

Contents

Summary of Postal Bulletin Updates	cix
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 Regions	2
112.3 Managers	2
113 Definitions	2
113.1 Organizational Terms	2
113.2 Basic Managerial Positions	3
113.3 Organizational Entities	3
120 Structures and Staffing	5
121 Overview	5
122 Structuring Principles	5
123 Standard Structures	6
123.1 Characteristics	6
123.2 Installations	6
123.3 Standard Structure Reference Manuals	6
124 Specialized Structures	6
125 Staffing	7
125.1 Staffing Overview	7
125.2 Staffing Criteria	7
125.3 Staffing Matrices	7
130 Organizational Change Criteria	8
131 Workload Increase or Decrease	8
131.1 Increased Work	8
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

Contents

135	Unconnected Work	9
136	Inappropriate Span of Control	9
136.1	Factors	9
136.2	Considerations	9
137	Change in Basic Mission	9
138	Reduction of Expenses	10
139	Completion of Transition	10
140	Organizational Change Analysis	11
141	Analysis of Work Requirements	11
141.1	Nature of Functions	11
141.2	Volume of Work	11
141.3	Performance Standards	11
142	Analysis of Skill Requirements	11
142.1	Purpose	11
142.2	Method	12
143	Analysis of Functional Relationships	12
143.1	Basic Factors	12
143.2	Additional Factors	13
143.21	Administrative and Functional Reporting Relationships	13
143.22	Line and Staff Relationships	14
143.23	Responsibility and Authority	14
144	Identification of Discrepancies	14
144.1	Design of Model	14
144.2	Comparison With Existing Organization	15
150	Organizational Change Process	16
151	Nonorganization Performance Problems	16
152	Reasons for Making Organizational Changes	16
153	Types of Organizational Changes	16
153.1	General	16
153.2	Major Organizational Changes	17
153.21	Field Units	17
153.22	Headquarters Units	17
153.3	Minor Organizational Changes	17
153.31	Field Units	17
153.32	Headquarters Units	17
154	Submitting Requests	18
154.1	Field Units	18
154.2	Headquarters Units	18
155	Documenting Requests	18
155.1	Major Organizational Changes	18
155.2	Minor Organizational Change	18

Contents

156	Approval Authority	19
156.1	Field	19
156.2	Headquarters	19
157	Disposition of Requests	19
157.1	Office of Organizational Requirements	19
157.11	General	19
157.12	Approval	19
157.13	Denial	19
157.2	Field Divisions	20
157.21	General	20
157.22	Approval	20
157.23	Denial	20
157.3	Implementation Guidelines	20
160	Monitoring and Assessment	21
161	Organization Management Staffing System (OMSS)	21
161.1	Explanation	21
161.2	Reports Generated	21
161.21	Management Organization Report	21
161.22	Management Staffing Report	21
161.23	Management Staffing Exception Report	22
161.3	Administrative Responsibility	22
161.31	Headquarters	22
161.32	Field Divisions	22
162	Organization, Staffing, and Position Reviews	22
162.1	Responsibility	22
162.2	Purpose	22
170	Documentation	24
171	Functional Statement	24
172	Organization Charts	24
2	Job Evaluation	25
210	General Information	25
211	Purpose	25
212	Responsibilities	25
212.1	SAPMG, Human Resources Group	25
212.2	Office of Organizational Requirements, Human Resources Group	25
212.3	Field Divisions	26
212.4	Reviewing Offices	26
212.5	Initiating Offices	26
213	Management Levels of Review	26

