	Standards, Ergonomics, and Engineering	762
833.2	Supplemental Standards	763
833.3	Supplier (Contractor) Safety	763
840	Safety Awareness Programs	763
841	Program Promotion	763
841.1	Objectives	763
841.2	Local Needs	763
841.3	Media	763
842	National Safety Awards and Contests	764
842.1	Participation	764
842.2	Safe Driver Award Program	764
842.21	Recognition	764
842.22	Performance	764
842.23	Participation	764
842.24	Preventability	764
842.25	Safe Driver Award Rules	764
842.26	Privacy Act Considerations	765
843	Safety Incentive Programs	765
843.1	Concept	765
843.2	Selected Programs	765
843.3	Administration	765
843.4	Presentation Ceremonies	765
844	Seatbelt Use Incentive	765
844.1	Policy	765
844.2	Determination	766
844.3	Payment	766
850	Emergency Action Plans and Fire Prevention and Control	766
851	General Responsibilities	766
851.1	Installation Heads	766
851.2	Managers and Supervisors	767
852	Emergency Action Plan	767
852.1	Responsibility	767
852.2	Content	767
852.3	Posting	768
853	Emergency Evacuation Teams and Drills	768
853.1	Emergency Evacuation Teams	768
853.11	Organization	768
853.12	Size	768

Contents

853.13	Duties of Emergency Evacuation Teams	768
853.14	Membership	769
853.15	Training	769
853.16	Exposure	770
853.17	Special Hazards	770
853.18	Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet)	771
853.2	Drills	771
854	Fire Prevention Plan	771
854.1	Responsibility	771
854.2	Content	771
854.3	Employee Training	772
854.31	General	772
854.32	Training for the Emergency Action Plan and Fire Prevention Plan.	772
854.321	Emergency Action Plan	772
854.322	Fire Prevention Plan	772
854.323	Orientation	772
854.324	Review	772
855	Fire Inspections	773
855.1	Responsibility	773
855.2	Frequency	773
855.3	Procedures	773
855.4	Corrective Action	773
856	Alarm Systems and Extinguishers	773
856.1	Alarm Systems	773
856.2	Extinguisher	774
857	Vehicle Protection	774
858	Codes, Standards, and Ordinances	774
860	Occupational Health Services	775
861	Scope	775
861.1	Program Overview	775
861.2	Mission	775
861.3	Approach	775
862	Policies	776
862.1	General Policy	776
862.2	Occupational Health Services Facilities	776
862.21	District Administrative Office	776
862.22	District Health Services Office	776
862.23	Area Administrative Office	776
863	Staffing and Functional Responsibilities	776
863.1	General	776
863.2	Staffing	776
863.21	General	776
863.22	Qualifications	776

863.3	Administrative and Functional Responsibilities	777
863.31	National Medical Director	777
863.32	Area Medical Directors	777
863.33	Work Schedules	777
863.34	Duties	777
863.35	Occupational Health Nurse Administrators	778
863.36	Health Services Office Staff Nurses	778
864	Medical Assessments and Examinations	778
864.1	Applicant Medical Assessments and Employee Examinations	778
864.2	Determination of Suitability	779
864.3	Fitness for Duty	779
864.31	Reference	779
864.32	Purpose	779
864.33	Requesting Examination	779
864.34	Tests and Consultation	779
865	Return to Duty After Absence for Medical Reasons	779
865.1	Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences	779
865.2	Non-bargaining Unit Employees Returning After FMLA Absence	780
865.3	Documentation Required	780
865.4	Assignments	781
865.5	Fitness-for-Duty Examinations	781
866	Medical Emergencies	781
866.1	General	781
866.2	Requirement	781
866.3	Emergency Procedures	781
866.4	Posting Emergency Procedures	782
867	Rehabilitation After Work-Related Injury or Illness	782
868	General Procedures	782
868.1	Medical Provider Services	782
868.11	Special	782
868.12	Medical Surveillance and Surveys	783
868.13	Contract Medical Agreement	783
868.131	Initiating Independent Medical Agreements (IMA)	783
868.132	Certification for Payment of Invoices	783
868.133	Payment Hierarchy (Electronic Funds Transfer)	784
868.134	Payment — Non-Statement of Account Offices	784
868.14	Health Agreements	785
868.2	Malpractice	785
868.3	Preservation of Privacy	785
868.4	Medical Training	786
868.41	General	786
868.42	Continuation of Training	786
868.43	Requests for Training	786

