

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

Contents

156.2 Denial	17
157 Implementation	17
160 Monitoring and Assessment	18
161 Organizational Management System	18
161.1 Explanation	18
161.2 Reports Generated	18
161.21 Authorized Staffing Organization Report	18
161.22 Payroll Staffing Condition Report	18
161.221 Description	18
161.222 Identifying Discrepancies	18
161.3 Administrative Responsibility	19
161.31 Headquarters	19
161.32 Districts	19
161.33 Areas	19
162 Organization, Staffing, and Position Reviews	19
162.1 Responsibility	19
162.2 Purpose	19
2 Job Evaluation	21
210 General Information	21
211 Purpose	21
212 Responsibilities	21
212.1 Chief Human Resources Officer and Executive Vice President	21
212.2 Compensation	21
212.3 Initiating Offices	25
212.4 District Offices	25
212.5 Reviewing Offices	25
213 Job Descriptions	25
213.1 Maintenance	25
213.11 Compensation	25
213.12 Field	25
213.2 Access to Job Descriptions	25
220 Nonbargaining Unit Positions	26
221 Job Descriptions	26
222 Requesting a Job Evaluation Review	26
222.1 Background Information	26
222.11 Conditions	26
222.12 Employee-Management Differences	26
222.13 Change in FLSA-Exempt Status	26
222.2 Documentation Requirements	27
222.21 Preparing a Request for Review	27
222.22 Action at Management Review Levels	27
222.3 Action by Districts	27

222.4	Action by Areas	27
222.5	Action by Compensation	27
230	Bargaining Unit Positions Covered by a National Agreement	28
231	Job Descriptions	28
232	Using PS Form 820	28
232.1	Background	28
232.11	Purpose	28
232.12	Conditions	28
232.2	Documentation Requirements	28
232.21	Preparing PS Form 820	28
232.22	Action at Management Review Levels	30
232.3	Action by Districts	31
232.4	Action by Areas	31
232.5	Action by Compensation	31
233	Evaluating Bargaining Unit Positions	31
233.1	Purpose	31
233.2	Basis for Position Evaluation	32
233.3	Criteria for Evaluating Mixed Assignments	32
234	Appeals	33
240	Other Bargaining Unit Positions	33
250	Position Reviews	33
251	Qualification Standards	33
251.1	General	33
251.2	Sources	33
251.21	Nonbargaining Unit and Bargaining Unit Positions	33
251.22	Qualification Standards Online	34
3	Employment and Placement	35
310	General Provisions	35
311	Functional Responsibilities	35
311.1	Basic Principles	35
311.11	Best Qualified Personnel	35
311.12	Prohibition of Discrimination	35
311.13	Prohibition of Political Recommendations	35
311.2	Administrative Responsibilities	35
311.21	Vice President of Employee Resource Management	35
311.22	Area Manager of Human Resources	36
311.23	Diversity and Inclusion	36
311.24	District Manager of Human Resources	36
320	Recruitment	36
321	General Provisions for Recruitment	36
321.1	Anticipating Recruitment Needs	36
321.2	Publicizing Job Opportunities	37

Contents

321.3	Veterans' Preference for Eligible Applicants	37
321.4	Register Preference Factors	37
321.5	Register Maintenance	37
322	Special Employment Programs (Employment of Individuals With Disabilities)	37
330	Examinations	37
331	Purpose of Examinations	37
332	Conducting Examinations	37
332.1	General	37
332.2	Entrance and Inservice Examinations	37
332.3	Inservice Examinations	38
332.4	Examination Locations	38
333	Veterans' Preference	38
334	Establishing Hiring Lists	38
334.1	Applicants	38
334.2	Definition of Hiring List	38
340	Suitability, Selection, and Appointment	38
341	Positions Restricted to Preference Eligibles	38
342	Preemployment Suitability Determinations	38
343	Applicants Separated for Cause	39
344	Hiring Worksheets	39
344.1	When to Issue Hiring Lists	39
344.2	Interviewing Applicants	39
344.3	Appointing Official Responsibilities	39
344.4	Rule of Three	40
344.5	Nonselection of a Veterans' Preference Eligible	40
345	Auditing Hiring Lists	40
346	Conditional Offer of Appointment	40
347	Former Postal or Federal Employees	40
348	Dual Employment	41
348.1	Dual Employment Within the Postal Service	41
348.11	General Explanation	41
348.12	Consideration Factors	41
348.13	Appointment Authority	41
348.14	Appointment Requirements	42
348.15	Compensation, Benefits, and Other Rights	42
348.16	Change to Full-time Status	42
348.2	Between Postal Service and Other Federal Agencies	42
348.3	Between Postal Service and Private Industry	42
349	Official Personnel Folder	42
349.1	Purpose	42
349.2	Contents	43
349.3	Electronic Official Personnel Folder System	43
350	Assignment, Reassignment, and Promotion	43

- 351 Introduction 43
 - 351.1 Purpose and Scope 43
 - 351.11 Employee Utilization 43
 - 351.12 Filling Postal Positions 43
 - 351.13 Eligibility for Promotion 43
 - 351.2 Positions Not to Be Filled on a Permanent Basis 44
 - 351.3 Qualification and Eligibility Requirements 44
 - 351.31 Qualification 44
 - 351.32 Eligibility for Consideration 44
 - 351.4 Equal Opportunity 45
 - 351.5 General Promotion Policies 45
 - 351.51 Merit Promotion Program 45
 - 351.52 Merit Promotion Program Objectives 45
 - 351.53 Policies 45
 - 351.54 Exceptions to Competitive Promotion Procedures 46
 - 351.55 Temporary Promotions 46
 - 351.6 Mutual Exchanges 46
 - 351.61 General Policy 46
 - 351.62 Rural Letter Carrier Employees 46
- 352 Selection for Bargaining Positions 47
- 353 Selection for Nonbargaining Positions 47
 - 353.1 Promotion 47
 - 353.2 Reassignment 47
 - 353.21 Management Option 47
 - 353.22 Employee Self-Nomination 47
 - 353.23 Unassigned Employees 47
 - 353.3 Temporary Assignment 47
 - 353.4 Realignment or Reevaluation 48
- 354 Assignment of Unassigned Employees 48
 - 354.1 Policy 48
 - 354.11 Bargaining Employees 48
 - 354.12 Non-bargaining Employees 48
 - 354.2 Assignment of Non-bargaining Unit Employees Due to a Potential or Actual Reduction in Force 48
 - 354.21 General 48
 - 354.211 Definition of Reduction in Force 48
 - 354.212 Legal Basis for Reduction in Force 49
 - 354.213 Management and Human Resources' Responsibilities 49
 - 354.214 Coverage of Reduction in Force Procedures 49
 - 354.215 Veterans' Preference Status 50
 - 354.216 Veterans' Preference Entitlement 50
 - 354.22 Processing Requests for Organizational Change 51
 - 354.221 Evaluating the Need for Change 51
 - 354.222 Implementing the Change 51

Contents

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

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

Contents

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

- 414.21 Definition 73
- 414.22 Rate Adjustment 74
 - 414.221 Former Bargaining Unit Service in an Equivalent Grade 74
 - 414.222 No Former Bargaining Unit Service in an Equivalent Grade 74
- 415 Rate Retention and Change to Lower Nonbargaining Unit Grade 74
 - 415.1 Rate Retention Types 74
 - 415.11 Saved Grade 74
 - 415.12 Saved Salary 74
 - 415.2 Changes to Lower Grade 75
 - 415.21 Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF 75
 - 415.22 Voluntary Change to Lower Grade 75
 - 415.23 Position Reclassified to a Lower Grade 75
 - 415.24 Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position 76
 - 415.25 Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period 76
 - 415.26 Change to Lower Level Due to Demotion for Cause 76
 - 415.3 Rate Retention Effect on Promotion 76
 - 415.4 Termination of Salary Retention 76
 - 415.41 Reason for Terminating 76
- 416 Pay for Performance Program 77
 - 416.1 Policy 77
 - 416.2 Management Association Officials Eligibility Requirements 77
 - 416.3 Simultaneous Personnel Actions 77
- 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees) 77
 - 417.1 Definitions 77
 - 417.11 Temporary Assignment 77
 - 417.12 Pay Schedule and Premiums 78
 - 417.2 Assigning FLSA Status 78
 - 417.3 Rates of Pay 78
 - 417.31 Lower Grade 78
 - 417.32 Same or Equivalent Grade 78
 - 417.33 Higher Grade 78
 - 417.331 General Requirement 78
 - 417.332 Employee With Rate Retention 79
 - 417.333 Higher Level Pay Eligibility 79
 - 417.334 Higher Level Pay Conditions 79
 - 417.335 Payment Amount 79
 - 417.336 Payment Factors 80
 - 417.4 Officer in Charge 80
 - 417.41 Definition 80
 - 417.42 Basis for Rate of Pay 80
- 418 Assignment to a Different Salary Schedule — Equivalent Grades 80
- 419 Supplemental EAS Noncareer Workforce 82

Contents

419.1	Casual Employee	82
419.2	Nonbargaining Temporary Employees	82
419.21	Definition	82
419.22	Salary Grades	82
419.3	Postmaster Relief/Leave Replacements	82
419.31	Definition	82
419.32	Salary Grades	82
420	Wage Administration Policy for Bargaining Unit Employees	83
421	General Principles and Terms	83
421.1	Scope	83
421.2	Objectives	83
421.3	Responsibilities	83
421.31	Assigning Positions to Salary Schedules	83
421.32	Setting Wages	84
421.4	Definitions	84
421.41	Appointments	84
421.42	Assignments	84
421.43	Change Actions	84
421.44	Terms	85
421.45	Wage Increases	86
421.5	Rate Retention Provisions	87
421.51	Protected Rate	87
421.511	Explanation	87
421.512	Rate Determination	87
421.513	Duration	88
421.514	Termination	88
421.515	Effect on Other Compensation	88
421.516	Documentation	88
421.517	Step Increases	88
421.52	Saved Rate	89
421.521	Explanation	89
421.522	Red-Circle Amount	89
421.523	Duration	89
421.524	Termination	90
421.525	Effect on Promotion	90
421.526	Documentation	90
421.53	Saved Grade	90
421.531	Explanation	90
421.532	Duration and Termination	91
421.533	Step Increases	91
421.6	Changes in Compensation Following Review or Audit	91
421.7	Rate Schedule Summary and References	91
421.8	Calculation Methods	92
421.81	Exhibit 421.81, Higher Level Pay	92
421.82	Exhibit 421.82, Promotional Increases	92

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

Contents

422.23	Step Increases	122
422.231	Eligibility Requirements	122
422.232	Creditable Service	122
422.233	Leave Without Pay	122
422.234	Simultaneous Personnel Actions	122
422.24	Higher Level Assignments	122
422.241	Definitions	122
422.242	Written Management Order	122
422.243	Rate of Pay	122
422.244	Adjustments and Increases	122
422.245	Benefits	122
422.25	Dual (Multiple) Employment	122
422.26	Change From Rural Carrier Schedules	122
422.3	Mail Handlers Schedule	122
422.31	Salary System	122
422.311	Salary Schedule	122
422.312	Basis of Rates	122
422.313	Cost-of-Living	122
422.314	Setting Wages	122
422.315	Employee Classifications	123
422.32	Change Action Pay Rules	123
422.321	Career Appointment	123
422.322	Additional Appointment	123
422.323	Promotion Rules	123
422.324	Reassignment Rules	124
422.325	Reductions in Grade	124
422.33	Step Increases	126
422.331	Eligibility Requirements	126
422.332	Creditable Service	126
422.333	Leave Without Pay	126
422.334	Simultaneous Personnel Actions	126
422.34	Higher Level Assignments	126
422.341	Definitions	126
422.342	Written Management Order	127
422.343	Rate of Pay	127
422.344	Adjustments and Increases	127
422.345	Benefits	127
422.35	Dual (Multiple) Employment	127
422.36	Change From Rural Carrier Schedules	127
422.4	Rural Carrier Schedules	127
422.41	Salary System	127
422.411	Salary Schedules	127
422.412	Basis of Rates	127
422.413	Cost-of-Living Adjustment	127
422.414	Setting Wages	127
422.415	Employee Classifications	127
422.42	Change Action Pay Rules	128
422.421	Career Appointment	128

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

Contents

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

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

Contents

432.111	Bargaining Unit Employees	150
432.112	Nonbargaining Unit Employees	151
432.12	Supplemental Work Force	151
432.13	Transitional Work Force	151
432.2	Rates of Pay	152
432.21	Basic Rate	152
432.22	Regular Rate	152
432.23	Rounding of Rates	152
432.3	Work Schedules and Overtime Limits	153
432.31	Basic Work Week	153
432.32	Maximum Hours Allowed	153
432.33	Mealtime	153
432.34	Postmasters	153
432.4	Service Periods	153
432.41	Pay Period	153
432.42	Service Week	153
432.43	Service Day	153
432.44	FLSA Workweek	154
432.45	Work Assignments	154
432.46	Five-Minute Leeway Rule	154
432.461	Explanation	154
432.462	Applicability	154
432.463	Adjustment	155
432.464	Special Cases	155
432.465	Exception	155
432.5	Work Credit	155
432.51	FLSA-Exempt Postmasters	155
432.52	Full-time and Part-time Employees	155
432.53	City Letter Carriers (7:01 Rule)	156
432.54	Rural Carriers	156
432.6	Guaranteed Time	156
432.61	Explanation	156
432.62	Eligibility	156
432.63	Pay Computation	157
432.7	Time Worked	158
432.71	Control	158
432.711	Disallowed Time	158
432.712	Allowed Time	158
432.72	Medical Release Time	159
432.8	Compensation Due Deceased Employee	159
432.81	Definition	159
432.82	Recipient of Unpaid Compensation or Money Due	159
432.821	Order	159
432.822	Missing Beneficiaries	160

- 433 Straight Time Pay 160
 - 433.1 Definition 160
 - 433.2 Full-time Employees 160
 - 433.3 Part-time Employees 160
 - 433.4 Casual and Temporary Employees 160
 - 433.5 Reemployed Annuitant 160
 - 433.6 EAS A–E Postmasters 161
- 434 Overtime and Premium Pay 161
 - 434.1 Overtime 161
 - 434.11 General 161
 - 434.12 Definitions 161
 - 434.13 Types of Compensation 162
 - 434.131 Postal Overtime 162
 - 434.132 FLSA Overtime 162
 - 434.133 Penalty Overtime 162
 - 434.134 FLSA Exempt EAS Additional Pay 162
 - 434.14 Eligibility and Coverage 162
 - 434.141 Eligible for Overtime Pay 162
 - 434.142 Assignment of FLSA-Exempt and Nonexempt Work 165
 - 434.143 Eligible for FLSA-Exempt EAS Additional Pay 165
 - 434.2 Night Differential 165
 - 434.21 Policy 165
 - 434.22 Eligibility 166
 - 434.221 Eligibility for Night Differential 166
 - 434.222 Exempt Employees 166
 - 434.23 Pay Computation 167
 - 434.3 Sunday Premium 167
 - 434.31 Policy 167
 - 434.32 Eligibility 167
 - 434.33 Leave 168
 - 434.34 Pay Computation 168
 - 434.4 Holiday Leave Pay 169
 - 434.41 Policy 169
 - 434.411 Holidays Observed 169
 - 434.412 Application 169
 - 434.42 Eligibility 170
 - 434.421 Eligibility for Holiday Leave Pay 170
 - 434.422 Eligibility for Annual Leave in Lieu of Holiday Leave Pay 170
 - 434.43 Pay Computation for Holiday Leave Pay 171
 - 434.5 Holiday-Worked Pay 171
 - 434.51 Policy 171
 - 434.52 Eligibility 171
 - 434.53 Pay Computation 172
 - 434.6 Out-of-Schedule Premium 173
 - 434.61 Policy 173

Contents

434.611	General	173
434.612	Timely Notice	173
434.613	Application	174
434.614	Examples	174
434.62	Eligibility	175
434.621	Eligibility for Out-of-Schedule Premium	175
434.622	Exceptions	175
434.63	Pay Computation	176
434.7	Nonbargaining Rescheduling Premium	176
434.71	Policy	176
434.72	Eligibility	176
434.73	Pay Computation	176
434.8	Pyramiding of Premiums	177
435	Severance Pay	178
435.1	Eligibility and Qualifying Job Offer	178
435.11	Eligibility	178
435.12	Qualifying Job Offer	178
435.2	Computing Severance Fund	179
435.21	Limitation	179
435.22	Creditable Service	179
435.23	Paid Allowances	179
435.24	Allowance to Age Over Forty	180
435.3	Pay Rate and Duration	180
435.31	PS Form 50 Information	180
435.32	Amount and Intervals	180
435.4	Effect of Reemployment	180
435.41	Permanent Employment	180
435.42	Temporary Employment	180
436	Back Pay	180
436.1	Corrective Entitlement	181
436.2	Limitations	181
436.3	Corrective Action	182
436.4	Documents in Support of Claim	182
436.41	Statements by Local Official	182
436.42	Statements by Employee	183
436.5	Life Insurance Coverage	184
436.6	Erroneous Separation for Retirement	186
436.61	Explanation	186
436.62	Corrective Action	186
436.7	Interest on Back Pay	186
436.71	Purpose	186
436.72	Availability of Interest	186
436.73	Determination of Rate of Interest	187
436.74	Responsibility	190