Contents

214	Handbooks	26
214.1	Bargaining Job Descriptions	26
214.2	Nonbargaining Job Descriptions	27
214.3	Availability	27
215	Forms	27
215.1	Form 6802	27
215.2	Form 820	27
216	Maintenance of Position Descriptions	27
216.1	Headquarters (Office of Organizational Requirements)	27
216.2	Field Divisions	27
216.3	Updating Handbooks and Files	27
217	Access to Job Descriptions	28
220	Nonbargaining Unit Positions	35
221	Background Information — Standard Position Description	35
222	Form 6802 — Request for Job Evaluation Action	35
222.1	Purpose	35
222.2	Conditions	35
222.3	Restrictions	35
222.4	Responsibility	35
223	Form 6802 Preparation	36
223.1	Summary	36
223.2	Entries	36
223.21	Heading Entries	36
223.22	Body	36
223.3	Sign-Off at Managerial Review Levels	37
223.4	Action by Field Division	37
223.5	Action by Office of Organizational Requirements	37
224	Request for Job Evaluation Review (RFR)	38
224.1	Background Information	38
224.11	Conditions	38
224.12	Employee/Management Differences	38
224.2	Documentation Requirements	38
224.21	Preparation	38
224.22	Routing	38
224.3	Sign-Off at Management Review Levels	38
224.31	Action Required Prior to Sign-Off	38
224.32	Sign-Off Procedure	38
224.4	Action by Field Divisions	39
224.5	Action by Office of Organizational Requirements	39
225	Special Review Panel	39
225.1	Background Information	39

Contents

225.2	Required Documentation	40
230	Bargaining Unit Positions Covered by a National Agreement	41
231	Background Information	41
231.1	Evaluation of Position	41
231.2	Purpose of Position Description	41
232	Form 820 Use	41
232.1	Purpose	41
232.2	Conditions	41
232.3	Authority	41
232.4	Responsibility	42
233	Form 820 Preparation	42
233.1	Heading Entries	42
233.2	Body	42
233.21	Basic Function (Item 5A)	42
233.22	Duties and Responsibilities (Item 5B)	42
233.23	Organizational Relationships (Item 5C)	43
233.3	Evaluation Report (Item 6)	43
233.4	Signature and Date of Authorized Official (Items 7B and 7C)	43
233.5	Sign-Off at Managerial Review Levels	43
233.6	Action by Field Division	44
233.7	Action by Office of Organizational Requirements	44
233.71	Job Evaluation Action	44
233.72	Coordination With Labor Relations Department	44
233.73	Notification of Initiating Official	44
234	Evaluation of Bargaining Unit Positions	44
234.1	Purpose	44
234.2	Basis for Position Evaluation	44
234.3	Criteria for Evaluating Mixed Assignments	45
234.31	Regularly Scheduled to Two Positions on a Daily Basis	45
234.32	Regularly Scheduled on Intermittent Days in Two Positions	45
234.33	Regularly Scheduled on Intermittent Days to More Than Two Positions	45
234.34	Regularly Scheduled to Perform Work in Two or More Positions in the Same Grade	45
235	Appeals	45
240	Other Bargaining Unit Positions	46
250	Position Reviews	47
3	Employment and Placement	48
310	General Provisions	48
311	Functional Responsibilities	48
311.1	Basic Principles	48

Contents

311.11	Best Qualified Personnel	48
311.12	Prohibition of Discrimination	48
311.13	Prohibition of Political Recommendations	48
311.2	Administration	48
311.21	Assistant Postmaster General, Employee Relations	48
311.22	Regional Director, Human Resources	49
311.23	Field Manager, National Test Administration Center	49
311.24	Sectional Center Installation Heads	49
311.25	Examinations Specialist	49
311.26	Postal Medical Officer	49
311.27	Postal Inspection Service	49
311.3	Employee Classifications	49
311.31	Nonbargaining Unit Employees	49
311.311	Full-Time Salaried	49
311.312	Part-Time Salaried	50
311.313	Supplemental	50
311.32	Bargaining Unit Employees	50
311.321	Full-Time Employees	50
311.322	Part-Time Employees	50
311.323	Substitute Rural Carrier	50
311.324	Auxiliary Rural Carrier	50
311.325	Rural Carrier Relief (RCR) and Rural Carrier Associate (RCA)	50
312	Qualification Standards	51
312.1	General	51
312.2	Sources	51
312.21	Handbook EL-302	51
312.22	Handbook EL-303	51
313	Collection, Use and Disclosure of Personnel Information Under the Privacy Act	51
313.1	Privacy Act Requirements	51
313.2	Responsibilities of Records Custodian	52
313.21	Compliance With Laws and Regulations	52
313.22	Safeguarding Information	52
313.3	Penalties	52
313.4	Authorized Systems of Records	52
313.41	Individual Records	52
313.42	Record Systems Currently Authorized	53
313.43	Prohibited Record Keeping	53
313.431	Unauthorized Records	53
313.432	Minority Code Records	53
313.433	Lists of Bond and Charity Program Participants	54
313.44	Obtaining Authorization for New Record-Keeping Practices	54

