

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

Contents

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
321.3	Veterans' Preference for Eligible Applicants	37
321.4	Register Preference Factors.	37

Contents

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	38
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	39
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	40
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	42
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	43
349.1	Purpose	43
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	44
351.13	Eligibility for Promotion	44
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	47
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	48
353.23	Unassigned Employees	48
353.3	Temporary Assignment	48
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	49
354.211	Definition of Reduction in Force	49
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	50
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
354.23	Minimization Strategies for RIF Avoidance	52

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	53
354.25	Implementing RIF Procedures	53
354.251	Issuing Specific RIF Notices	53
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	58
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	73
413.3	Position Upgrade	73
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	74
414.121	Nonbargaining Unit Employees	74
414.122	Bargaining Unit Employees	74
414.2	Reassignment to Bargaining Unit Positions	74
414.21	Definition	74

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	75
415.1	Rate Retention Types	75
415.11	Saved Grade	75
415.12	Saved Salary	75
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	76
415.23	Position Reclassified to a Lower Grade	76
415.24	Management-Initiated Action When 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.	77
415.26	Change to Lower Level Due to Demotion for Cause	77
415.3	Rate Retention Effect on Promotion.	77
415.4	Termination of Salary Retention	77
415.41	Reason for Terminating	77
416	Pay for Performance Program.	78
416.1	Policy	78
416.2	Management Association Officials Eligibility Requirements.	78
416.3	Simultaneous Personnel Actions	78
417	Temporary Assignment to Nonbargaining Unit Positions (Career Employees).	78
417.1	Definitions.	78
417.11	Temporary Assignment.	78
417.12	Pay Schedule and Premiums	78
417.2	Assigning FLSA Status.	79
417.3	Rates of Pay	79
417.31	Lower Grade	79
417.32	Same or Equivalent Grade	79
417.33	Higher Grade	79
417.331	General Requirement	79
417.332	Employee with Rate Retention	79
417.333	Higher Level Pay Eligibility	80
417.334	Higher Level Pay Conditions.	80
417.335	Payment Amount.	80
417.336	Payment Factors.	81
417.4	Officer in Charge	81
417.41	Definition.	81
417.42	Basis for Rate of Pay	81

Contents

418	Assignment to a Different Salary Schedule — Equivalent Grades	81
419	Supplemental Noncareer Workforce	83
419.1	Casual Employee	83
419.2	Nonbargaining Temporary Employees	83
419.21	Definition	83
419.22	Salary Grades	83
419.3	Postmaster Relief/Leave Replacements	83
419.31	Definition	83
419.32	Salary Grades	83
420	Wage Administration Policy for Bargaining Unit Employees	84
421	General Principles and Terms	84
421.1	Scope	84
421.2	Objectives	84
421.3	Responsibilities	84
421.31	Assigning Positions to Salary Schedules	84
421.32	Setting Wages	85
421.4	Definitions	85
421.41	Appointments	85
421.42	Assignments	85
421.43	Change Actions	85
421.44	Terms	86
421.45	Wage Increases	87
421.5	Rate Retention Provisions	88
421.51	Protected Rate	88
421.511	Explanation	88
421.512	Rate Determination	88
421.513	Duration	89
421.514	Termination	89
421.515	Effect on Other Compensation	89
421.516	Documentation	89
421.517	Step Increases	89
421.52	Saved Rate	90
421.521	Explanation	90
421.522	Red-Circle Amount	90
421.523	Duration	90
421.524	Termination	91
421.525	Effect on Promotion	91
421.526	Documentation	91
421.53	Saved Grade	91
421.531	Explanation	91
421.532	Duration and Termination	92
421.533	Step Increases	92
421.6	Changes in Compensation Following Review or Audit	92
421.7	Rate Schedule Summary and References	92
421.8	Calculation Methods	93

421.81	Exhibit 421.81, Higher Level Pay	93
421.82	Exhibit 421.82, Promotional Increases	93
422	Salary Schedules Covered by Specific Agreements	95
422.1	Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules	95
422.11	Salary System	95
422.111	Salary Schedules	95
422.112	Basis of Rates	96
422.113	Cost-of-Living Adjustment	96
422.114	Setting Wages	96
422.115	Employee Classifications	96
422.12	Change Action Pay Rules	96
422.121	Career Appointment	96
422.122	Additional Appointment	97
422.123	Promotion Rules	97
422.124	Reassignment Rules	108
422.125	Reductions in Grade	109
422.13	Step Increases	111
422.131	Eligibility Requirements	111
422.132	Creditable Service	114
422.133	Leave Without Pay	114
422.134	Simultaneous Personnel Actions	115
422.14	Higher Level Assignments	115
422.141	Definitions	115
422.142	Written Management Order	116
422.143	Rate of Pay	116
422.144	Adjustments and Increases	117
422.145	Benefits	117
422.15	Dual (Multiple) Employment	117
422.151	Explanation	117
422.152	Salary Determination	117
422.153	Documentation	117
422.154	Step Increases	118
422.155	Leave	118
422.156	Reassignment	118
422.157	Promotion	118
422.16	Change From Rural Carrier Schedules	118
422.2	City Carrier Schedule	118
422.21	Salary System	119
422.211	Salary Schedule	119
422.212	Basis of Rates	119
422.213	Cost-of-Living Adjustments	119
422.214	Setting Wages	119
422.215	Employee Classifications	119
422.22	Change Action Pay Rules	119
422.221	Career Appointment	119
422.222	Additional Appointment	119

422.223	Rules for Assignment into Carrier Technician Position	119
422.224	Reassignment Rules	120
422.225	Reductions in Grade and Rules for Assignment from Carrier Technician to City Carrier Position	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	123
422.242	Written Management Order	123
422.243	Rate of Pay	123
422.244	Adjustments and Increases	123
422.245	Benefits	123
422.25	Dual (Multiple) Employment	123
422.26	Change From Rural Carrier Schedules	123
422.3	Mail Handlers Schedule	123
422.31	Salary System	123
422.311	Salary Schedule	123
422.312	Basis of Rates	123
422.313	Cost-of-Living	123
422.314	Setting Wages	123
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	125
422.325	Reductions in Grade	125
422.33	Step Increases	127
422.331	Eligibility Requirements	127
422.332	Creditable Service	127
422.333	Leave Without Pay	127
422.334	Simultaneous Personnel Actions	127
422.34	Higher Level Assignments	127
422.341	Definitions	127
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	128
422.411	Salary Schedules	128
422.412	Basis of Rates	128

422.413	Cost-of-Living Adjustment	128
422.414	Setting Wages	128
422.415	Employee Classifications	128
422.42	Change Action Pay Rules	128
422.421	Career Appointment	128
422.422	Promotion Rules	129
422.423	Transfer to Rural Carrier	130
422.424	Waiting Period for Step Increases	130
422.425	Adjusting Pay for Route Change	130
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	131
422.451	Explanation	131
422.452	Salary Determination	131
422.453	Documentation	131
422.454	Step Increases	131
422.455	Leave	131
422.456	Reassignment	131
422.457	Promotion	131
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	132
422.515	Employee Classifications	132
422.52	Change Action Pay Rules	132
422.521	Career Appointment	132
422.522	Additional Appointment	132
422.523	Promotion Rules	132
422.524	Reassignment Rules	134
422.525	Reduction in Grade	134
422.53	Step Increases	134
422.531	Eligibility and Procedure	134
422.532	Creditable Service	136
422.533	Leave Without Pay	136
422.534	Simultaneous Personnel Actions	136
422.54	Higher Level Assignments	136
422.541	Definitions	136
422.542	Written Management Order	136
422.543	Rate of Pay	136
422.544	Adjustments and Increases	136
422.545	Benefits	136
422.55	Dual (Multiple) Employment	136
422.56	Change From Rural Carrier Schedules	136
422.6	Information Technology/Accounting Service Centers Schedule	136

Contents

422.61	Salary System	136
422.611	Salary Schedule	136
422.612	Part-time Employees	136
422.613	Cost-of-Living Adjustment	136
422.614	Employee Classifications	137
422.62	Change Action Pay Rules	137
422.621	Career Appointment	137
422.622	Promotion Rules	137
422.623	Reassignment Rules	138
422.624	Demotion	139
422.625	Voluntary Reduction	139
422.626	Management Action Reduction	139
422.63	Step Increases	139
422.631	Eligibility Requirements	139
422.632	Creditable Service	139
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	140
422.71	Salary System	140
422.711	Salary Schedule	140
422.712	Basis of Rates	140
422.713	Cost-of-Living Adjustment	140
422.714	Determination of Salaries	140
422.715	Employee Classifications	140
422.72	Change Action Pay Rules	140
422.721	Career Appointment	140
422.722	Additional Appointment	140
422.723	Promotion Rules	140
422.724	Reassignment Rules	142
422.725	Demotion	142
422.726	Voluntary Reduction	142
422.727	Management Action Reduction	142
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	143
422.741	Definitions	143
422.742	Written Management Order	143
422.743	Rate of Pay	143
422.744	Adjustments and Increases	143
422.745	Benefits	143

422.75	Dual (Multiple) Employment	143
422.76	Change From Rural Carrier Schedules	143
422.8	Postal Police Officers Schedule	143
422.81	Salary System	143
422.811	Salary Schedule	143
422.812	Basis of Rates	143
422.813	Cost-of-Living Adjustment	143
422.814	Setting Wages	143
422.815	Employee Classifications	144
422.82	Change Action Pay Rules	144
422.821	Career Appointment	144
422.822	Additional Appointment	144
422.823	Promotion Rules	144
422.824	Reassignment Rules	145
422.825	Reduction in Grade	145
422.83	Step Increases	145
422.831	Eligibility and Procedure	145
422.832	Creditable Service	147
422.833	Leave Without Pay	147
422.834	Simultaneous Personnel Actions	148
422.84	Higher Level Assignments	148
422.841	Definitions	148
422.842	Written Management Order	148
422.843	Rate of Pay	148
422.844	Adjustments and Increases	148
422.845	Benefits	148
422.85	Dual (Multiple) Employment	148
422.86	Change From Rural Carrier Schedules	148
422.9	Tool and Die Shop Schedule	148
422.91	Salary System	148
422.911	Salary Schedule	148
422.912	Basis of Rates	148
422.913	Cost-of-Living Adjustment	148
422.914	Setting Wages	148
422.915	Employee Classifications	148
422.92	Change Action Pay Rules	149
422.921	Career Appointment	149
422.922	Additional Appointment	149
422.923	Promotion Rules	149
422.924	Reassignment Rules	150
422.925	Reduction in Grade	150
422.93	Step Increase	150
422.94	Temporary Assignments	150
422.941	Lower Level Assignments	150
422.942	Higher Level Assignments	150
422.95	Dual (Multiple) Employment	150
422.96	Change From Rural Carrier Schedule	150

Contents

430	Basic and Special Pay Provisions	151
431	Scope	151
432	General Definitions and Provisions	151
432.1	Employee Classifications	151
432.11	Regular Work Force	151
432.111	Bargaining Unit Employees	151
432.112	Nonbargaining Unit Employees	152
432.12	Supplemental Work Force	152
432.13	Transitional Work Force	152
432.2	Rates of Pay	153
432.21	Basic Rate	153
432.22	Regular Rate	153
432.23	Rounding of Rates	153
432.3	Work Schedules and Overtime Limits	154
432.31	Basic Work Week	154
432.32	Maximum Hours Allowed	154
432.33	Mealtimes	154
432.34	Postmasters	154
432.4	Service Periods	154
432.41	Pay Period	154
432.42	Service Week	154
432.43	Service Day	154
432.44	FLSA Workweek	155
432.45	Work Assignments	155
432.46	Five-Minute Leeway Rule	155
432.461	Explanation	155
432.462	Applicability	155
432.463	Adjustment	156
432.464	Special Cases	156
432.465	Exception	156
432.5	Work Credit	156
432.51	FLSA-Exempt Postmasters	156
432.52	Full-time and Part-time Employees	156
432.53	City Letter Carriers (7:01 Rule)	157
432.54	Rural Carriers	157
432.6	Guaranteed Time	157
432.61	Explanation	157
432.62	Eligibility	157
432.63	Pay Computation	158
432.7	Time Worked	159
432.71	Control	159
432.711	Disallowed Time	159
432.712	Allowed Time	159
432.72	Medical Release Time	160
432.8	Compensation Due Deceased Employee	160

432.81	Definition	160
432.82	Recipient of Unpaid Compensation or Money Due	160
432.821	Order	160
432.822	Missing Beneficiaries	161
433	Straight Time Pay	161
433.1	Definition.	161
433.2	Full-time Employees	161
433.3	Part-time Employees	161
433.4	Casual and Temporary Employees	161
433.5	Reemployed Annuitant	161
433.6	EAS A–E Postmasters	162
434	Overtime and Premium Pay.	162
434.1	Overtime	162
434.11	General	162
434.12	Definitions	162
434.13	Types of Compensation	163
434.131	Postal Overtime	163
434.132	FLSA Overtime	163
434.133	Penalty Overtime	163
434.134	FLSA Exempt EAS Additional Pay	163
434.14	Eligibility and Coverage	163
434.141	Eligible for Overtime Pay	163
434.142	Assignment of FLSA-Exempt and Nonexempt Work	166
434.143	Eligible for FLSA-Exempt EAS Additional Pay	166
434.2	Night Differential	166
434.21	Policy	166
434.22	Eligibility	167
434.221	Eligibility for Night Differential	167
434.222	Exempt Employees	167
434.23	Pay Computation	168
434.3	Sunday Premium	168
434.31	Policy	168
434.32	Eligibility	168
434.33	Leave	169
434.34	Pay Computation	169
434.4	Holiday Leave Pay	170
434.41	Policy	170
434.411	Holidays Observed	170
434.412	Application	170
434.42	Eligibility	171
434.421	Eligibility for Holiday Leave Pay	171
434.422	Eligibility for Annual Leave in Lieu of Holiday Leave Pay	171
434.43	Pay Computation for Holiday Leave Pay	172
434.5	Holiday-Worked Pay	172
434.51	Policy	172

434.52	Eligibility	172
434.53	Pay Computation	173
434.6	Out-of-Schedule Premium	174
434.61	Policy	174
434.611	General	174
434.612	Timely Notice	174
434.613	Application	175
434.614	Examples.	175
434.62	Eligibility	175
434.621	Eligibility for Out-of-Schedule Premium	175
434.622	Exceptions.	176
434.63	Pay Computation	177
434.7	Nonbargaining Rescheduling Premium	177
434.71	Policy	177
434.72	Eligibility	177
434.73	Pay Computation	177
434.8	Pyramiding of Premiums	178
435	Severance Pay.	179
435.1	Eligibility and Qualifying Job Offer	179
435.11	Eligibility	179
435.12	Qualifying Job Offer	179
435.2	Computing Severance Fund.	180
435.21	Limitation	180
435.22	Creditable Service	180
435.23	Paid Allowances	180
435.24	Allowance to Age Over Forty	181
435.3	Pay Rate and Duration	181
435.31	PS Form 50 Information	181
435.32	Amount and Intervals	181
435.4	Effect of Reemployment.	181
435.41	Permanent Employment	181
435.42	Temporary Employment	181
436	Back Pay	181
436.1	Corrective Entitlement	182
436.2	Limitations	182
436.3	Corrective Action	183
436.4	Documents in Support of Claim.	183
436.41	Statements by Local Official.	183
436.42	Statements by Employee	184
436.5	Life Insurance Coverage.	185
436.6	Erroneous Separation for Retirement.	187
436.61	Explanation.	187
436.62	Corrective Action	187
436.7	Interest on Back Pay	187
436.71	Purpose.	187

436.72	Availability of Interest	187
436.73	Determination of Rate of Interest	188
436.74	Responsibility	191
437	Waiver of Claims for Erroneous Payment of Pay	191
437.1	Purpose	191
437.2	Definitions.	191
437.3	Submission of Request	191
437.31	Expiration Date	191
437.32	PS Form 3074.	191
437.4	Review by Installation Head	192
437.5	Review by Human Resources	192
437.6	Action by Eagan Accounting Service Center	193
437.7	Appeal of Disallowed Request	193
437.71	Appeal Procedure.	193
437.72	Final Decision	193
438	Pay During Travel or Training	193
438.1	Pay During Travel	193
438.11	Definitions.	193
438.12	Commuting To and From Work	193
438.121	Regular Commuting	193
438.122	Commuting to a Different Worksite.	194
438.123	Commuting With a Break in Duty Status	194
438.13	Types of Compensable Travel Time	194
438.131	General	194
438.132	Travel From Job Site to Job Site.	194
438.133	One-Day Assignment Outside the Local Commuting Area	195
438.134	Travel Away From Home Overnight	195
438.14	Special Travel Provisions	196
438.141	Use of Private Automobile for Personal Convenience	196
438.142	Required Use of an Automobile	196
438.143	Work Performed While Traveling.	196
438.15	Compensation Provisions.	196
438.16	Effect on Other Travel Reimbursement	196
438.2	Pay During Training	197
438.21	General	197
438.22	Specific Rules on Compensation for Training Time	197
438.221	General	197
438.222	Training During Established Hours of Service.	197
438.223	Training Outside Established Hours of Service.	198
438.23	Special Training Provisions.	198
438.24	Compensation Provisions.	198
439	Territorial Cost-of-Living Allowance	199
439.1	Eligibility and Pay Factors	199