- 437 Waiver of Claims for Erroneous Payment of Pay 190
 - 437.1 Purpose 190
 - 437.2 Definitions 190
 - 437.3 Submission of Request 190
 - 437.31 Expiration Date 190
 - 437.32 PS Form 3074 190
 - 437.4 Review by Installation Head 191
 - 437.5 Review by Human Resources 191
 - 437.6 Action by Eagan Accounting Service Center 192
 - 437.7 Appeal of Disallowed Request 192
 - 437.71 Appeal Procedure 192
 - 437.72 Final Decision 192
- 438 Pay During Travel or Training 192
 - 438.1 Pay During Travel 192
 - 438.11 Definitions 192
 - 438.12 Commuting To and From Work 192
 - 438.121 Regular Commuting 192
 - 438.122 Commuting to a Different Worksite 193
 - 438.123 Commuting With a Break in Duty Status 193
 - 438.13 Types of Compensable Travel Time 193
 - 438.131 General 193
 - 438.132 Travel From Job Site to Job Site 193
 - 438.133 One-Day Assignment Outside the Local Commuting Area 194
 - 438.134 Travel Away From Home Overnight 194
 - 438.14 Special Travel Provisions 195
 - 438.141 Use of Private Automobile for Personal Convenience 195
 - 438.142 Required Use of an Automobile 195
 - 438.143 Work Performed While Traveling 195
 - 438.15 Compensation Provisions 195
 - 438.16 Effect on Other Travel Reimbursement 196
 - 438.2 Pay During Training 196
 - 438.21 General 196
 - 438.22 Specific Rules on Compensation for Training Time 196
 - 438.221 General 196
 - 438.222 Training During Established Hours of Service 196
 - 438.223 Training Outside Established Hours of Service 197
 - 438.23 Special Training Provisions 197
 - 438.24 Compensation Provisions 197
- 439 Territorial Cost-of-Living Allowance 198
 - 439.1 Eligibility and Pay Factors 198
 - 439.11 Eligibility 198
 - 439.12 Pay Factors 198
 - 439.2 Allowance Categories 198
- 440 Fair Labor Standards Act Administration 199
- 441 Overview 199

Contents

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

- 451.6 Time Computation 207
- 451.7 Effect of Waiver Request 207
- 451.8 Service of Notice and Delivery of Records 207
- 452 Procedures Governing Administrative Salary Offsets 207
 - 452.1 Determination and Collection of Debt 207
 - 452.11 Establishment of Accounts Receivable 207
 - 452.12 Collection by Postmaster or Installation Head 208
 - 452.2 Voluntary Repayment Procedures 208
 - 452.21 General 208
 - 452.22 Notice to Employee 208
 - 452.23 Employee Response to Notice 212
 - 452.231 Request for Copies of Postal Records 212
 - 452.232 Payment in Full 212
 - 452.233 Consent to Salary Offsets 212
 - 452.234 Request for Consideration of Alternative Offset Schedule 212
 - 452.235 Request for Reconsideration of Debt 213
 - 452.24 Action Following Reconsideration of Debt and/or Offset Schedule 214
 - 452.241 Consideration and Response 214
 - 452.242 Reconsideration of Debt 214
 - 452.243 Consideration of Alternative Offset Schedule 215
 - 452.25 Voluntary Repayment Following Reconsideration 215
 - 452.251 Payment in Full 215
 - 452.252 Consent to Salary Offsets 215
 - 452.26 Failure to Resolve or Repay Debt 215
 - 452.3 Statutory Offset Procedures 216
 - 452.31 Authority 216
 - 452.32 Notifying the Employee 216
 - 452.321 Notice 216
 - 452.322 Contents 216
 - 452.33 Procedures Governing the Exercise of Employee Rights 224
 - 452.331 Employee Options 224
 - 452.332 Requests for Postal Records 224
 - 452.333 Payment in Full 224
 - 452.334 Consent to Salary Offsets 224
 - 452.335 Alternative Offset Schedule 225
 - 452.336 Debt Collection Hearing 226
 - 452.34 Employee Failure to Respond 226
 - 452.4 Exceptions to Procedures Found in Sections 452.2 and 452.3 227
- 453 Court Judgment Salary Offsets 227
 - 453.1 Authority 227
 - 453.2 Applicable Collection Procedures 227
 - 453.21 Notice 227
 - 453.22 Implementing Offsets 229
- 454 Multiple Offsets 229
 - 454.1 Administrative Salary Offsets 229

Contents

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

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

Contents

492.3	Description	247
492.4	Eligibility	247
492.5	Basis	247
492.6	Responsibility	248
492.61	Headquarters and Headquarters-Related Field Units	248
492.62	Areas, Districts, and Plants	248
492.7	Approval Authority	248
492.71	Headquarters and Headquarters-Related Field Units	248
492.72	Areas	248
492.73	Field	248
492.8	Ordering Certificates	248
492.9	Presenting Awards	249
493	Service Awards	249
493.1	Overview	249
493.2	Service Award Pin	249
493.21	Description	249
493.22	Basis	250
493.23	Responsibility	250
493.231	Headquarters	250
493.232	Areas	250
493.233	Districts and Plants	250
493.234	Inspection Service	250
493.24	Providing Lists of Eligible Employees	250
493.25	Ordering Pins and Service Award Folders	251
493.26	Preparing Letters of Appreciation	251
493.27	Presenting Awards	251
493.3	Service Award Certificates	254
493.31	Description	254
493.32	Basis	254
493.321	Retirement	254
493.322	Death	254
493.33	Responsibility	254
493.331	Headquarters	254
493.332	Areas	255
493.333	Districts and Plants	255
493.34	Ordering Certificates	255
493.35	Preparing Letters of Appreciation	255
493.351	Retiring Employees	255
493.352	Deceased Employees	256
493.36	Presenting Awards	256
493.361	Retirement Award Certificates	256
493.362	Posthumous Award Certificates	256
494	Informal Award	259
494.1	Overview	259
494.2	Purpose	259

- 494.3 Description 259
- 494.4 Eligibility 259
- 494.5 Basis 259
- 494.6 Approval Authority 259
- 494.7 Documentation 259
- 495 Formal Awards 260
 - 495.1 Overview 260
 - 495.11 Presenting Awards 261
 - 495.2 Spot Award 261
 - 495.21 Purpose 261
 - 495.22 Description 261
 - 495.23 Eligibility 261
 - 495.24 Basis 261
 - 495.25 Approval Authority 262
 - 495.251 Headquarters and Headquarters-Related Field Units 262
 - 495.252 Areas 262
 - 495.253 Field 262
 - 495.26 Recommending an Award 262
 - 495.27 Evaluating and Approving the Award 262
 - 495.28 Processing 263
 - 495.3 Noncareer Gift Certificate 263
 - 495.31 Purpose 263
 - 495.32 Description 263
 - 495.33 Eligibility 264
 - 495.34 Basis 264
 - 495.35 Approval Authority 264
 - 495.351 Headquarters and Headquarters-Related Field Units 264
 - 495.352 Areas 264
 - 495.353 Field 264
 - 495.36 Recommending an Award 264
 - 495.37 Evaluating and Approving the Award 264
 - 495.38 Processing 265
 - 495.4 Quality Step Increase Award 265
 - 495.41 Description 265
 - 495.42 Eligibility 265
 - 495.43 Basis 265
 - 495.44 Comparisons 265
 - 495.441 Comparison to Regular Within-Grade Increases 265
 - 495.442 Comparison to Spot Awards 266
 - 495.45 Approval Authority 266
 - 495.451 Headquarters and Headquarters-Related Field Units 266
 - 495.452 Areas, Districts, and Plants 266
 - 495.46 Recommending an Award 267
 - 495.47 Initiating Documentation 267

Contents

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

- 497.33 Eligibility 273
- 497.34 Approval Authority 273
- 497.35 Processing 273
- 498 Inspection Service Awards 273
 - 498.1 Overview 273
 - 498.2 Informal Award 274
 - 498.21 Purpose 274
 - 498.22 Description 274
 - 498.23 Eligibility 274
 - 498.24 Basis 274
 - 498.25 Approval Authority 274
 - 498.26 Processing 274
 - 498.3 Non-Executive Award 274
 - 498.31 Purpose 274
 - 498.32 Description 274
 - 498.33 Eligibility 274
 - 498.34 Basis 275
 - 498.35 Approval Authority 275
 - 498.36 Processing 275

5 Employee Benefits 277

- 510 Leave 277
 - 511 General 277
 - 511.1 Administration Policy 277
 - 511.2 Responsibilities 277
 - 511.21 Postal Officials 277
 - 511.22 Eagan Accounting Service Center 277
 - 511.23 Postal Employees 277
 - 511.3 Eligibility 278
 - 511.31 Covered 278
 - 511.32 Not Covered 278
 - 511.4 Unscheduled Absence 278
 - 511.41 Definition 278
 - 511.42 Management Responsibilities 278
 - 511.43 Employee Responsibilities 278
 - 512 Annual Leave 278
 - 512.1 General 278
 - 512.11 Purpose 278
 - 512.12 Definitions 279
 - 512.2 Determining Annual Leave Category 279
 - 512.21 General Policy 279
 - 512.22 Federal Civilian Service Counted 279
 - 512.221 Service in the Postal Service 279

Contents

512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	279
512.23	Military Service Counted	280
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	280
512.232	Service of an Employee Eligible for Military Retirement Annuity	280
512.24	Service Not Counted	284
512.3	Accrual and Crediting	285
512.31	Employee Categories	285
512.311	Full-Time Employees	285
512.312	Part-Time Employees	287
512.313	Appointees	289
512.32	Maximum Carryover	290
512.321	Maximum Carryover Amounts	290
512.322	Nonbargaining Unit to Bargaining Unit	290
512.4	Authorizing Annual Leave	291
512.41	Requests for Annual Leave	291
512.411	General	291
512.412	Emergencies	291
512.42	PS Form 3971 Request for or Notification of Absence	291
512.421	Purpose	291
512.422	Approval or Disapproval	292
512.423	Retention and Disposal Period	292
512.43	Insufficient Leave Balance	292
512.5	Leave Charge Information	292
512.51	Full-Time Employees	292
512.511	Minimum Unit Charge	292
512.512	Holidays	292
512.513	Leave for Postmasters and Installation Heads	292
512.514	Rural Carriers (Regular and Substitute)	293
512.52	Part-Time Employees	293
512.521	Minimum Unit Charge	293
512.522	Part-Time Regular	293
512.523	Part-Time Flexible	293
512.524	A-E Postmasters	293
512.53	Regular Rural Carriers	294
512.531	General	294
512.532	Saturday Absences	294
512.54	Triweekly Rural Carriers	294
512.541	Week's Absence	294
512.542	Absences Less Than a Week	294
512.543	Leave Carryover	294
512.55	Leave Replacements for Rural Carriers	294
512.551	General	294
512.552	Ninety-Day Qualifying Period	295
512.553	Lump Sum Payment	295
512.56	Auxiliary Rural Carriers	295
512.6	Vacation Planning and Special Programs	295
512.61	Bargaining Unit Employees Vacation Planning	295

- 512.62 Nonbargaining Unit Employees Vacation Planning 295
- 512.63 Annual Leave Exchange 296
 - 512.631 General 296
 - 512.632 Bargaining Unit Annual Leave Exchange 296
 - 512.633 Nonbargaining Unit Annual Leave Exchange 296
 - 512.634 Processing Annual Leave Exchange Options 296
- 512.64 Annual Leave Sharing 296
- 512.65 Annual Leave Credit in Lieu of Holiday Leave Pay 296
- 512.7 Separation Adjustments 297
 - 512.71 Terminal Leave Worksheet 297
 - 512.72 Collection for Unearned Leave 297
 - 512.721 Refund 297
 - 512.722 Exception 297
 - 512.73 Lump Sum Terminal Leave Payment 297
 - 512.731 General 297
 - 512.732 Entitlement Amounts 297
 - 512.733 Separation for Military Service 298
 - 512.734 Separation Followed by Reemployment 298
 - 512.735 Absence of Relationship to Annuity Payment 298
 - 512.736 Payment to Beneficiaries or Estates of Employees Who Die in Service 298
- 512.8 Transfers 299
 - 512.81 Transfer Without a Break in Service 299
 - 512.811 From the Postal Service to a Federal Agency 299
 - 512.812 From a Federal Agency to the Postal Service 299
 - 512.82 Transfer With a Break in Service 299
- 512.9 Recrediting Annual Leave 299
 - 512.91 Policy 299
 - 512.92 Procedures 299
 - 512.921 Leave Earned in Prior Service in the Postal Service 299
 - 512.922 Leave Earned at Another Agency 300
 - 512.923 Leave Buy-Back — OWCP 300
- 513 Sick Leave 300
 - 513.1 Purpose 300
 - 513.11 Sick Leave for Employee Incapacitation 300
 - 513.12 Sick Leave for Dependent Care 300
 - 513.2 Accrual and Crediting 301
 - 513.21 Accrual Chart 301
 - 513.22 Crediting 301
 - 513.221 General 301
 - 513.222 Part-Time Employees 301
 - 513.223 Leave Replacements for Rural Carriers 302
 - 513.224 Auxiliary Rural Carriers 302
 - 513.225 Substitute Rural Carriers in Dual Appointment 302
 - 513.226 Leave Credit Adjustment for LWOP 302
 - 513.3 Authorizing Sick Leave 302
 - 513.31 Policy 302

Contents

513.311	General	302
513.312	Restriction.	302
513.32	Conditions for Authorization.	302
513.33	Requests for Sick Leave.	304
513.331	General	304
513.332	Unexpected Illness or Injury	304
513.34	PS Form 3971, Request for or Notification of Absence	304
513.341	General	304
513.342	Approval or Disapproval.	305
513.35	Postmaster Absences	305
513.36	Sick Leave Documentation Requirements	305
513.361	Three Days or Less.	305
513.362	Over Three Days.	305
513.363	Extended Periods	305
513.364	Medical Documentation or Other Acceptable Evidence	305
513.365	Failure to Furnish Required Documentation.	306
513.37	Return to Duty	306
513.38	Performance Ability Questioned.	306
513.39	Restricted Sick Leave.	306
513.391	Reasons for Restriction	306
513.392	Notice and Listing.	306
513.393	Rescision of Restriction	306
513.4	Charging Sick Leave	307
513.41	Full-Time Employees	307
513.411	General	307
513.412	Minimum Unit Charge.	307
513.413	Special Situations.	307
513.42	Part-Time Employees.	308
513.421	General	308
513.422	Minimum Unit Charge.	308
513.5	Advanced Sick Leave	308
513.51	Policy	308
513.511	May Not Exceed Thirty Days	308
513.512	Medical Document Required	308
513.52	Administration	309
513.521	Installation Heads' Approval.	309
513.522	Forms Forwarded	309
513.53	Additional Sick Leave.	309
513.531	Thirty-Day Maximum	309
513.532	Liquidating Advanced Sick Leave	309
513.6	Leave Charge Adjustments	309
513.61	Insufficient Sick Leave	309
513.62	Insufficient Sick and Annual Leave.	309
513.63	Disapproved Sick Leave.	309
513.64	Absence Without Leave	309
513.65	Annual Leave Changed to Sick Leave	309

- 513.7 Transfer or Reemployment 310
 - 513.71 Transfer 310
 - 513.711 Crediting 310
 - 513.712 Recrediting 310
 - 513.72 Reemployment 310
 - 513.73 Reemployment – OWCP 310
- 513.8 Retirements or Separations 310
 - 513.81 General 310
 - 513.82 Retirement 310
 - 513.821 Credit for Sick Leave 310
 - 513.822 Disability Retirement 311
 - 513.83 Separation by Death 311
- 513.9 Collection for Unearned Sick Leave 311
- 514 Leave Without Pay 311
 - 514.1 Essential Features 311
 - 514.2 Policy 312
 - 514.21 Restriction 312
 - 514.22 Administrative Discretion 312
 - 514.23 Condition 312
 - 514.24 Leave Credit Adjustment 312
 - 514.25 Other Employment 313
 - 514.3 Authority to Approve 313
 - 514.31 Installation Head 313
 - 514.32 District Managers 313
 - 514.4 Acceptable Reasons and Instructions 313
 - 514.5 Forms Required 315
 - 514.51 PS Form 3971 315
 - 514.52 PS Form 50 315
- 515 Absence for Family Care or Illness of Employee 315
 - 515.1 Purpose 315
 - 515.2 Definitions 315
 - 515.3 Eligibility 318
 - 515.4 Leave Requirements 318
 - 515.41 Conditions 318
 - 515.42 Leave Type 319
 - 515.43 Authorized Hours 319
 - 515.5 Notice and Documentation 319
 - 515.51 Notice 319
 - 515.52 Documentation 320
 - 515.53 Particular Circumstances 320
 - 515.531 New Son or Daughter 320
 - 515.532 Care of Others for Medical Reasons 321
 - 515.533 Employee Incapacitation 321
 - 515.534 Return to Work After Employee Incapacitation 321