Contents

868.5	Conflict of Interest	786
868.51	Full-time Medical Personnel	786
868.52	Part-Time and Contract Medical Personnel	786
868.53	Contract Medical Facilities and Providers	787
870	Reserved	787
880	Smoking	787
881	Definition	787
882	Policy	787
882.1	Buildings	787
882.2	Vehicles	787
890	Ergonomics Program	788
891	Scope	788
891.1	Authority	788
891.2	Purpose	788
891.3	Safety and Health Integration	788
891.4	Ergonomic Compliance Directives	788
892	Principles	788
892.1	Management Commitment, Involvement, and Accountability	788
892.2	Definitions	788
893	Program Elements	789
893.1	Management Commitment	789
893.2	Employee Involvement	789
893.3	Worksite Analysis	789
893.4	Hazard Prevention and Control	790
893.5	Training and Education	790
893.6	Program Review and Evaluation	790
894	Responsibilities	790
894.1	Headquarters	790
894.11	Chief Human Resources Officer	790
894.12	Vice President, Employee Resource Management	790
894.13	Manager, Safety and OSHA Compliance Programs	790
894.14	Manager, Ergonomics Programs	791
894.15	Ergonomic Specialists	791
894.2	Area Offices	792
894.21	Vice President, Area Operations	792
894.22	Area Executive Safety and Health Committee	792
894.23	Area Human Resources Manager	792
894.24	Area Safety Manager	792
894.25	Area Health and Resource Management and Occupational Health Services	792
894.26	Area Joint Labor Management Safety and Health Committee	792
894.3	Districts	793
894.31	District Manager	793

894.32	District Executive Safety and Health Committee	793
894.33	District Human Resources Manager	793
894.34	District Safety Manager	793
894.35	District Safety Specialist	794
894.36	District Health and Resource Manager	794
894.37	Occupational Health Services	794
894.4	Local Facilities	794
894.41	Installation Head	794
894.42	Managers and Supervisors	795
894.43	Facility Safety Coordinator	795
894.44	Employee	796
894.45	Local Joint Labor Management Safety and Health Committees	796
9	Labor Relations	797
910	Employee Organizations	797
911	Participation and Membership in Labor Organizations	797
911.1	Right to Participation	797
911.2	Right to Membership	797
911.3	Conflict of Interests	797
911.4	Postal Service Recognition	797
911.5	Employee Compensation During Negotiations	797
912	Participation and Membership in Supervisory and Managerial Organizations	798
912.1	Right to Participation	798
912.2	Right to Membership	798
920	Dues Withholding for Employee Organizations	798
921	Voluntary Withholding of Dues	798
922	Dues Collection Schedule	798
923	Eligible Organizations	799
924	Authorization for Dues Withholding	800
924.1	Authorization Forms	800
924.11	Supervisory or Managerial Organizations	800
924.12	Labor Organizations	800
924.2	Employee Eligibility	800
924.21	Employment Status Requirement	800
924.211	General	800
924.212	Exception	800
924.22	Multiple Dues Withholdings	800
924.3	Distribution of Authorization Forms	800
924.31	Function of Organization Representative	800
924.32	Limit on Time and Place	800
924.4	Submission of Completed Authorization Form	801
924.41	General	801
924.42	Exceptions	801