Contents

	439.11 Eligibility	199
	439.12 Pay Factors	199
	439.2 Allowance Categories	199
440	Fair Labor Standards Act Administration	200
441	Overview	200
	441.1 Federal Statute	200
	441.2 Enforcement	200
	441.3 FLSA Poster	200
442	Equal Pay Provisions	200
	442.1 Sex Discrimination Policy	200
	442.2 Justified Wage Differentials	200
	442.3 Labor Organization Intervention	200
443	Overtime Pay	200
	443.1 Overtime Requirement	200
	443.2 Explanation of Terms	201
	443.21 Regular Rate	201
	443.211 Definitions	201
	443.212 Inclusions	201
	443.213 Exclusions	201
	443.214 Exclusions Not Creditable	202
	443.215 Dual Employment Rate	202
	443.22 Actual Work	202
	443.221 Definition	202
	443.222 Exclusions	202
	443.223 Unauthorized Time	202
	443.23 FLSA Workweek	202
	443.231 Explanation	202
	443.232 Permanent Change	202
	443.233 Full-time Employees	203
	443.234 Part-time Employees	203
	443.3 Exemptions	204
	443.31 Policy	204
	443.311 General	204
	443.312 Postal Service Administration	204
444	Rural Letter Carrier Compensation	204
	444.1 Regular Rural Carriers	204
	444.11 Guaranteed Annual Wage	204
	444.12 Base Rate of Pay	205
	444.2 Other Rural Carriers	205
445	Compliance Investigations	205
	445.1 DOL On-site Visit	205
	445.2 DOL Findings	205
	445.3 Postal Service Actions	205
450	Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset	206
451	General	206

451.1	Scope	206
451.2	Representation	206
451.3	Definitions.	206
451.4	Time Computation	207
451.5	Effect of Waiver Request	207
451.6	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	207
452.2	Voluntary Repayment Procedures	208
452.21	General	208
452.22	Notice to Employee	208
452.23	Options Available to Employee.	208
452.24	Employee Response to Notice	209
452.241	Request for Copies of Postal Records	209
452.242	Payment in Full	209
452.3	Statutory Offset Procedures.	209
452.31	Authority	209
452.32	Notifying the Employee.	209
452.321	Notice	209
452.322	Contents	210
452.33	Procedures Governing the Exercise of Employee Rights.	210
452.331	Employee Options.	210
452.332	Requests for Postal Records	210
452.333	Payment in Full	211
452.334	Alternative Offset Schedule.	211
452.335	Debt Collection Hearing	213
452.34	Employee Failure to Respond.	213
452.4	Exceptions to Procedures in 452.2 and 452.3	214
453	Court Judgment Salary Offsets.	214
453.1	Authority	214
453.2	Applicable Collection Procedures	214
453.21	Notice	214
453.22	Implementing Offsets	215
454	Multiple Offsets	215
454.1	Administrative Salary Offsets	215
454.2	Court Judgment Salary Offsets	215
454.3	Administrative and Court Judgment Salary Offsets.	215
454.4	Priority of Postal Service Indebtedness	216
454.5	Garnishments	216
455	Action Upon Transfer or Separation	216
455.1	Withholding Funds from Amount Due	216
455.2	Transfer to Another Federal Agency.	216
455.3	Collection of Debt Upon Separation	217

460	Collection of Postal Debts From Bargaining Unit Employees by Salary Offset	217
461	General	217
461.1	Scope	217
461.2	Issues Not Covered in the Subchapter	217
461.3	Definitions.	217
462	Procedures Governing Administrative Salary Offsets	218
462.1	Determination and Collection of Debt	218
462.11	Establishment of Accounts Receivable	218
462.12	Postmaster or Installation Head Responsibilities	218
462.2	Applicable Collection Procedures	218
462.21	Right to Grieve Letters of Demand	218
462.22	Right to Petition for Hearing	219
462.3	Statutory Offset Procedures.	220
462.31	Authority	220
462.32	Initiation of Statutory Offset Procedure	220
462.33	Hearing Officials under 39 CFR Part 961	220
462.34	Limit of Right to Petition for Hearing	220
462.4	Collection of Debt.	220
462.41	Stay of Collection of Debt.	220
462.42	Limit on Amount of Salary Offset to Collect Debt.	221
462.43	Payment in Full	221
462.44	Employee's Failure to Respond to Notices	221
462.5	Implementing Offsets	221
463	Court Judgment Salary Offsets.	221
463.1	Authority	221
463.2	Applicable Collection Procedures	221
463.21	General	221
463.22	Notice	221
463.23	Implementing Offsets	222
464	Multiple Offsets	222
464.1	Administrative Salary Offsets	222
464.2	Court Judgment Salary Offsets	222
464.3	Administrative and Court Judgment Salary Offsets	222
464.4	Priority of Postal Service Indebtedness	223
464.5	Garnishments	223
465	Action upon Transfer or Separation	223
465.1	Withholding Funds from Amount Due	223
465.2	Transfer to Another Federal Agency.	223
465.3	Collection of Debt upon Separation.	224
470	Administrative Offsets for Former Postal Service Nonbargaining Unit Employees.	224
471	General	224
471.1	Definitions.	224
471.2	Scope	224
471.3	Authority	225

472	Federal Claims Collection Standards Adopted	225
472.1	Notice and Opportunity for Review	225
472.11	Procedures	225
472.12	Exceptions	225
472.2	Request for Review	226
472.3	Administrative Offset Programs	226
473	Collection by Administrative Wage Garnishment	226
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees	227
481	Definitions	227
482	Right to Grieve Letters of Demand	227
483	Referral and Administrative Wage Garnishment	227
483.1	Referral to Treasury	227
483.2	Collection by Administrative Wage Garnishment	227
484	Application of Administrative Offset Provisions	227
484.1	Procedures	227
484.2	Exceptions	228
485	Stay of Collection of Debt	228
490	Recognition and Awards	229
491	Overview	229
491.1	Policy and Scope	229
491.11	Scope	229
491.12	Policy	229
491.2	Management Control	230
491.3	Awards	230
491.31	Cash Awards	230
491.32	Cash Equivalent Awards	231
491.33	Noncash Tangible Awards	231
491.331	Authorized	231
491.332	Prohibited	232
491.34	Gift Certificates	232
491.4	Privacy Act Considerations	232
491.5	Presentation Ceremonies	232
491.6	Documenting Awards	233
492	Certificate of Appreciation	233
492.1	Overview	233
492.2	Purpose	233
492.3	Description	233
492.4	Eligibility	233
492.5	Basis	233
492.6	Responsibility	234
492.61	Headquarters and Headquarters-Related Field Units	234
492.62	Areas, Districts, and Plants	234
492.7	Approval Authority	234
492.71	Headquarters and Headquarters-Related Field Units	234

Contents

	492.72 Areas	234
	492.73 Field	234
	492.8 Ordering Certificates	234
	492.9 Presenting Awards	235
493	Service Awards	235
	493.1 Overview	235
	493.2 Service Award Pin	235
	493.21 Description	235
	493.22 Basis	236
	493.23 Responsibility	236
	493.231 Headquarters	236
	493.232 Areas	236
	493.233 Districts and Plants	236
	493.234 Inspection Service	236
	493.24 Providing Lists of Eligible Employees	236
	493.25 Ordering Pins and Service Award Folders	237
	493.26 Preparing Letters of Appreciation	237
	493.27 Presenting Awards	237
493.3	Service Award Certificates	240
	493.31 Description	240
	493.32 Basis	240
	493.321 Retirement	240
	493.322 Death	240
	493.33 Responsibility	241
	493.331 Headquarters	241
	493.332 Areas	241
	493.333 Districts and Plants	241
	493.34 Ordering Certificates	241
	493.35 Preparing Letters of Appreciation	242
	493.351 Retiring Employees	242
	493.352 Deceased Employees	242
	493.36 Presenting Awards	242
	493.361 Retirement Award Certificates	242
	493.362 Posthumous Award Certificates	242
494	Informal Award	245
	494.1 Overview	245
	494.2 Purpose	245
	494.3 Description	245
	494.4 Eligibility	245
	494.5 Basis	245
	494.6 Approval Authority	245
	494.7 Documentation	245
495	Formal Awards	246
	495.1 Overview	246
	495.11 Presenting Awards	247

495.2	Spot Award	247
495.21	Purpose	247
495.22	Description	247
495.23	Eligibility	247
495.24	Basis	248
495.25	Approval Authority	248
495.251	Headquarters and Headquarters-Related Field Units	248
495.252	Areas	248
495.253	Field	248
495.26	Recommending an Award	248
495.27	Evaluating and Approving the Award	249
495.28	Processing	249
495.3	Noncareer Gift Certificate	249
495.31	Purpose	249
495.32	Description	250
495.33	Eligibility	250
495.34	Basis	250
495.35	Approval Authority	250
495.351	Headquarters and Headquarters-Related Field Units	250
495.352	Areas	250
495.353	Field	250
495.36	Recommending an Award	251
495.37	Evaluating and Approving the Award	251
495.38	Processing	251
495.4	Quality Step Increase Award	251
495.41	Description	251
495.42	Eligibility	251
495.43	Basis	252
495.44	Comparisons	252
495.441	Comparison to Regular Within-Grade Increases	252
495.442	Comparison to Spot Awards	253
495.45	Approval Authority	253
495.451	Headquarters and Headquarters-Related Field Units	253
495.452	Areas, Districts, and Plants	253
495.46	Recommending an Award	253
495.47	Initiating Documentation	253
495.48	Initiating a Personnel Action	253
496	Special Awards	253
496.1	Overview	253
496.2	Team Award	254
496.21	Purpose	254
496.22	Description	254
496.23	Eligibility	255

Contents

496.24	Limits	255
496.25	Approval Authority	255
496.26	Processing	255
496.3	Vice President Award	255
496.31	Purpose.	255
496.32	Description	255
496.33	Eligibility	256
496.34	Approval Authority	256
496.35	Processing	256
496.4	Postmaster General Award	256
496.41	Purpose.	256
496.42	Description	256
496.43	Eligibility	256
496.44	Approval Authority	257
496.5	ELT Award	257
496.51	Purpose.	257
496.52	Description	257
496.53	Eligibility	257
496.54	Approval Authority	257
496.55	Processing	257
496.6	Benjamin Franklin Award	257
496.61	Description	257
496.62	Eligibility	258
496.63	Basis	258
496.64	Approval Authority	258
497	Other Awards.	258
497.1	Overview.	258
497.2	Contest Award	258
497.21	Purpose.	258
497.22	Description	259
497.23	Eligibility	259
497.24	Approval Authority	259
497.25	Processing	259
497.3	Safety Award	259
497.31	Purpose.	259
497.32	Description	259
497.33	Eligibility	260
497.34	Approval Authority	260
497.35	Processing	260
498	Inspection Service Awards	260
498.1	Overview.	260
498.2	Informal Award	260
498.21	Purpose.	260

498.22	Description	260
498.23	Eligibility	260
498.24	Basis	261
498.25	Approval Authority	261
498.26	Processing	261
498.3	Non-Executive Award.....	261
498.31	Purpose.....	261
498.32	Description	261
498.33	Eligibility	261
5	Employee Benefits	263
510	Leave.....	263
511	General	263
511.1	Administration Policy	263
511.2	Responsibilities.....	263
511.21	Postal Officials	263
511.22	Eagan Accounting Service Center	263
511.23	Postal Employees.....	263
511.3	Eligibility	264
511.31	Covered	264
511.32	Not Covered	264
511.4	Unscheduled Absence	264
511.41	Definition.....	264
511.42	Management Responsibilities.....	264
511.43	Employee Responsibilities	264
512	Annual Leave.....	264
512.1	General.....	264
512.11	Purpose.....	264
512.12	Definitions.....	265
512.2	Determining Annual Leave Category	265
512.21	General Policy.....	265
512.22	Federal Civilian Service Counted	265
512.221	Service in the Postal Service.....	265
512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	265
512.23	Military Service Counted.....	266
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	266
512.232	Service of an Employee Eligible for Military Retirement Annuity	267
512.24	Service Not Counted	271
512.3	Accrual and Crediting.....	271
512.31	Employee Categories	271
512.311	Full-Time Employees.....	271
512.312	Part-Time Employees	273

Contents

512.313	Appointees	276
512.32	Maximum Carryover	277
512.321	Maximum Carryover Amounts	277
512.322	Nonbargaining Unit to Bargaining Unit	277
512.4	Authorizing Annual Leave	278
512.41	Requests for Annual Leave	278
512.411	General	278
512.412	Emergencies	278
512.42	PS Form 3971 Request for or Notification of Absence	278
512.421	Purpose	278
512.422	Approval or Disapproval	279
512.423	Retention and Disposal Period	279
512.43	Insufficient Leave Balance	279
512.5	Leave Charge Information	279
512.51	Full-Time Employees	279
512.511	Minimum Unit Charge	279
512.512	Holidays	279
512.513	Leave for Postmasters and Installation Heads	279
512.514	Rural Carriers (Regular and Substitute)	280
512.52	Part-Time Employees	280
512.521	Minimum Unit Charge	280
512.522	Part-Time Regular	280
512.523	Part-Time Flexible	280
512.524	A–E Postmasters	280
512.53	Regular Rural Carriers	281
512.531	General	281
512.532	Saturday Absences	281
512.54	Triweekly Rural Carriers	281
512.541	Week’s Absence	281
512.542	Absences Less Than a Week	281
512.543	Leave Carryover	281
512.55	Leave Replacements for Rural Carriers	281
512.551	General	281
512.552	Ninety-Day Qualifying Period	282
512.553	Lump Sum Payment	282
512.56	Auxiliary Rural Carriers	282
512.6	Vacation Planning and Special Programs	282
512.61	Bargaining Unit Employees Vacation Planning	282
512.62	Nonbargaining Unit Employees Vacation Planning	282
512.63	Annual Leave Exchange	283
512.631	General	283
512.632	Bargaining Unit Annual Leave Exchange	283
512.633	Nonbargaining Unit Annual Leave Exchange	283
512.634	Processing Annual Leave Exchange Options	283
512.64	Annual Leave Sharing	283
512.65	Annual Leave Credit in Lieu of Holiday Leave Pay	283
512.7	Separation Adjustments	284

512.71	Terminal Leave Worksheet	284
512.72	Collection for Unearned Leave	284
512.721	Refund	284
512.722	Exception	284
512.73	Lump Sum Terminal Leave Payment	284
512.731	General	284
512.732	Entitlement Amounts	284
512.733	Separation for Military Service	285
512.734	Separation Followed by Reemployment	285
512.735	Absence of Relationship to Annuity Payment	285
512.736	Payment to Beneficiaries or Estates of Employees Who Die in Service	285
512.8	Transfers	286
512.81	Transfer Without a Break in Service	286
512.811	From the Postal Service to a Federal Agency	286
512.812	From a Federal Agency to the Postal Service	286
512.82	Transfer With a Break in Service	286
512.9	Recrediting Annual Leave	286
512.91	Policy	286
512.92	Procedures	287
512.921	Leave Earned in Prior Service in the Postal Service	287
512.922	Leave Earned at Another Agency	287
512.923	Leave Buy-Back — OWCP	287
513	Sick Leave	287
513.1	Purpose	287
513.11	Sick Leave for Employee Incapacitation	287
513.12	Sick Leave for Dependent Care	287
513.2	Accrual and Crediting	288
513.21	Accrual Chart	288
513.22	Crediting	288
513.221	General	288
513.222	Part-Time Employees	288
513.223	Leave Replacements for Rural Carriers	289
513.224	Auxiliary Rural Carriers	289
513.225	Substitute Rural Carriers in Dual Appointment	289
513.226	Leave Credit Adjustment for LWOP	289
513.3	Authorizing Sick Leave	289
513.31	Policy	289
513.311	General	289
513.312	Restriction	289
513.32	Conditions for Authorization	289
513.33	Requests for Sick Leave	291
513.331	General	291
513.332	Unexpected Illness or Injury	291
513.34	PS Form 3971, Request for or Notification of Absence	291
513.341	General	291
513.342	Approval or Disapproval	292

513.35	Postmaster Absences	292
513.36	Sick Leave Documentation Requirements	292
513.361	Three Days or Less	292
513.362	Over Three Days	292
513.363	Extended Periods	292
513.364	Medical Documentation or Other Acceptable Evidence	292
513.365	Failure to Furnish Required Documentation	293
513.37	Return to Duty.	293
513.38	Performance Ability Questioned	293
513.39	Restricted Sick Leave	293
513.391	Reasons for Restriction.	293
513.392	Notice and Listing	293
513.393	Recision of Restriction	293
513.4	Charging Sick Leave.	294
513.41	Full-Time Employees	294
513.411	General	294
513.412	Minimum Unit Charge	294
513.413	Special Situations	294
513.42	Part-Time Employees	295
513.421	General	295
513.422	Minimum Unit Charge	295
513.5	Advanced Sick Leave	295
513.51	Policy	295
513.511	May Not Exceed Thirty Days.	295
513.512	Medical Document Required	295
513.52	Administration.	296
513.521	Installation Heads' Approval	296
513.522	Forms Forwarded	296
513.53	Additional Sick Leave	296
513.531	Thirty-Day Maximum.	296
513.532	Liquidating Advanced Sick Leave.	296
513.6	Leave Charge Adjustments	296
513.61	Insufficient Sick Leave	296
513.62	Insufficient Sick and Annual Leave.	296
513.63	Disapproved Sick Leave.	296
513.64	Absence Without Leave	296
513.65	Annual Leave Changed to Sick Leave	296
513.7	Transfer or Reemployment.	297
513.71	Transfer.	297
513.711	Crediting	297
513.712	Recrediting	297
513.72	Reemployment	297
513.73	Reemployment — OWCP.	297
513.8	Retirements or Separations	297
513.81	General	297