Contents

313.5	Disclosure of Information About an Employee to Others	54
313.51	To the Public	54
313.52	For Credit References	54
313.53	For Job References	54
313.54	Third-Party Disclosures	55
313.55	Freedom of Information Act Requests	55
313.56	Information for Postal Uses	55
313.57	Restrictions on Other Disclosures	55
313.6	Requests Made by an Employee Regarding Information Pertaining to Self	55
313.61	For Personnel Information	55
313.62	Requests to Amend a Record	56
313.63	Requests for Records of Disclosures	56
313.64	Fees	56
313.7	Processing Requests for Personnel Information	57
313.71	Requests for Local Records	57
313.72	Requests for Retired Official Personnel Folders	57
314	Maintaining Personnel Records and Files	57
314.1	Official Personnel Folders (OPFs)	57
314.11	Establishment	57
314.12	Laws Governing Use of Information	58
314.121	Privacy Act	58
314.122	Freedom of Information Act	58
314.13	Security of Folders	58
314.14	Access to Folders	58
314.141	Official Uses	58
314.142	Employee Review	59
314.143	All Others	59
314.15	Detailed Instructions	59
314.2	Personnel Investigation Records	59
314.21	Responsibility	59
314.22	Purpose	59
314.23	Location of Record System	59
314.24	Content	60
314.25	Disclosure to Employee Concerned	60
314.251	Local Preemployment Background Investigations Records	60
314.252	Investigative Material Developed by the Office of Personnel Management During NACI Investigation	61
314.253	Investigative Memorandums Generated by the Postal Inspection Service	61
314.254	Disclosure Accounting Records	61
314.26	Retention and Disposal	61

Contents

314.3	Medical Records	61
314.31	Program Administration	61
314.32	Confidentiality	61
314.33	Maintenance	61
314.34	Retention and Disposal Upon Employee Reassignment, Separation, or Transfer	61
314.4	Injury Compensation Case Files	62
314.41	Responsibility	62
314.42	Purpose	62
314.43	Content	62
314.44	Confidentiality	62
314.45	Disclosure to the Individual Concerned	62
314.46	Retention and Disposal	62
314.5	Supervisor's Personnel Records and Personal Notes	63
314.51	General	63
314.52	Levels of Information	63
314.53	Maintenance	63
314.54	Supervisor's Personnel Records (Level 2 Records)	63
314.541	Contents	63
314.542	Privacy Act Requirements	64
314.543	Disclosure	64
314.544	Retention and Disposal	64
314.55	Supervisors' Personal Notes	65
314.6	Service Record Cards	65
314.61	Optional Use	65
314.62	Disclosure	65
314.63	Retention and Disposal	65
314.7	Merit Evaluation Records	65
314.71	Contents	65
314.72	Maintenance	66
314.73	Retention and Disposal	66
320	Recruitment and Hiring	67
321	General Provisions for Recruiting	67
321.1	Establishing a Need for Recruitment	67
321.11	Administration	67
321.12	Equal Employment Opportunity (EEO) Program	67
321.2	Obtaining Recruiting Materials and Publicizing Job Opportunities	67
321.3	Administering Entrance Examinations	67
321.4	Reopening Entrance Registers	67
321.5	Review of Rating	67
321.6	Register Preference Factors	67

Contents

321.7	Registers	68
322	Special Employment Programs (Employment of the Handicapped)	68
323	Accessions	68
323.1	Definition	68
323.2	Career Accessions	68
323.21	Career Appointment	68
323.211	Authority	68
323.212	Definition	68
323.213	Offer of Appointment	68
323.22	Transfer	69
323.221	From Other Federal Agencies	69
323.222	Status After Transfer	69
323.223	Effective Date	69
323.23	Reinstatement	69
323.231	Definition	69
323.232	Applicants Separated for Cause	69
323.233	Time Limits on Reinstatement	69
323.24	Positions Restricted to Preference Eligibles	69
323.3	Reemployment of Former Postal Employees	70
323.31	After Military Duty	70
323.32	After Transfer to Other Federal Agencies, Commissions, or International Organizations	70
323.321	Eligibility	70
323.322	Exercise or Forfeiture of Reemployment Rights	70
323.323	Effecting the Reemployment	71
323.324	Refusal to Reemploy	71
323.33	Reemployment of Retired Annuitants	71
323.331	Definition	71
323.332	Eligibility	71
323.333	Annuitants Who Remain Annuitants After Reemployment	71
323.334	Annuitants Who Cease to Be Annuitants After Reemployment	72
323.335	Special Requirements for Reemployment of Disability Annuitants	72
323.4	Temporary and Casual Appointments	73
323.41	Temporary Appointment	73
323.411	Definition	73
323.412	Use of Temporary Appointments	73
323.42	Casual Appointment	73
323.43	Former Postal or Federal Employees	74
323.5	Rural Carrier Positions	74
323.6	Dual Employment or Dual Compensation	74
323.61	Within the Postal Service	74