Contents

924.421	Postmasters	801
924.422	Rural Carriers	801
924.423	American Postal Workers Union.	801
924.5	Implementation of Dues Withholdings.	801
924.6	Certification of Amount to Be Withheld.	801
924.61	Function of Organization Representative.	801
924.62	Change by Organization.	801
924.7	Confirmation of Correct Deduction	802
924.71	Notation or Earnings Statement	802
924.72	Procedure in Case of Error.	802
925	Cancellation of Dues Withholding Authorization.	802
925.1	Voluntary Cancellations	802
925.11	Form Used	802
925.12	When Employees Can Cancel	802
925.121	General	802
925.122	Special Circumstances.	802
925.2	Discontinued Withholding	805
925.21	Separation	805
925.22	Organization Request.	805
925.3	Cancellation Notices	805
925.4	Cancellation Procedures	805
925.5	Filing Procedures.	805
925.6	Transfer or Reassignment	805
926	Coding Instructions	806
926.1	Organization Codes	806
926.2	Subdivision Codes.	806
926.3	Remote or District Locals	806
926.4	Members at Large	806
930	Work Clothes and Uniforms	806
931	Uniforms	806
931.1	Entitlement and Allowances	806
931.11	Entitlement	806
931.12	Allowances	806
931.13	Types of Clothing	806
931.2	Purpose and Scope.	807
931.21	Uniforms.	807
931.22	Work Clothes	807
931.23	Personal Appearance	807
931.24	Administration of Uniform Policy	807
931.25	Responsibility of Installation Heads	808
931.26	Responsibility of Employees	808
931.261	Appearance	808
931.262	Conforming With Regulations.	808
931.263	When to Wear Uniforms	808
931.264	Postal Service Emblem.	808

931.27	Employee Acting as Agent	809
931.28	Payment for Fabric	809
932	Uniform Requirements	809
932.1	Employees Required to Wear Uniforms and Work Clothes.	809
932.11	Regular Uniforms	809
932.12	Contract Uniforms	810
932.13	Work Clothes	810
932.14	Aprons	813
932.15	Alternative Protective Items	813
932.2	Uniforms Not Required	813
932.21	New, Part-time, and Casual Employees.	813
932.22	Ninety-Day Requirement Exemptions	813
932.3	Specifications and Quality Control Certification	813
932.31	Specifications	813
932.32	Quality Control Certification	813
933	Authorized Uniform Items and Combinations.	814
933.1	Type 1 Uniforms	814
933.11	Type 1 Items.	814
933.111	Type 1a.	814
933.112	Type 1b.	817
933.12	Type 1 Combinations	817
933.2	Type 2 Uniforms	820
933.21	Type 2 Items.	820
933.22	Type 2 Combinations	821
933.3	Type 3 Uniform Items	822
933.4	Type 4 Uniform Items	822
933.5	Type 5 Uniform Items	824
933.51	Type 5a.	824
933.52	Type 5b.	825
933.6	Type 6 Uniform Items	825
933.7	Insignia.	825
933.71	Stars	825
933.72	Other Insignia	825
933.8	Apparel Worn for Promotional Purposes.	825
933.81	Authorized Use	825
933.811	Uniformed Employees	825
933.812	Nonuniformed Employees	826
933.813	Contract Uniform or Work Clothes Program	826
933.82	Source	826
933.83	Payment	826
933.84	Exceptions	826
934	Wearing of Uniform Items	826
934.1	Uniform Headgear	826
934.11	Optional Wear.	826

Contents

934.12	Mandatory Wearing of Cap	826
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	826
934.21	Face Mask	826
934.22	Neck/Chest Protector.	827
934.23	Sweaters.	827
934.24	Outer Garments	827
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms)	827
934.31	Walking Shorts and Knee-Length Hose.	827
934.32	Summer Shirt and Tie.	827
934.4	Seasonal Changes of Uniform.	827
934.5	Employees in Nonuniform Categories.	827
934.6	Prohibitions	827
935	Uniform and Work Clothes Allowances	828
935.1	When Allowances Take Effect.	828
935.11	Anniversary Date	828
935.12	Transfers.	828
935.2	Adjustment for Certain Absences During Allowance Year	828
935.21	Absences From Uniform Category of 90 Days to 1 Year.	828
935.211	Policy	828
935.212	Suspension Instructions.	829
935.22	Absences From Uniform Category Exceeding 1 Year	829
935.23	Absences From Duty While in Uniform Category.	829
935.24	Reappointments.	829
935.25	Adjustment for Employees Who Transfer Crafts	829
935.251	Change to Another Uniform Category	829
935.252	Transfer or Separation in Excess of 1 Year	829
935.26	Notification to Employee and Accounting Service Center.	830
935.261	Determination of Eligibility	830
935.262	Change in Eligibility	830
936	Payments	830
936.1	Limitations on Payments	830
936.11	Total Yearly Payments	830
936.12	Insufficient Funds for Claims	830
936.13	Related Expenses.	830
936.14	Items Not Specified	830
936.15	Purchases Exceeding Allowances	830
936.2	Payment for Uniform Purchase After Separation of Employee	831
936.3	Approval by Installation Head	831
936.31	Inspection of Purchases.	831
936.32	Purchases Not Meeting Regulations	831
936.33	Disallowing Payments	831
936.34	Employee's Responsibility for Excesses	832
936.35	Notification of Responsibility	832
936.4	Separating Employees.	832

