

Exhibits

Exhibit 212.2 (page 1 of 2) PS Form 820, Ranking of Position Request	23
Exhibit 212.2 (page 2 of 2) PS Form 820, Ranking of Position Request	24
Exhibit 412.12b Position Groups Eligible for Supervisory Differential Adjustment Rate	71
Exhibit 418 Equivalent Grades	81
Exhibit 421.7 Rate Schedule Summary and References	92
Exhibit 421.81 Higher Level Pay Effective November 20, 1999	92
Exhibit 421.82 Promotional Increase	93
Exhibit 422.123a Promotion Chart — PS Schedule 1 to PS Schedule 2	101
Exhibit 422.123b Promotion Chart — PS Schedule 2 to PS Schedule 2	104
Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods	111
Exhibit 422.13 (p.2) Bargaining Unit Step Increase Waiting Periods	112
Exhibit 432.62 Guaranteed Time Pay Eligibility Table	157
Exhibit 434.141a Postal Overtime Pay Eligibility Table	163
Exhibit 434.141b FLSA Overtime Pay Eligibility Table	164
Exhibit 434.141c Penalty Overtime Pay Eligibility Table	164
Exhibit 434.2 Night Differential Pay Eligibility Table	166
Exhibit 434.3 Sunday Premium Pay Eligibility Table	168
Exhibit 434.52 Holiday-Worked Pay Eligibility Table	172
Exhibit 434.614 Computing Out-of-Schedule Premium Hours	174
September 2019	ci

Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table	175
Exhibit 434.8	
Pyramiding of Premiums	177
Exhibit 436.73a	
Interest on Back Pay Decisions.	189
Exhibit 436.73b	
Interest on Back Pay Settlements.	189
Exhibit 438.13	
Eligibility for Travel Time Compensation	194
Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining.	209
Exhibit 452.22 (p. 2)	
Sample Letter of Debt Determination — Nonbargaining (Enclosure)	210
Exhibit 452.22 (p. 3)	
Sample Letter of Debt Determination — Nonbargaining (Enclosure)	211
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets.	217
Exhibit 452.322 (p. 2)	
Sample Notice of Involuntary Administrative Salary Offsets.	218
Exhibit 452.322 (p. 3)	
Sample Notice of Involuntary Administrative Salary Offsets.	219
Exhibit 452.322 (p. 4)	
Sample Notice of Involuntary Administrative Salary Offsets.	220
Exhibit 452.322 (p. 5)	
Sample Notice of Involuntary Administrative Salary Offsets.	221
Exhibit 452.322 (p. 6)	
Sample Notice of Involuntary Administrative Salary Offsets.	222
Exhibit 452.322 (p. 7)	
Sample Notice of Involuntary Administrative Salary Offsets.	223
Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment	228
Exhibit 491.1	
Service Recognition and Incentive Awards.	244
Exhibit 493.1	
Service Awards	249
Exhibit 493.27a	
Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service	252
Exhibit 493.27b	
Sample Letter of Appreciation — Employee With 50 Years of Service.	253
Exhibit 493.351a	
Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service	257
Exhibit 493.351b	
Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service	258

Exhibits

Exhibit 495.1
Formal Awards 260

Exhibit 496.1
Special Awards 268

Exhibit 497.1
Other Awards 272

Exhibit 498.1
Inspection Service Awards 273

Exhibit 512.232
Wars, Campaigns, and Expenditures of the Armed Forces Since 1937 283

Exhibit 512.312
Accrual and Crediting Chart for Part-Time Career Employees 289

Exhibit 514.4
Acceptable Reasons and Instructions for LWOP 314

Exhibit 516.11
Absences for Court-Related Service 325

Exhibit 521.423
Certification for Foster Children 354

Exhibit 523.62
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act 366

Exhibit 525.132
PS Form 202, Health Benefits Refund Payment Authorization 387

Exhibit 525.142
Transfer of FEHB Enrollment to OWCP 389

Exhibit 525.422
Memorandum About FEHB Enrollment 397

Exhibit 531.3
Exclusions 409

Exhibit 547.55
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim 475

Exhibit 547.55 (p. 2)
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim 476

Exhibit 547.57a
Sample Letter A, Notice to Attorney of Government’s Lien 479

Exhibit 547.57b
Sample Letter B, Request for Status and Transmittal of Information 480

Exhibit 547.57c
PS Form 2556, Third Party Statement of Recovery 481

Exhibit 547.57c (p. 2)
PS Form 2556, Third Party Statement of Recovery 482

Exhibit 547.58a
Sample Letter C, Notice to Employee of Government’s Lien 483

Exhibit 547.58b
Sample Letter D, Notice to Third Party of Government’s Lien 484

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