Contents

323.611	General Explanation	74
323.612	Prerequisite	74
323.613	Authority to Appoint	75
323.614	Appointment Requirements	75
323.615	Compensation, Benefits, and Other Rights	75
323.616	Change to Full-Time Status	75
323.62	Between USPS and Other Federal Agencies	75
323.63	Between USPS and Private Industry	75
323.7	Simultaneous Holding of Federal and State or Local Office	76
323.8	Employment of Retired Members of Uniformed Services	76
323.81	Applicability	76
323.82	Definitions	76
323.83	Reporting Requirements	76
323.84	Obtaining Necessary Information	76
323.85	Retired Pay	77
323.851	Reduction in Retired Pay	77
323.852	Statutory Exception	77
323.853	Special Rule for Temporary Work	77
323.9	Preemployment Determinations	77
330	Examinations	78
331	Description of Examinations	78
331.1	Purpose of Examinations	78
331.2	Forms of Examination	78
331.21	Written	78
331.22	Rated Application	78
331.23	Performance Test	78
331.3	Types of Examinations	78
331.31	Entrance Examinations	78
331.32	Inservice Examinations	78
331.321	Purpose	78
331.322	Competitive	78
331.323	Noncompetitive	79
331.33	Noncompetitive (Other)	79
332	Conducting Examinations	79
332.1	General	79
332.2	Entrance Examinations	79
332.3	Inservice Examinations	79
332.4	Examination Locations and Administration	79
333	Veteran Preference	79
340	Registers	80
341	Establishing Registers	80

Contents

341.1	Definition	80
341.2	Required Actions	80
341.21	Appointing Officer	80
341.22	Installation	80
341.3	Maintaining Adequate Registers	80
341.31	Responsibility	80
341.32	When Register Is Inadequate	80
341.33	Publicizing Job Opportunities	80
341.4	Confidentiality	81
342	Use of Registers	81
342.1	Hiring Worksheets	81
342.11	When to Prepare Worksheets	81
342.12	Responsibility of the Appointing Officer	81
342.13	Rule of Three	81
342.14	Nonselection of a Veteran	81
342.2	Auditing Hiring Work Sheets	82
350	Assignment, Reassignment, and Promotion	83
351	Introduction	83
351.1	Purpose and Scope	83
351.11	Employee Utilization	83
351.12	Filling Postal Positions	83
351.13	Eligibility for Promotion	83
351.2	Positions Not to Be Filled on a Permanent Basis	83
351.3	Qualification, Eligibility, and Physical Requirements	83
351.31	Qualification	83
351.32	Eligibility	83
351.33	Physical Requirements	84
351.4	Equal Opportunity	84
351.5	General Promotion Policies	84
351.51	Merit Promotion Program	84
351.52	Objectives of the Program	84
351.53	Policies	85
351.54	Applicability to Other Personnel Actions	85
351.55	Exceptions to Competitive Promotion Procedures	85
351.56	Temporary Promotions	86
351.6	Mutual Exchanges	86
351.61	General Policy	86
351.62	Rural Letter Carrier Employees	86
352	Selection for Positions Within the Bargaining Unit	86
352.1	Procedures and Requirements	86
352.2	New and Changed Requirements	86