936.41	Conditions for Nonpayment	832
936.42	Addition to Form 337	832
936.43	Employee Submission of Invoices	832
936.5	Payment to Licensed Vendors.	832
936.51	Direct Payment.	832
936.52	Employee Reimbursement	832
936.53	Examination of Invoice	832
936.54	Evidence of Purchase.	833
936.6	Purchasing Procedures for Nurses' Program	833
936.61	Eligibility	833
936.62	Procedures	833
936.621	Standard	833
936.622	Optional	833
937	Uniform Vendors	833
937.1	Communication From Vendors	833
937.2	Access to Postal Premises	834
938	Supervisor Work Clothes Program	834
938.1	Purpose	834
938.2	Eligibility.	834
938.21	Determined by Installation Head	834
938.3	Acquisition of Work Clothing	834
938.31	Alternative Protective Items	834
938.32	Work Clothes Allowance	835
938.321	Reimbursement Limit	835
938.322	Types of Work Clothes	835
938.323	Purchases Not Authorized	835
938.324	Replacements.	835
938.4	Reimbursement Procedure	835
939	Authorized Exceptions	835
939.1	Footwear	835
939.11	Standard Specification	835
939.12	Exceptions	835
939.2	Nurses Uniforms	836
940	Employee Assistance Program.	836
941	Introduction.	836
941.1	Purpose	836
941.11	General	836
941.12	Substance Abuse, Dependence, and Other Addictions.	836
941.2	Definitions	837
941.3	Policy	838
941.31	Job Security	838
941.32	Limits to Protection	838
941.33	Confidentiality.	838
941.34	Reasonable Access	838

Contents

941.35	Scheduling	838
942	Program Elements	839
942.1	Education	839
942.2	Problem Identification, Referrals, and Evaluation	839
942.21	Patterns of Behavior and Work Performance Problems	839
942.22	Referrals to EAP	839
942.221	Management Referrals	839
942.222	Referrals From Others	839
942.223	Self-Referrals	839
942.224	EAP Response	839
942.23	Problem Evaluation	840
942.3	Recovery Counseling and Resources	840
942.31	EAP Counseling Sites	840
942.32	Residential and Community Resources	840
942.4	Follow-Up	840
942.41	Progress	840
942.42	Discontinuance of Participation	840
942.43	Return to Work	840
942.5	Program Evaluation	841
943	Reinstatement of Recovered Employees	841
943.1	Policy	841
943.11	Consideration of Request	841
943.12	Consideration of Other Factors	841
943.13	Exceptions to Consideration for Reinstatement	841
943.2	Eligibility	841
943.21	Procedures	841
943.22	Management Responsibilities	842
943.3	Compliance With Agreements	842
944	EAP Counseling Records	842
944.1	Restricted Information	842
944.2	Policy	842
944.3	Custodians of Records	842
944.31	Postal Service Providers	842
944.32	Private Providers	843
944.4	Disclosure	843
944.41	General	843
944.411	Usual Recipients	843
944.412	Limitation of Disclosure	844
944.42	Criminal Activity	844
944.421	EAP Records	844
944.422	Limitation of Confidentiality	844

Appendix — Records Control Schedules 845

Index 887

Forms Index 971