513.82	Retirement	297
513.821	Credit for Sick Leave.....	297
513.822	Disability Retirement.....	298
513.83	Separation by Death.....	298
513.9	Collection for Unearned Sick Leave.....	298
514	Leave Without Pay.....	298
514.1	Essential Features	298
514.2	Policy	299
514.21	Restriction.....	299
514.22	Administrative Discretion	299
514.23	Condition	299
514.24	Leave Credit Adjustment	299
514.25	Other Employment	300
514.3	Authority to Approve	300
514.31	Installation Head.....	300
514.32	District Managers	300
514.4	Acceptable Reasons and Instructions	300
514.5	Forms Required	302
514.51	PS Form 3971.....	302
514.52	PS Form 50.....	302
515	Absence for Family Care or Illness of Employee.....	302
515.1	Purpose	302
515.2	Definitions.....	302
515.3	Eligibility	305
515.4	Leave Requirements.....	305
515.41	Conditions.....	305
515.42	Leave Type	306
515.43	Authorized Hours	306
515.5	Notice and Documentation.....	306
515.51	Notice	306
515.52	Documentation	307
515.53	Particular Circumstances	307
515.531	New Son or Daughter	307
515.532	Care of Others for Medical Reasons.....	308
515.533	Employee Incapacitation.....	308
515.534	Return to Work After Employee Incapacitation.....	308
515.535	Qualifying Exigency.....	309
515.54	Additional Medical Opinions.....	309
515.6	Intermittent Leave or Reduced Schedule.....	309
515.61	New Son or Daughter.....	309
515.62	Care of Others for Medical Reasons or Employee Incapacitation	309
515.63	Exigency Leave.....	309
515.64	Temporary Change in Duty Assignment.....	310

Contents

515.65	Fair Labor Standards Act Status	310
515.7	Return to Position.....	310
515.8	Benefits.....	310
515.9	Family Leave Poster.....	310
516	Absences for Court-Related Service.....	310
516.1	General.....	310
516.11	Determining Nature of Court-Related Service	310
516.12	Explanation of Terms	311
516.2	Court Leave	311
516.21	Definition.....	311
516.22	Eligibility	312
516.23	Recording Court Leave.....	312
516.3	Conditions Affecting Court-Related Service	312
516.31	Employee on Annual Leave	312
516.32	Combination of Court Leave and Postal Duty	312
516.33	Accommodation of Employees Called for Court Service	313
516.4	Fees	314
516.41	General	314
516.42	Court Service Outside of Regular Working Hours or Regular Working Days	314
516.43	Holidays	314
516.44	Annual Leave or LWOP.....	314
516.45	Recording and Reporting of Fees.....	314
516.5	Official Duty	314
516.51	Definition.....	314
516.52	Compensation	315
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party....	315
517	Paid Military Leave	315
517.1	General.....	315
517.11	Postal Service Support.....	315
517.12	Definition.....	315
517.13	Types of Duty	316
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	316
517.132	Duty Covered for Members of the D.C. National Guard	316
517.133	Duty Not Covered	316
517.2	Eligibility	316
517.21	Eligible Employees	316
517.22	Ineligible Employees.....	317
517.3	Procedures	317
517.31	Approval	317
517.32	Use of Mixed Leave	317
517.33	Use of Leave Intermittently.....	317

517.34	Return From Duty	317
517.4	Military Leave Allowances	317
517.41	General Allowance	317
517.42	Previous Service	318
517.43	Law Enforcement Allowance	318
517.431	State or Jurisdiction Duty	318
517.432	Allowance for Federal Duty	319
517.5	Leave Charge Information	319
517.51	Pay Status Requirement	319
517.52	Minimum Units	320
517.53	Continuance of Night Differential Pay	320
517.54	Absence Beyond the General Military Leave Allowance	320
517.541	Training Periods	320
517.542	Choice of Annual Leave, Sick Leave, or LWOP	320
517.6	Conflict With Work Schedule	320
517.61	Employee Alternatives	320
517.62	Administrative Policy	320
517.621	Reassignments	320
517.622	Rescheduling	321
517.7	Records Control	321
517.71	General Paid Military Leave	321
517.72	Paid Military Leave for Law Enforcement	321
518	Holiday Leave	322
518.1	Observed Holidays	322
518.2	Holidays on Nonscheduled Workdays	322
518.21	Saturday	322
518.22	Sunday	322
518.23	Nonscheduled Workday	322
518.3	Holidays on Scheduled Workdays	322
518.4	Eligibility for Holiday Pay	322
518.5	Provisions for Rural Carriers and Substitutes	322
518.51	Rural Carriers	322
518.52	Substitute Rural Carriers	322
518.6	Provisions for Postmasters	323
519	Administrative Leave	323
519.1	Definition	323
519.2	Special Conditions	323
519.21	Acts of God	323
519.211	General	323
519.212	Authorizing Administrative Leave for Acts of God	323
519.213	Determining the Cause of Absence	323
519.214	Early Dismissal Due to Acts of God	323
519.215	Employees Prevented From Reporting	324
519.216	Employees on Annual Leave, Sick Leave, or LWOP	324

519.217	Substitute Rural Carriers and Rural Carrier Associates	324
519.22	Civil Disorders	324
519.221	Decision to Curtail or Terminate Postal Operations	324
519.222	Civil Disorder Extends Beyond Three Days	325
519.223	Early Dismissal	325
519.224	Employees Prevented From Reporting	325
519.23	Relocation	325
519.231	Policy	325
519.232	Requirements	325
519.233	Notation on PS Form 50	325
519.234	Limitations	325
519.24	Adverse Action Investigation and Decision	326
519.3	Civil Participation	326
519.31	State and Local Civil Defense Programs	326
519.311	No Charge to Leave	326
519.312	Annual or LWOP	326
519.313	Availability for Civil Defense Assignment	326
519.314	Key Role Restriction	326
519.315	Statement Requirement	326
519.32	Voting or Registering to Vote	326
519.321	Policy	326
519.322	Administrative Determination	327
519.323	Voting	327
519.324	Registration	327
519.325	Restrictions	327
519.33	Funeral Services	327
519.331	Absence of Veterans to Attend Funeral Services	327
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	328
519.4	National Day of Observance	328
519.41	General	328
519.42	Leave Granted	328
519.421	Full-Time Employees	328
519.422	Part-Time Regular Employees	329
519.423	Part-Time Flexible Employees	329
519.424	Transitional Employees	329
519.425	Employees on Paid Leave	330
519.426	Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay	330
519.427	Employees Absent Without Leave, Suspended, or Pending Removal	330
519.428	Individuals Not Eligible for Administrative Leave	330
519.43	Leave Taken at a Future Date	330
519.5	Medical Events	331
519.51	Blood Donations	331
519.511	Policy	331

519.512	Time Allowed	331
519.513	Restrictions	331
519.514	Facility Arrangements	331
519.52	Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations	332
519.521	Policy.	332
519.522	Time Limitations	332
519.53	Physical Examination for Entry Into Armed Forces	332
519.54	First-Aid Examination and Treatment for On-the-Job Injury or Illness	332
519.541	Employee on Regular Tour	332
519.542	Employee in Overtime Status	332
519.55	Day of Death	332
519.6	Special Events — Postal Service Invitation	333
519.7	Nonbargaining Unit Personal Absence	333
519.71	Definition.	333
519.72	Policy	333
519.73	Limitations and Exceptions.	333
519.731	Full-Day Absences	333
519.732	Partial-Day Absences	333
519.733	Directed to Work.	334
519.74	Administration.	334
519.741	General	334
519.742	Approval	334
519.743	Full-Day Leave	334
519.75	Management Controls	334
519.751	Responsibility	334
519.752	Administration	335
520	Health Benefits Program	335
521	Administration and Eligibility	335
521.1	General	335
521.2	Eligible Employees	335
521.3	Employees Not Eligible.	336
521.4	Family Member Eligibility	337
521.41	General	337
521.411	Responsibility of Human Resources Shared Service Center.	337
521.412	Family Members Eligible	337
521.42	Determining Family Membership Status of Children	338
521.421	Adopted Children	338
521.422	Stepchildren	338
521.423	Foster Children	338
521.424	Child's Temporary Absence on "Living-With" Requirement	339
521.425	Effect of Child's Marriage on Family Member Status	339
521.5	Relatives Not Eligible	339

Contents

521.6	Former Spouses	341
521.61	Eligibility Determination	341
521.611	Requirements	341
521.612	Office of Personnel Management Responsibility	341
521.613	Human Resources Shared Service Center Responsibility	342
521.62	Documentation of Eligibility	342
521.621	Eligible for Coverage	342
521.622	Ineligible for Coverage	342
521.63	Request for Reconsideration	342
521.7	Temporary Continuation of Coverage	343
521.71	Eligibility	343
521.711	Eligible for Coverage	343
521.712	Ineligible for Coverage	343
521.72	Agency Responsibilities	344
521.721	Office of Personnel Management Responsibility	344
521.722	National Finance Center Responsibility	344
521.723	Human Resources Shared Service Center's Responsibility	344
521.73	Time Limitations for Enrollment	344
521.74	Length of Coverage	345
521.75	Premiums	345
522	Health Insurance Plans Available	345
522.1	Types of Participating Plans	345
522.11	Fee-for-Service Plans with a Preferred Provider Organization	345
522.12	Fee-for-Service PPO Only Plans	346
522.13	Fee-for-Service Employee Organization Plans	346
522.14	Health Maintenance Organization and Point-of-Service Plans	346
522.15	High Deductible and Consumer-Driven Health Plans	346
522.2	Description of Participating Plans	346
523	Election Procedures	347
523.1	Initial	347
523.2	Employee Declines to Enroll	347
523.3	Late Enrollment or Change in Enrollment	347
523.31	Accepting Late Enrollment	347
523.32	Causes Beyond Employee's Control	347
523.33	Procedures for Documenting Late Enrollment	348
523.34	Effective Date of Late Enrollment	348
523.341	Belated FEHB Open Season Enrollment	348
523.342	Late Enrollment Other Than FEHB Open Season	348
523.4	Enrollment by Proxy	348
523.5	Enrollment in an Employee Organization Plan	349
523.6	Enrollment by a Former Spouse	349
523.61	Enrollment Form	349
523.62	Statement Signed by Former Spouse	349

523.63	Human Resources Shared Service Center Records on Former Spouse	350
523.631	Establishing File	350
523.632	Contents of File	350
523.633	Access to File	350
523.634	Disposition of File	351
524	Enrollment	353
524.1	Types of Enrollment	353
524.11	Self Only	353
524.12	Self and Family	353
524.2	Husband and Wife Both Eligible to Enroll	353
524.3	Dual Coverage Restriction	353
524.31	General	353
524.32	Procedures to Be Followed by the Human Resources Shared Service Center	353
524.33	Dual Enrollment Exceptions	354
524.4	Correction of Erroneous Enrollment	354
524.5	Enrollment or Change in Enrollment	355
524.51	General	355
524.52	Events Permitting	355
524.521	New Appointment	355
524.522	Change in Employment Status	355
524.523	FEHB Open Season	356
524.524	Reemployment After Break in Service of More Than 3 Days	356
524.525	Return to Duty After 365 Days in Nonpay Status	356
524.526	Return From Military Service	356
524.527	Loss of Coverage Under Federal Programs	356
524.528	Eligible for Medicare	356
524.529	Change to Self Only	356
524.53	Family Changes Affecting Enrollment	357
524.531	Change in Marital Status	357
524.532	Change in Family Status	357
524.533	Change in Spouse's Employment Status	358
524.534	Employee Loses Coverage as Family Member	358
524.535	Loss of Coverage Under Parent's Nonfederal Plan	359
524.536	Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan	359
524.54	Family Changes Not Affecting Enrollment	359
524.541	General	359
524.542	Name Change	360
524.6	Effective Date of Enrollment or Enrollment Change	360
524.61	FEHB Open Season	360
524.611	New Enrollment	360
524.612	Change of Enrollment	360
524.62	Change to Self Only	360
524.63	Change to Self and Family to Provide Coverage to Child	361

524.64	All Other Enrollments or Changes in Enrollment.	361
524.7	Termination of Enrollment	361
524.71	Cancellation by Employee	361
524.72	Discontinuance of Plan or Part.	361
524.721	Because of Service Limitations.	361
524.722	Because of Leave Without Pay	362
524.73	Membership Termination in Employee Organization	362
524.74	Effective Termination Dates of Employee Enrollment.	362
524.75	Effective Termination Dates of Family Member Coverage	363
524.76	Temporary Extension of Coverage	363
524.761	For Enrolled Employee	363
524.762	For Family Member	363
524.763	For Confined Employee or Family Member	363
524.77	Conversion Rights	363
524.771	Employee's and Family Member's Right to Convert.	363
524.772	Human Resources Shared Service Center Responsibility	364
524.773	Application for Conversion	364
524.774	Late Conversion	364
524.775	Effective Date of Conversion.	364
524.776	Benefits and Costs of Conversion Contract	364
524.78	Reinstatement of Enrollment After Conversion.	364
524.781	Refund of Premiums	364
524.782	Adjustment of Difference in Benefits.	365
524.8	Cost of Enrollment	365
524.81	Postal Service Contribution	365
524.82	Employee Withholding	365
524.83	Pre-Tax and After-Tax Premiums.	365
524.831	Tax Benefits	365
524.832	Career Employees.	365
524.833	Certain Noncareer and Transitional Employees	366
524.834	Further Information	366
524.84	Health Benefits Schedule	366
524.9	Enrollments for Former Spouses	366
524.91	Type of Enrollment	366
524.92	Effective Date of Enrollment	366
524.921	New Enrollment.	366
524.922	Change in Enrollment	367
524.93	Payment of Premiums	367
524.94	Opportunities to Change Enrollment	367
524.941	Change to Self Only	367
524.942	FEHB Open Season	367
524.943	Other Events That Permit Changes in Enrollment.	367
524.95	Cancellation of Enrollment	368
524.96	Termination of Enrollment.	368
524.961	Events Terminating Coverage.	368

524.962	Temporary Extension of Coverage	369
524.963	Termination Due to Failure to Pay Premiums	369
524.964	Termination of Coverage for Family Members	369
524.965	Former Spouse Responsibility	369
524.966	National Finance Center Responsibility	369
525	Special Circumstances Affecting Health Insurance Coverage	370
525.1	Office of Workers' Compensation Programs	370
525.11	Requirements to Continue Enrollment	370
525.111	Employee	370
525.112	Survivor	371
525.12	Transfer of Enrollment	371
525.121	Transfer to OWCP	371
525.122	Transfer Back to Employing Office	371
525.13	Withholding and Contribution by OWCP	371
525.131	Effective Dates	371
525.132	Health Benefits Refund Program	372
525.14	Procedures for Continuing Enrollment	373
525.141	Reporting to OWCP	373
525.142	Eligibility for Transfer	373
525.143	Pending OWCP's Request for Transfer	375
525.144	Employee Not Eligible to Continue	375
525.145	OWCP Determines Employee Is Not Eligible	375
525.146	On LWOP 10 Months, But Enrollment Not Transferred	375
525.147	OWCP Terminates Compensation	376
525.148	Employee Returns to Duty	376
525.149	Employee Elects Retirement	376
525.2	Employees in Nonpay Status	376
525.21	Enrollment Limit of 365 Days	376
525.22	Payment Required for Periods of Nonpay Status	377
525.221	Responsibility	377
525.222	Human Resources Shared Service Center (HRSSC) Procedures	377
525.223	Procedures for Employee	377
525.23	Employee Granted LWOP to Serve in Employee Organization	378
525.231	Policy	378
525.232	HRSSC Procedures	378
525.233	Procedures for Employee	378
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment	378
525.25	Employee in Nonpay Status Pending Removal	379
525.251	Removal Upheld	379
525.252	Restored to Duty	379
525.3	Military Service	379
525.31	Entry Into Military Service	379
525.311	Thirty Days or Less	379
525.312	More Than Thirty Days	380
525.32	Return From Military Service	380

	525.321	Return Not in Exercise of Reemployment Rights	380
	525.322	Return in Exercise of Reemployment Rights	380
	525.33	Death During Military Service	380
	525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program	380
	525.35	Continuous Enrollment	381
525.4		Coverage Into Retirement	381
	525.41	Employee Requirements for Continuation	381
	525.42	Procedures to Be Followed by Employing Office	381
	525.421	Determining Eligibility for Continued Enrollment	381
	525.422	Transferring Enrollment to OPM	381
	525.423	Reinstating Terminated Enrollments	383
	525.43	Benefits and Cost	383
	525.44	Employee Separates and Subsequently Retires	383
	525.441	Terminating Enrollment	383
	525.442	Encouraging Conversion to Individual Contract	383
	525.45	Reemployed Annuitant	384
	525.451	Enrolled	384
	525.452	Nonenrolled	384
	525.453	Reemployed Without Break in Service	384
	525.454	FEHB Open Season Opportunities for Reemployed Annuitant	384
525.5		Death of an Employee	385
	525.51	Transfer of Enrollment to Eligible Survivor	385
	525.511	Requirements	385
	525.512	Procedures to Be Followed by Employing Office	385
	525.513	Benefits and Cost	385
	525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant	385
525.6		Transfer to or From Overseas Post of Duty	386
525.7		Move Outside Service Area of a Comprehensive Plan	386
525.8		Employment Transfer	386
	525.81	Within Postal Service or to Another Federal Agency	386
	525.82	Outside Comprehensive Area	387
	525.83	Congressional Office	387
	525.831	From Postal Service to Senate or House	387
	525.832	From Senate or House to Postal Service	387
526		Self-Support Determinations	387
	526.1	Physical and Mental Incapacity Requirement	387
	526.11	Incapable of Self-Support	387
	526.12	Capable of Self-Support	387
	526.2	Financial Dependency	388
	526.21	Dependency Requirement	388
	526.22	Automatic Dependency	388
	526.23	Proof of Dependency	388