Contents

515.535	Qualifying Exigency	322
515.54	Additional Medical Opinions.....	322
515.6	Intermittent Leave or Reduced Schedule	322
515.61	New Son or Daughter.....	322
515.62	Care of Others for Medical Reasons or Employee Incapacitation	322
515.63	Exigency Leave	322
515.64	Temporary Change in Duty Assignment.....	323
515.65	Fair Labor Standards Act Status	323
515.7	Return to Position	323
515.8	Benefits	323
515.9	Family Leave Poster	323
516	Absences for Court-Related Service.....	323
516.1	General	323
516.11	Determining Nature of Court-Related Service	323
516.12	Explanation of Terms	324
516.2	Court Leave.....	324
516.21	Definition.....	324
516.22	Eligibility	325
516.23	Recording Court Leave.....	325
516.3	Conditions Affecting Court-Related Service	325
516.31	Employee on Annual Leave	325
516.32	Combination of Court Leave and Postal Duty	325
516.33	Accommodation of Employees Called for Court Service.....	326
516.4	Fees.....	327
516.41	General.....	327
516.42	Court Service Outside of Regular Working Hours or Regular Working Days..	327
516.43	Holidays	327
516.44	Annual Leave or LWOP	327
516.45	Recording and Reporting of Fees	327
516.5	Official Duty.....	327
516.51	Definition.....	327
516.52	Compensation	328
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	328
517	Paid Military Leave	328
517.1	General	328
517.11	Postal Service Support.....	328
517.12	Definition.....	328
517.13	Types of Duty	329
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	329
517.132	Duty Covered for Members of the D.C. National Guard.....	329
517.133	Duty Not Covered.....	329
517.2	Eligibility.....	329
517.21	Eligible Employees	329

- 517.22 Ineligible Employees 330
- 517.3 Procedures 330
 - 517.31 Approval 330
 - 517.32 Use of Mixed Leave 330
 - 517.33 Use of Leave Intermittently 330
 - 517.34 Return From Duty 330
- 517.4 Military Leave Allowances 330
 - 517.41 General Allowance 330
 - 517.42 Previous Service 331
 - 517.43 Law Enforcement Allowance 331
 - 517.431 State or Jurisdiction Duty 331
 - 517.432 Allowance for Federal Duty 332
- 517.5 Leave Charge Information 332
 - 517.51 Pay Status Requirement 332
 - 517.52 Minimum Units 333
 - 517.53 Continuance of Night Differential Pay 333
 - 517.54 Absence Beyond the General Military Leave Allowance 333
 - 517.541 Training Periods 333
 - 517.542 Choice of Annual Leave, Sick Leave, or LWOP 333
- 517.6 Conflict With Work Schedule 333
 - 517.61 Employee Alternatives 333
 - 517.62 Administrative Policy 333
 - 517.621 Reassignments 333
 - 517.622 Rescheduling 334
- 517.7 Records Control 334
 - 517.71 General Paid Military Leave 334
 - 517.72 Paid Military Leave for Law Enforcement 334
- 518 Holiday Leave 335
 - 518.1 Observed Holidays 335
 - 518.2 Holidays on Nonscheduled Workdays 335
 - 518.21 Saturday 335
 - 518.22 Sunday 335
 - 518.23 Nonscheduled Workday 335
 - 518.3 Holidays on Scheduled Workdays 335
 - 518.4 Eligibility for Holiday Pay 335
 - 518.5 Provisions for Rural Carriers and Substitutes 335
 - 518.51 Rural Carriers 335
 - 518.52 Substitute Rural Carriers 335
 - 518.6 Provisions for Postmasters 336
- 519 Administrative Leave 336
 - 519.1 Definition 336
 - 519.2 Special Conditions 336
 - 519.21 Acts of God 336
 - 519.211 General 336

Contents

519.212	Authorizing Administrative Leave for Acts of God	336
519.213	Determining the Cause of Absence	336
519.214	Early Dismissal Due to Acts of God	336
519.215	Employees Prevented From Reporting	337
519.216	Employees on Annual Leave, Sick Leave, or LWOP	337
519.217	Substitute Rural Carriers and Rural Carrier Associates	337
519.22	Civil Disorders	337
519.221	Decision to Curtail or Terminate Postal Operations	337
519.222	Civil Disorder Extends Beyond Three Days	337
519.223	Early Dismissal	338
519.224	Employees Prevented From Reporting	338
519.23	Relocation.	338
519.231	Policy	338
519.232	Requirements	338
519.233	Notation on PS Form 50.	338
519.234	Limitations	338
519.24	Adverse Action Investigation and Decision	338
519.3	Civil Participation.	339
519.31	State and Local Civil Defense Programs	339
519.311	No Charge to Leave	339
519.312	Annual or LWOP.	339
519.313	Availability for Civil Defense Assignment	339
519.314	Key Role Restriction.	339
519.315	Statement Requirement	339
519.32	Voting or Registering to Vote	339
519.321	Policy	339
519.322	Administrative Determination	340
519.323	Voting	340
519.324	Registration	340
519.325	Restrictions.	340
519.33	Funeral Services	340
519.331	Absence of Veterans to Attend Funeral Services.	340
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	341
519.4	National Day of Observance	341
519.41	General.	341
519.42	Leave Granted	341
519.421	Full-Time Employees	341
519.422	Part-Time Regular Employees	342
519.423	Part-Time Flexible Employees	342
519.424	Transitional Employees.	342
519.425	Employees on Paid Leave	342
519.426	Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay	343
519.427	Employees Absent Without Leave, Suspended, or Pending Removal.	343
519.428	Individuals Not Eligible for Administrative Leave	343
519.43	Leave Taken at a Future Date	343
519.5	Medical Events	344
519.51	Blood Donations.	344

- 519.511 Policy 344
- 519.512 Time Allowed 344
- 519.513 Restrictions 344
- 519.514 Facility Arrangements 344
- 519.52 Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations 344
 - 519.521 Policy 344
 - 519.522 Time Limitations 345
- 519.53 Physical Examination for Entry Into Armed Forces 345
- 519.54 First-Aid Examination and Treatment for On-the-Job Injury or Illness 345
 - 519.541 Employee on Regular Tour 345
 - 519.542 Employee in Overtime Status 345
- 519.55 Day of Death 345
- 519.6 Special Events – Postal Service Invitation 346
- 519.7 Nonbargaining Unit Personal Absence 346
 - 519.71 Definition 346
 - 519.72 Policy 346
 - 519.73 Limitations and Exceptions 346
 - 519.731 Full-Day Absences 346
 - 519.732 Partial-Day Absences 346
 - 519.733 Directed to Work 347
 - 519.74 Administration 347
 - 519.741 General 347
 - 519.742 Approval 347
 - 519.743 Full-Day Leave 347
 - 519.75 Management Controls 347
 - 519.751 Responsibility 347
 - 519.752 Administration 348
- 520 Health Benefits Program 348
 - 521 Administration and Eligibility 348
 - 521.1 General 348
 - 521.2 Eligible Employees 348
 - 521.3 Employees Not Eligible 349
 - 521.4 Family Member Eligibility 350
 - 521.41 General 350
 - 521.411 Responsibility of Human Resources Shared Service Center 350
 - 521.412 Family Members Eligible 350
 - 521.42 Determining Family Membership Status of Children 351
 - 521.421 Adopted Children 351
 - 521.422 Stepchildren 351
 - 521.423 Foster Children 351
 - 521.424 Child’s Temporary Absence on “Living-With” Requirement 352
 - 521.425 Effect of Child’s Marriage on Family Member Status 352
 - 521.5 Relatives Not Eligible 352
 - 521.6 Former Spouses 354
 - 521.61 Eligibility Determination 354
 - 521.611 Requirements 354

Contents

521.612	Office of Personnel Management Responsibility	354
521.613	Human Resources Shared Service Center Responsibility	355
521.62	Documentation of Eligibility	355
521.621	Eligible for Coverage	355
521.622	Ineligible for Coverage	355
521.63	Request for Reconsideration	355
521.7	Temporary Continuation of Coverage	356
521.71	Eligibility	356
521.711	Eligible for Coverage	356
521.712	Ineligible for Coverage	356
521.72	Agency Responsibilities	357
521.721	Office of Personnel Management Responsibility	357
521.722	National Finance Center Responsibility	357
521.723	Human Resources Shared Service Center's Responsibility.	357
521.73	Time Limitations for Enrollment	357
521.74	Length of Coverage	358
521.75	Premiums	358
522	Health Insurance Plans Available	358
522.1	Types of Participating Plans	358
522.11	Fee-for-Service Plans with a Preferred Provider Organization	358
522.12	Fee-for-Service PPO Only Plans	359
522.13	Fee-for-Service Employee Organization Plans.	359
522.14	Health Maintenance Organization and Point-of-Service Plans	359
522.15	High Deductible and Consumer-Driven Health Plans	359
522.2	Description of Participating Plans	359
523	Election Procedures	360
523.1	Initial	360
523.2	Employee Declines to Enroll	360
523.3	Late Enrollment or Change in Enrollment	360
523.31	Accepting Late Enrollment	360
523.32	Causes Beyond Employee's Control	360
523.33	Procedures for Documenting Late Enrollment	361
523.34	Effective Date of Late Enrollment	361
523.341	Belated FEHB Open Season Enrollment	361
523.342	Late Enrollment Other Than FEHB Open Season	361
523.4	Enrollment by Proxy	361
523.5	Enrollment in an Employee Organization Plan.	362
523.6	Enrollment by a Former Spouse	362
523.61	Enrollment Form	362
523.62	Statement Signed by Former Spouse	362
523.63	Human Resources Shared Service Center Records on Former Spouse	363
523.631	Establishing File	363
523.632	Contents of File	363
523.633	Access to File	363
523.634	Disposition of File	364

524	Enrollment	366
524.1	Types of Enrollment	366
524.11	Self Only	366
524.12	Self and Family	366
524.2	Husband and Wife Both Eligible to Enroll	366
524.3	Dual Coverage Restriction	366
524.31	General	366
524.32	Procedures to Be Followed by the Human Resources Shared Service Center	366
524.33	Dual Enrollment Exceptions	367
524.4	Correction of Erroneous Enrollment	367
524.5	Enrollment or Change in Enrollment	368
524.51	General	368
524.52	Events Permitting	368
524.521	New Appointment	368
524.522	Change in Employment Status	368
524.523	FEHB Open Season	369
524.524	Reemployment After Break in Service of More Than 3 Days	369
524.525	Return to Duty After 365 Days in Nonpay Status	369
524.526	Return From Military Service	369
524.527	Loss of Coverage Under Federal Programs	369
524.528	Eligible for Medicare	369
524.529	Change to Self Only	369
524.53	Family Changes Affecting Enrollment	370
524.531	Change in Marital Status	370
524.532	Change in Family Status	370
524.533	Change in Spouse’s Employment Status	371
524.534	Employee Loses Coverage as Family Member	371
524.535	Loss of Coverage Under Parent’s Nonfederal Plan	372
524.536	Loss of Dependent Coverage Under Spouse or Other Parent’s Nonfederal Plan	372
524.54	Family Changes Not Affecting Enrollment	372
524.541	General	372
524.542	Name Change	373
524.6	Effective Date of Enrollment or Enrollment Change	373
524.61	FEHB Open Season	373
524.611	New Enrollment	373
524.612	Change of Enrollment	373
524.62	Change to Self Only	373
524.63	Change to Self and Family to Provide Coverage to Child	374
524.64	All Other Enrollments or Changes in Enrollment	374
524.7	Termination of Enrollment	374
524.71	Cancellation by Employee	374
524.72	Discontinuance of Plan or Part	374
524.721	Because of Service Limitations	374
524.722	Because of Leave Without Pay	375

Contents

524.73	Membership Termination in Employee Organization	375
524.74	Effective Termination Dates of Employee Enrollment	375
524.75	Effective Termination Dates of Family Member Coverage	376
524.76	Temporary Extension of Coverage	376
524.761	For Enrolled Employee	376
524.762	For Family Member	376
524.763	For Confined Employee or Family Member	376
524.77	Conversion Rights	376
524.771	Employee's and Family Member's Right to Convert	376
524.772	Human Resources Shared Service Center Responsibility	377
524.773	Application for Conversion	377
524.774	Late Conversion	377
524.775	Effective Date of Conversion	377
524.776	Benefits and Costs of Conversion Contract	377
524.78	Reinstatement of Enrollment After Conversion	377
524.781	Refund of Premiums	377
524.782	Adjustment of Difference in Benefits	378
524.8	Cost of Enrollment	378
524.81	Postal Service Contribution	378
524.82	Employee Withholding	378
524.83	Pre-Tax and After-Tax Premiums	378
524.831	Tax Benefits	378
524.832	Career Employees	378
524.833	Certain Noncareer and Transitional Employees	379
524.834	Further Information	379
524.84	Health Benefits Schedule	379
524.9	Enrollments for Former Spouses	379
524.91	Type of Enrollment	379
524.92	Effective Date of Enrollment	380
524.921	New Enrollment	380
524.922	Change in Enrollment	380
524.93	Payment of Premiums	380
524.94	Opportunities to Change Enrollment	380
524.941	Change to Self Only	380
524.942	FEHB Open Season	380
524.943	Other Events That Permit Changes in Enrollment	380
524.95	Cancellation of Enrollment	381
524.96	Termination of Enrollment	381
524.961	Events Terminating Coverage	381
524.962	Temporary Extension of Coverage	382
524.963	Termination Due to Failure to Pay Premiums	382
524.964	Termination of Coverage for Family Members	382
524.965	Former Spouse Responsibility	382
524.966	National Finance Center Responsibility	382
525	Special Circumstances Affecting Health Insurance Coverage	383
525.1	Office of Workers' Compensation Programs	383
525.11	Requirements to Continue Enrollment	383

- 525.111 Employee 383
- 525.112 Survivor. 384
- 525.12 Transfer of Enrollment 384
 - 525.121 Transfer to OWCP 384
 - 525.122 Transfer Back to Employing Office. 384
- 525.13 Withholding and Contribution by OWCP 384
 - 525.131 Effective Dates 384
 - 525.132 Health Benefits Refund Program 384
- 525.14 Procedures for Continuation of Enrollment 386
 - 525.141 Reporting to OWCP 386
 - 525.142 Eligibility for Transfer 386
 - 525.143 Pending OWCP’s Request for Transfer 387
 - 525.144 Employee Not Eligible to Continue. 387
 - 525.145 OWCP Determines Not Eligible 389
 - 525.146 On LWOP Ten Months, But Enrollment Not Transferred 389
 - 525.147 OWCP Terminates Compensation 389
 - 525.148 Employee Returns to Duty 389
 - 525.149 Employee Elects Retirement 390
- 525.2 Employees in Nonpay Status 390
 - 525.21 Three Hundred Sixty-Five-Day Enrollment Limitation 390
 - 525.22 Payment Required for Periods of Nonpay Status 390
 - 525.221 Responsibility 390
 - 525.222 Procedures to Be Followed by Employing Office. 390
 - 525.223 Procedures to Be Followed by Employee 391
 - 525.23 Employee Granted LWOP to Serve in Employee Organization 391
 - 525.231 Policy 391
 - 525.232 Procedures to Be Followed by Employing Office. 391
 - 525.233 Procedures to Be Followed by Employee 392
 - 525.24 Enrolled Employee in Nonpay Status Accepts Temporary Appointment. 392
 - 525.25 Employee in Nonpay Status Pending Removal 392
 - 525.251 Removal Upheld. 392
 - 525.252 Restored to Duty 392
- 525.3 Military Service 393
 - 525.31 Entry Into Military Service. 393
 - 525.311 Thirty Days or Less. 393
 - 525.312 More Than Thirty Days 393
 - 525.32 Return From Military Service 393
 - 525.321 Return Not in Exercise of Reemployment Rights 393
 - 525.322 Return in Exercise of Reemployment Rights 393
 - 525.33 Death During Military Service. 394
 - 525.34 Loss of Coverage Under the Uniformed Services Health Benefits Program 394
 - 525.35 Continuous Enrollment. 394
- 525.4 Coverage Into Retirement 394
 - 525.41 Employee Requirements for Continuation 394
 - 525.42 Procedures to Be Followed by Employing Office. 395
 - 525.421 Determining Eligibility for Continued Enrollment 395
 - 525.422 Transferring Enrollment to OPM. 395

Contents

525.423	Reinstating Terminated Enrollments.	397
525.43	Benefits and Cost.	397
525.44	Employee Separates and Subsequently Retires	397
525.441	Terminating Enrollment.	397
525.442	Encouraging Conversion to Individual Contract.	397
525.45	Reemployed Annuitant.	398
525.451	Enrolled.	398
525.452	Nonenrolled	398
525.453	Reemployed Without Break in Service.	398
525.454	FEHB Open Season Opportunities for Reemployed Annuitant	398
525.5	Death of an Employee	399
525.51	Transfer of Enrollment to Eligible Survivor.	399
525.511	Requirements	399
525.512	Procedures to Be Followed by Employing Office.	399
525.513	Benefits and Cost.	399
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant.	399
525.6	Transfer to or From Overseas Post of Duty.	400
525.7	Move Outside Service Area of a Comprehensive Plan	400
525.8	Employment Transfer	400
525.81	Within Postal Service or to Another Federal Agency	400
525.82	Outside Comprehensive Area.	401
525.83	Congressional Office	401
525.831	From Postal Service to Senate or House	401
525.832	From Senate or House to Postal Service	401
526	Self-Support Determinations.	401
526.1	Physical and Mental Incapacity Requirement	401
526.11	Incapable of Self-Support	401
526.12	Capable of Self-Support.	401
526.2	Financial Dependency	402
526.21	Dependency Requirement	402
526.22	Automatic Dependency	402
526.23	Proof of Dependency	402
526.3	Medical Requirement.	402
526.31	Authority.	402
526.32	Medical Certificate	403
526.321	Submission.	403
526.322	Time Limitation	403
526.323	Renewal	403
526.324	Failure to Renew.	403
526.325	Late Submission.	403
526.4	Medical Determinations.	403
526.5	Procedures for Notifying the Health Benefits Plan	404
526.51	Employing Office	404
526.511	Existing Enrollment.	404
526.512	New Enrollment	404
526.52	Postal Data Center	404