Contents

353	Selection for Nonbargaining Unit Positions	87
353.1	Promotion	87
353.11	Definition	87
353.12	Procedures	87
353.2	Reassignment	87
353.21	Definition	87
353.22	Management Option	87
353.23	Employee Self-Nomination	87
353.24	Unassigned Employees	87
353.3	Temporary Assignment	87
353.31	Definition	87
353.32	General Policies	88
353.33	Time Limits	88
353.34	Higher Grade Temporary Assignment	88
353.4	Realignment or Reevaluation	89
354	Assignment of Unassigned Employees	89
354.1	Policy	89
354.11	Bargaining Unit Employees	89
354.12	Nonbargaining Unit Employees	89
354.2	Assignment of Nonbargaining Unit Employees	90
354.21	Coverage	90
354.22	General Provisions	90
354.221	Discussions With Employees	90
354.222	Reduction in Number of Identical Positions	90
354.223	Utilization of Employees	91
354.23	Placement of Employee Into an Authorized Position	91
354.231	Objective	91
354.232	Reassignment at Same Grade	91
354.233	Assignment to Lower Grade	92
354.234	Assignment to Higher Grade	92
354.235	Final Action	92
354.236	Relocation Expenses	93
354.237	Qualification and Eligibility Requirements	93
354.24	Special Provision for Incumbent of Downgraded Position	93
354.25	Normal Selection Procedure	93
354.26	Temporary Assignments	93
354.27	Subsequent Personnel Actions	94
354.3	Actions for Nonbargaining Employees in Connection with the Discontinuance and Consolidation of Post Offices	94
354.31	Background	94
354.32	Definition of Terms	94

Contents

354.33	Planning Considerations	94
354.34	Postmaster and Supervisors	95
354.341	Postmasters	95
354.342	Supervisors	97
354.343	Reassignment to Higher Grade Position	99
354.344	Salary Protection	99
354.345	Relocation Expenses	99
354.346	Discussions With Postmasters and Supervisors	99
354.347	Subsequent Personnel Actions	100
354.348	Refusal of Reassignment Offer	100
354.4	Assignment of Employees in Regional Headquarters and Related Offices	100
354.41	Coverage	100
354.42	General Provisions	100
354.421	Discussions With Employees	100
354.422	Reduction in Number of Identical Positions	100
354.423	Utilization of Employees	101
354.43	Assignment of Employees in Abolished or Changed Positions	101
354.431	Assignment at Same Grade	101
354.432	Assignment to Lower Grade	101
354.433	Assignment to Higher Grade	102
354.434	Headquarters Assistance	102
354.435	Qualification Requirements	102
354.44	Subsequent Personnel Actions	102
355	Light Duty Assignments	103
355.1	Voluntary Requests	103
355.2	No Guarantee	103
360	Other Personnel Actions	104
361	General Considerations	104
362	Change to Lower Grade	104
362.1	Purpose and Authority	104
362.2	When Change to Lower Grade May Be Made	104
362.21	At Request of Employee	104
362.22	Because of Performance	104
362.23	Relegation of a Post Office	105
362.24	Realignments	105
362.3	Restrictions on Change to Lower Grade	105
363	Conversions	105
363.1	Definition	105
363.2	Conversion to Career Appointment	105
363.3	Restrictions on Conversion to Career Appointment	105
363.31	Vacancies	105

Contents

363.32	Members of Family Requirement	106
363.33	Positions Reserved for Veterans	106
363.34	Medical Evidence	106
363.35	Disqualifications	106
363.36	Temporaries or Casuals Qualified for Reinstatement	106
363.4	Retirement Coverage	106
363.41	Social Security	106
363.42	Federal Employees Retirement System	106
364	Other Changes	106
364.1	Name Changes	106
364.11	Name on Records	106
364.12	Requests for Name Changes	106
364.13	Processing	107
364.2	Address Change	107
364.3	Change in Title	107
364.4	Changes in Duty Status	107
364.41	Definition	107
364.42	Leave Without Pay (LWOP)	107
364.43	Suspension	107
364.44	Separation — Military	107
364.45	Absence Without Leave (AWOL)	108
364.46	Return to Duty	108
364.47	Remarks	108
364.5	Changes Affecting Compensation	108
364.51	Inclusions	108
364.52	Processing Personnel Action Forms	108
365	Separation	108
365.1	Administrative Considerations	108
365.11	Definition	108
365.12	Effective Date of Separation	108
365.13	Standard Terminology	108
365.14	Veterans Rights	108
365.15	Notice to Federal Employee About Unemployment Insurance	109
365.16	Exit Interview	109
365.17	Accountable Property Clearance	109
365.171	Applicability	109
365.172	When to Take Action	109
365.173	Form to Be Used	109
365.174	Preparation and Routing	109
365.2	Separations — Voluntary	109
365.21	Resignation	109