526.3	Medical Requirement	388
526.31	Authority	388
526.32	Medical Certificate	389
526.321	Submission	389
526.322	Time Limitation	389
526.323	Renewal	389
526.324	Failure to Renew	389
526.325	Late Submission	389
526.4	Medical Determinations	389
526.5	Procedures for Notifying the Health Benefits Plan	390
526.51	Employing Office	390
526.511	Existing Enrollment	390
526.512	New Enrollment	390
526.52	Postal Data Center	390
527	Privacy Act Considerations	390
527.1	Disclosure	390
527.2	Maintenance	390
527.3	Privacy Act Requests	390
527.31	Employees	390
527.32	Former Employees	391
527.33	Retired Employees	391
528	Employee Appeals	391
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	391
528.2	Appeal of Claim Denial	391
528.21	Initial Appeal Rights	391
528.211	Request for Reconsideration	391
528.212	Health Plan Responsibility	391
528.22	Request for Office of Personnel Management Review	392
528.221	Cause for Request to Review	392
528.222	Time Limit	392
528.223	Authorization for Release of Medical Information	392
528.224	Office of Personnel Management Responsibility	392
530	Life Insurance Program	393
531	Administration and Eligibility	393
531.1	General	393
531.2	Eligible Employees	393
531.3	Exclusions	393
532	Coverage	395
532.1	Based on Pay	395
532.11	Full-Time Employees	395
532.12	Part-Time Employees	395
532.13	Employees Serving in More Than One Position	395
532.131	Part-Time Flexible	395
532.132	Others	395

532.2	Amount	396
532.21	Basic Insurance	396
532.211	Minimum	396
532.212	Maximum.	396
532.213	Extra Benefit	396
532.214	Automatic Change	396
532.215	Accidental Dismemberment Provision	396
532.22	Optional Insurance	397
532.221	Option A — Standard	397
532.222	Option B — Additional	397
532.223	Option C — Family	397
533	Cost, Payment, Withholdings	398
533.1	Basic Insurance Cost	398
533.2	Optional Insurance	398
533.21	Cost	398
533.22	Withholdings	398
533.221	Option A — Standard	398
533.222	Option B — Additional	398
533.223	Option C — Family	399
533.224	Birthdays and Pay Periods	399
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	399
534	Special Circumstances Affecting Coverage	399
534.1	LWOP	399
534.11	Twelve-Month Maximum	399
534.12	Notice of Right of Conversion.	399
534.13	Return to Duty.	400
534.14	Appointment to Temporary Position.	400
534.141	Coverage.	400
534.142	New Twelve-Month Maximum	400
534.143	Optional Insurance Withholdings	400
534.15	Retirement Annuity Pending	400
534.2	Service in Employee Organization	400
534.21	Election	400
534.211	General	400
534.212	Employee Elects to Continue	401
534.213	Employee Does Not Elect to Continue	401
534.22	Installation Head Responsibility	401
534.221	Notify Employee of Right to Elect	401
534.222	Set Up Reminder System	401
534.223	Contact Employee.	401
534.224	Document Action	401
534.225	Copy of Election Filed	401
534.3	Employees Receiving OWCP Benefits	401
534.31	Eligibility	401
534.311	Basic Life Insurance	401
534.312	Optional Insurance	401

534.32	Termination of Insurance	402
534.33	Resumption of Insurance	402
534.34	Notice of Right of Conversion or Continuation.	402
534.341	Choice	402
534.342	Cost	402
534.343	Procedures for Continuation	402
534.4	Living Benefits	403
534.5	Assignment of Life Insurance	403
534.6	Erroneous Enrollments	403
535	Actions.	404
535.1	Acquiring Coverage	404
535.11	Basic Insurance	404
535.111	Newly Eligible Employees	404
535.112	Transfer Employees	404
535.113	Previous Waiver	404
535.12	Optional Insurance	404
535.121	Eligibility	404
535.122	Election/Declination Requirement.	404
535.123	Effective Date	405
535.124	Belated Election	405
535.2	Waiver of Basic Insurance	405
535.21	Filing SF 2817	405
535.22	Effective Date	405
535.23	Employee Statement	405
535.24	Sample Statement	406
535.3	Declination of Optional Insurance	406
535.4	Effect of Waiver or Declination	406
535.41	Reappointment/Transfer.	406
535.42	Previous Filing.	406
535.421	Basic Life Insurance	406
535.422	Optional Insurance	406
535.5	Cancellation of Insurance Coverage	406
535.51	Filing SF 2817	406
535.52	Effective Date	407
535.6	Termination.	407
535.61	Effective Date	407
535.611	Basic Insurance.	407
535.612	Optional Insurance	407
535.62	Temporary Continued Protection for Thirty-One Days.	407
535.63	Notice of Termination and of Conversion Privilege	408
535.64	Requirement for Continuous Protection.	408
535.7	Conversion	408
535.71	Converted Policy	408
535.711	Purchase of Individual Policy	408
535.712	Information Source	409

535.72	Time Limits for Conversions	409
535.721	Employing Office Responsibility	409
535.722	Employee Responsibilities	409
535.73	Conversion Privilege for Family Members	409
535.8	Canceling Waivers or Declinations.	409
535.81	Conditions.	409
535.82	Procedures	410
535.83	Coverage After Cancellation of Waiver or Declination	410
535.831	Basic Insurance.	410
535.832	Optional Insurance	410
535.9	Exceptions for Canceling a Declination of Optional Insurance	411
535.91	Life Status Changes	411
535.911	Time Limitation	411
535.912	Limitation on Coverage.	411
535.913	Effective Date	411
535.914	Proof Required	411
535.92	Reinstatement Actions	411
535.921	Conditions.	411
535.922	Effective Date	412
536	Retirement.	412
536.1	Requirements for Continuance.	412
536.11	Basic Insurance	412
536.111	Eligibility	412
536.112	Election Requirement	412
536.12	Optional Insurance	412
536.2	Cost	413
536.21	Basic Insurance	413
536.211	Premiums	413
536.212	Withholdings	413
536.22	Optional Insurance	413
536.3	Reduction After Retirement	413
536.31	Basic Insurance	413
536.311	Seventy-Five Percent Reduction.	413
536.312	Fifty Percent Reduction.	413
536.313	No Reduction	413
536.32	Optional Insurance	414
536.321	Option A — Standard	414
536.322	Option B — Additional and Option C — Family	414
536.4	Living Benefits	414
536.5	Assignment of Life Insurance	414
537	Reemployed Annuitants	415
537.1	Coverage	415
537.11	Terminated by Reemployment	415
537.12	Retained During Reemployment.	415
537.121	Suspended	415
537.122	Continued	416

537.13	Automatic Coverage	416
537.131	Optional Withholdings	416
537.132	Additional Optional Coverage	416
537.14	Waiver and/or Declination of Coverage	416
537.141	Insurance Affected	416
537.142	Effect	416
537.143	Exception	416
537.144	Employing Office Procedures	417
537.15	Amount of Coverage	417
537.16	Termination and Conversion	417
537.161	Termination Date	417
537.162	Conversion Privilege	417
537.17	Continuance Upon Termination of Reemployment	417
537.171	Retention	417
537.172	Procedures	418
537.173	Adjustment	418
537.174	Withholdings	418
537.2	Benefits	418
537.21	Amounts/Conditions	418
537.22	Greater Amount Paid	418
537.3	Designation of Beneficiary	419
537.31	Designation in Effect	419
537.32	Change of Beneficiary	419
537.321	Employee	419
537.322	Employing Office	419
538	Beneficiaries, Benefits Payable, Claims	419
538.1	Beneficiaries	419
538.11	No Named Beneficiary	419
538.111	Order of Precedence	419
538.112	Option C — Family	420
538.113	Designating Trusts	420
538.12	Specific Designation	420
538.121	SF 2823	420
538.122	Contingent Provisions	420
538.123	Agency as Beneficiary	420
538.124	Procedures for Filing	420
538.13	Employee Informed	420
538.131	Previous Designation Invalid	420
538.132	Order of Precedence	421
538.14	Change or Cancellation	421
538.15	Automatic Cancellation	421
538.16	Retiring Employee Designations	421
538.17	Reemployed Annuitant	421
538.18	Designation While Receiving OWCP Benefits	421
538.2	Benefits Payable	421
538.21	Amount	421
538.22	Accidental Dismemberment	422

	538.221 Single Accident	422
	538.222 Multiple Accidents.	422
	538.23 Accidental Death.	422
	538.24 Accidental Dismemberment and Accidental Death	422
	538.25 Death During Thirty-One-Day Extension of Group Life Insurance	422
538.3	Claims.	422
	538.31 Death of Insured Employee	422
	538.311 Contacting Persons Entitled to Benefits.	422
	538.312 SF 2821	422
	538.32 Death of Reemployed Annuitant.	423
	538.321 Addressing Claims	423
	538.322 SF 2821	423
	538.33 Requirements for Filing.	423
	538.34 Forms Used	423
	538.341 Death Benefits.	423
	538.342 Accidental Dismemberment	423
	538.35 Time Limits for Filing Accidental Death or Dismemberment Claims	424
	538.36 Settlement.	424
539	Insurance Forms	424
	539.1 Filing	424
	539.11 SF 2817, Life Insurance Election (FEGLI)	424
	539.12 SF 2821, Agency Certification of Insurance Status	424
	539.13 SF 2823, Designation of Beneficiary.	424
	539.14 SF 2822, Request for Insurance	424
	539.2 Privacy Act Considerations	424
	539.21 Handling and Disclosing Information	424
	539.22 Records Maintenance.	425
	539.23 Employee Retires	425
540	Injury Compensation Program	425
	541 Overview	425
	541.1 Background	425
	541.11 Law	425
	541.12 Administration.	425
	541.13 Coverage	425
	541.131 Disability	425
	541.132 Death.	426
	541.133 Schedule Awards	426
	541.14 Privacy Act	426
	541.2 Definitions.	426
	541.3 Forms	429
542	FECA Claim Requirements	429
	542.1 Employee Claims for Injury or Illness	429
	542.11 Traumatic Injury	429
	542.111 Notice	429

542.112	Time Limit	429
542.12	Occupational Disease or Illness	430
542.121	Notice	430
542.122	Time Limit	430
542.13	Recurrence	430
542.131	Notice	430
542.132	Time Limit	430
542.14	Survivor Claim for Death Benefits	430
542.141	Claim	430
542.142	Time Limit	430
542.2	Evidence Required	431
542.21	General	431
542.22	Medical Reports	431
542.23	Disability	431
542.3	Penalties	431
542.31	Penalty for False Statement	431
542.32	Penalty for False Claim	431
542.33	Penalty for Refusal to Process Claim	431
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government	432
543	Employee Rights	432
543.1	Waiver of Compensation Rights	432
543.2	Withdrawal of Claim	432
543.3	Medical Care	432
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	432
543.41	Continuation of Regular Pay	432
543.42	Sick or Annual Leave	433
544	Reporting Procedures	433
544.1	Responsibilities	433
544.11	Immediate Supervisor Responsibility	433
544.111	General	433
544.112	Traumatic Injuries	434
544.12	Control Office or Control Point Responsibility	434
544.2	Criteria and Time Limits	434
544.21	Traumatic Injury and Occupational Disease or Illness	434
544.211	Report Criteria	434
544.212	Time Limit	434
544.22	Recurrence of Injury	435
544.221	Report Criteria	435
544.222	Time Limit	435
544.23	Death	435
544.231	Report Criteria	435
544.232	Time Limit	435
544.24	PCES Claims	435

Contents

545	Control Office or Control Point Claim Management Responsibility	435
545.1	General	435
545.11	Claim Management Relationships	435
545.12	Establishing Control Office and Control Points	436
545.2	Authorizing Examination and/or Treatment With Form CA-16.	436
545.21	Traumatic Injury	436
545.22	Occupational Disease or Illness	436
545.23	Exposure to Workplace Hazards	436
545.24	Preventive Treatment	437
545.3	Return to Work Responsibility	437
545.31	Control Office or Control Point Responsibility	437
545.32	Suitable Work	437
545.33	Employee Responsibility.	438
545.4	Implementing Medical Care	438
545.41	Emergency Treatment	438
545.42	Initial Medical Examination and/or Treatment	438
545.43	Postal Physician or Contract Equivalent.	438
545.44	Outside Treatment in a Nonemergency Situation.	438
545.45	Continuing Treatment With Postal Service or Contract Physician.	439
545.5	Monitoring the Employee's Medical Care	439
545.51	Medical Report Requirements	439
545.52	Determining Return to Work Capability	440
545.53	Review of Medical Treatment	440
545.6	Fitness-for-Duty Examinations	441
545.61	General	441
545.62	Fitness-for-Duty Procedures	441
545.63	Fitness-for-Duty Results.	441
545.64	Difference in Medical Opinion.	441
545.7	Continuation of Pay by the Postal Service.	442
545.71	General	442
545.72	Eligibility	442
545.721	Initial Disability for a Traumatic Injury	442
545.722	Recurrence of Disability	442
545.723	Exclusions	442
545.724	Employee Responsibility.	442
545.73	Controversion of COP.	443
545.731	Definition of Controversion	443
545.732	Controversion With COP Withheld	443
545.733	Controversion With COP Provided	443
545.74	Stopping COP.	443
545.741	Circumstances for Stopping COP.	443
545.742	Relation to Disciplinary Action	444
545.743	Stopping Continuation of Pay for Temporary Employees.	444

545.75	Controversion Package	444
545.76	Adjudication Process	445
545.77	Controversion Denied by OWCP	445
545.78	Overpayment Determination.	445
545.8	Compensation by OWCP for Disability	446
545.81	Initial Period of Compensation	446
545.811	Traumatic Injury.	446
545.812	Occupational Disease or Illness	446
545.82	Subsequent Periods of Compensation.	446
545.83	Waiting Period	446
545.84	Leave Buy-Back	447
545.9	Managing Extended Leave Cases	447
545.91	General	447
545.92	Deciding Appropriate Action.	447
545.93	Separation — Disability	447
546	Reassignment or Reemployment of Employees Injured on Duty	448
546.1	Law	448
546.11	General	448
546.12	Disability Fully Overcome Within One Year	448
546.121	Obligation	448
546.122	Rights and Benefits.	448
546.13	Disability Fully Overcome After More Than One Year	448
546.131	Obligation	448
546.132	Rights and Benefits.	448
546.14	Disability Partially Overcome	448
546.141	General	448
546.142	Obligation	449
546.143	Rights and Benefits Upon Partial Recovery	450
546.144	Relocation Consideration	452
546.2	Collective Bargaining Agreements	452
546.21	Compliance.	452
546.22	Contractual Considerations	452
546.221	Scope	452
546.222	Reassignment or Reemployment	452
546.23	Types of Appointments.	453
546.3	Restoration Rights	453
546.4	Employee Appeal Rights	453
546.5	Retirement Considerations.	453
546.6	Reassignment and Reemployment Procedures.	453
546.61	OWCP Referrals	453
546.611	Work Limitation Tolerances.	454
546.612	OWCP Vocational Rehabilitation Services	454
546.62	Postal Service Medical Review.	454
546.621	Physical Examination	454
546.622	Special Considerations	454
546.63	Offer of Appointment	455

	546.631 Evaluation	455
	546.632 Interview	455
	546.633 Processing Personnel Actions	455
	546.64 Employee's Refusal of Job Offer	455
	546.65 Management's Refusal to Reemploy	456
547	Third Party Liability	456
547.1	Purpose	456
547.2	Background	456
	547.21 Requirement to Take Action	456
	547.22 Penalty for Refusal	456
	547.23 Postal Service Administrative Pursuit	456
547.3	Definitions and Use of Terms	457
547.4	Responsibility	457
547.5	Third Party Recovery Action	457
	547.51 Traumatic Injury	457
	547.52 Occupational Illness or Disease	457
	547.53 Potential Third Party Injuries	458
	547.54 Investigation	458
	547.55 Notification	458
	547.56 OWCP Responsibility	461
	547.57 Postal Service Responsibility	461
	547.58 Employee Not Represented by Attorney	462
	547.59 Employee Not Pursuing Third Party Action	470
547.6	Release of Information	477
	547.61 Privacy Act Protection	477
	547.62 Release to Employee or Beneficiary	477
	547.621 General	477
	547.622 Release to Physician	477
	547.623 Limitation to Germane Information	477
	547.63 Release to Other Parties	477
	547.64 Release to Court or Other Authority	477
547.7	Settlement of Claims	478
	547.71 Employee Pursuing Collection of Damages From Third Party	478
	547.72 Employee Not Pursuing Third Party Recovery	478
	547.73 Disbursement of Recovered Third Party Funds	478
	547.74 Settlement Verification	479
	547.75 Control Point Supervisor Requirements	479
	547.76 Recovery Assistance	479
	547.77 Delegation of Authority	479
547.8	Third Party Recovery Action — Court Action	481
	547.81 General	481
	547.82 Compensation for Court Appearances	481
	547.83 Documentation of Court Appearances	481
	547.84 Case Preparation	481

550	Unemployment Compensation	483
551	Overview	483
551.1	Legal Guidelines	483
551.11	Administration	483
551.12	Liability	483
551.13	Illegal Claims	483
551.2	Qualification Factors	483
551.3	Disqualification Factors	483
551.4	Information to State Employment Security Agencies	484
551.41	Information Required	484
551.42	Privacy Act Requirements	484
551.421	Authority to Disclose	484
551.422	Accountability of Disclosure	484
552	Responsibilities	484
552.1	Headquarters	484
552.11	Functional Administration	484
552.12	Daily Administration	485
552.2	Areas	485
552.3	State Coordinators	485
552.31	Administration	485
552.32	Responsibilities	485
552.4	Installation Heads	486
552.41	Completion of PS Form 50, Notification of Personnel Action	486
552.42	Cooperation With Postal and State Authorities	486
552.5	Eagan Accounting Service Center	486
552.51	Initial Response	486
552.52	Additional Information	487
553	Explanation of Forms and Procedures	487
553.1	Postal Service Procedures	487
553.11	PS Form 50	487
553.12	SF 8, Notice to Former Employee About Unemployment Insurance	487
553.13	PS Form 6803, Wage and Separation Information (ES 931)	488
553.131	Completion	488
553.132	Incomplete Information	488
553.133	Erroneous Findings	488
553.2	State Agency Forms and Procedures	488
553.21	Form ES 931	488
553.22	Form ES 934	489
553.221	Reason for Form ES 934	489
553.222	Request for Wage Information	489
553.223	Request for Separation Information	489
553.224	Request for Wage and Separation Information	489
553.23	Form ES 936, Verification of ES 931 (PS Form 6803)	489