527	Privacy Act Considerations	404
527.1	Disclosure	404
527.2	Maintenance	404
527.3	Privacy Act Requests	404
527.31	Employees	404
527.32	Former Employees	405
527.33	Retired Employees	405
528	Employee Appeals	405
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	405
528.2	Appeal of Claim Denial	405
528.21	Initial Appeal Rights	405
528.211	Request for Reconsideration	405
528.212	Health Plan Responsibility	405
528.22	Request for Office of Personnel Management Review	406
528.221	Cause for Request to Review	406
528.222	Time Limit	406
528.223	Authorization for Release of Medical Information	406
528.224	Office of Personnel Management Responsibility	406
530	Life Insurance Program	407
531	Administration and Eligibility	407
531.1	General	407
531.2	Eligible Employees	407
531.3	Exclusions	407
532	Coverage	409
532.1	Based on Pay	409
532.11	Full-Time Employees	409
532.12	Part-Time Employees	409
532.13	Employees Serving in More Than One Position	409
532.131	Part-Time Flexible	409
532.132	Others	409
532.2	Amount	410
532.21	Basic Insurance	410
532.211	Minimum	410
532.212	Maximum	410
532.213	Extra Benefit	410
532.214	Automatic Change	410
532.215	Accidental Dismemberment Provision	410
532.22	Optional Insurance	411
532.221	Option A — Standard	411
532.222	Option B — Additional	411
532.223	Option C — Family	411
533	Cost, Payment, Withholdings	412
533.1	Basic Insurance Cost	412
533.2	Optional Insurance	412
533.21	Cost	412

Contents

533.22	Withholdings	412
533.221	Option A — Standard	412
533.222	Option B — Additional	412
533.223	Option C — Family	413
533.224	Birthdays and Pay Periods	413
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	413
534	Special Circumstances Affecting Coverage	413
534.1	LWOP	413
534.11	Twelve-Month Maximum	413
534.12	Notice of Right of Conversion	413
534.13	Return to Duty	414
534.14	Appointment to Temporary Position	414
534.141	Coverage	414
534.142	New Twelve-Month Maximum	414
534.143	Optional Insurance Withholdings	414
534.15	Retirement Annuity Pending	414
534.2	Service in Employee Organization	414
534.21	Election	414
534.211	General	414
534.212	Employee Elects to Continue	415
534.213	Employee Does Not Elect to Continue	415
534.22	Installation Head Responsibility	415
534.221	Notify Employee of Right to Elect	415
534.222	Set Up Reminder System	415
534.223	Contact Employee	415
534.224	Document Action	415
534.225	Copy of Election Filed	415
534.3	Employees Receiving OWCP Benefits	415
534.31	Eligibility	415
534.311	Basic Life Insurance	415
534.312	Optional Insurance	415
534.32	Termination of Insurance	416
534.33	Resumption of Insurance	416
534.34	Notice of Right of Conversion or Continuation	416
534.341	Choice	416
534.342	Cost	416
534.343	Procedures for Continuation	416
534.4	Living Benefits	417
534.5	Assignment of Life Insurance	417
534.6	Erroneous Enrollments	417
535	Actions	418
535.1	Acquiring Coverage	418
535.11	Basic Insurance	418
535.111	Newly Eligible Employees	418
535.112	Transfer Employees	418
535.113	Previous Waiver	418

535.12	Optional Insurance	418
535.121	Eligibility	418
535.122	Election/Declination Requirement	418
535.123	Effective Date	419
535.124	Belated Election	419
535.2	Waiver of Basic Insurance	419
535.21	Filing SF 2817	419
535.22	Effective Date	419
535.23	Employee Statement	419
535.24	Sample Statement	420
535.3	Declination of Optional Insurance	420
535.4	Effect of Waiver or Declination	420
535.41	Reappointment/Transfer	420
535.42	Previous Filing	420
535.421	Basic Life Insurance	420
535.422	Optional Insurance	420
535.5	Cancellation of Insurance Coverage	420
535.51	Filing SF 2817	420
535.52	Effective Date	421
535.6	Termination	421
535.61	Effective Date	421
535.611	Basic Insurance	421
535.612	Optional Insurance	421
535.62	Temporary Continued Protection for Thirty-One Days	421
535.63	Notice of Termination and of Conversion Privilege	422
535.64	Requirement for Continuous Protection	422
535.7	Conversion	422
535.71	Converted Policy	422
535.711	Purchase of Individual Policy	422
535.712	Information Source	423
535.72	Time Limits for Conversions	423
535.721	Employing Office Responsibility	423
535.722	Employee Responsibilities	423
535.73	Conversion Privilege for Family Members	423
535.8	Canceling Waivers or Declinations	423
535.81	Conditions	423
535.82	Procedures	424
535.83	Coverage After Cancellation of Waiver or Declination	424
535.831	Basic Insurance	424
535.832	Optional Insurance	424
535.9	Exceptions for Canceling a Declination of Optional Insurance	425
535.91	Life Status Changes	425
535.911	Time Limitation	425
535.912	Limitation on Coverage	425
535.913	Effective Date	425

Contents

535.914	Proof Required	425
535.92	Reinstatement Actions	425
535.921	Conditions	425
535.922	Effective Date	426
536	Retirement	426
536.1	Requirements for Continuance	426
536.11	Basic Insurance	426
536.111	Eligibility	426
536.112	Election Requirement	426
536.12	Optional Insurance	426
536.2	Cost	427
536.21	Basic Insurance	427
536.211	Premiums	427
536.212	Withholdings	427
536.22	Optional Insurance	427
536.3	Reduction After Retirement	427
536.31	Basic Insurance	427
536.311	Seventy-Five Percent Reduction	427
536.312	Fifty Percent Reduction	427
536.313	No Reduction	427
536.32	Optional Insurance	428
536.321	Option A — Standard	428
536.322	Option B — Additional and Option C — Family	428
536.4	Living Benefits	428
536.5	Assignment of Life Insurance	428
537	Reemployed Annuitants	429
537.1	Coverage	429
537.11	Terminated by Reemployment	429
537.12	Retained During Reemployment	429
537.121	Suspended	429
537.122	Continued	430
537.13	Automatic Coverage	430
537.131	Optional Withholdings	430
537.132	Additional Optional Coverage	430
537.14	Waiver and/or Declination of Coverage	430
537.141	Insurance Affected	430
537.142	Effect	430
537.143	Exception	430
537.144	Employing Office Procedures	431
537.15	Amount of Coverage	431
537.16	Termination and Conversion	431
537.161	Termination Date	431
537.162	Conversion Privilege	431
537.17	Continuance Upon Termination of Reemployment	431
537.171	Retention	431
537.172	Procedures	432

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

Contents

538.34	Forms Used	437
538.341	Death Benefits	437
538.342	Accidental Dismemberment	437
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	438
538.36	Settlement	438
539	Insurance Forms	438
539.1	Filing	438
539.11	SF 2817, Life Insurance Election (FEGLI)	438
539.12	SF 2821, Agency Certification of Insurance Status	438
539.13	SF 2823, Designation of Beneficiary	438
539.14	SF 2822, Request for Insurance	438
539.2	Privacy Act Considerations	438
539.21	Handling and Disclosing Information	438
539.22	Records Maintenance	439
539.23	Employee Retires	439
540	Injury Compensation Program	439
541	Overview	439
541.1	Background	439
541.11	Law	439
541.12	Administration	439
541.13	Coverage	439
541.131	Disability	439
541.132	Death	440
541.133	Schedule Awards	440
541.14	Privacy Act	440
541.2	Definitions	440
541.3	Forms	443
542	FECA Claim Requirements	443
542.1	Employee Claims for Injury or Illness	443
542.11	Traumatic Injury	443
542.111	Notice	443
542.112	Time Limit	443
542.12	Occupational Disease or Illness	444
542.121	Notice	444
542.122	Time Limit	444
542.13	Recurrence	444
542.131	Notice	444
542.132	Time Limit	444
542.14	Survivor Claim for Death Benefits	444
542.141	Claim	444
542.142	Time Limit	444
542.2	Evidence Required	445
542.21	General	445
542.22	Medical Reports	445
542.23	Disability	445

542.3	Penalties	445
542.31	Penalty for False Statement	445
542.32	Penalty for False Claim	445
542.33	Penalty for Refusal to Process Claim	445
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government	446
543	Employee Rights	446
543.1	Waiver of Compensation Rights	446
543.2	Withdrawal of Claim	446
543.3	Medical Care	446
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	446
543.41	Continuation of Regular Pay	446
543.42	Sick or Annual Leave	447
544	Reporting Procedures	447
544.1	Responsibilities	447
544.11	Immediate Supervisor Responsibility	447
544.111	General	447
544.112	Traumatic Injuries	448
544.12	Control Office or Control Point Responsibility	448
544.2	Criteria and Time Limits	448
544.21	Traumatic Injury and Occupational Disease or Illness	448
544.211	Report Criteria	448
544.212	Time Limit	448
544.22	Recurrence of Injury	449
544.221	Report Criteria	449
544.222	Time Limit	449
544.23	Death	449
544.231	Report Criteria	449
544.232	Time Limit	449
544.24	PCES Claims	449
545	Control Office or Control Point Claim Management Responsibility	449
545.1	General	449
545.11	Claim Management Relationships	449
545.12	Establishing Control Office and Control Points	450
545.2	Authorizing Examination and/or Treatment With Form CA-16	450
545.21	Traumatic Injury	450
545.22	Occupational Disease or Illness	450
545.23	Exposure to Workplace Hazards	450
545.24	Preventive Treatment	451
545.3	Return to Work Responsibility	451
545.31	Control Office or Control Point Responsibility	451
545.32	Suitable Work	451
545.33	Employee Responsibility	452
545.4	Implementing Medical Care	452
545.41	Emergency Treatment	452

Contents

545.42	Initial Medical Examination and/or Treatment	452
545.43	Postal Physician or Contract Equivalent	452
545.44	Outside Treatment in a Nonemergency Situation	452
545.45	Continuing Treatment With Postal Service or Contract Physician	453
545.5	Monitoring the Employee's Medical Care	453
545.51	Medical Report Requirements	453
545.52	Determining Return to Work Capability	454
545.53	Review of Medical Treatment	454
545.6	Fitness-for-Duty Examinations	455
545.61	General	455
545.62	Fitness-for-Duty Procedures	455
545.63	Fitness-for-Duty Results	455
545.64	Difference in Medical Opinion	455
545.7	Continuation of Pay by the Postal Service	456
545.71	General	456
545.72	Eligibility	456
545.721	Initial Disability for a Traumatic Injury	456
545.722	Recurrence of Disability	456
545.723	Exclusions	456
545.724	Employee Responsibility	456
545.73	Controversion of COP	457
545.731	Definition of Controversion	457
545.732	Controversion With COP Withheld	457
545.733	Controversion With COP Provided	457
545.74	Stopping COP	457
545.741	Circumstances for Stopping COP	457
545.742	Relation to Disciplinary Action	458
545.743	Stopping Continuation of Pay for Temporary Employees	458
545.75	Controversion Package	458
545.76	Adjudication Process	459
545.77	Controversion Denied by OWCP	459
545.78	Overpayment Determination	459
545.8	Compensation by OWCP for Disability	460
545.81	Initial Period of Compensation	460
545.811	Traumatic Injury	460
545.812	Occupational Disease or Illness	460
545.82	Subsequent Periods of Compensation	460
545.83	Waiting Period	460
545.84	Leave Buy-Back	461
545.9	Managing Extended Leave Cases	461
545.91	General	461
545.92	Deciding Appropriate Action	461
545.93	Separation — Disability	461
546	Reassignment or Reemployment of Employees Injured on Duty	462
546.1	Law	462

- 546.11 General 462
- 546.12 Disability Fully Overcome Within One Year 462
 - 546.121 Obligation 462
 - 546.122 Rights and Benefits 462
- 546.13 Disability Fully Overcome After More Than One Year 462
 - 546.131 Obligation 462
 - 546.132 Rights and Benefits 462
- 546.14 Disability Partially Overcome 462
 - 546.141 General 462
 - 546.142 Obligation 463
 - 546.143 Rights and Benefits Upon Partial Recovery 464
 - 546.144 Relocation Consideration 466
- 546.2 Collective Bargaining Agreements 466
 - 546.21 Compliance 466
 - 546.22 Contractual Considerations 466
 - 546.221 Scope 466
 - 546.222 Reassignment or Reemployment 466
 - 546.23 Types of Appointments 467
- 546.3 Restoration Rights 467
- 546.4 Employee Appeal Rights 467
- 546.5 Retirement Considerations 467
- 546.6 Reassignment and Reemployment Procedures 467
 - 546.61 OWCP Referrals 467
 - 546.611 Work Limitation Tolerances 468
 - 546.612 OWCP Vocational Rehabilitation Services 468
 - 546.62 Postal Service Medical Review 468
 - 546.621 Physical Examination 468
 - 546.622 Special Considerations. 468
 - 546.63 Offer of Appointment 469
 - 546.631 Evaluation 469
 - 546.632 Interview 469
 - 546.633 Processing Personnel Actions 469
 - 546.64 Employee’s Refusal of Job Offer 469
 - 546.65 Management’s Refusal to Reemploy 470
- 547 Third Party Liability 470
 - 547.1 Purpose 470
 - 547.2 Background 470
 - 547.21 Requirement to Take Action. 470
 - 547.22 Penalty for Refusal 470
 - 547.23 Postal Service Administrative Pursuit. 470
 - 547.3 Definitions and Use of Terms 471
 - 547.4 Responsibility 471
 - 547.5 Third Party Recovery Action 471
 - 547.51 Traumatic Injury 471
 - 547.52 Occupational Illness or Disease 472

Contents

547.53	Potential Third Party Injuries	472
547.54	Investigation	472
547.55	Notification	473
547.56	OWCP Responsibility	476
547.57	Postal Service Responsibility	476
547.58	Employee Not Represented by Attorney	477
547.59	Employee Not Pursuing Third Party Action	485
547.6	Release of Information	492
547.61	Privacy Act Protection	492
547.62	Release to Employee or Beneficiary	492
547.621	General	492
547.622	Release to Physician	492
547.623	Limitation to Germane Information	492
547.63	Release to Other Parties	492
547.64	Release to Court or Other Authority	492
547.7	Settlement of Claims	493
547.71	Employee Pursuing Collection of Damages From Third Party	493
547.72	Employee Not Pursuing Third Party Recovery	493
547.73	Disbursement of Recovered Third Party Funds	493
547.74	Settlement Verification	494
547.75	Control Point Supervisor Requirements	494
547.76	Recovery Assistance	494
547.77	Delegation of Authority	494
547.8	Third Party Recovery Action — Court Action	496
547.81	General	496
547.82	Compensation for Court Appearances	496
547.83	Documentation of Court Appearances	496
547.84	Case Preparation	496
550	Unemployment Compensation	498
551	Overview	498
551.1	Legal Guidelines	498
551.11	Administration	498
551.12	Liability	498
551.13	Illegal Claims	498
551.2	Qualification Factors	498
551.3	Disqualification Factors	498
551.4	Information to State Employment Security Agencies	499
551.41	Information Required	499
551.42	Privacy Act Requirements	499
551.421	Authority to Disclose	499
551.422	Accountability of Disclosure	499
552	Responsibilities	499
552.1	Headquarters	499
552.11	Functional Administration	499

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

Contents

554.5	Appeals (Second Level) to State Appellate Board.	507
554.6	Postal Service Appeals to State Courts	507
560	Civil Service Retirement Program.	508
561	General	508
561.1	Scope	508
561.2	Administration	508
561.3	Employees Covered	508
561.4	CSRS Offset	508
561.5	Exclusions	509
562	Creditable Service.	509
562.1	General	509
562.11	Types of Service.	509
562.12	Time Credit.	509
562.2	Federal Civilian Service	510
562.21	General.	510
562.211	Federal and District of Columbia Service.	510
562.212	District of Columbia Service.	510
562.213	Breaks In Service	510
562.214	Deductions Refunded.	510
562.22	Service Covered by Social Security	510
562.23	Part-Time Employment.	511
562.231	Part-Time Regular Employees	511
562.232	Part-Time Flexible Employees	511
562.233	Annuity Proration	511
562.24	Intermittent Service	511
562.25	Special Circumstances.	512
562.251	Japanese-American Employee.	512
562.252	Employee Receiving OWCP Benefits.	512
562.253	Employee Restored After Erroneous Removal or Suspension.	513
562.254	Employee Granted LWOP to Serve in Employee Organizations	513
562.255	Employee on Leave of Absence.	514
562.3	Military Service	514
562.31	Types of Service.	514
562.311	Military Groups	514
562.312	Reserve Components.	514
562.313	Military Academies	515
562.314	National Guard Service.	515
562.315	Military Service Prior to January 1957	515
562.316	Military Service After December 31, 1956	515
562.32	Required Conditions.	515
562.33	Double Credit Not Permitted	516
562.34	Service Credit Deposit Required	516
562.341	Amount of Deposit	516
562.342	Charging Interest	516
562.35	Military Retired Pay	516
562.351	CSRS Annuity	516