Contents

365.211	Definition of Resignation (RESIG)	109
365.212	To Avoid Separation “For Cause”	110
365.213	Because of Illness	110
365.214	Notice and Acceptance	111
365.22	Separation-Transfer (S-Trans)	111
365.221	Definition	111
365.222	Effective Date	111
365.223	Replying to Requests for Suitability Information	112
365.23	Separation-Military (S-Mil)	112
365.231	Definition	112
365.232	Effective Date	112
365.233	Postal Official Action at Time Employee Leaves	112
365.234	Restoration After Military Service	112
365.24	Separation, Retirement	114
365.25	Separation, Abandonment of Position	114
365.3	Separations — Involuntary	114
365.31	Removal (REM)	114
365.311	Definition	114
365.312	Procedure	114
365.313	Effective Date	114
365.32	Separation-Disqualification (S-Disqual)	115
365.321	Applicability	115
365.322	Reasons for Action	115
365.323	Probationary Period	115
365.324	Physical or Mental Disability During Probationary Period	115
365.325	Who Initiates Action	115
365.326	Procedure in Separating	115
365.327	Effective Date	116
365.33	Termination or Separation of Temporary or Casual Employees	116
365.34	Separation-Disability (S-Disab)	116
365.341	Definition	116
365.342	Applicability	116
365.343	Notice to Employee	117
365.344	Effective Date	117
365.35	Separation, Reduction in Force (RIF)	117
365.36	Death	118
365.361	Proof of Death	118
365.362	Effective Date	118
365.363	Letter of Condolence	118
366	Appeals from Involuntary Personnel Actions	118
366.1	Bargaining Unit Employees	118

Contents

366.2	Nonbargaining Unit Employees	118
366.3	Veteran Preference Eligible Employees	118
370	Performance Evaluation	119
371	Introduction	119
372	Purpose of Performance Evaluation	119
372.1	Standards of Performance	119
372.2	Sound Supervision	119
373	Established Performance Standards and Evaluation Systems	119
373.1	Standards	119
373.2	Performance Evaluation Systems	120
373.21	Formal	120
373.22	Informal	120
374	Discussing Performance with Employees	120
375	Outstanding and Unsatisfactory Performance	120
375.1	Outstanding Performance	120
375.2	Unsatisfactory Performance	121
376	Performance Evaluation During Probation	121
376.1	Significance of Probationary Period	121
376.2	Informal Evaluation During Probationary Period	121
376.3	Formal Evaluations During Probationary Period	121
377	Probationary Periods	121
377.1	Length of Time Required	121
377.2	How to Count Probationary Service	122
377.21	Periods of Absence	122
377.22	Periods of Military Service	122
377.23	Postal Service Prior to Personnel Action Involving New Probationary Period	122
377.24	Effect of Personnel Actions During Probationary Period	123
377.25	Effect of Position Changes Within the Postal Service	123
378	Bargaining Unit Employees	123
378.1	Evaluation During Probationary Period	123
378.11	At Initial Session, Thirty, and Sixty Days	123
378.12	At Eighty Days	123
378.13	At Other Intervals	123
378.2	Evaluation After the Probationary Period	124
380	Postal Career Executive Service (PCES)	125
381	Purpose	125
382	Equal Opportunity	125
383	Positions in the PCES	125
383.1	Officer Positions	125
383.2	Other Executive Positions	125