Contents

554	Appeals	490
554.1	State Law Requirements	490
554.2	Initial Level Appeals by Claimants	490
554.3	Initial Level Appeals by the Postal Service	490
554.31	Cause to Appeal	490
554.32	Initiation of Appeal	490
554.4	Postal Service Participation in Appeals	490
554.41	Representation	490
554.411	Preparation for Appeal	490
554.412	Appearance As a Witness	491
554.413	Appearance As an Appellant	491
554.414	Appearance As an Appellee	491
554.42	New Evidence by Claimant	491
554.43	Disclosure of Information	491
554.431	Routine	491
554.432	Medical Records	491
554.433	Inspection Service Records	492
554.434	Managing Field Counsel	492
554.5	Appeals (Second Level) to State Appellate Board	492
554.6	Postal Service Appeals to State Courts	492
560	Civil Service Retirement Program	493
561	General	493
561.1	Scope	493
561.2	Administration	493
561.3	Employees Covered	493
561.4	CSRS Offset	493
561.5	Exclusions	494
562	Creditable Service	494
562.1	General	494
562.11	Types of Service	494
562.12	Time Credit	494
562.2	Federal Civilian Service	495
562.21	General	495
562.211	Federal and District of Columbia Service	495
562.212	District of Columbia Service	495
562.213	Breaks In Service	495
562.214	Deductions Refunded	495
562.22	Service Covered by Social Security	495
562.23	Part-Time Employment	496
562.231	Part-Time Regular Employees	496
562.232	Part-Time Flexible Employees	496
562.233	Annuity Proration	496
562.24	Intermittent Service	496
562.25	Special Circumstances	497
562.251	Japanese-American Employee	497

562.252	Employee Receiving OWCP Benefits	497
562.253	Employee Restored After Erroneous Removal or Suspension	498
562.254	Employee Granted LWOP to Serve in Employee Organizations	498
562.255	Employee on Leave of Absence	499
562.3	Military Service	499
562.31	Types of Service	499
562.311	Military Groups	499
562.312	Reserve Components	499
562.313	Military Academies	500
562.314	National Guard Service	500
562.315	Military Service Prior to January 1957	500
562.316	Military Service After December 31, 1956.	500
562.32	Required Conditions	500
562.33	Double Credit Not Permitted	501
562.34	Service Credit Deposit Required	501
562.341	Amount of Deposit	501
562.342	Charging Interest.	501
562.35	Military Retired Pay.	501
562.351	CSRS Annuity	501
562.352	Waiver of Military Retired Pay.	501
562.4	Credit For Unused Sick Leave	502
562.41	Eligibility	502
562.42	Method of Computing.	502
562.43	Restrictions.	502
562.5	Computing Total Length of Service	502
563	Annuities — Requirements and Procedures	502
563.1	General Requirements	502
563.11	Conduct	503
563.12	Time	503
563.13	Age and Service	503
563.2	Requirements and Procedures by Type of Separation	503
563.21	Involuntary Separation	503
563.211	Additional Requirements.	503
563.212	Reduced Annuity.	503
563.22	Mandatory Retirement	504
563.23	Disability Retirement Requirements	504
563.231	Service	504
563.232	Total Disability.	504
563.233	Conduct.	504
563.3	Deferred Annuity.	504
564	Types of Annuities	505
564.1	Annuity Without Survivor Benefits	505
564.2	Annuity with Survivor Benefits	505
564.21	Annuity to Current and/or Former Spouse(s)	505

564.211	General	505
564.212	Current Spouse Eligibility	505
564.213	Election of Former Spouse Annuity	505
564.214	Annuity Limitation	506
564.215	Reduction in Employee's Annuity	506
564.216	Effective Date	506
564.22	Annuity to Former Spouse Based on Court Order	506
564.221	General	506
564.222	Current Spouse Election	506
564.223	Protection of Current Spouse's Entitlement	506
564.23	Annuity to Person with Insurable Interest	507
564.231	General	507
564.232	Eligibility	507
564.233	Reduced Rate	507
564.24	Current Spouse's Consent	507
564.25	Surviving Child	507
564.3	Election of Annuity	507
564.31	Application	508
564.32	Election Changes After Retirement	508
564.321	18-Month Reelection Period	508
564.322	Marriage Terminated	508
564.323	Marriage Terminated and Remarriage	508
564.324	Marriage After Retirement	508
565	Employee's Retirement Account	509
565.1	Deductions from Current Earnings	509
565.2	Deposits for Prior Service	509
565.21	Employee Deposits	509
565.211	Percentages of Basic Pay	509
565.212	Reduction for Periods of No Deposit	509
565.22	Survivor Deposits	510
565.23	Deposit/Redeposit Application	510
565.3	Redeposits	510
565.31	Employee Redeposits	510
565.32	Amount of Redeposit	510
565.33	Impact on Annuity	510
565.34	Exception	511
565.35	Survivor Redeposits	511
565.36	Form Used	511
565.4	Voluntary Contributions	511
565.41	Application	511
565.42	Restrictions	511
565.43	Amount of Contributions	511
565.44	Amount of Additional Annuity	512
565.45	Type of Annuity Election	512
565.46	Withdrawal of Voluntary Contribution	512
565.461	Conditions	512

565.462	Application	512
565.47	Death Before Retirement	512
565.5	Refund of Deductions.	512
565.51	Less Than 5 Years Civilian Service.	512
565.511	Refund.	512
565.512	Eligibility	512
565.513	Interest	513
565.514	Application	513
565.52	Five Years or More Civilian Service	513
565.521	Choice.	513
565.522	Value	513
565.523	Eligibility	513
565.524	Refund.	513
565.525	Interest	513
565.526	Repayment	513
566	Annuity Computation.	513
566.1	Effective Dates	513
566.11	Commencement	514
566.12	Ending.	514
566.13	Employee's Work and Leave Status.	514
566.131	Use of Annual Leave Balance	514
566.132	Continuing Leave Status.	514
566.2	Factors Affecting Annuity Computations	514
566.21	Primary Factors.	514
566.22	Other Factors	514
566.23	Determining Length of Service	515
566.24	Determining High 3-Year Period.	515
566.241	Dates Included	515
566.242	Consecutive	515
566.243	Refunded Deductions	515
566.25	Determining High-3 Average Pay	515
566.251	Computation	515
566.252	Basic Pay	515
566.3	General Formula	515
566.31	Computation.	515
566.32	Substitution.	516
566.33	Guides for Applying the General Formula.	516
566.34	Maximum Annuity Benefits.	516
566.341	Eighty Percent Limitation	516
566.342	Excess Service	516
566.4	Disability Retirement.	516
566.41	Guaranteed Minimum	516
566.411	Employee Under Age Sixty	517
566.412	Employee Past Age Sixty	517
566.413	Exceptions.	517

566.42	Application of Guaranteed Minimum Principle	517
566.421	Computations	517
566.422	Examples Resulting From Applying Guaranteed Minimum	519
566.423	Concept.	519
566.5	Reemployed Annuitants, Additional Annuity	519
566.51	Supplemental Annuity.	520
566.511	Eligibility	520
566.512	Computation	520
566.52	Redetermination of Annuity	521
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit.	521
566.61	Alternative Option	521
566.62	Computation	521
566.63	Survivor Annuity	521
567	Death Benefits — Death in Service	522
567.1	Survivor Annuity	522
567.11	Conditions to Be Met by the Employee	522
567.12	Conditions to Be Met by the Current (Former) Spouse	522
567.121	Current Spouse.	522
567.122	Former Spouse — Court Ordered Annuity	522
567.13	Conditions to Be Met by the Child	522
567.131	General	522
567.132	Child incapable of Self-Support	522
567.133	Stepchild or Illegitimate Child	523
567.14	Computation of Annuity for Survivors.	523
567.141	Current and/or Former Spouse.	523
567.142	Current and/or Former Spouse of a Law Enforcement Employee.	523
567.143	Payment of Child's Annuity.	524
567.15	Beginning Date for Survivor Annuity.	524
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	524
567.17	Election of Annuity by Survivor.	525
567.171	Election of Survivor Annuity or Employees' Compensation Benefits.	525
567.172	Election of Survivor Annuity or Social Security Benefits	525
567.18	Election by Annuitants and Resultant Survivor Annuities.	526
567.19	Deceased Annuitant Survived by Child	526
567.2	Lump-Sum Benefit	526
567.21	Conditions for Payment	526
567.22	Person(s) Entitled to Payment	526
567.221	Order of Precedence.	526
567.222	Former Spouse	527
567.23	Designations of Beneficiaries	527
567.231	Employee Informed.	527
567.232	Employee Reminder	527

567.3	Procedure Upon Death of an Employee or Annuitant	527
567.31	Contacting Next of Kin	527
567.32	Notifying OPM	527
567.33	Filing Death Claim Applications	527
567.331	SF 2800	527
567.332	Minor Children	528
567.333	One Application	528
567.334	SF 1153	528
567.34	Evidence	528
567.341	Required	528
567.342	Additional	528
567.343	Flag Recognition Benefit for Fallen Federal Civilian Employee	528
568	Management-Initiated Disability Retirement Procedures	528
568.1	General	528
568.11	Basis for Filing	529
568.12	Medical Examination	529
568.121	Notifying the Employee	529
568.122	Designating a Physician	529
568.123	Information Provided Examining Physician	529
568.124	Psychiatric Evaluation	529
568.125	Cost of Medical Examination	530
568.126	Management Decision	530
568.13	Filing Application	530
568.131	Employing Office Action	530
568.132	Notice to Employee	530
568.133	Notice to OPM	531
568.2	OPM Action	531
568.21	Processing by OPM	531
568.22	Decision	531
568.23	Cancellation of Retirement	531
568.24	Employee's Status Pending OPM's Decision	531
569	General Retirement Information	531
569.1	Retirement Counseling	531
569.11	Responsibility	531
569.12	Retirement Annuity Estimates	532
569.13	Group Retirement Information Programs	532
569.131	Nature of Group Programs	532
569.132	Group Program Content	532
569.14	Individual Retirement Counseling	532
569.141	Nature of Individual Counseling	532
569.142	Counseling Session Content	532
569.143	Advice to Employee	533
569.2	Retirement Forms	533
569.21	Guidelines for Processing Personnel Actions	533
569.22	Requisitioning Forms	533

Contents

569.3	Retirement Account Information	533
569.4	Information Source for Separated or Retired Employees	534
569.5	Information Source for Employees	534
569.6	Federal Income Tax	534
569.61	Taxable Annuities	534
569.62	Federal Income Tax Withholding	534
569.63	Federal Income Tax Questions	534
569.7	Privacy Act Considerations	535
569.71	General	535
569.72	OPM Records	535
569.73	Postal Service Records	535
570	Social Security and Medicare	535
571	General Information	535
571.1	Overview	535
571.2	Social Security	535
571.21	Objectives	535
571.22	Programs	536
571.3	Medicare	536
572	Coverage	536
572.1	Employees Covered	536
572.11	Social Security	536
572.12	Medicare	536
572.2	Exclusions From Social Security and Medicare	536
572.3	FERS Employees	537
573	Social Security and Medicare Contributions	537
573.1	Federal Insurance Contributions Act (FICA) Taxes	537
573.11	Employee/Employer Payments	537
573.12	Effective Percentage Rate	537
573.121	Full Coverage	537
573.122	Medicare Coverage Only	537
573.13	Base Earnings	537
573.14	FICA Inquiries	537
573.2	Allowances Not Subject to FICA Taxes	537
574	Quarters of Coverage	538
574.1	Social Security Quarter of Coverage	538
574.2	Federal Quarter of Coverage (Medicare)	538
574.21	CSRS Employees	538
574.22	Earned Federal Quarters of Coverage	538
574.23	Deemed (Credited) FQCs	538
574.24	Combining Earned and Deemed FQCs	538
574.25	Establishing Deemed FQCs	539
574.251	Using OPM Form 1528	539
574.252	Using Other Evidence	539
574.253	By Special Request	539

574.3	Insured Status	539
574.4	Coverage Requirements for Benefits	540
575	Benefits	540
575.1	Social Security	540
575.11	Application Required	540
575.12	Retirement Benefits	540
575.13	Disability Benefits	541
575.131	Worker Receiving Benefits	541
575.132	Dependents Receiving Benefits	541
575.14	Survivor's Benefits	541
575.2	Medicare (Hospital and Medical)	541
575.21	Coverage	541
575.22	Eligibility	542
575.221	Age Sixty-Five or Older	542
575.222	Under Age Sixty-Five	542
575.23	If an Employee Works After Age Sixty-Five	542
575.231	Same Health Benefits Offered	542
575.232	Written Explanation	543
575.233	Election in Writing	543
575.3	Events That Can Affect Benefits	543
575.31	Social Security	543
575.32	Medicare	543
575.4	Elimination of Retirement Windfall Benefits	543
575.41	Purpose	543
575.42	When the Modified Benefit Formula Applies	544
575.5	Computation of Benefits	544
575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	544
575.52	Step 2 — General Computation of Primary Insurance Amount	544
575.521	Without Modified Benefit Formula	544
575.522	With Modified Benefit Formula	544
575.53	Transitional Provisions	545
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	545
575.541	General Formula	545
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	545
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	545
575.6	Government Pension Offset	546
575.61	Purpose	546
575.62	Exceptions	547
575.63	Amount of Offset	547
580	Federal Employees Retirement System	548
581	General	548

Contents

581.1	Scope	548
581.2	Administration.	548
581.3	Employees Covered	548
581.4	Exclusions	549
581.5	Employees Covered	549
581.6	Exclusions	549
581.7	Employees Covered	549
581.8	Exclusions	550
582	Creditable Service	550
582.1	General	550
582.11	Types of Service	550
582.12	Specific Creditable Civilian Service	550
582.13	Time Credit	551
582.14	Breaks in Service	551
582.2	Deductions Refunded.	551
582.3	Part-Time Service.	551
582.4	Employee Receiving OWCP Benefits.	551
582.41	Employee on Leave Without Pay (LWOP).	551
582.42	Employee Separated	551
582.5	Employee Restored After Erroneous Removal or Suspension.	552
582.51	Policy	552
582.52	Determining Retirement Credit.	552
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	552
582.7	Military Service	553
582.71	Types of Service	553
582.72	Military Service Prior to January 1, 1957	553
582.73	Military Service After December 31, 1956	553
582.74	Required Conditions.	553
582.75	Double Credit Not Permitted	553
582.76	Service Credit Deposit Required	553
582.761	Amount of Deposit	553
582.762	Charging Interest.	554
582.77	Military Retired Pay.	554
582.78	Waiver of Military Retired Pay.	554
582.781	General	554
582.782	Procedures	554
582.8	Transfers to FERS	555
583	Annuities	555
583.1	General Requirements	555
583.11	Conduct	555
583.12	Time	555
583.13	Age and Service	556
583.14	Minimum Retirement Age	556
583.15	Immediate Reduced Annuity	556

583.2	Requirements and Procedures by Types of Separations	557
583.21	Involuntary Separation	557
583.22	Mandatory Retirement	557
583.23	Disability Retirement Requirements	557
583.231	Service	557
583.232	Disability	557
583.233	Duration	557
583.3	Deferred Annuity	558
583.31	Eligibility	558
583.32	Commencement Date	558
583.33	Restriction	558
584	Types of Annuities	558
584.1	Annuity Without Survivor Benefits	558
584.2	Annuity With Survivor Benefits	558
584.21	General	558
584.22	Spouse Eligibility	559
584.221	Current Spouse Eligibility	559
584.222	Election of Annuity for Former Spouses(s)	559
584.23	Maximum Survivor Annuity	559
584.24	Reduction in Annuity	559
584.25	Effective Date	559
584.26	Annuity to Former Spouse(s) Based on a Court Order	559
584.261	General	559
584.262	Current Spouse Election	559
584.263	Protection of Current Spouse's Entitlement	560
584.27	Annuity to Person With Insurable Interest	560
584.271	General	560
584.272	Eligibility	560
584.273	Insurable Interest — Presumed	560
584.274	Insurable Interest — Other	560
584.275	Reduced Rate	560
584.276	Amount	561
584.28	Current Spouse's Consent	561
584.29	Surviving Child	561
584.3	Election of Annuity	561
584.31	Application	561
584.32	Election Coverage After Retirement	561
584.321	Eighteen-Month Reelection Period	561
584.322	Marriage Terminated	561
584.323	Marriage Terminated and Remarriage	562
584.324	Marriage After Retirement	562
585	Employee's Retirement Account	562
585.1	Deduction From Current Earnings	562
585.2	Percentages Withheld	562
585.3	Service Credit Deposit	563
585.31	General	563