562.352	Waiver of Military Retired Pay	516
562.4	Credit For Unused Sick Leave.....	517
562.41	Eligibility	517
562.42	Method of Computing	517
562.43	Restrictions.....	517
562.5	Computing Total Length of Service.....	517
563	Annuities — Requirements and Procedures.....	517
563.1	General Requirements.....	517
563.11	Conduct	518
563.12	Time	518
563.13	Age and Service	518
563.2	Requirements and Procedures by Type of Separation	518
563.21	Involuntary Separation	518
563.211	Additional Requirements	518
563.212	Reduced Annuity	518
563.22	Mandatory Retirement	519
563.23	Disability Retirement Requirements	519
563.231	Service	519
563.232	Total Disability	519
563.233	Conduct	519
563.3	Deferred Annuity	519
564	Types of Annuities.....	520
564.1	Annuity Without Survivor Benefits.....	520
564.2	Annuity with Survivor Benefits.....	520
564.21	Annuity to Current and/or Former Spouse(s).....	520
564.211	General	520
564.212	Current Spouse Eligibility	520
564.213	Election of Former Spouse Annuity	520
564.214	Annuity Limitation.....	521
564.215	Reduction in Employee’s Annuity.....	521
564.216	Effective Date	521
564.22	Annuity to Former Spouse Based on Court Order	521
564.221	General	521
564.222	Current Spouse Election.....	521
564.223	Protection of Current Spouse’s Entitlement.....	521
564.23	Annuity to Person with Insurable Interest.....	522
564.231	General	522
564.232	Eligibility	522
564.233	Reduced Rate.....	522
564.24	Current Spouse’s Consent.....	522
564.25	Surviving Child	522
564.3	Election of Annuity.....	522
564.31	Application	523
564.32	Election Changes After Retirement	523
564.321	18-Month Reelection Period.....	523
564.322	Marriage Terminated	523

Contents

564.323	Marriage Terminated and Remarriage	523
564.324	Marriage After Retirement	523
565	Employee’s Retirement Account.	524
565.1	Deductions from Current Earnings	524
565.2	Deposits for Prior Service	524
565.21	Employee Deposits.	524
565.211	Percentages of Basic Pay	524
565.212	Reduction for Periods of No Deposit	524
565.22	Survivor Deposits	525
565.23	Deposit/Redeposit Application.	525
565.3	Redeposits.	525
565.31	Employee Redeposits.	525
565.32	Amount of Redeposit	525
565.33	Impact on Annuity	525
565.34	Exception	526
565.35	Survivor Redeposits	526
565.36	Form Used	526
565.4	Voluntary Contributions.	526
565.41	Application	526
565.42	Restrictions.	526
565.43	Amount of Contributions	526
565.44	Amount of Additional Annuity.	527
565.45	Type of Annuity Election.	527
565.46	Withdrawal of Voluntary Contribution.	527
565.461	Conditions	527
565.462	Application	527
565.47	Death Before Retirement	527
565.5	Refund of Deductions	527
565.51	Less Than 5 Years Civilian Service.	527
565.511	Refund	527
565.512	Eligibility	527
565.513	Interest	528
565.514	Application	528
565.52	Five Years or More Civilian Service	528
565.521	Choice	528
565.522	Value.	528
565.523	Eligibility	528
565.524	Refund	528
565.525	Interest	528
565.526	Repayment	528
566	Annuity Computation	528
566.1	Effective Dates.	528
566.11	Commencement.	528
566.12	Ending	529
566.13	Employee’s Work and Leave Status.	529

566.131	Use of Annual Leave Balance	529
566.132	Continuing Leave Status	529
566.2	Factors Affecting Annuity Computations	529
566.21	Primary Factors	529
566.22	Other Factors	529
566.23	Determining Length of Service	529
566.24	Determining High 3-Year Period	530
566.241	Dates Included	530
566.242	Consecutive	530
566.243	Refunded Deductions	530
566.25	Determining High-3 Average Pay	530
566.251	Computation	530
566.252	Basic Pay	530
566.3	General Formula	530
566.31	Computation	530
566.32	Substitution	530
566.33	Guides for Applying the General Formula	531
566.34	Maximum Annuity Benefits	531
566.341	Eighty Percent Limitation	531
566.342	Excess Service	531
566.4	Disability Retirement	531
566.41	Guaranteed Minimum	531
566.411	Employee Under Age Sixty	531
566.412	Employee Past Age Sixty	532
566.413	Exceptions	532
566.42	Application of Guaranteed Minimum Principle	532
566.421	Computations	532
566.422	Examples Resulting From Applying Guaranteed Minimum	534
566.423	Concept	534
566.5	Reemployed Annuitants, Additional Annuity	534
566.51	Supplemental Annuity	535
566.511	Eligibility	535
566.512	Computation	535
566.52	Redetermination of Annuity	536
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	536
566.61	Alternative Option	536
566.62	Computation	536
566.63	Survivor Annuity	536
567	Death Benefits — Death in Service	537
567.1	Survivor Annuity	537
567.11	Conditions to Be Met by the Employee	537
567.12	Conditions to Be Met by the Current (Former) Spouse	537
567.121	Current Spouse	537
567.122	Former Spouse — Court Ordered Annuity	537
567.13	Conditions to Be Met by the Child	537
567.131	General	537

Contents

567.132	Child incapable of Self-Support	537
567.133	Stepchild or Illegitimate Child	537
567.14	Computation of Annuity for Survivors	538
567.141	Current and/or Former Spouse	538
567.142	Current and/or Former Spouse of a Law Enforcement Employee	538
567.143	Payment of Child’s Annuity	538
567.15	Beginning Date for Survivor Annuity	539
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity.	539
567.17	Election of Annuity by Survivor.	540
567.171	Election of Survivor Annuity or Employees’ Compensation Benefits.	540
567.172	Election of Survivor Annuity or Social Security Benefits	540
567.18	Election by Annuitants and Resultant Survivor Annuities.	541
567.19	Deceased Annuitant Survived by Child	541
567.2	Lump-Sum Benefit.	541
567.21	Conditions for Payment	541
567.22	Person(s) Entitled to Payment	541
567.221	Order of Precedence	541
567.222	Former Spouse.	542
567.23	Designations of Beneficiaries	542
567.231	Employee Informed	542
567.232	Employee Reminder	542
567.3	Procedure Upon Death of an Employee or Annuitant	542
567.31	Contacting Next of Kin	542
567.32	Notifying OPM	542
567.33	Filing Death Claim Applications	542
567.331	SF 2800	542
567.332	Minor Children	543
567.333	One Application	543
567.334	SF 1153	543
567.34	Evidence.	543
567.341	Required	543
567.342	Additional	543
567.343	Flag Recognition Benefit for Fallen Federal Civilian Employee	543
568	Management-Initiated Disability Retirement Procedures	543
568.1	General	543
568.11	Basis for Filing	544
568.12	Medical Examination	544
568.121	Notifying the Employee	544
568.122	Designating a Physician	544
568.123	Information Provided Examining Physician	544
568.124	Psychiatric Evaluation	544
568.125	Cost of Medical Examination	545
568.126	Management Decision	545
568.13	Filing Application	545
568.131	Employing Office Action	545
568.132	Notice to Employee	545
568.133	Notice to OPM	546

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

Contents

573.1	Federal Insurance Contributions Act (FICA) Taxes	552
573.11	Employee/Employer Payments	552
573.12	Effective Percentage Rate	552
573.121	Full Coverage	552
573.122	Medicare Coverage Only	552
573.13	Base Earnings	552
573.14	FICA Inquiries	552
573.2	Allowances Not Subject to FICA Taxes	552
574	Quarters of Coverage	553
574.1	Social Security Quarter of Coverage	553
574.2	Federal Quarter of Coverage (Medicare)	553
574.21	CSRS Employees	553
574.22	Earned Federal Quarters of Coverage	553
574.23	Deemed (Credited) FQCs	553
574.24	Combining Earned and Deemed FQCs	553
574.25	Establishing Deemed FQCs	554
574.251	Using OPM Form 1528	554
574.252	Using Other Evidence	554
574.253	By Special Request	554
574.3	Insured Status	554
574.4	Coverage Requirements for Benefits	555
575	Benefits	555
575.1	Social Security	555
575.11	Application Required	555
575.12	Retirement Benefits	555
575.13	Disability Benefits	556
575.131	Worker Receiving Benefits	556
575.132	Dependents Receiving Benefits	556
575.14	Survivor's Benefits	556
575.2	Medicare (Hospital and Medical)	556
575.21	Coverage	556
575.22	Eligibility	557
575.221	Age Sixty-Five or Older	557
575.222	Under Age Sixty-Five	557
575.23	If an Employee Works After Age Sixty-Five	557
575.231	Same Health Benefits Offered	557
575.232	Written Explanation	558
575.233	Election in Writing	558
575.3	Events That Can Affect Benefits	558
575.31	Social Security	558
575.32	Medicare	558
575.4	Elimination of Retirement Windfall Benefits	558
575.41	Purpose	558
575.42	When the Modified Benefit Formula Applies	559
575.5	Computation of Benefits	559

575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	559
575.52	Step 2 — General Computation of Primary Insurance Amount	559
575.521	Without Modified Benefit Formula	559
575.522	With Modified Benefit Formula	559
575.53	Transitional Provisions	560
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	560
575.541	General Formula	560
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	560
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	560
575.6	Government Pension Offset	561
575.61	Purpose	561
575.62	Exceptions	562
575.63	Amount of Offset	562
580	Federal Employees Retirement System	563
581	General	563
581.1	Scope	563
581.2	Administration	563
581.3	Employees Covered	563
581.4	Exclusions	564
581.5	Employees Covered	564
581.6	Exclusions	564
581.7	Employees Covered	564
581.8	Exclusions	565
582	Creditable Service	565
582.1	General	565
582.11	Types of Service	565
582.12	Specific Creditable Civilian Service	565
582.13	Time Credit	566
582.14	Breaks in Service	566
582.2	Deductions Refunded	566
582.3	Part-Time Service	566
582.4	Employee Receiving OWCP Benefits	566
582.41	Employee on Leave Without Pay (LWOP)	566
582.42	Employee Separated	566
582.5	Employee Restored After Erroneous Removal or Suspension	567
582.51	Policy	567
582.52	Determining Retirement Credit	567
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	567
582.7	Military Service	568
582.71	Types of Service	568
582.72	Military Service Prior to January 1, 1957	568

Contents

582.73	Military Service After December 31, 1956	568
582.74	Required Conditions	568
582.75	Double Credit Not Permitted	568
582.76	Service Credit Deposit Required	568
582.761	Amount of Deposit	568
582.762	Charging Interest	569
582.77	Military Retired Pay	569
582.78	Waiver of Military Retired Pay	569
582.781	General	569
582.782	Procedures	569
582.8	Transfers to FERS	570
583	Annuities	570
583.1	General Requirements	570
583.11	Conduct	570
583.12	Time	570
583.13	Age and Service	571
583.14	Minimum Retirement Age	571
583.15	Immediate Reduced Annuity	571
583.2	Requirements and Procedures by Types of Separations	571
583.21	Involuntary Separation	571
583.22	Mandatory Retirement	572
583.23	Disability Retirement Requirements	572
583.231	Service	572
583.232	Disability	572
583.233	Duration	572
583.3	Deferred Annuity	572
583.31	Eligibility	572
583.32	Commencement Date	573
583.33	Restriction	573
584	Types of Annuities	573
584.1	Annuity Without Survivor Benefits	573
584.2	Annuity With Survivor Benefits	573
584.21	General	573
584.22	Spouse Eligibility	573
584.221	Current Spouse Eligibility	573
584.222	Election of Annuity for Former Spouses(s)	573
584.23	Maximum Survivor Annuity	573
584.24	Reduction in Annuity	574
584.25	Effective Date	574
584.26	Annuity to Former Spouse(s) Based on a Court Order	574
584.261	General	574
584.262	Current Spouse Election	574
584.263	Protection of Current Spouse's Entitlement	574
584.27	Annuity to Person With Insurable Interest	575
584.271	General	575

584.272	Eligibility	575
584.273	Insurable Interest — Presumed	575
584.274	Insurable Interest — Other	575
584.275	Reduced Rate	575
584.276	Amount	575
584.28	Current Spouse’s Consent	575
584.29	Surviving Child	576
584.3	Election of Annuity	576
584.31	Application	576
584.32	Election Coverage After Retirement	576
584.321	Eighteen-Month Reelection Period	576
584.322	Marriage Terminated	576
584.323	Marriage Terminated and Remarriage	576
584.324	Marriage After Retirement	576
585	Employee’s Retirement Account	577
585.1	Deduction From Current Earnings	577
585.2	Percentages Withheld	577
585.3	Service Credit Deposit	577
585.31	General	577
585.32	Amount of Deposit	577
585.33	Reductions for Periods of No Deposit	578
585.34	Survivor Deposits	578
585.35	Deposit Applications	578
585.4	Redeposits	578
585.5	Refund of Deductions	578
585.51	Eligibility	579
585.52	Interest	579
585.53	Repayment	579
586	Annuity Computation	579
586.1	Effective Date	579
586.11	Commencement	579
586.12	Ending	579
586.13	Employee’s Work and Leave Status	580
586.131	Use of Annual Leave Balance	580
586.132	Continuing Leave Status	580
586.2	Factors Affecting Annuity Computations	580
586.21	Primary Factors	580
586.22	Other Factors	580
586.23	Determining Length of Service	580
586.24	Determining High-Three-Year Period	580
586.241	Dates Included	580
586.242	Consecutive	580
586.25	Determining High-Three Average Pay Computation	581
586.251	Computation	581
586.252	Basic Pay	581

Contents

586.3	Formula	581
586.31	Basic	581
586.32	At Age Sixty-Two	581
586.33	Annuity Supplement	581
586.331	Eligibility	581
586.332	Amount	581
586.333	Reduction Based on Excess Earnings	581
586.4	Transferees to FERS	582
586.5	Disability Retirement	582
586.51	Initial Computation — Under Age Sixty-Two	582
586.511	First Year of Disability	582
586.512	Second and Succeeding Years	582
586.513	Exceptions	582
586.52	Computation — Age Sixty-Two and Over	582
586.53	Recomputation — Age Sixty-Two	582
586.6	Reemployed Annuitants — Additional Annuity	583
586.61	Salary Payable	583
586.62	Eligibility	583
586.63	Reemployed Less Than One Year	583
586.64	Reemployed One Year or More	583
586.65	Reemployed Five Years or More	583
586.7	Alternative Form of Annuity	583
586.71	Eligibility	584
586.72	Computation	584
586.73	Survivor Annuity	584
586.8	Cost-of-Living Adjustments (COLA)	584
586.81	Amount	584
586.82	Eligibility	585
586.821	Optional Retirement	585
586.822	Involuntary Separation	585
586.823	Disability	585
586.824	Law Enforcement	585
586.825	Transfers to FERS	585
587	Death Benefits — Death in Service	585
587.1	Basic Employee Death Benefit	585
587.11	General	585
587.12	Amount	585
587.13	Payment	585
587.2	Survivor Benefit — Spousal	586
587.21	General	586
587.22	Beginning and Ending Date	586
587.221	Beginning	586
587.222	Ending	586
587.223	Reinstatement	586
587.3	Refund of Contributions	586

- 587.31 Eligibility 586
- 587.32 Normal Order of Precedence 586
- 587.4 Former Spouse(s) 586
- 587.5 Child Annuities. 586
 - 587.51 Eligibility 586
 - 587.52 Rates of Annuities 587
 - 587.53 Beginning and Ending Dates 587
 - 587.531 Beginning Date 587
 - 587.532 Ending Date 587
 - 587.54 Disabilities 587
- 587.6 Procedures Upon Death of an Employee 587
 - 587.61 Contacting Next of Kin 587
 - 587.62 Filing Death Claim Applications 588
 - 587.63 Flag Recognition Benefits for Fallen Federal Civilian Employee 588
- 588 Management-Initiated Disability Retirement Procedures 588
 - 588.1 General 588
 - 588.2 Procedures 588
 - 588.21 Basis for Filing 588
 - 588.22 Notice to Employee 589
 - 588.23 Notice to OPM 589
 - 588.3 Processing by OPM. 589
 - 588.31 Required Documentation 589
 - 588.32 Decision 589
 - 588.4 Cancellation of Retirement 589
 - 588.5 Employee’s Status Pending OPM’s Decision 589
- 589 General Retirement Information 590
 - 589.1 Retirement Counseling 590
 - 589.11 Responsibility 590
 - 589.12 Retirement Annuity Estimates 590
 - 589.13 Group Retirement Information Programs 590
 - 589.131 Nature of Group Programs 590
 - 589.132 Group Program Content. 590
 - 589.14 Individual Retirement Counseling. 591
 - 589.141 Nature of Individual Counseling 591
 - 589.142 Counseling Session Content 591
 - 589.143 Advice to Employee 591
 - 589.2 Retirement Forms 592
 - 589.21 Processing 592
 - 589.22 Requisitioning Forms 592
 - 589.3 Information Source for Separated or Retired Employees 592
 - 589.4 Information Source for Employees 592
 - 589.5 Federal Income Tax 592
 - 589.51 Taxable Annuities 592
 - 589.52 Federal Income Tax Withholding 592