Contents

384	Filling PCES Vacancies	126
384.1	PCES Level II Vacancies	126
384.2	PCES Level I Vacancies	126
4	Pay Administration	127
410	Pay Administration Policy for Nonbargaining Unit Employees	127
411	General	127
411.1	Scope	127
411.2	Objectives	127
411.3	Responsibility	128
411.31	Assignment of Positions	128
411.32	Policy and Procedural Changes	128
411.33	Determination of Salaries	128
411.331	Responsibility of Appointing Officer	128
411.332	Approval Required	128
411.333	EAS A–E Postmaster Rates	128
411.334	Cost-of-Living Adjustment	128
411.4	Payment Procedures for Post Office Space	129
411.41	Lease Agreement	129
411.411	Basis for Payment	129
411.412	Newly Appointed Postmaster	129
411.413	Conversion to Rental Allowance	129
411.42	Rental Allowance	129
411.421	Allowance Amounts	129
411.422	Change in Allowance	130
411.423	Manner of Payment	130
411.424	Absent Postmaster	130
411.425	Vacant Postmaster Position	130
411.426	Conversion to Lease Agreement	130
412	New Appointment	131
412.1	Career Appointment	131
412.2	Noncareer Appointment	131
413	Promotion to Nonbargaining Positions	131
413.1	Definition	131
413.2	Promotion Increase	132
413.21	EAS Employees	132
413.22	Bargaining Unit Employees	132
413.3	Considerations	132
413.4	A–E Postmasters	133
414	Reassignment to Nonbargaining Positions	133

Contents

414.1	Definition	133
414.2	Rate Adjustment	133
414.21	Nonbargaining Employees	133
414.22	Bargaining Unit Employees	133
414.3	EAS A–E Postmasters	134
415	Change to Lower EAS Grade	134
415.1	Management-Initiated Changes to Lower EAS Grade	134
415.11	Voluntary Management-Initiated Change (Nondisciplinary) to Lower EAS Grade	134
415.111	Definition	134
415.112	Rate Retention	135
415.12	Involuntary Management-Initiated Changes to Lower EAS Grade	138
415.121	Disciplinary (Demotion)	138
415.122	Nondisciplinary	138
415.2	Employee-Initiated Change to Lower Nonbargaining Grade	138
415.21	Definition	138
415.22	Salary Adjustment	138
416	Merit Pay Program	139
416.1	Merit Performance Evaluation Program	139
416.2	General Provisions for Merit Pay Adjustment	139
416.21	Eligibility Requirements	139
416.22	Equivalent Increase	139
416.23	Creditable Service	139
416.231	Postal	139
416.232	Military	140
416.233	Injury Compensation	140
416.24	Leave Without Pay (LWOP)	140
416.25	Simultaneous Personnel Actions	140
416.3	Association Officials	141
416.31	Salary Increase	141
416.32	Effective Date of Increase	141
417	Temporary Assignment to Nonbargaining Positions (Career Employees)	141
417.1	Definitions	141
417.11	Temporary Assignment	141
417.12	Pay Schedule	141
417.2	Rates of Pay	141
417.21	Lower Grade	141
417.22	Same or Equivalent Grade	142
417.23	Higher Grade	142
417.231	General Requirement	142
417.232	Employee With Rate Retention	142

Contents

417.233	Eligibility	142
417.234	Conditions	142
417.235	Payment Amount	143
417.236	Payment Factors	143
417.3	Postmaster Positions	145
417.31	Officer-in-Charge (OIC)	145
417.311	Definition	145
417.312	Basis for Rate of Pay	145
417.32	Postal Operations Administrator (POA)	145
417.321	Definition	145
417.322	Basis for Rate of Pay	145
418	Assignment to a Different Salary Schedule (see Exhibit 418)	145
418.1	Equivalent Grades	145
418.2	Changes Between Nonbargaining Schedules	145
418.3	Changes From Nonbargaining to Bargaining Schedules	145
418.4	Changes From Bargaining to Nonbargaining Schedules	148
419	Supplemental (Noncareer) Workforce	148
419.1	Assignments	148
419.11	Casual Employee	148
419.111	Definition	148
419.112	Salary Grade	148
419.12	Noncareer Rural Carriers	148
419.121	Definition	148
419.122	Salary Grade	148
419.13	Temporary Employee	148
419.131	Definition	148
419.132	Salary Grades	148
419.14	Postmaster Relief/Leave Replacements (PMRs)	148
419.141	Definition	148
419.142	Salary Grades	149
419.2	COLA	149
419.3	Service Credit for Step Increases	149
420	Wage Administration Policy for Bargaining Unit Employees	150
421	General Principles and Terms	150
421.1	Scope	150
421.2	Objectives	150
421.3	Responsibilities	150
421.31	Assigning Positions to Salary Schedules	150
421.32	Setting Salaries	151
421.4	Definitions	151
421.41	Appointments	151