	585.32	Amount of Deposit	563
	585.33	Reductions for Periods of No Deposit	563
	585.34	Survivor Deposits	563
	585.35	Deposit Applications	563
585.4		Redeposits	563
585.5		Refund of Deductions	564
	585.51	Eligibility	564
	585.52	Interest	564
	585.53	Repayment	564
586		Annuity Computation	564
	586.1	Effective Date	564
	586.11	Commencement	564
	586.12	Ending	565
	586.13	Employee's Work and Leave Status	565
	586.131	Use of Annual Leave Balance	565
	586.132	Continuing Leave Status	565
	586.2	Factors Affecting Annuity Computations	565
	586.21	Primary Factors	565
	586.22	Other Factors	565
	586.23	Determining Length of Service	565
	586.24	Determining High-Three-Year Period	566
	586.241	Dates Included	566
	586.242	Consecutive	566
	586.25	Determining High-Three Average Pay Computation	566
	586.251	Computation	566
	586.252	Basic Pay	566
	586.3	Formula	566
	586.31	Basic	566
	586.32	At Age Sixty-Two	566
	586.33	Annuity Supplement	566
	586.331	Eligibility	566
	586.332	Amount	567
	586.333	Reduction Based on Excess Earnings	567
586.4		Transferees to FERS	567
586.5		Disability Retirement	567
	586.51	Initial Computation — Under Age Sixty-Two	567
	586.511	First Year of Disability	567
	586.512	Second and Succeeding Years	567
	586.513	Exceptions	568
	586.52	Computation — Age Sixty-Two and Over	568
	586.53	Recomputation — Age Sixty-Two	568
586.6		Reemployed Annuitants — Additional Annuity	568
	586.61	Salary Payable	568
	586.62	Eligibility	568
	586.63	Reemployed Less Than One Year	568

586.64	Reemployed One Year or More	568
586.65	Reemployed Five Years or More	569
586.7	Alternative Form of Annuity	569
586.71	Eligibility	569
586.72	Computation	569
586.73	Survivor Annuity	569
586.8	Cost-of-Living Adjustments (COLA)	569
586.81	Amount	570
586.82	Eligibility	570
586.821	Optional Retirement	570
586.822	Involuntary Separation	570
586.823	Disability	570
586.824	Law Enforcement	570
586.825	Transfers to FERS	570
587	Death Benefits — Death in Service	570
587.1	Basic Employee Death Benefit	570
587.11	General	570
587.12	Amount	571
587.13	Payment	571
587.2	Survivor Benefit — Spousal	571
587.21	General	571
587.22	Beginning and Ending Date	571
587.221	Beginning	571
587.222	Ending	571
587.223	Reinstatement	571
587.3	Refund of Contributions	571
587.31	Eligibility	571
587.32	Normal Order of Precedence	571
587.4	Former Spouse(s)	572
587.5	Child Annuities	572
587.51	Eligibility	572
587.52	Rates of Annuities	572
587.53	Beginning and Ending Dates	572
587.531	Beginning Date	572
587.532	Ending Date	572
587.54	Disabilities	572
587.6	Procedures Upon Death of an Employee	572
587.61	Contacting Next of Kin	572
587.62	Filing Death Claim Applications	573
587.63	Flag Recognition Benefits for Fallen Federal Civilian Employee	573
588	Management-Initiated Disability Retirement Procedures	573
588.1	General	573
588.2	Procedures	574
588.21	Basis for Filing	574

Contents

	588.22 Notice to Employee	574
	588.23 Notice to OPM	574
588.3	Processing by OPM	574
	588.31 Required Documentation	574
	588.32 Decision	574
588.4	Cancellation of Retirement	575
588.5	Employee's Status Pending OPM's Decision.	575
589	General Retirement Information	575
589.1	Retirement Counseling	575
	589.11 Responsibility	575
	589.12 Retirement Annuity Estimates.	575
	589.13 Group Retirement Information Programs	575
	589.131 Nature of Group Programs	575
	589.132 Group Program Content	576
	589.14 Individual Retirement Counseling	576
	589.141 Nature of Individual Counseling	576
	589.142 Counseling Session Content.	576
	589.143 Advice to Employee	576
589.2	Retirement Forms.	577
	589.21 Processing	577
	589.22 Requisitioning Forms	577
589.3	Information Source for Separated or Retired Employees	577
589.4	Information Source for Employees.	577
589.5	Federal Income Tax	577
	589.51 Taxable Annuities	577
	589.52 Federal Income Tax Withholding	577
	589.53 Federal Income Tax Questions.	578
589.6	Privacy Act Considerations	578
	589.61 General	578
	589.62 OPM Records	578
	589.63 Postal Service Records	578
590	Thrift Savings Plan.	578
591	Overview	578
591.1	Description	578
	591.11 Administration.	578
	591.12 Getting Help from TSP	579
591.2	Enrollment.	579
591.3	Eligibility to Contribute	579
	591.31 General	579
	591.32 New Career Employees	579
	591.33 Rehired Employees.	579
	591.34 Reemployed Annuitants	580
	591.341 Eligibility	580
	591.342 Enrollment	580

	591.343 Contributions	580
	591.35 Transfers from Another Agency	580
	591.36 Dual Appointments	580
592	Contributions	581
592.1	Basic Pay	581
592.2	Contribution Rates	581
592.3	Maximum Contribution Rates	581
592.4	Automatic Contributions	581
592.41	FERS Employees	581
592.42	CSRS Employees	581
592.43	Employee Responsibilities Regarding Automatic Enrollment, Participation, and Requests for Refunds of Automatic Enrollment	581
592.5	Matching Contributions	582
592.51	FERS Employees	582
592.52	CSRS Employees	582
592.6	Vesting of Contributions	582
592.61	CSRS Employees	582
592.62	FERS Employees	583
592.7	Maximum Contribution Amount	583
592.8	Taxes	583
592.81	Traditional TSP Taxation	583
592.82	Federal Income Taxes	583
592.83	State Income Taxes	583
592.84	Roth (After-tax) TSP Taxation	583
592.9	Insufficient Earnings	584
592.91	Employees on Leave Without Pay	584
592.92	Reduced Earnings	584
593	Investments	585
593.1	Funds Available	585
593.2	Investment Options	585
593.21	Fund Allocation	585
593.22	Changing Investments	585
593.23	Interfund Transfers	585
593.3	Participant Statements	586
593.31	Frequency	586
593.32	Contents	586
593.33	Distribution	586
594	Adjustments	586
594.1	Responsibility	586
594.2	Elections Not Processed	586
594.3	Overdeductions	586
594.31	Excess Contributions	586

Contents

594.32	Amount of Adjustment	586
594.33	Earnings	587
594.4	Underdeductions	587
594.41	Correction	587
594.42	PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions	587
594.43	Preparation	587
594.44	Decision	587
594.45	Disposition	587
594.451	No Return of PS Form 6886	587
594.452	No Make-up Contributions	587
594.453	Make-up Contributions	587
594.46	Processing	588
594.461	Upon Receipt of Signed Form 6886	588
594.462	Verification.	588
594.463	If Insufficient Wages	588
594.464	If Insufficient Net Pay	588
594.465	Allocation.	588
594.466	Terminating Make-up Contributions	588
594.467	Transfers	588
594.468	Attributable Earnings.	589
594.5	Resuming and Make-up Contributions When Returning from Military Leave	589
594.51	Requirements	589
594.52	FERS Employees	589
594.53	Keeping and Reviewing Statements.	589
594.6	Erroneous Retirement System	589
594.7	Back Pay Awards	590
594.71	General Rule	590
594.72	Erroneous Separation	590
594.73	Continuous Service.	590
594.8	Claim Procedure.	590
594.81	General Rule	590
594.82	Review of Claim	590
594.83	Postal Service Decision	590
594.84	Employee Appeal Rights.	591
594.85	Final Decision	591
594.86	Time Limitation	591
595	Termination of Contributions.	591
595.1	Definition.	591
595.2	Submissions	591
595.3	Effective Date	591
596	Loans.	592
596.1	Eligibility	592
596.2	Types of Loans.	592
596.21	Residential Loans	592

596.22	General Purpose Loans	592
596.3	Applications	592
596.31	TSP-20, Thrift Savings Plan Loan Application	592
596.32	Documentation	592
596.4	Loan Repayment	592
596.41	Payroll Deductions	592
596.42	Reamortization	593
596.43	Suspending or Missing Payments	593
596.44	Prepayment.	594
597	Withdrawal of Funds	594
597.1	Eligibility	594
597.2	Withdrawals upon Separation	594
597.21	Withdrawal Options	594
597.22	Mandatory Automatic Cash-out	594
597.23	Required Minimum Distribution	594
597.24	Spousal Rights	594
597.241	CSRS Participants.	594
597.242	FERS Participants.	595
597.3	In-Service Withdrawals.	595
597.31	Type of Withdrawal.	595
597.32	Application	595
597.33	Restrictions.	595
597.331	Pay Period Contributions	595
597.332	Court Orders	596
597.4	Death	596
597.41	Before Separation.	596
597.42	After Separation	596
597.5	Withdrawal Packages.	596
597.51	HRSSC Responsibilities	596
597.511	Separations and Retirements	596
597.512	Deaths.	596
597.6	Additional Information	596
597.7	Return to Federal Service.	597
598	Court Orders	597
598.1	Types	597
598.2	Requirements	597
598.3	Notification	597
598.4	Effect on Withdrawal Options.	598
598.5	Effect on Loans.	598
598.6	Address	598
598.7	Additional Information	598
599	TSP Contact Mailing and Fax Information	598
599.1	Forms and General Correspondence.	598
599.2	Loan Payments.	598

599.3	Transfers or Rollovers of Funds to the TSP	598
599.4	Court Orders and Legal Process Actions.	599
599.5	Death Benefits Claims	599
599.6	Federal Tax Levies and Criminal Restitution Orders	599
6	Employee Relations	601
610	Employee Services	601
611	Scope	601
612	Information Media	601
612.1	Responsibility	601
612.2	Methods	601
612.21	Official Directives	601
612.22	Unofficial Communications.	601
612.23	Bulletin Boards	601
612.231	Utility and Convenience	601
612.232	Suitability.	602
612.24	Employee Lockers	602
612.241	Issuance	602
612.242	Maintenance and Inspection.	602
613	Credit Unions.	603
613.1	Authority	603
613.2	Space Allowance	603
613.3	Employees With Credit Union Duties	603
614	Food Services	603
614.1	Policy	603
614.2	Operation	603
614.21	Responsibility	603
614.22	Management.	604
614.3	Types	604
614.4	Funds	604
615	Social Recreational Program.	605
615.1	Policy	605
615.2	Discrimination.	605
615.3	Committees	605
615.31	Membership	605
615.32	Requirements	605
615.321	Income From Vending Operations	605
615.322	Meetings and Duties	605
615.33	Responsibilities.	605
615.34	Constitution	606
615.35	Bylaws	606
615.4	Employee Social and Recreational Fund	609
615.41	Purpose.	609
615.42	Source of Funds	609

615.43	Funds Excluded	609
615.44	Prohibited Activities	609
615.45	Safekeeping of Funds	610
615.451	Records	610
615.452	Single Fund	610
615.453	Balance Under \$100	610
615.454	Balance Over \$100	610
615.46	Requirements for Banking and Investment of Funds	610
615.461	One Checking Account	610
615.462	Reserve Funds	610
615.463	No Long-term Accumulation	610
615.47	Expenditures of Funds	611
615.471	General Benefit	611
615.472	Appropriate Expenditures	611
615.473	Inappropriate Expenditures	611
615.5	Records and Files	611
615.51	Ledger	611
615.52	Checkbook	612
615.53	Record of Assets	612
615.54	Supplies Inventory	612
615.55	Unpaid Obligations	612
615.56	Files	612
615.6	Reports	615
615.61	Frequency	615
615.62	Report Format	615
615.7	Audits	618
615.71	Frequency	618
615.72	Recommendation for Audit	618
615.721	Installation Head	618
615.722	District Finance Manager	618
615.73	Internal Audit	618
615.74	Independent Audit	618
615.75	Audit Requirements	618
615.76	Audit Report	619
615.761	Content	619
615.762	Distribution	619
615.77	Follow-Up Action	619
615.78	Review and Comments by District Finance Manager	619
615.79	Office of Inspector General Audit	619
615.8	Tax Status of Social and Recreational Funds	620
615.81	Exemption	620
615.82	Liability	620
616	Savings Bond Program	620
616.1	Payroll Savings Plan	620
616.2	Notification	620

Contents

616.21	Annual Savings Bond Drive	620
616.211	Organization	620
616.212	Participation	620
616.213	Supplies	620
616.22	Sustaining Program	620
616.3	Enrollment.	621
616.31	Authorization for Payroll Allotment	621
616.32	Cancellation of Allotment	621
616.33	Issuance and Refunds	621
616.34	Privacy of Records	621
616.4	Reports.	621
617	Combined Federal Campaign Program.	621
617.1	Annual Campaign.	621
617.11	Purpose.	621
617.12	Authorization.	622
617.2	Organization	622
617.21	Local Federal Coordinating Committee	622
617.22	Postal Service Organization	622
617.23	Loaned Executive Program	622
617.3	Solicitation	622
617.31	Participation	622
617.32	Time Frame.	623
617.33	Supplies	623
617.4	Contributions	623
617.41	Contribution Methods.	623
617.42	Authorization for Payroll Deduction	623
617.43	Cancellation of Payroll Deduction.	623
617.44	Privacy, Confidentiality, and Integrity of Records.	623
617.5	Reports.	624
617.6	Recognition	624
617.61	Plaques.	624
617.62	Certificates	624
617.7	Further Information.	624
620	Contests	624
621	Scope	624
622	Objective	624
623	Responsibilities	625
623.1	Approval Authorities.	625
623.2	Districts and Plants.	625
623.3	Areas.	625
623.31	Area Vice President	625
623.32	Area Functional Managers	625
623.4	Executive Committee Member.	625

624	Establishment	625
624.1	Criteria	625
624.2	Structure	626
624.3	Contest Rules	626
625	Implementation	626
625.1	Eligibility	626
625.2	Evaluation	626
625.21	Winners	626
625.22	Ties	626
626	Types of Awards	627
626.1	Acceptable	627
626.2	Unacceptable	627
627	Limitations	627
627.1	Numbers and Types of Contests	627
627.2	Expenditures	627
627.21	District and Plant Contests	627
627.22	Area Contests	627
627.23	National Contests	627
630	Reserved	627
640	Employee Claims	628
641	Nonbargaining Unit Employees	628
641.1	Policy	628
641.2	Requirements	628
641.3	Claimants	628
641.31	Valid	628
641.32	Fraudulent	628
641.4	Compensation	629
641.41	Lost or Destroyed Property	629
641.42	Damaged Property	629
641.43	Third Party Recoveries	629
641.431	Insurance	629
641.432	Supplement	629
641.433	Refunds	629
641.5	Procedures	629
641.51	Time	629
641.52	Documentation	629
641.53	Submission and Initial Decisions	629
641.54	Disposition	630
641.55	Appeal	630
642	Bargaining Unit Employees	630
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	630
651	Disciplinary and Emergency Procedures	630
651.1	Scope	630

Contents

651.2	Representation	631
651.3	Nondisciplinary Corrective Measures.	631
651.4	Emergency Placement in Off-Duty Status	631
651.5	Letters of Warning	631
651.6	Letters of Warning in Lieu of Time-Off Suspensions	632
651.61	Policy	632
651.62	Implementation.	632
651.63	Notice	632
651.64	Response	632
651.65	Decision	632
651.66	Retention.	633
651.7	Adverse Actions	633
651.71	Definition.	633
651.72	Policy	633
651.73	Notice	633
651.74	Response	633
651.75	Decision	633
651.76	Duty Status.	634
651.77	Exceptions to Thirty-Day Notice.	634
652	Appeal Procedures	634
652.1	Scope	634
652.2	Appeal of Adverse Actions	635
652.21	Coverage	635
652.22	Exclusion.	635
652.23	Appeal to Step 1	635
652.231	Headquarters, Headquarters Field Units, and Field Employees	635
652.232	Inspection Service Employees	635
652.233	Exceptions.	635
652.24	Hearings	635
652.241	Action If No Hearing Requested	635
652.242	Action When Hearing Requested	635
652.243	Management Obligation for Witnesses.	636
652.244	Workhours Compensation	636
652.245	Noninterference Rule	636
652.246	Transcript	636
652.247	Attorney Fees	636
652.25	Post Hearing	637
652.251	Hearing Officer Action.	637
652.252	Step 1 Official Action	637
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions	637
652.4	Other Appealable Actions.	638
652.41	Coverage	638
652.42	Step A.	638
652.43	Step B.	638

652.44	Review	638
652.5	Alternative Dispute Resolution	638
652.51	Exceptions	639
652.52	Mediation	639
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	639
652.54	Mediation for Adverse Actions	639
660	Conduct	639
661	Statutory Provisions	639
661.1	Laws Referenced in This Manual	639
661.2	Application to Postal Employees	640
662	Federal Standards of Ethical Conduct	641
662.1	Publication	641
662.11	Ethics Advice	641
662.12	Ethics Officials	642
662.2	Financial Disclosure	642
663	Participation in Political and Community Activities	642
663.1	Political Activities	642
663.11	General	642
663.111	Employees Included	642
663.112	Employees Excluded	642
663.113	Nonpartisan Office	643
663.114	Employee Responsibility	643
663.115	Prohibition Against Conflict	643
663.116	Campaign While on Leave	643
663.12	Additional Prohibited Political Activities	644
663.13	Investigation and Enforcement	644
663.2	Community Affairs	644
663.21	General	644
663.3	Nonparticipation in Segregated Meetings	644
663.31	Prohibition Against Participation	644
663.32	Prohibition Against Sponsorship	644
663.33	Exceptions	645
664	Bribery, Undue Influence, or Coercion	645
665	Postal Service Standards of Conduct	645
665.1	General Expectations	645
665.11	Loyalty	645
665.12	Performance of Public Duties	645
665.13	Discharge of Duties	645
665.14	Reporting Violations	645
665.15	Obedience to Orders	645
665.16	Behavior and Personal Habits	646
665.17	Reporting Requirements for Sex Offenders	646
665.2	Prohibited Conduct	646