Contents

589.53	Federal Income Tax Questions	593
589.6	Privacy Act Considerations	593
589.61	General	593
589.62	OPM Records	593
589.63	Postal Service Records	593
590	Thrift Savings Plan	593
591	Overview	593
591.1	Description	593
591.11	Administration	593
591.12	Further Information	593
591.2	Open Season	594
591.3	Eligibility to Contribute	594
591.31	General	594
591.32	New Career Employees	594
591.33	Rehired Employees	594
591.34	Reemployed Annuitants	595
591.341	Eligibility	595
591.342	Contributions	595
591.35	Transfers From Another Agency	595
591.36	Dual Appointments	595
591.4	Permitted Actions	596
591.41	Open Season	596
591.42	Interfund Transfers	596
591.5	Elections	596
591.51	Form Required	596
591.52	Number Permitted	596
591.53	Effective Dates	596
591.54	Election Period	597
591.55	Belated Elections	597
591.6	CSRS Transfers to FERS	597
591.7	Booklets	597
592	Contributions	597
592.1	Basic Pay	597
592.2	Contribution Rates	597
592.3	Maximum Contribution Rates	597
592.31	FERS Employees	597
592.32	CSRS Employees	598
592.4	Automatic Contributions	598
592.41	FERS Employees	598
592.42	CSRS Employees	598
592.5	Matching Contributions	598
592.51	FERS Employees	598
592.52	CSRS Employees	598

592.6	Vesting of Contributions	598
592.61	CSRS Employees	598
592.62	FERS Employees	598
592.7	Maximum Contribution Amount	599
592.8	Taxes	599
592.81	Federal Income Taxes	599
592.82	State Income Taxes	599
592.9	Insufficient Earnings	599
592.91	Employees on LWOP	599
592.92	Reduced Earnings	599
593	Investments	600
593.1	Funds Available	600
593.2	Investment Options	600
593.21	Fund Allocation	600
593.22	Changing Investments	600
593.3	Participant Statements	600
593.31	Frequency	600
593.32	Contents	600
593.33	Distribution	601
593.34	Transactions	601
593.341	Types of Transactions	601
593.342	Information Concerning Transactions	601
594	Adjustments	601
594.1	Responsibility	601
594.2	Elections Not Processed	601
594.21	Reason Beyond Employee Control	601
594.22	Administrative Error	602
594.3	Overdeductions	602
594.31	Correction	602
594.32	Excess Contributions	602
594.33	Amount of Adjustment	602
594.34	Earnings	602
594.4	Underdeductions	602
594.41	Correction	602
594.42	PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions	602
594.43	Preparation	603
594.44	Decision	603
594.45	Disposition	603
594.451	No Return of PS Form 6886	603
594.452	No Make-up Contributions	603
594.453	Make-up Contributions	603
594.46	Processing	603
594.5	Erroneous Retirement System	604
594.6	Back Pay Awards	605

Contents

594.61	General Rule	605
594.62	Erroneous Separation	605
594.63	Continuous Service	605
594.7	Claim Procedure	605
594.71	General Rule	605
594.72	Review of Claim	605
594.73	Postal Service Decision	605
594.74	Employee Appeal Rights	606
594.75	Final Decision	606
594.76	Time Limitation	606
595	Termination of Contributions	606
595.1	Definition	606
595.2	Submissions	606
595.3	Effective Date	606
595.4	Subsequent Elections	606
595.41	Submitted During Open Season	606
595.42	Submitted Other Than Open Season	606
595.43	Effective Date for Subsequent Elections	606
596	Loans	607
596.1	Eligibility	607
596.2	Types of Loans	607
596.21	Residential Loans	607
596.22	General Purpose Loans	607
596.3	Applications	607
596.31	TSP-20, Thrift Savings Plan Loan Application	607
596.32	Documentation	607
596.4	Interest	607
596.41	Rate	607
596.42	Guarantee	607
596.43	Duration	608
596.44	Payment	608
596.45	Taxes	608
596.5	Restrictions	608
596.51	Amounts	608
596.511	Minimum Amount	608
596.512	Maximum Amount	608
596.52	Duration	608
596.521	Minimum Duration	608
596.522	Maximum Duration	608
596.53	Collateral	608
596.54	Basic Pay Test	608
596.55	Number of Loans	608
596.56	Spousal Rights	609
596.57	Court Orders	609

- 596.6 Loan Repayment 609
- 596.7 Additional Information 609
- 596.8 Verification of Participant’s Account 609
- 597 Withdrawal of Funds 609
 - 597.1 Eligibility 609
 - 597.2 Withdrawals Upon Separation 610
 - 597.21 Withdrawal Options 610
 - 597.22 Mandatory Automatic Cashout 610
 - 597.23 Required Minimum Distribution 610
 - 597.24 Spousal Rights 610
 - 597.241 Vested Account Balances of More Than \$3,500 610
 - 597.242 Vested Account Balances of \$3,500 or Less 611
 - 597.3 In-Service Withdrawals 611
 - 597.31 Type of Withdrawal 611
 - 597.32 Application 611
 - 597.33 Restrictions 611
 - 597.331 Pay Period Contributions 611
 - 597.332 Spousal Rights 611
 - 597.333 Court Orders 611
 - 597.4 Death 612
 - 597.41 Prior to Separating 612
 - 597.42 After Separation 612
 - 597.5 Spousal Rights 612
 - 597.6 Withdrawal Packages 612
 - 597.61 Personnel Services Office Responsibilities 612
 - 597.611 Separations and Retirements 612
 - 597.612 Deaths 612
 - 597.62 Contents 612
 - 597.7 Additional Information 613
 - 597.8 Return to Federal Service 613
- 598 Court Orders 613
 - 598.1 Types 613
 - 598.2 Requirements 613
 - 598.3 Notification 614
 - 598.4 Effect on Withdrawal Options 614
 - 598.5 Effect on Loans 614
 - 598.6 Address 614
 - 598.7 Additional Information 614

6 Employee Relations 615

- 610 Employee Services 615
 - 611 Scope 615
 - 612 Information Media 615
 - 612.1 Responsibility 615

Contents

612.2	Methods	615
612.21	Official Directives	615
612.22	Unofficial Communications	615
612.23	Bulletin Boards	615
612.231	Utility and Convenience	615
612.232	Suitability	616
612.24	Employee Lockers	616
612.241	Issuance	616
612.242	Maintenance and Inspection	616
613	Credit Unions	617
613.1	Authority	617
613.2	Space Allowance	617
613.3	Employees With Credit Union Duties	617
614	Food Services	617
614.1	Policy	617
614.2	Operation	617
614.21	Responsibility	617
614.22	Management	618
614.3	Types	618
614.4	Funds	618
615	Social Recreational Program	619
615.1	Policy	619
615.2	Discrimination	619
615.3	Committees	619
615.31	Membership	619
615.32	Requirements	619
615.321	Income From Vending Operations	619
615.322	Meetings and Duties	619
615.33	Responsibilities	619
615.34	Constitution	620
615.35	Bylaws	620
615.4	Employee Social and Recreational Fund	623
615.41	Purpose	623
615.42	Source of Funds	623
615.43	Funds Excluded	623
615.44	Prohibited Activities	623
615.45	Safekeeping of Funds	624
615.451	Records	624
615.452	Single Fund	624
615.453	Balance Under \$100	624
615.454	Balance Over \$100	624
615.46	Requirements for Banking and Investment of Funds	624
615.461	One Checking Account	624
615.462	Reserve Funds	624
615.463	No Long-term Accumulation	624

- 615.47 Expenditures of Funds 625
 - 615.471 General Benefit..... 625
 - 615.472 Appropriate Expenditures..... 625
 - 615.473 Inappropriate Expenditures 625
- 615.5 Records and Files 625
 - 615.51 Ledger 625
 - 615.52 Checkbook..... 625
 - 615.53 Record of Assets 626
 - 615.54 Supplies Inventory 626
 - 615.55 Unpaid Obligations..... 626
 - 615.56 Files 626
- 615.6 Reports 629
 - 615.61 Frequency..... 629
 - 615.62 Report Format 629
- 615.7 Audits..... 632
 - 615.71 Frequency..... 632
 - 615.72 Recommendation for Audit 632
 - 615.721 Installation Head..... 632
 - 615.722 District Finance Manager 632
 - 615.73 Internal Audit 632
 - 615.74 Independent Audit 632
 - 615.75 Audit Requirements 632
 - 615.76 Audit Report 633
 - 615.761 Content..... 633
 - 615.762 Distribution 633
 - 615.77 Follow-Up Action 633
 - 615.78 Review and Comments by District Finance Manager 633
 - 615.79 Office of Inspector General Audit..... 633
- 615.8 Tax Status of Social and Recreational Funds 634
 - 615.81 Exemption 634
 - 615.82 Liability 634
- 616 Savings Bond Program 634
 - 616.1 Payroll Savings Plan 634
 - 616.2 Notification..... 634
 - 616.21 Annual Savings Bond Drive 634
 - 616.211 Organization 634
 - 616.212 Participation 634
 - 616.213 Supplies 634
 - 616.22 Sustaining Program 634
 - 616.3 Enrollment 635
 - 616.31 Authorization for Payroll Allotment..... 635
 - 616.32 Cancellation of Allotment..... 635
 - 616.33 Issuance and Refunds 635
 - 616.34 Privacy of Records..... 635

Contents

616.4	Reports	635
617	Combined Federal Campaign Program	635
617.1	Annual Campaign	635
617.11	Purpose	635
617.12	Authorization	636
617.2	Organization	636
617.21	Local Federal Coordinating Committee	636
617.22	Postal Service Organization	636
617.23	Loaned Executive Program	636
617.3	Solicitation	636
617.31	Participation	636
617.32	Time Frame	636
617.33	Supplies	636
617.4	Contributions	636
617.41	General	636
617.42	Authorization for Payroll Allotment	637
617.43	Cancellation of Allotment	637
617.44	Cash Payments	637
617.45	Privacy of Records	637
617.5	Reports	637
617.6	Recognition	637
617.61	Plaques	637
617.62	Certificates	637
617.7	Further Information	638
620	Contests	638
621	Scope	638
622	Objective	638
623	Responsibilities	638
623.1	Approval Authorities	638
623.2	Districts and Plants	638
623.3	Areas	638
623.31	Area Vice President	638
623.32	Area Functional Managers	639
623.4	Executive Committee Member	639
624	Establishment	639
624.1	Criteria	639
624.2	Structure	639
624.3	Contest Rules	639
625	Implementation	640
625.1	Eligibility	640
625.2	Evaluation	640
625.21	Winners	640
625.22	Ties	640

- 626 Types of Awards 640
 - 626.1 Acceptable..... 640
 - 626.2 Unacceptable 640
- 627 Limitations..... 640
 - 627.1 Numbers and Types of Contests..... 640
 - 627.2 Expenditures 641
 - 627.21 District and Plant Contests..... 641
 - 627.22 Area Contests..... 641
 - 627.23 National Contests..... 641
- 630 Reserved..... 641
- 640 Employee Claims 641
 - 641 Nonbargaining Unit Employees..... 641
 - 641.1 Policy..... 641
 - 641.2 Requirements 641
 - 641.3 Claimants..... 642
 - 641.31 Valid 642
 - 641.32 Fraudulent 642
 - 641.4 Compensation..... 642
 - 641.41 Lost or Destroyed Property 642
 - 641.42 Damaged Property 642
 - 641.43 Third Party Recoveries..... 642
 - 641.431 Insurance 642
 - 641.432 Supplement 642
 - 641.433 Refunds 642
 - 641.5 Procedures 643
 - 641.51 Time 643
 - 641.52 Documentation..... 643
 - 641.53 Submission and Initial Decisions 643
 - 641.54 Disposition 643
 - 641.55 Appeal 643
 - 642 Bargaining Unit Employees..... 644
- 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures..... 644
 - 651 Disciplinary and Emergency Procedures 644
 - 651.1 Scope 644
 - 651.2 Representation 644
 - 651.3 Nondisciplinary Corrective Measures 644
 - 651.4 Emergency Placement in Off-Duty Status..... 644
 - 651.5 Letters of Warning 645
 - 651.6 Letters of Warning in Lieu of Time-Off Suspensions..... 645
 - 651.61 Policy 645
 - 651.62 Implementation..... 645
 - 651.63 Notice..... 645
 - 651.64 Response 646

Contents

651.65	Decision	646
651.66	Retention	646
651.7	Adverse Actions	646
651.71	Definition	646
651.72	Policy	646
651.73	Notice	646
651.74	Response	647
651.75	Decision	647
651.76	Duty Status	647
651.77	Exceptions to Thirty-Day Notice	647
652	Appeal Procedures	648
652.1	Scope	648
652.2	Appeal of Adverse Actions	648
652.21	Coverage	648
652.22	Exclusion	648
652.23	Appeal to Step 1	648
652.231	Field Employees	648
652.232	Headquarters, Headquarters Field Units, and Inspection Service Employees	648
652.233	Exceptions	649
652.24	Hearings	649
652.241	Action If No Hearing Requested	649
652.242	Action When Hearing Requested	649
652.243	Management Obligation for Witnesses	649
652.244	Workhours Compensation	650
652.245	Noninterference Rule	650
652.246	Transcript	650
652.247	Attorney Fees	650
652.25	Post Hearing	650
652.251	Hearing Officer Action	650
652.252	Step 1 Official Action	650
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions	651
652.4	Other Appealable Actions	651
652.41	Coverage	651
652.42	Step A	651
652.43	Step B	651
652.44	Review	652
652.5	Alternative Dispute Resolution	652
652.51	Exceptions	652
652.52	Mediation	652
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	652
652.54	Mediation for Adverse Actions	653
660	Conduct	653
661	Statutory Provisions	653

- 661.1 Laws Referenced in This Manual. 653
- 661.2 Application to Postal Employees. 653
- 662 Federal Standards of Ethical Conduct 655
 - 662.1 Publication. 655
 - 662.11 Ethics Advice 655
 - 662.12 Ethics Officials 655
 - 662.2 Financial Disclosure. 655
- 663 Participation in Political and Community Activities. 656
 - 663.1 Political Activities. 656
 - 663.11 General. 656
 - 663.111 Employees Included 656
 - 663.112 Employees Excluded 656
 - 663.113 Nonpartisan Office 656
 - 663.114 Employee Responsibility 656
 - 663.115 Prohibition Against Conflict 656
 - 663.116 Campaign While on Leave 657
 - 663.12 Additional Prohibited Political Activities. 657
 - 663.13 Investigation and Enforcement. 657
 - 663.2 Community Affairs 657
 - 663.21 General. 657
 - 663.3 Nonparticipation in Segregated Meetings. 658
 - 663.31 Prohibition Against Participation 658
 - 663.32 Prohibition Against Sponsorship 658
 - 663.33 Exceptions 658
- 664 Bribery, Undue Influence, or Coercion 658
- 665 Postal Service Standards of Conduct. 659
 - 665.1 General Expectations 659
 - 665.11 Loyalty 659
 - 665.12 Performance of Public Duties. 659
 - 665.13 Discharge of Duties 659
 - 665.14 Reporting Violations 659
 - 665.15 Obedience to Orders 659
 - 665.16 Behavior and Personal Habits 659
 - 665.17 Reporting Requirements for Sex Offenders. 659
 - 665.2 Prohibited Conduct 660
 - 665.21 Incomplete Mail Disposition. 660
 - 665.22 Unofficial Recommendations 660
 - 665.23 Discrimination. 660
 - 665.24 Violent and/or Threatening Behavior 660
 - 665.25 Illegal Drug Sale, Use, or Possession. 660
 - 665.26 Intoxicating Beverages. 661
 - 665.27 Gambling 661
 - 665.3 Cooperation in Investigations 661
 - 665.4 Attendance 662

Contents

665.41	Requirement of Regular Attendance	662
665.42	Absence Without Permission	662
665.43	Tardiness	662
665.44	Falsification in Recording Time	662
665.5	Furnishing Address	662
665.6	Disciplinary Action	662
666	Prohibited Personnel Practices	663
666.1	Restrictions	663
666.11	Applicability of Restrictions	663
666.12	Prohibited Discrimination	663
666.13	Nepotism	663
666.14	Improper Employment and Placement Practices	663
666.15	Improper Recommendations	663
666.16	Coercion of Political Activity	664
666.17	Reprisal for Exercising Appeal Rights	664
666.18	Reprisal for Release of Information	664
666.2	Remedies	664
666.21	General	664
666.22	Equal Employment Opportunity Complaint Procedures	664
666.23	Adverse Action Appeals to the Merit Systems Protection Board	664
666.24	Grievance Procedures	664
666.25	Nonbargaining Unit Appeals Procedures	665
666.26	Other Appeal Procedures for Prohibited Personnel Practices	665
666.3	Whistleblower Protection	665
667	Service Matters	667
667.1	General Service Behavior	667
667.11	Compiling Directories	667
667.12	Engaging in Campaigns for Changes in Mail Service	668
667.13	Paying for Exchange of Positions	668
667.14	Manufacture of Rural Mailboxes	668
667.15	Loitering	668
667.16	Controversies With the Public	668
667.17	Obstructing the Mail	668
667.18	Giving Testimony or Campaigning for Additional Transportation Services	668
667.2	Interception of Oral or Wire Communications by Postal Employees	668
667.21	Prohibition	668
667.22	Exceptions	669
667.23	Definitions	669
667.3	Records, Information, and Associated Processing Systems and Equipment	669
667.31	Purpose of Controls	669
667.32	Prohibited Disclosures	669
667.321	General	669
667.322	Personal Information	669

- 667.323 Trade Information 670
- 667.33 Prohibited Uses 670
 - 667.331 Personal Use 670
 - 667.332 Damage 670
 - 667.333 Bypassing Security Controls 670
 - 667.334 Sanctions for Misuse 670
- 667.34 Protection Responsibilities 670
- 667.35 Reporting Violations 670
- 668 Legal Assistance Provided by the Postal Service 670
 - 668.1 Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases 670
 - 668.11 General 670
 - 668.12 Procedure for Requesting Legal Representation by the Department of Justice 671
 - 668.121 Employee Responsibilities 671
 - 668.122 Installation Head or Higher Level Official Responsibilities 671
 - 668.123 Postal Inspection Service and Office of Inspector General 672
 - 668.124 Criteria for Granting Representation 672
 - 668.125 Department of Justice Representation 672
 - 668.2 Reimbursement of Employees for Legal Fees, Judgments, and Settlements 672
 - 668.21 Legal Fees 672
 - 668.22 Judgments and Settlements 672
 - 668.23 Criteria for Reimbursement 672
 - 668.3 USPS Governors and Officers 672
 - 668.31 Requests for Legal Representation 672
 - 668.32 Legal Fees 673
 - 668.33 Judgments and Settlements 673
- 669 Definitions 673
- 670 Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination 674
 - 671 Diversity Overview 674
 - 672 Federal Laws and Regulations, Equal Employment Opportunity, and Prohibiting Employment Discrimination 675
 - 672.1 Laws 675
 - 672.2 Equal Employment Opportunity Regulations 675
- 673 Postal Service Policy 676
 - 673.1 General Information on Policies 676
 - 673.2 Diversity and Inclusion Statement 676
 - 673.3 Equal Employment Opportunity Policy Statement 676
 - 673.4 Policy on Workplace Harassment 676
 - 673.5 Complaint Processes 676
 - 673.6 Accountability for Diversity and Inclusion, Equal Employment Opportunity, and Prevention of Discrimination 677
 - 673.61 Employees 677
 - 673.62 Management 677
- 674 Organizational Responsibilities 677

Contents

674.1	Chief Human Resources Officer and Executive Vice President	677
674.2	Functional Organizations	678
674.21	Employee Resource Management	678
674.22	Labor Relations	678
674.3	Inclusiveness and Diversity Advisory Committees	678
675	Special Emphasis Programs	678
675.1	Nature of Programs	678
675.2	Objectives	678
675.3	Additional Information	679
676	On-Site EEO Evaluations	679
680	Participation in Supervisory and Managerial Organizations	679
681	Participation Rights	679
682	Postal Service Representation at Organization Gatherings	679
682.1	Explanation	679
682.2	National Conventions	680
682.3	State Conventions and Other Management Association Conferences	680
682.31	General Policies	680
682.32	Request Channels	680
683	District Meetings for Postmasters	680
690	Inventions and Patents	681
691	Policy	681
692	Authority	681
693	Definitions	681
694	Reporting Inventions	682
694.1	Reports	682
694.11	What to Report	682
694.12	When to Send	682
694.13	Where to Send	682
694.14	What to Send	682
694.2	Review by Supervisor	683
695	Determination of Rights in and to an Invention	683
695.1	Responsibility	683
695.2	Instruments	683
696	Appeals and Petitions	684
697	Timeliness	684
698	Correspondence	684
7	Training and Development	685
710	Overview	685
711	Policy, Goals, Objectives, and Categories	685
711.1	General Policy	685
711.11	Strategy	685
711.12	Methods	685

711.13	Responsibility	685
711.14	Reasonable Accommodation	685
711.2	Purpose and Goals	686
711.3	Objectives	686
711.4	Categories of Training and Development	686
711.41	Job Training	687
711.411	Description	687
711.412	Conditions	687
711.413	Examples	687
711.42	Self-Development Training	687
711.421	Description	687
711.422	Conditions	688
711.423	Job Relatedness	688
711.424	Examples	688
711.43	Job Experiences	688
711.431	General	688
711.432	Within Current Job Assignment	688
711.433	Outside Current Job Assignment	688
712	Training Compensation Guidelines	689
712.1	General	689
712.2	FLSA Considerations	689
712.21	Coverage	689
712.22	Scheduling	689
712.23	Disclaimer	689
712.24	Management Responsibilities	689
712.25	Employee Responsibilities	689
713	Selection	690
713.1	Equal Opportunity Policies	690
713.2	Selection Considerations	690
713.3	Assignment After Training	690
714	Training Delivery	690
714.1	General	690
714.11	Types of Training Delivery	690
714.12	Choices of Training Source	691
714.121	Considerations	691
714.122	Justification	691
714.2	Postal Training Delivery	691
714.21	Delivery Modes	691
714.22	Delivery Sources	691
714.221	Headquarters	691
714.222	Areas, Districts, and Plants	691
714.223	National Center for Employee Development	691
714.224	William F. Bolger Center for Leadership Development	692
714.225	Strategic Learning Services	692
714.3	Nonpostal Training Delivery	692

Contents

715	Postal Training Systems	692
715.1	Explanation	692
715.2	Postal Orientation	692
715.3	Craft Skills Training	692
715.4	Technical Maintenance Training	692
715.41	General	692
715.42	Subjects	693
715.43	Delivery	693
715.5	Management and Professional Training	693
715.51	General	693
715.52	Curriculum Guides and Enrollment	693
715.53	Executive Education	693
715.54	Other	693
715.6	Inspection Service Training	693
715.61	General	693
715.62	Inspectors and Special Agents	694
715.63	Postal Police Officers	694
716	Expenses	694
716.1	Travel	694
716.11	General	694
716.12	Intermediate Travel Home	694
716.121	General	694
716.122	Scheduling	694
716.123	Trip Destination	694
716.124	Spouse Traveling in Lieu of Employee	695
716.2	Facilities	695
716.3	Tuition, Fees, Books, and Supplies	695
716.4	Injury Compensation	695
717	Nonpostal Personnel Participation in Postal Training	695
720	Training and Development Responsibilities and Functions	695
721	Organizational Responsibilities and Functions	695
721.1	Headquarters	695
721.2	Areas	696
721.3	Districts	696
721.4	Supervisors and Managers	697
721.5	Employees	697
722	Postal Employee Development Centers — Organization and Operations	698
722.1	Purpose	698
722.2	PEDC Network Operating Procedures	698
722.21	Geographic Area of Responsibility	698
722.22	PEDC Reporting Relationships	698
722.23	Facilities	698
722.24	Reviews	699
730	Training Procedures	699

731	Nomination and Registration	699
732	Training Records and Reports	699
732.1	Individual Training Records	699
732.11	Training Tracking System	699
732.12	PS Form 2432, Individual Training Progress Report	699
732.13	PS Form 2548, Individual Training Record	699
732.14	eBuy Requisition	699
732.2	Training Tracking System	699
740	Non-Postal Training Policy	700
741	Background	700
741.1	Introduction	700
741.2	General Payment Policies	700
741.21	Salary Compensation and Travel Expenses	700
741.22	Other Related Expenses	700
741.23	Eligibility for the Funding of Non-Postal Training Including College or University Courses, Degree Programs, Executive Development, and Certification Programs 700	
741.24	Restrictions	701
741.241	Authorization	701
741.242	Prohibited Training Vendors	701
742	General Procedures	701
742.1	Request and Approval	701
742.11	Standard Training	701
742.12	Approval Process for Individual College Courses	701
742.13	Approval Process for Academic Degree Programs	702
742.2	eBuy Approval Process	702
742.3	Payment	702
742.31	Tuition, Fees, Books, and Supplies	702
742.311	General	702
742.312	Payment to the Training Vendor	702
742.313	Reimbursement to Employees	703
742.314	Payment in Advance	703
742.32	Travel	703
742.4	Documentation	704
743	Eligibility for the Funding of Non-Postal Training, Including College or University Courses, Degree Programs, Certification Programs, and Executive Development Programs — Non-bargaining Employees	704
743.1	Roles and Responsibilities	704
743.2	Non-Postal Training Application Form	707
743.3	Minimum Grade Requirement	708
743.4	Continued Service Agreement and Certification	708
743.41	Condition for Signing	708
743.42	Period of Commitment	708
743.43	Continued Service Agreement	709
743.431	Procedure	712

Contents

743.432	Reimbursement	712
743.5	Reporting Requirements	712
744	Special Factors	712
744.1	Failure to Enroll in or Complete Approved Training	712
744.2	Double Payment	713
744.21	Policy	713
744.3	Contribution or Award	713
744.31	Conditions for Acceptance	713
744.32	Insufficient Payment of Expenses	713
750	Professional Associations	714
751	Definition	714
751.1	Purpose	714
751.2	Membership	714
751.3	Exclusions	714
752	Policy	714
753	Payment of Membership Dues or Fees	715
753.1	Individual Memberships	715
753.11	Voluntary	715
753.12	Required	715
753.2	Institutional Membership	716
753.3	Procurement of Memberships	716
753.4	Periodicals	716
754	Attendance at Meetings and Conferences	716
754.1	Authorization	716
754.2	Full or Partial Attendance	716
754.3	Leave for Other Employees	717
754.4	Selection for Attendance	717
754.5	Payment of Expenses	717
754.6	Approval of Registration Fees	717
8	Safety, Health, and Environment	719
810	Occupational Safety and Health Program	719
811	General	719
811.1	Authority	719
811.2	Principles	719
811.21	Management Commitment, Involvement, and Accountability	719
811.22	Vision Statement	719
811.23	Guiding Principles	719
811.24	Safety Philosophy	720
811.25	Voluntary Protection Programs	720
811.3	Off-site Safety	721
811.4	Records Retention and Disposition	721
811.41	Records Control Schedule	721

- 811.42 PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer 721
- 812 Management Responsibilities 721
 - 812.1 Headquarters 721
 - 812.11 Postmaster General and Chief Executive Officer 721
 - 812.12 Chief Operating Officer and Executive Vice President 721
 - 812.13 Officers 722
 - 812.14 Vice President of Employee Resource Management 722
 - 812.2 Area Offices 722
 - 812.21 Vice President of Area Operations 722
 - 812.22 Area Human Resources Managers 722
 - 812.3 District Managers 722
 - 812.31 District Managers 722
 - 812.32 Installation Heads and Managers 722
 - 812.4 Middle-Level Managers 723
 - 812.5 Supervisors' Responsibilities 723
 - 812.51 General 723
 - 812.52 Observation of Work Practices 723
 - 812.6 Safety and Health Objectives 723
- 813 Safety and Health Staff Responsibilities 724
 - 813.1 Headquarters 724
 - 813.2 Area Offices 724
 - 813.3 Districts 724
 - 813.31 Safety Personnel 724
 - 813.32 Collateral Duty Facility Safety Coordinator 725
- 814 Employee Rights and Responsibilities 726
 - 814.1 Rights 726
 - 814.2 Responsibilities 726
- 815 Executive and Management Safety and Health Committees 727
 - 815.1 Structure and Responsibilities 727
 - 815.11 National Executive Safety and Health Committee 727
 - 815.12 Area Executive Safety and Health Committee 727
 - 815.13 District Executive Safety and Health Committees 727
 - 815.14 Plant Executive Safety and Health Committee 728
 - 815.15 Other Levels 728
 - 815.2 Written Minutes 728
- 816 Joint Labor-Management Safety and Health Committees 728
- 817 Training and Education 729
 - 817.1 Management Training and Education 729
 - 817.11 Postmasters, Managers, and Supervisors 729
 - 817.12 Executives and Managers 729
 - 817.2 Safety and Health Staff Training and Education 729
 - 817.21 Safety Specialists 729

Contents

817.22	Facility Safety Coordinators	729
817.3	Joint Labor-Management Safety and Health Committee Orientation	730
817.4	General Safety Orientation for Employees	730
817.5	Training Required by OSHA.	731
817.51	Standard Curriculum	731
817.52	Special Emphasis Training Programs.	731
817.53	Training in Handling Hazardous Materials	731
817.6	Refresher Training	732
817.7	Training in New or Additional Equipment and Techniques	732
817.8	OSHA Job Safety and Health Protection Posters	732
817.9	Training Records	732
818	Safety and Health Program Budgeting	733
819	Accountability for Safety and Health Performance, Compliance, and Evaluations	733
820	Reports and Investigations, Program Evaluations, and Inspections	733
821	Actions in the Event of Accident, Injury, or Illness	733
821.1	Injury, Illness, and Accident Reporting	733
821.11	Postal Service and OSHA Reporting and Recordkeeping Requirements	733
821.12	Postal Service Accident Reports	734
821.121	General Requirements for Using the Employee Health and Safety Subsystem	734
821.122	OSHA Requirements	734
821.123	Postal System for Accident Reporting	734
821.13	Reporting Using EHS	735
821.131	Completing the Accident Report in EHS	735
821.132	Reviewing the Accident Report	735
821.133	Making Corrections to the Accident Report.	735
821.14	Maintaining Logs and Summaries	735
821.141	OSHA 300, Log of Work-Related Injuries and Illnesses.	735
821.142	OSHA 300A, Summary of Work-Related Injuries and Illnesses	735
821.143	OSHA 301, Injury and Illness Incident Report	735
821.144	Retention	736
821.2	Accident Investigation	736
821.21	Responsibility	736
821.22	Method	736
821.3	Accident Analysis	736
821.31	Purpose	736
821.32	Responsibility	736
821.33	Elements.	736
821.4	Privacy Act Considerations	737
822	Supplementary Actions in the Event of Serious Accidents, Including Fatalities.	737
822.1	Reporting Serious Accidents.	737
822.11	General.	737
822.12	Definition of “Serious Accident”	737
822.13	Reporting Requirements for Installation Heads	738
822.14	Reporting Requirements for District Managers	739

822.15	How to Complete Serious Accident Reports	739
822.2	Investigating Serious Accidents	739
822.21	OSHA Investigations	739
822.22	Postal Service Serious Accident Investigation Board	740
822.221	Mandatory Composition	740
822.222	Optional Composition	740
822.223	Board Responsibilities	740
822.224	Board Investigation Report	740
822.225	Investigation Reporting and Response Requirements	741
823	Program Evaluation	742
823.1	Purpose	742
823.2	Responsibilities	742
823.21	Headquarters	742
823.22	Areas	743
823.23	Districts	743
823.231	General	743
823.232	District and Subordinate Installations with 100 or More Work Years	743
823.233	District and Subordinate Installations with More Than 50 but Less Than 100 Work Years	743
823.234	Program Evaluations in Support of the National Performance Assessment	743
823.3	Program Evaluation Report	744
824	Safety and Health Inspections	744
824.1	Purpose	744
824.2	Methods	744
824.3	Types of Inspections	745
824.31	Area Oversight and Targeted Inspections	745
824.311	Oversight	745
824.312	Area Inspections	745
824.32	District and Subordinate Installations with 100 or More Work Years	745
824.321	Requirement	745
824.322	Teams	745
824.33	District and Subordinate Installations with Less Than 100 Work Years	745
824.331	Requirement	745
824.332	Teams	746
824.4	Conduct of the Inspections	746
824.41	Authority	746
824.42	Inspection Procedures	746
824.421	Opening Conference	746
824.422	Inspection Rules	747
824.423	Imminent Hazard Abatement	747
824.424	Closing Conference	747
824.425	Documentation and Reporting	747
824.426	Notification	748
824.5	Deficiency and Hazard Abatement	748
824.51	Hazard Classifications	748

Contents

824.52	Hazard Abatement Committee	748
824.53	Abatement	748
824.531	Within 20 Days	748
824.532	More Than 20 and Fewer Than 45 Days	748
824.533	More Than 45 Days	749
824.534	Changes	749
824.535	Submission of Abatement Record	749
824.54	Re-inspection and Follow-up	749
824.6	Investigating Employee Reports of Hazard, Unsafe Condition, or Practice	750
824.61	Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice	750
824.62	Availability of Form	750
824.63	Procedures and Responsibilities	750
824.631	Employee	750
824.632	Supervisor	750
824.633	Approving Official	751
824.634	Safety Personnel and Collateral Duty Facility Safety Coordinators	751
824.635	Maintenance	751
824.636	Installation Head	751
825	OSHA Inspections	752
825.1	Purpose	752
825.2	Scope	752
825.3	Authority	752
825.4	Procedures	752
825.41	Arrival of Inspectors and Verification of Credentials	752
825.42	Consent to Entry and Cooperation	752
825.43	Opening Conference	753
825.431	Initiation	753
825.432	Attendance	753
825.433	Provision of Materials	753
825.434	Outline of Scope	753
825.435	Plan of Route Sequence	753
825.44	Records Review	753
825.441	Safety Records	753
825.442	Medical Records	754
825.45	Participation	754
825.451	Management Participation during Inspections	754
825.452	Interviews of Management and Supervisory Personnel	754
825.453	Employee Participation during Inspections	755
825.46	Methods	755
825.461	Walk-Around Inspection	755
825.462	Health Sampling	755
825.47	Immediate Correction of Imminent Dangers or Other Violations	756
825.48	Closing Conference	756
825.49	Post Conference Internal Communications	756
825.5	Citations	757
825.51	Issuance and Posting	757