Contents

665.21	Incomplete Mail Disposition	646
665.22	Unofficial Recommendations	646
665.23	Discrimination	647
665.24	Violent and/or Threatening Behavior	647
665.25	Illegal Drug Sale, Use, or Possession	647
665.26	Intoxicating Beverages	647
665.27	Gambling	648
665.3	Cooperation in Investigations	648
665.4	Attendance	648
665.41	Requirement of Regular Attendance	648
665.42	Absence Without Permission	648
665.43	Tardiness	649
665.44	Falsification in Recording Time	649
665.5	Furnishing Address	649
665.6	Disciplinary Action	649
666	Prohibited Personnel Practices	649
666.1	Restrictions	649
666.11	Applicability of Restrictions	649
666.12	Prohibited Discrimination	649
666.13	Nepotism	650
666.14	Improper Employment and Placement Practices	650
666.15	Improper Recommendations	650
666.16	Coercion of Political Activity	650
666.17	Reprisal for Exercising Appeal Rights	650
666.18	Reprisal for Release of Information	650
666.2	Remedies	651
666.21	General	651
666.22	Equal Employment Opportunity Complaint Procedures	651
666.23	Adverse Action Appeals to the Merit Systems Protection Board	651
666.24	Grievance Procedures	651
666.25	Nonbargaining Unit Appeals Procedures	651
666.26	Other Appeal Procedures for Prohibited Personnel Practices	651
666.3	Whistleblower Protection	652
667	Service Matters	654
667.1	General Service Behavior	654
667.11	Compiling Directories	654
667.12	Engaging in Campaigns for Changes in Mail Service	654
667.13	Paying for Exchange of Positions	654
667.14	Manufacture of Rural Mailboxes	654
667.15	Loitering	655
667.16	Controversies With the Public	655
667.17	Obstructing the Mail	655

667.18	Giving Testimony or Campaigning for Additional Transportation Services	655
667.2	Interception of Oral or Wire Communications by Postal Employees	655
667.21	Prohibition.	655
667.22	Exceptions	655
667.23	Definitions.	656
667.3	Records, Information, and Associated Processing Systems and Equipment	656
667.31	Purpose of Controls	656
667.32	Prohibited Disclosures	656
667.321	General	656
667.322	Personal Information.	656
667.323	Trade Information	656
667.33	Prohibited Uses	656
667.331	Personal Use.	656
667.332	Damage.	657
667.333	Bypassing Security Controls.	657
667.334	Sanctions for Misuse.	657
667.34	Protection Responsibilities	657
667.35	Reporting Violations	657
668	Legal Assistance Provided by the Postal Service.	657
668.1	Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases	657
668.11	General	657
668.12	Procedure for Requesting Legal Representation by the Department of Justice	657
668.121	Employee Responsibilities	657
668.122	Installation Head or Higher Level Official Responsibilities.	658
668.123	Postal Inspection Service and Office of Inspector General	658
668.124	Criteria for Granting Representation	658
668.125	Department of Justice Representation	659
668.2	Reimbursement of Employees for Legal Fees, Judgments, and Settlements.	659
668.21	Legal Fees.	659
668.22	Judgments and Settlements.	659
668.23	Criteria for Reimbursement.	659
668.3	USPS Governors and Officers	659
668.31	Requests for Legal Representation by the Department of Justice in Civil and Criminal Cases.	659
668.32	Indemnification	660
668.321	General	660
668.322	Legal Fees and Expenses	660
668.323	Judgments and Settlements	661
668.324	Repayment	661
668.325	Appeal.	661

Contents

	668.33	Judgments and Settlements	661
669		Definitions	661
670		Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination	662
671		Diversity Overview	662
672		Federal Laws and Regulations, Equal Employment Opportunity, and Prohibiting Employment Discrimination	663
	672.1	Laws	663
	672.2	Equal Employment Opportunity Regulations	664
673		Postal Service Policy	664
	673.1	General Information on Policies	664
	673.2	Diversity and Inclusion Statement	664
	673.3	Equal Employment Opportunity Policy Statement	664
	673.4	Policy on Workplace Harassment	665
	673.5	Complaint Processes	665
	673.6	Accountability for Diversity and Inclusion, Equal Employment Opportunity, and Prevention of Discrimination	665
	673.61	Employees	665
	673.62	Management	665
674		Organizational Responsibilities	666
	674.1	Chief Human Resources Officer and Executive Vice President	666
	674.2	Functional Organizations	666
	674.21	Employee Resource Management	666
	674.22	Labor Relations	666
	674.3	Inclusiveness and Diversity Advisory Committees	667
675		Special Emphasis Programs	667
	675.1	Nature of Programs	667
	675.2	Objectives	667
	675.3	Additional Information	667
676		On-Site EEO Evaluations	667
680		Participation in Supervisory and Managerial Organizations	668
681		Participation Rights	668
682		Postal Service Representation at Organization Gatherings	668
	682.1	Explanation	668
	682.2	National Conventions	668
	682.3	State Conventions and Other Management Association Conferences	668
	682.31	General Policies	668
	682.32	Request Channels	669
683		District Meetings for Postmasters	669
690		Inventions and Patents	669
691		Policy	669
692		Authority	669
693		Definitions	669

694	Reporting Inventions	670
694.1	Reports	670
694.11	What to Report	670
694.12	When to Send	670
694.13	Where to Send	670
694.14	What to Send	671
694.2	Review by Supervisor	671
695	Determination of Rights in and to an Invention	671
695.1	Responsibility	671
695.2	Instruments	672
696	Appeals and Petitions	672
697	Timeliness	673
698	Correspondence	673
7	Training and Development	675
710	Overview	675
711	Policy, Goals, Objectives, and Categories	675
711.1	Strategy	675
711.11	General Policy	675
711.12	Methods	675
711.13	Responsibility	675
711.14	Reasonable Accommodation	675
711.2	Purpose and Goals	676
711.3	Objectives	676
711.4	Training and Development Categories	676
711.41	Formal Job Training	676
711.411	Description	676
711.412	Conditions	677
711.413	Examples	677
711.42	Self-Development Training	677
711.421	Description	677
711.422	Conditions	677
711.423	Job-Relatedness	678
711.424	Examples	678
711.43	On-the-Job Experiences	678
711.431	General	678
711.432	Within Current Job Assignment	678
711.433	Outside Current Job Assignment	678
712	Training Compensation Guidelines	679
712.1	General	679
712.2	FLSA Considerations	679
712.21	Coverage	679
712.22	Scheduling	679
712.23	Disclaimer	679

Contents

712.24	Management Responsibilities	679
712.25	Employee Responsibilities	679
713	Selection	680
713.1	Equal Opportunity Policies	680
713.2	Selection Considerations	680
713.3	Assignment after Training	680
714	Training Delivery	680
714.1	General	680
714.11	Types of Training Delivery	680
714.12	Choices of Training Source	681
714.121	Considerations	681
714.122	Justification	681
714.2	Postal Service Training Delivery	681
714.21	Delivery Modes	681
714.22	Information about Delivery Sources	681
714.221	Headquarters	682
714.222	Areas, Districts, and Plants	682
714.223	National Center for Employee Development	682
714.224	William F. Bolger Center for Leadership Development	682
714.225	Strategic Learning Initiatives	682
714.3	Non-Postal Service Training Delivery	682
715	Postal Training Systems	682
715.1	Explanation	682
715.2	Postal Orientation	682
715.3	Craft Skills Training	683
715.4	Technical Maintenance Training	683
715.41	General	683
715.42	Subjects	683
715.43	Delivery	683
715.5	Management and Professional Training	683
715.51	General	683
715.52	Enrollment and Curriculum Guides	683
715.53	Leadership Development	684
715.54	Other	684
715.6	Inspection Service Training	684
715.61	General	684
715.62	Inspectors	684
715.63	Postal Police Officers	684
716	Expenses	684
716.1	Travel	684
716.11	General	684
716.12	Intermediate Travel Home	684
716.121	General	684

	716.122 Scheduling	685
	716.123 Trip Destination	685
	716.124 Spouse Traveling in Lieu of Employee	685
	716.2 Facilities	685
	716.3 Tuition, Fees, Books, and Supplies	685
	716.4 Injury Compensation	685
717	Non-Postal Service Personnel Participation in Postal Training	685
720	Training and Development Responsibilities and Functions	686
721	Organizational Responsibilities and Functions	686
	721.1 Headquarters	686
	721.2 Areas	687
	721.3 Districts	687
	721.4 Supervisors and Managers	688
	721.5 Employees	688
722	Learning Development and Diversity Center – Organization and Operations	689
	722.1 Purpose	689
	722.2 LDDC Network Operating Procedures	689
	722.21 Geographic Area of Responsibility	689
	722.22 LDDC Reporting Relationships	689
	722.23 Facilities	689
	722.24 Reviews	689
730	Training Procedures	690
731	Nomination and Registration	690
732	Training Records and Reports	690
	732.1 Individual Training Records	690
	732.11 Training Tracking System	690
	732.12 PS Form 2432, <i>Individual Training Progress Report</i>	690
	732.13 PS Form 2548, <i>Individual Training Record</i>	690
	732.14 eBay Requisition	690
	732.2 Training Tracking System	690
740	External Training Policy	691
741	Background	691
	741.1 Introduction	691
	741.2 Approval Restrictions	691
	741.3 Prohibited Training Vendors	691
742	General Procedures	692
	742.1 Request and Approval	692
	742.2 Payment Process	692
	742.3 Reimbursement to Employees	692
	742.4 Travel	692
	742.5 Documentation	693
743	Roles and Responsibilities	693
	743.1 General	693

Contents

743.2	Employee	693
743.3	Direct-Reporting Manager	693
743.4	Sponsoring Officer	693
743.5	Centralized Funding for Development (CFD) Review Panel (for CFD Requests Only).	694
743.6	CHRO or Appointed Designee	694
743.7	Director, Learning and Development	694
743.8	Area and Headquarters	694
744	External Training Requirements	694
744.1	Minimum Grade Requirement	694
744.2	Continued Service Agreement and Certification	695
744.3	Period of Commitment	695
744.4	Reimbursement to the Postal Service	695
	744.41 Events that Trigger Reimbursement	695
	744.42 Written Notification of Reimbursement Obligation	695
	744.43 CHRO Determines Action	696
744.5	Failure to Enroll in or Complete Approved Training	696
744.6	Double Payment Policy	696
750	Professional Associations	696
751	Definition	696
	751.1 Purpose	696
	751.2 Membership	697
	751.3 Exclusions	697
752	Policy	697
753	Payment of Membership Dues or Fees	698
	753.1 Individual Memberships	698
	753.11 Voluntary	698
	753.12 Required	698
	753.2 Institutional Membership	698
	753.3 Membership Procurement	698
	753.4 Periodicals	699
754	Attendance at Meetings and Conferences	699
	754.1 Authorization	699
	754.2 Full or Partial Attendance	699
	754.3 Leave for Other Employees	699
	754.4 Selection for Attendance	700
	754.5 Payment of Expenses	700
	754.6 Approval of Registration Fees	700
8	Safety, Health, and Environment	701
810	Occupational Safety and Health Program	701
811	General	701
	811.1 Authority	701

811.2	Principles	701
811.21	Management Commitment, Involvement, and Accountability	701
811.22	Vision Statement.	701
811.23	Guiding Principles.	701
811.24	Safety Philosophy	702
811.25	Voluntary Protection Programs.	702
811.3	Off-site Safety.	703
811.4	Records Retention and Disposition	703
811.41	Records Control Schedule	703
811.42	PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer	703
812	Management Responsibilities	703
812.1	Headquarters	703
812.11	Postmaster General and Chief Executive Officer	703
812.12	Chief Operating Officer and Executive Vice President	703
812.13	Officers	704
812.14	Vice President of Employee Resource Management	704
812.2	Area Offices	704
812.21	Vice President of Area Operations	704
812.22	Area Human Resources Managers.	704
812.3	District Managers	704
812.31	District Managers	704
812.32	Installation Heads and Managers.	704
812.4	Middle-Level Managers	705
812.5	Supervisors' Responsibilities	705
812.51	General	705
812.52	Observation of Work Practices.	705
812.6	Safety and Health Objectives	705
813	Safety and Health Staff Responsibilities	706
813.1	Headquarters	706
813.2	Area Offices	706
813.3	Districts.	706
813.31	Safety Personnel.	706
813.32	Collateral Duty Facility Safety Coordinator.	707
814	Employee Rights and Responsibilities	708
814.1	Rights	708
814.2	Responsibilities.	708
815	Executive and Management Safety and Health Committees	709
815.1	Structure and Responsibilities	709
815.11	National Executive Safety and Health Committee	709
815.12	Area Retail and Delivery Executive Safety and Health Committee	709
815.13	District Executive Safety and Health Committee	709

Contents

815.14	Regional Processing Operations Executive Safety and Health Committee	710
815.15	Division Executive Safety and Health Committee	710
815.16	Other Levels	711
815.2	Written Minutes	711
816	Joint Labor-Management Safety and Health Committees	711
817	Training and Education	712
817.1	Management Training and Education	712
817.11	Postmasters, Managers, and Supervisors	712
817.12	Executives and Managers.	712
817.2	Safety and Health Staff Training and Education	712
817.21	Safety Specialists	712
817.22	Facility Safety Coordinators	712
817.3	Joint Labor-Management Safety and Health Committee Orientation	713
817.4	General Safety Orientation for Employees	713
817.5	Training Required by OSHA	714
817.51	Standard Curriculum.	714
817.52	Special Emphasis Training Programs.	714
817.53	Training in Handling Hazardous Materials	714
817.6	Refresher Training	715
817.7	Training in New or Additional Equipment and Techniques	715
817.8	OSHA Job Safety and Health Protection Posters	715
817.9	Training Records	715
818	Safety and Health Program Budgeting	716
819	Accountability for Safety and Health Performance, Compliance, and Evaluations	716
820	Reports and Investigations, Program Evaluations, and Inspections.	716
821	Actions in the Event of Accident, Injury, or Illness	716
821.1	Injury, Illness, and Accident Reporting.	716
821.11	Postal Service and OSHA Reporting and Recordkeeping Requirements	716
821.12	Postal Service Accident Reports	717
821.121	General Requirements for Using the Employee Health and Safety Subsystem.	717
821.122	OSHA Requirements.	717
821.123	Postal System for Accident Reporting	717
821.13	Reporting Using EHS	718
821.131	Completing the Accident Report in EHS.	718
821.132	Reviewing the Accident Report.	718
821.133	Making Corrections to the Accident Report	718
821.14	Maintaining Logs and Summaries	718
821.141	OSHA 300, Log of Work-Related Injuries and Illnesses.	718
821.142	OSHA 300A, Summary of Work-Related Injuries and Illnesses	718

	821.143 OSHA 301, Injury and Illness Incident Report.	718
	821.144 Retention.	719
821.2	Accident Investigation	719
	821.21 Responsibility	719
	821.22 Method	719
821.3	Accident Analysis	719
	821.31 Purpose.	719
	821.32 Responsibility	719
	821.33 Elements	719
821.4	Privacy Act Considerations	720
822	Supplementary Actions in the Event of Serious Accidents, Including Fatalities . . .	720
822.1	Reporting Serious Accidents	720
	822.11 General	720
	822.12 Definition of “Serious Accident”	720
	822.13 Reporting Requirements for Installation Heads	721
	822.14 Reporting Requirements for District Managers	722
	822.15 How to Complete Serious Accident Reports	722
822.2	Investigating Serious Accidents	722
	822.21 OSHA Investigations.	722
	822.22 Postal Service Serious Accident Investigation Board.	723
	822.221 Mandatory Composition	723
	822.222 Optional Composition	723
	822.223 Board Responsibilities	723
	822.224 Board Investigation Report	723
	822.225 Investigation Reporting and Response Requirements	724
823	Program Evaluation	725
823.1	Purpose	725
823.2	Responsibilities.	725
	823.21 Headquarters	725
	823.22 Areas.	726
	823.23 Districts.	726
	823.231 General	726
	823.232 District and Subordinate Installations with 100 or More Work Years	726
	823.233 District and Subordinate Installations with More Than 50 but Less Than 100 Work Years.	726
	823.234 Program Evaluations in Support of the National Performance Assessment	726
823.3	Program Evaluation Report	727
824	Safety and Health Inspections.	727
824.1	Purpose	727
824.2	Methods	727
824.3	Types of Inspections	728
	824.31 Area Oversight and Targeted Inspections	728
	824.311 Oversight.	728

	824.312 Area Inspections	728
824.32	District and Subordinate Installations with 100 or More Work Years	728
	824.321 Requirement	728
	824.322 Teams	728
824.33	District and Subordinate Installations with Less Than 100 Work Years	728
	824.331 Requirement	728
	824.332 Teams	729
824.4	Conduct of the Inspections	729
	824.41 Authority	729
	824.42 Inspection Procedures	729
	824.421 Opening Conference	729
	824.422 Inspection Rules	730
	824.423 Imminent Hazard Abatement	730
	824.424 Closing Conference	730
	824.425 Documentation and Reporting	730
	824.426 Notification	731
824.5	Deficiency and Hazard Abatement	731
	824.51 Hazard Classifications	731
	824.52 Hazard Abatement Committee	731
	824.53 Abatement	731
	824.531 Within 20 Days	731
	824.532 More Than 20 and Fewer Than 45 Days	731
	824.533 More Than 45 Days	732
	824.534 Changes	732
	824.535 Submission of Abatement Record	732
	824.54 Re-inspection and Follow-up	732
824.6	Investigating Employee Reports of Hazard, Unsafe Condition, or Practice	733
	824.61 Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice	733
	824.62 Availability of Form	733
	824.63 Procedures and Responsibilities	733
	824.631 Employee	733
	824.632 Supervisor	733
	824.633 Approving Official	734
	824.634 Safety Personnel and Collateral Duty Facility Safety Coordinators	734
	824.635 Maintenance	734
	824.636 Installation Head	734
825	OSHA Inspections	735
	825.1 Purpose	735
	825.2 Scope	735
	825.3 Authority	735
	825.4 Procedures	735
	825.41 Arrival of Inspectors and Verification of Credentials	735

825.42	Consent to Entry and Cooperation	735
825.43	Opening Conference	736
825.431	Initiation	736
825.432	Attendance	736
825.433	Provision of Materials	736
825.434	Outline of Scope	736
825.435	Plan of Route Sequence	736
825.44	Records Review	736
825.441	Safety Records	736
825.442	Medical Records	737
825.45	Participation	737
825.451	Management Participation during Inspections	737
825.452	Interviews of Management and Supervisory Personnel	737
825.453	Employee Participation during Inspections.	738
825.46	Methods	738
825.461	Walk-Around Inspection	738
825.462	Health Sampling	738
825.47	Immediate Correction of Imminent Dangers or Other Violations	739
825.48	Closing Conference	739
825.49	Post Conference Internal Communications	739
825.5	Citations	740
825.51	Issuance and Posting	740
825.52	Abatement	740
825.53	Informal Conference	740
825.54	Citation Management and Procedure for Paying Fines	740
825.6	District File of OSHA Inspections	741
830	Motor Vehicle and Industrial Safety	741
831	Motor Vehicle Safety	741
831.1	Objective.	741
831.2	Vehicle Maintenance	741
831.3	Driver Selection, Training, and Supervision	742
831.31	Driver Selection.	742
831.32	Driver Training.	742
831.33	Driver Supervision.	742
831.331	Supervisors' Responsibilities	742
831.332	Drivers' Responsibilities	742
831.4	Accident Analysis	742
832	Powered Industrial Truck Safety	742
832.1	General	742
832.2	Objective.	743
832.3	Operator Selection and Responsibilities	743
832.31	Operator Selection	743
832.32	Operators' Responsibilities.	743

Contents

832.4	Supervisors' Responsibilities	743
832.5	Accident Analysis	743
833	Safety and Health in Design, Procurement, and Construction	743
833.1	Standards, Ergonomics, and Engineering	743
833.2	Supplemental Standards	744
833.3	Supplier (Contractor) Safety	744
840	Safety Awareness Programs	744
841	Program Promotion	744
841.1	Objectives.	744
841.2	Local Needs	744
841.3	Media	744
842	National Safety Awards and Contests.	745
842.1	Participation	745
842.2	Safe Driver Award Program	745
842.21	Recognition.	745
842.22	Performance	745
842.23	Participation	745
842.24	Preventability	745
842.25	Safe Driver Award Rules.	746
842.26	Privacy Act Considerations.	746
843	Safety Incentive Programs	746
843.1	Concept	746
843.2	Selected Programs.	746
843.3	Administration.	746
843.4	Presentation Ceremonies	746
844	Seatbelt Use Incentive.	746
844.1	Policy	746
844.2	Determination	747
844.3	Payment	747
850	Emergency Action Plans and Fire Prevention and Control	747
851	General Responsibilities	747
851.1	Installation Heads.	747
851.2	Managers and Supervisors.	748
852	Emergency Action Plan	748
852.1	Responsibility	748
852.2	Content.	748
852.3	Posting	749
853	Emergency Evacuation Teams and Drills	749
853.1	Emergency Evacuation Teams.	749
853.11	Organization	749
853.12	Size	749
853.13	Duties of Emergency Evacuation Teams	749
853.14	Membership	750

	853.15 Training	751
	853.16 Exposure	751
	853.17 Special Hazards	751
	853.18 Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet)	752
	853.2 Drills	752
854	Fire Prevention Plan	752
	854.1 Responsibility	752
	854.2 Content	752
	854.3 Employee Training	753
	854.31 General	753
	854.32 Training for the Emergency Action Plan and Fire Prevention Plan	753
	854.321 Emergency Action Plan	753
	854.322 Fire Prevention Plan	753
	854.323 Orientation	753
	854.324 Review	754
855	Fire Inspections	754
	855.1 Responsibility	754
	855.2 Frequency	754
	855.3 Procedures	754
	855.4 Corrective Action	754
856	Alarm Systems and Extinguishers	754
	856.1 Alarm Systems	754
	856.2 Extinguisher	755
857	Vehicle Protection	755
858	Codes, Standards, and Ordinances	755
860	Occupational Health Services	756
861	Scope	756
	861.1 Program Overview	756
	861.2 Mission	756
	861.3 Approach	756
862	Policies	757
	862.1 General Policy	757
	862.2 Occupational Health Services Facilities	757
	862.21 District Administrative Office	757
	862.22 District Health Services Office	757
	862.23 Area Administrative Office	757
863	Staffing and Functional Responsibilities	757
	863.1 General	757
	863.2 Staffing	757
	863.21 General	757
	863.22 Qualifications	757
	863.3 Administrative and Functional Responsibilities	758

Contents

863.31	National Medical Director	758
863.32	Area Medical Directors	758
863.33	Work Schedules	758
863.34	Duties	758
863.35	Occupational Health Nurse Administrators	759
863.36	Health Services Office Staff Nurses	759
864	Medical Assessments and Examinations	759
864.1	Applicant Medical Assessments and Employee Examinations	759
864.2	Determination of Suitability	760
864.3	Fitness for Duty	760
864.31	Reference	760
864.32	Purpose.	760
864.33	Requesting Examination.	760
864.34	Tests and Consultation.	760
865	Return to Duty After Absence for Medical Reasons	760
865.1	Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences	760
865.2	Non-bargaining Unit Employees Returning After FMLA Absence	761
865.3	Documentation Required	761
865.4	Assignments.	762
865.5	Fitness-for-Duty Examinations	762
866	Medical Emergencies	762
866.1	General	762
866.2	Requirement	762
866.3	Emergency Procedures	762
866.4	Posting Emergency Procedures.	763
867	Rehabilitation After Work-Related Injury or Illness	763
868	General Procedures.	763
868.1	Medical Provider Services	763
868.11	Special	763
868.12	Medical Surveillance and Surveys	764
868.13	Contract Medical Agreement	764
868.131	Initiating Independent Medical Agreements (IMA)	764
868.132	Certification for Payment of Invoices	764
868.133	Payment Hierarchy (Electronic Funds Transfer)	765
868.134	Payment — Non-Statement of Account Offices	765
868.14	Health Agreements	766
868.2	Malpractice.	766
868.3	Preservation of Privacy.	766
868.4	Medical Training	767
868.41	General	767
868.42	Continuation of Training	767
868.43	Requests for Training	767

868.5	Conflict of Interest	767
868.51	Full-time Medical Personnel	767
868.52	Part-Time and Contract Medical Personnel	767
868.53	Contract Medical Facilities and Providers	768
870	Reserved	768
880	Smoking	768
881	Definition	768
882	Policy	768
882.1	Buildings	768
882.2	Vehicles	768
890	Ergonomics Program.	769
891	Scope	769
891.1	Authority	769
891.2	Purpose	769
891.3	Safety and Health Integration	769
891.4	Ergonomic Compliance Directives	769
892	Principles	769
892.1	Management Commitment, Involvement, and Accountability	769
892.2	Definitions	769
893	Program Elements	770
893.1	Management Commitment	770
893.2	Employee Involvement	770
893.3	Worksite Analysis	770
893.4	Hazard Prevention and Control	771
893.5	Training and Education	771
893.6	Program Review and Evaluation	771
894	Responsibilities	771
894.1	Headquarters	771
894.11	Chief Human Resources Officer	771
894.12	Vice President, Employee Resource Management	771
894.13	Manager, Safety and OSHA Compliance Programs	771
894.14	Manager, Ergonomics Programs	772
894.15	Ergonomic Specialists	772
894.2	Area Offices	773
894.21	Vice President, Area Operations	773
894.22	Area Executive Safety and Health Committee	773
894.23	Area Human Resources Manager	773
894.24	Area Safety Manager	773
894.25	Area Health and Resource Management and Occupational Health Services	773
894.26	Area Joint Labor Management Safety and Health Committee	773
894.3	Districts	774
894.31	District Manager	774
894.32	District Executive Safety and Health Committee	774

894.33	District Human Resources Manager	774
894.34	District Safety Manager	774
894.35	District Safety Specialist	775
894.36	District Health and Resource Manager	775
894.37	Occupational Health Services	775
894.4	Local Facilities	775
894.41	Installation Head	775
894.42	Managers and Supervisors	776
894.43	Facility Safety Coordinator	776
894.44	Employee	777
894.45	Local Joint Labor Management Safety and Health Committees	777
9	Labor Relations	779
910	Employee Organizations	779
911	Participation and Membership in Labor Organizations	779
911.1	Right to Participation	779
911.2	Right to Membership	779
911.3	Conflict of Interests	779
911.4	Postal Service Recognition	779
911.5	Employee Compensation During Negotiations	779
912	Participation and Membership in Supervisory and Managerial Organizations	780
912.1	Right to Participation	780
912.2	Right to Membership	780
920	Dues Withholding for Employee Organizations	780
921	Voluntary Withholding of Dues	780
922	Dues Collection Schedule	780
923	Eligible Organizations	781
924	Authorization for Dues Withholding	782
924.1	Authorization Forms	782
924.11	Supervisory or Managerial Organizations	782
924.12	Labor Organizations	782
924.2	Employee Eligibility	782
924.21	Employment Status Requirement	782
924.211	General	782
924.212	Exception	782
924.22	Multiple Dues Withholdings	782
924.3	Distribution of Authorization Forms	782
924.31	Function of Organization Representative	782
924.32	Limit on Time and Place	782
924.4	Submission of Completed Authorization Form	783
924.41	General	783
924.42	Exceptions	783
924.421	Postmasters	783

	924.422 Rural Carriers	783
	924.423 American Postal Workers Union	783
924.5	Implementation of Dues Withholdings	783
924.6	Certification of Amount to Be Withheld	783
	924.61 Function of Organization Representative	783
	924.62 Change by Organization	783
924.7	Confirmation of Correct Deduction	784
	924.71 Notation or Earnings Statement	784
	924.72 Procedure in Case of Error	784
925	Cancellation of Dues Withholding Authorization	784
925.1	Voluntary Cancellations	784
	925.11 Form Used	784
	925.12 When Employees Can Cancel	784
	925.121 General	784
	925.122 Special Circumstances	784
925.2	Discontinued Withholding	787
	925.21 Separation.	787
	925.22 Organization Request	787
925.3	Cancellation Notices.	787
925.4	Cancellation Procedures	787
925.5	Filing Procedures	787
925.6	Transfer or Reassignment	787
926	Coding Instructions	788
	926.1 Organization Codes	788
	926.2 Subdivision Codes	788
	926.3 Remote or District Locals.	788
	926.4 Members at Large	788
930	Work Clothes and Uniforms	788
931	Uniforms	788
	931.1 Entitlement and Allowances	788
	931.11 Entitlement	788
	931.12 Allowances	788
	931.13 Types of Clothing	788
	931.2 Purpose and Scope	789
	931.21 Uniforms	789
	931.22 Work Clothes	790
	931.23 Personal Appearance	790
	931.24 Administration of Uniform Policy	790
	931.25 Responsibility of Installation Heads	790
	931.26 Responsibility of Employees.	790
	931.261 Appearance.	790
	931.262 Conforming With Regulations	791
	931.263 When to Wear Uniforms	791
	931.264 Postal Service Emblem	791
	931.27 Employee Acting as Agent	791

Contents

931.28	Payment for Fabric	791
932	Uniform Requirements	791
932.1	Employees Required to Wear Uniforms and Work Clothes	791
932.11	Regular Uniforms	791
932.12	Contract Uniforms	792
932.13	Work Clothes	793
932.14	Aprons	795
932.15	Alternative Protective Items	795
932.2	Uniforms Not Required.	795
932.21	New, Part-time, and Casual Employees.	795
932.22	Ninety-Day Requirement Exemptions	796
932.3	Specifications and Quality Control Certification.	796
932.31	Specifications	796
932.32	Quality Control Certification	796
933	Authorized Uniform Items and Combinations	796
933.1	Type 1 Uniforms	796
933.11	Type 1 Items	796
933.111	Type 1a	796
933.112	Type 1b	799
933.12	Type 1 Combinations	800
933.2	Type 2 Uniforms	802
933.21	Type 2 Items	802
933.22	Type 2 Combinations	804
933.3	Type 3 Uniform Items	804
933.4	Type 4 Uniform Items	805
933.5	Type 5 Uniform Items	807
933.51	Type 5a	807
933.52	Type 5b	807
933.6	Type 6 Uniform Items	807
933.7	Insignia	808
933.71	Stars	808
933.72	Other Insignia	808
933.8	Apparel Worn for Promotional Purposes	808
933.81	Authorized Use	808
933.811	Uniformed Employees.	808
933.812	Nonuniformed Employees.	808
933.813	Contract Uniform or Work Clothes Program.	808
933.82	Source.	809
933.83	Payment	809
933.84	Exceptions	809
934	Wearing of Uniform Items	809
934.1	Uniform Headgear	809
934.11	Optional Wear.	809
934.12	Mandatory Wearing of Cap.	809

934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	809
934.21	Face Mask	809
934.22	Neck/Chest Protector	809
934.23	Sweaters	810
934.24	Outer Garments	810
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms)	810
934.31	Walking Shorts and Knee-Length Hose	810
934.32	Summer Shirt and Tie	810
934.4	Seasonal Changes of Uniform	810
934.5	Employees in Nonuniform Categories	810
934.6	Prohibitions.	810
935	Uniform and Work Clothes Allowances	811
935.1	When Allowances Take Effect	811
935.11	Anniversary Date	811
935.12	Transfers	811
935.2	Adjustment for Certain Absences During Allowance Year	811
935.21	Absences From Uniform Category of 90 Days to 1 Year	811
935.211	Policy	811
935.212	Suspension Instructions	811
935.22	Absences From Uniform Category Exceeding 1 Year	812
935.23	Absences From Duty While in Uniform Category	812
935.24	Reappointments	812
935.25	Adjustment for Employees Who Transfer Crafts	812
935.251	Change to Another Uniform Category	812
935.252	Transfer or Separation in Excess of 1 Year	812
935.26	Notification to Employee and Accounting Service Center	812
935.261	Determination of Eligibility	812
935.262	Change in Eligibility	812
936	Payments	813
936.1	Limitations on Payments	813
936.11	Total Yearly Payments	813
936.12	Insufficient Funds for Claims	813
936.13	Related Expenses	813
936.14	Items Not Specified	813
936.15	Purchases Exceeding Allowances	813
936.2	Payment for Uniform Purchase After Separation of Employee	813
936.3	Approval by Installation Head	814
936.31	Inspection of Purchases	814
936.32	Purchases Not Meeting Regulations	814
936.33	Disallowing Payments	814
936.34	Employee's Responsibility for Excesses	814
936.35	Notification of Responsibility	814
936.4	Separating Employees	815
936.41	Conditions for Nonpayment	815

Contents

936.42	Addition to Form 337	815
936.43	Employee Submission of Invoices	815
936.5	Payment to Licensed Vendors	815
936.51	Direct Payment	815
936.52	Employee Reimbursement	815
936.53	Examination of Invoice	815
936.54	Evidence of Purchase	815
936.6	Purchasing Procedures for Nurses' Program.	815
936.61	Eligibility	815
936.62	Procedures	816
936.621	Standard	816
936.622	Optional.	816
937	Uniform Vendors	816
937.1	Communication From Vendors.	816
937.2	Access to Postal Premises.	817
938	Supervisor Work Clothes Program	817
938.1	Purpose	817
938.2	Eligibility	817
938.21	Determined by Installation Head	817
938.3	Acquisition of Work Clothing	817
938.31	Alternative Protective Items	817
938.32	Work Clothes Allowance.	817
938.321	Reimbursement Limit	817
938.322	Types of Work Clothes	817
938.323	Purchases Not Authorized	818
938.324	Replacements	818
938.4	Reimbursement Procedure.	818
939	Authorized Exceptions.	818
939.1	Footwear.	818
939.11	Standard Specification	818
939.12	Exceptions	818
939.2	Nurses Uniforms.	819
940	Employee Assistance Program	819
941	Introduction	819
941.1	Purpose	819
941.11	General	819
941.12	Substance Abuse, Dependence, and Other Addictions.	819
941.2	Definitions.	819
941.3	Policy	820
941.31	Job Security	820
941.32	Limits to Protection.	820
941.33	Confidentiality	820
941.34	Reasonable Access	821
941.35	Scheduling	821
942	Program Elements.	821

942.1	Education	821
942.2	Problem Identification, Referrals, and Evaluation.	821
942.21	Patterns of Behavior and Work Performance Problems.	821
942.22	Referrals to EAP	822
942.221	Management Referrals	822
942.222	Referrals From Others.	822
942.223	Self-Referrals.	822
942.224	EAP Response	822
942.23	Problem Evaluation.	822
942.3	Recovery Counseling and Resources	822
942.31	EAP Counseling Sites	822
942.32	Residential and Community Resources	823
942.4	Follow-Up.	823
942.41	Progress	823
942.42	Discontinuance of Participation	823
942.43	Return to Work	823
942.5	Program Evaluation	823
943	Reinstatement of Recovered Employees	823
943.1	Policy	823
943.11	Consideration of Request.	823
943.12	Consideration of Other Factors	823
943.13	Exceptions to Consideration for Reinstatement.	824
943.2	Eligibility	824
943.21	Procedures	824
943.22	Management Responsibilities.	824
943.3	Compliance With Agreements	824
944	EAP Counseling Records	825
944.1	Restricted Information	825
944.2	Policy	825
944.3	Custodians of Records.	825
944.31	Postal Service Providers.	825
944.32	Private Providers.	825
944.4	Disclosure.	826
944.41	General	826
944.411	Usual Recipients	826
944.412	Limitation of Disclosure.	826
944.42	Criminal Activity	826
944.421	EAP Records.	826
944.422	Limitation of Confidentiality.	827

Appendix — Records Control Schedules 829

Index 871

Forms Index 953