825.52	Abatement	757
825.53	Informal Conference	757
825.54	Citation Management and Procedure for Paying Fines	757
825.6	District File of OSHA Inspections	758
830	Motor Vehicle and Industrial Safety	758
831	Motor Vehicle Safety	758
831.1	Objective	758
831.2	Vehicle Maintenance	758
831.3	Driver Selection, Training, and Supervision	759
831.31	Driver Selection	759
831.32	Driver Training	759
831.33	Driver Supervision	759
831.331	Supervisors' Responsibilities	759
831.332	Drivers' Responsibilities	759
831.4	Accident Analysis	759
832	Powered Industrial Truck Safety	759
832.1	General	759
832.2	Objective	759
832.3	Operator Selection and Responsibilities	760
832.31	Operator Selection	760
832.32	Operators' Responsibilities	760
832.4	Supervisors' Responsibilities	760
832.5	Accident Analysis	760
833	Safety and Health in Design, Procurement, and Construction	760
833.1	Standards, Ergonomics, and Engineering	760
833.2	Supplemental Standards	761
833.3	Supplier (Contractor) Safety	761
840	Safety Awareness Programs	761
841	Program Promotion	761
841.1	Objectives	761
841.2	Local Needs	761
841.3	Media	761
842	National Safety Awards and Contests	762
842.1	Participation	762
842.2	Safe Driver Award Program	762
842.21	Recognition	762
842.22	Performance	762
842.23	Participation	762
842.24	Preventability	762
842.25	Safe Driver Award Rules	762
842.26	Privacy Act Considerations	763
843	Safety Incentive Programs	763
843.1	Concept	763

Contents

843.2	Selected Programs	763
843.3	Administration	763
843.4	Presentation Ceremonies	763
844	Seatbelt Use Incentive	763
844.1	Policy	763
844.2	Determination	764
844.3	Payment	764
850	Emergency Action Plans and Fire Prevention and Control	764
851	General Responsibilities	764
851.1	Installation Heads	764
851.2	Managers and Supervisors	765
852	Emergency Action Plan	765
852.1	Responsibility	765
852.2	Content	765
852.3	Posting	766
853	Emergency Evacuation Teams and Drills	766
853.1	Emergency Evacuation Teams	766
853.11	Organization	766
853.12	Size	766
853.13	Duties of Emergency Evacuation Teams	766
853.14	Membership	767
853.15	Training	767
853.16	Exposure	768
853.17	Special Hazards	768
853.18	Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet)	769
853.2	Drills	769
854	Fire Prevention Plan	769
854.1	Responsibility	769
854.2	Content	769
854.3	Employee Training	770
854.31	General	770
854.32	Training for the Emergency Action Plan and Fire Prevention Plan	770
854.321	Emergency Action Plan	770
854.322	Fire Prevention Plan	770
854.323	Orientation	770
854.324	Review	770
855	Fire Inspections	771
855.1	Responsibility	771
855.2	Frequency	771
855.3	Procedures	771
855.4	Corrective Action	771
856	Alarm Systems and Extinguishers	771
856.1	Alarm Systems	771

- 856.2 Extinguisher 772
- 857 Vehicle Protection 772
- 858 Codes, Standards, and Ordinances 772
- 860 Occupational Health Services 773
 - 861 Scope 773
 - 861.1 Program Overview 773
 - 861.2 Mission 773
 - 861.3 Approach 773
 - 862 Policies 774
 - 862.1 General Policy 774
 - 862.2 Occupational Health Services Facilities 774
 - 862.21 District Administrative Office 774
 - 862.22 District Health Services Office 774
 - 862.23 Area Administrative Office 774
 - 863 Staffing and Functional Responsibilities 774
 - 863.1 General 774
 - 863.2 Staffing 774
 - 863.21 General 774
 - 863.22 Qualifications 774
 - 863.3 Administrative and Functional Responsibilities 775
 - 863.31 National Medical Director 775
 - 863.32 Area Medical Directors 775
 - 863.33 Work Schedules 775
 - 863.34 Duties 775
 - 863.35 Occupational Health Nurse Administrators 776
 - 863.36 Health Services Office Staff Nurses 776
 - 864 Medical Assessments and Examinations 776
 - 864.1 Applicant Medical Assessments and Employee Examinations 776
 - 864.2 Determination of Suitability 777
 - 864.3 Fitness for Duty 777
 - 864.31 Reference 777
 - 864.32 Purpose 777
 - 864.33 Requesting Examination 777
 - 864.34 Tests and Consultation 777
 - 865 Return to Duty After Absence for Medical Reasons 777
 - 865.1 Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences 777
 - 865.2 Non-bargaining Unit Employees Returning After FMLA Absence 778
 - 865.3 Documentation Required 778
 - 865.4 Assignments 779
 - 865.5 Fitness-for-Duty Examinations 779
 - 866 Medical Emergencies 779
 - 866.1 General 779

Contents

866.2	Requirement	779
866.3	Emergency Procedures	779
866.4	Posting Emergency Procedures	780
867	Rehabilitation After Work-Related Injury or Illness	780
868	General Procedures	780
868.1	Medical Provider Services	780
868.11	Special	780
868.12	Medical Surveillance and Surveys	781
868.13	Contract Medical Agreement	781
868.131	Initiating Independent Medical Agreements (IMA)	781
868.132	Certification for Payment of Invoices	781
868.133	Payment Hierarchy (Electronic Funds Transfer)	782
868.134	Payment — Non-Statement of Account Offices	782
868.14	Health Agreements	783
868.2	Malpractice	783
868.3	Preservation of Privacy	783
868.4	Medical Training	784
868.41	General	784
868.42	Continuation of Training	784
868.43	Requests for Training	784
868.5	Conflict of Interest	784
868.51	Full-time Medical Personnel	784
868.52	Part-Time and Contract Medical Personnel	784
868.53	Contract Medical Facilities and Providers	785
870	Reserved	785
880	Smoking	785
881	Definition	785
882	Policy	785
882.1	Buildings	785
882.2	Vehicles	785
890	Ergonomics Program	786
891	Scope	786
891.1	Authority	786
891.2	Purpose	786
891.3	Safety and Health Integration	786
891.4	Ergonomic Compliance Directives	786
892	Principles	786
892.1	Management Commitment, Involvement, and Accountability	786
892.2	Definitions	786
893	Program Elements	787
893.1	Management Commitment	787
893.2	Employee Involvement	787
893.3	Worksite Analysis	787
893.4	Hazard Prevention and Control	788

- 893.5 Training and Education 788
- 893.6 Program Review and Evaluation 788
- 894 Responsibilities 788
 - 894.1 Headquarters 788
 - 894.11 Chief Human Resources Officer 788
 - 894.12 Vice President, Employee Resource Management 788
 - 894.13 Manager, Safety and OSHA Compliance Programs 788
 - 894.14 Manager, Ergonomics Programs 789
 - 894.15 Ergonomic Specialists 789
 - 894.2 Area Offices 790
 - 894.21 Vice President, Area Operations 790
 - 894.22 Area Executive Safety and Health Committee 790
 - 894.23 Area Human Resources Manager 790
 - 894.24 Area Safety Manager 790
 - 894.25 Area Health and Resource Management and Occupational Health Services 790
 - 894.26 Area Joint Labor Management Safety and Health Committee 790
 - 894.3 Districts 791
 - 894.31 District Manager 791
 - 894.32 District Executive Safety and Health Committee 791
 - 894.33 District Human Resources Manager 791
 - 894.34 District Safety Manager 791
 - 894.35 District Safety Specialist 792
 - 894.36 District Health and Resource Manager 792
 - 894.37 Occupational Health Services 792
 - 894.4 Local Facilities 792
 - 894.41 Installation Head 792
 - 894.42 Managers and Supervisors 793
 - 894.43 Facility Safety Coordinator 793
 - 894.44 Employee 794
 - 894.45 Local Joint Labor Management Safety and Health Committees 794

9 Labor Relations 795

- 910 Employee Organizations 795
 - 911 Participation and Membership in Labor Organizations 795
 - 911.1 Right to Participation 795
 - 911.2 Right to Membership 795
 - 911.3 Conflict of Interests 795
 - 911.4 Postal Service Recognition 795
 - 911.5 Employee Compensation During Negotiations 795
 - 912 Participation and Membership in Supervisory and Managerial Organizations 796
 - 912.1 Right to Participation 796
 - 912.2 Right to Membership 796
- 920 Dues Withholding for Employee Organizations 796

Contents

921	Voluntary Withholding of Dues	796
922	Dues Collection Schedule	796
923	Eligible Organizations	797
924	Authorization for Dues Withholding.	798
924.1	Authorization Forms	798
924.11	Supervisory or Managerial Organizations	798
924.12	Labor Organizations	798
924.2	Employee Eligibility	798
924.21	Employment Status Requirement.	798
924.211	General	798
924.212	Exception	798
924.22	Multiple Dues Withholdings	798
924.3	Distribution of Authorization Forms	798
924.31	Function of Organization Representative	798
924.32	Limit on Time and Place	798
924.4	Submission of Completed Authorization Form	799
924.41	General	799
924.42	Exceptions	799
924.421	Postmasters	799
924.422	Rural Carriers	799
924.423	American Postal Workers Union.	799
924.5	Implementation of Dues Withholdings.	799
924.6	Certification of Amount to Be Withheld	799
924.61	Function of Organization Representative	799
924.62	Change by Organization.	799
924.7	Confirmation of Correct Deduction	800
924.71	Notation or Earnings Statement	800
924.72	Procedure in Case of Error.	800
925	Cancellation of Dues Withholding Authorization.	800
925.1	Voluntary Cancellations	800
925.11	Form Used	800
925.12	When Employees Can Cancel	800
925.121	General	800
925.122	Special Circumstances.	800
925.2	Discontinued Withholding	803
925.21	Separation	803
925.22	Organization Request.	803
925.3	Cancellation Notices	803
925.4	Cancellation Procedures	803
925.5	Filing Procedures.	803
925.6	Transfer or Reassignment	803
926	Coding Instructions.	804
926.1	Organization Codes	804
926.2	Subdivision Codes.	804
926.3	Remote or District Locals	804

926.4	Members at Large	804
930	Work Clothes and Uniforms	804
931	Uniforms	804
931.1	Entitlement and Allowances	804
931.11	Entitlement	804
931.12	Allowances	804
931.13	Types of Clothing	804
931.2	Purpose and Scope	805
931.21	Uniforms	805
931.22	Work Clothes	805
931.23	Personal Appearance	805
931.24	Administration of Uniform Policy	805
931.25	Responsibility of Installation Heads	806
931.26	Responsibility of Employees	806
931.261	Appearance	806
931.262	Conforming With Regulations	806
931.263	When to Wear Uniforms	806
931.264	Postal Service Emblem	806
931.27	Employee Acting as Agent	807
931.28	Payment for Fabric	807
932	Uniform Requirements	807
932.1	Employees Required to Wear Uniforms and Work Clothes	807
932.11	Regular Uniforms	807
932.12	Contract Uniforms	808
932.13	Work Clothes	808
932.14	Aprons	811
932.15	Alternative Protective Items	811
932.2	Uniforms Not Required	811
932.21	New, Part-time, and Casual Employees	811
932.22	Ninety-Day Requirement Exemptions	811
932.3	Specifications and Quality Control Certification	811
932.31	Specifications	811
932.32	Quality Control Certification	811
933	Authorized Uniform Items and Combinations	812
933.1	Type 1 Uniforms	812
933.11	Type 1 Items	812
933.111	Type 1a	812
933.112	Type 1b	815
933.12	Type 1 Combinations	815
933.2	Type 2 Uniforms	818
933.21	Type 2 Items	818
933.22	Type 2 Combinations	819
933.3	Type 3 Uniform Items	820
933.4	Type 4 Uniform Items	820

Contents

933.5	Type 5 Uniform Items	822
933.51	Type 5a.	822
933.52	Type 5b.	823
933.6	Type 6 Uniform Items	823
933.7	Insignia.	823
933.71	Stars	823
933.72	Other Insignia	823
933.8	Apparel Worn for Promotional Purposes.	823
933.81	Authorized Use	823
933.811	Uniformed Employees	823
933.812	Nonuniformed Employees	824
933.813	Contract Uniform or Work Clothes Program	824
933.82	Source	824
933.83	Payment	824
933.84	Exceptions	824
934	Wearing of Uniform Items	824
934.1	Uniform Headgear	824
934.11	Optional Wear.	824
934.12	Mandatory Wearing of Cap	824
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	824
934.21	Face Mask	824
934.22	Neck/Chest Protector.	825
934.23	Sweaters.	825
934.24	Outer Garments	825
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms)	825
934.31	Walking Shorts and Knee-Length Hose	825
934.32	Summer Shirt and Tie.	825
934.4	Seasonal Changes of Uniform.	825
934.5	Employees in Nonuniform Categories	825
934.6	Prohibitions	825
935	Uniform and Work Clothes Allowances	826
935.1	When Allowances Take Effect.	826
935.11	Anniversary Date	826
935.12	Transfers.	826
935.2	Adjustment for Certain Absences During Allowance Year	826
935.21	Absences From Uniform Category of 90 Days to 1 Year	826
935.211	Policy	826
935.212	Suspension Instructions.	827
935.22	Absences From Uniform Category Exceeding 1 Year	827
935.23	Absences From Duty While in Uniform Category.	827
935.24	Reappointments	827
935.25	Adjustment for Employees Who Transfer Crafts	827
935.251	Change to Another Uniform Category	827
935.252	Transfer or Separation in Excess of 1 Year	827

- 935.26 Notification to Employee and Accounting Service Center 828
 - 935.261 Determination of Eligibility 828
 - 935.262 Change in Eligibility 828
- 936 Payments 828
 - 936.1 Limitations on Payments 828
 - 936.11 Total Yearly Payments 828
 - 936.12 Insufficient Funds for Claims 828
 - 936.13 Related Expenses 828
 - 936.14 Items Not Specified 828
 - 936.15 Purchases Exceeding Allowances 828
 - 936.2 Payment for Uniform Purchase After Separation of Employee 829
 - 936.3 Approval by Installation Head 829
 - 936.31 Inspection of Purchases 829
 - 936.32 Purchases Not Meeting Regulations 829
 - 936.33 Disallowing Payments 829
 - 936.34 Employee’s Responsibility for Excesses 830
 - 936.35 Notification of Responsibility 830
 - 936.4 Separating Employees 830
 - 936.41 Conditions for Nonpayment 830
 - 936.42 Addition to Form 337 830
 - 936.43 Employee Submission of Invoices 830
 - 936.5 Payment to Licensed Vendors 830
 - 936.51 Direct Payment 830
 - 936.52 Employee Reimbursement 830
 - 936.53 Examination of Invoice 830
 - 936.54 Evidence of Purchase 831
 - 936.6 Purchasing Procedures for Nurses’ Program 831
 - 936.61 Eligibility 831
 - 936.62 Procedures 831
 - 936.621 Standard 831
 - 936.622 Optional 831
- 937 Uniform Vendors 831
 - 937.1 Communication From Vendors 831
 - 937.2 Access to Postal Premises 832
- 938 Supervisor Work Clothes Program 832
 - 938.1 Purpose 832
 - 938.2 Eligibility 832
 - 938.21 Determined by Installation Head 832
 - 938.3 Acquisition of Work Clothing 832
 - 938.31 Alternative Protective Items 832
 - 938.32 Work Clothes Allowance 833
 - 938.321 Reimbursement Limit 833
 - 938.322 Types of Work Clothes 833
 - 938.323 Purchases Not Authorized 833

Contents

938.324	Replacements	833
938.4	Reimbursement Procedure	833
939	Authorized Exceptions	833
939.1	Footwear	833
939.11	Standard Specification	833
939.12	Exceptions	833
939.2	Nurses Uniforms	834
940	Employee Assistance Program	834
941	Introduction	834
941.1	Purpose	834
941.11	General	834
941.12	Substance Abuse, Dependence, and Other Addictions	834
941.2	Definitions	835
941.3	Policy	836
941.31	Job Security	836
941.32	Limits to Protection	836
941.33	Confidentiality	836
941.34	Reasonable Access	836
941.35	Scheduling	836
942	Program Elements	837
942.1	Education	837
942.2	Problem Identification, Referrals, and Evaluation	837
942.21	Patterns of Behavior and Work Performance Problems	837
942.22	Referrals to EAP	837
942.221	Management Referrals	837
942.222	Referrals From Others	837
942.223	Self-Referrals	837
942.224	EAP Response	837
942.23	Problem Evaluation	838
942.3	Recovery Counseling and Resources	838
942.31	EAP Counseling Sites	838
942.32	Residential and Community Resources	838
942.4	Follow-Up	838
942.41	Progress	838
942.42	Discontinuance of Participation	838
942.43	Return to Work	838
942.5	Program Evaluation	839
943	Reinstatement of Recovered Employees	839
943.1	Policy	839
943.11	Consideration of Request	839
943.12	Consideration of Other Factors	839
943.13	Exceptions to Consideration for Reinstatement	839
943.2	Eligibility	839
943.21	Procedures	839

- 943.22 Management Responsibilities 840
- 943.3 Compliance With Agreements..... 840
- 944 EAP Counseling Records 840
 - 944.1 Restricted Information 840
 - 944.2 Policy 840
 - 944.3 Custodians of Records 840
 - 944.31 Postal Service Providers 840
 - 944.32 Private Providers 841
 - 944.4 Disclosure 841
 - 944.41 General..... 841
 - 944.411 Usual Recipients..... 841
 - 944.412 Limitation of Disclosure 842
 - 944.42 Criminal Activity 842
 - 944.421 EAP Records 842
 - 944.422 Limitation of Confidentiality 842
- Appendix – Records Control Schedules 843**
- Index 885**
- Forms Index 969**