Contents

421.42	Assignments	151
421.43	Change Actions	151
421.44	Salary Terms	152
421.45	Salary Increases	153
421.5	Rate Retention Provisions	153
421.51	Protected Rate	153
421.511	Explanation	153
421.512	Rate Determination	154
421.513	Duration	154
421.514	Termination	154
421.515	Effect on Other Compensation	155
421.516	Documentation	155
421.517	Step Increases	155
421.52	Saved Rate	155
421.521	Explanation	155
421.522	Red-Circle Amount	155
421.523	Duration	156
421.524	Termination	156
421.525	Effect on Promotion	156
421.526	Documentation	156
421.53	Saved Grade	156
421.531	Explanation	156
421.532	Duration and Termination	157
421.533	Step Increases	157
421.6	Changes in Compensation Following Review or Audit	157
421.7	Reference Table	157
422	Postal Service (PS), Mail Transportation Equipment Centers (MTEC), and the Mail Equipment Shops and Area Supply Centers (MESC) Salary Schedules	158
422.1	Salary System	158
422.11	Salary Schedule	158
422.12	Basis of Rates	158
422.121	Annual Rates for Full-Time Employees	158
422.122	Hourly Rates for Part-Time Employees	158
422.13	Cost-of-Living Adjustment (COLA)	158
422.14	Setting Salaries	158
422.15	Employee Classifications	158
422.2	Change Action Pay Rules	159
422.21	Career Appointment	159
422.22	Additional Appointment	159
422.23	Promotion Within the PS Schedule	159
422.231	Basic Rules	159

Contents

422.232	Supplemental Rules	160
422.24	Reassignment	161
422.25	Reductions in Grade	161
422.251	General	161
422.252	Step and Step Date Assignment	161
422.253	Rate Retention	161
422.3	Step Increases	162
422.31	Eligibility Requirements	162
422.32	Creditable Service	162
422.321	Postal Service	162
422.322	Military Duty	162
422.323	Injury Compensation	164
422.324	Union Officials	164
422.33	Leave Without Pay (LWOP)	164
422.34	Performance Determinations	165
422.341	Responsibility	165
422.342	Criteria	165
422.35	Processing a Step Increase	166
422.351	Notification of Increase	166
422.352	Supervisor's Appraisal	166
422.353	Disposition	166
422.354	Approved Increase	166
422.355	Withheld Increase	166
422.36	Simultaneous Personnel Actions	167
422.4	Higher Level Assignments	167
422.41	Definitions	167
422.42	Written Management Order	168
422.43	Rate of Pay	168
422.431	Part-Time Flexible Employees	168
422.432	Regular Employees	168
422.44	Adjustments and Increases	169
422.441	Cost-of-Living Adjustment (COLA)	169
422.442	Step Increase Credit	169
422.443	Effect on Promotion	169
422.45	Benefits	169
422.451	Terminal Leave Payments	169
422.452	Retirement Deductions	169
422.453	Continuation of Pay (Injury Compensation)	169
422.5	Dual (Multiple) Employment	169
422.51	Explanation	169
422.52	Salary Determination	170

Contents

422.53	Documentation	170
422.54	Step Increases	170
422.55	Leave	170
422.56	Reassignment	170
422.57	Promotion	170
422.6	Change From Rural Carrier Schedules	171
422.61	General	171
422.62	Regular Rural Carrier Changed to PS-5 or Below	171
422.63	Regular Rural Carrier Changed to PS-6 or Above	171
422.64	Substitute Rural Carrier Changed to PS Position	171
422.65	Return to PS Position	171
423	Mail Handler's (MH) Schedule	172
424	Rural Carrier Schedules	172
424.1	Salary System	172
424.11	Salary Schedules	172
424.12	Basis of Rates	173
424.13	Cost-of-Living Adjustment	173
424.14	Setting Salaries	173
424.15	Employee Classifications	173
424.2	Change Action Pay Rules	173
424.21	Appointment	173
424.211	Regular Rural Carrier	173
424.212	Auxiliary Rural Carrier	173
424.213	Rural Carrier Associate (RCA) and Rural Carrier Relief (RCR)	174
424.22	Promotion	174
424.23	Transfer to Rural Carrier	174
424.24	Waiting Period for Step Increase	174
424.25	Adjusting Pay for Route Change	174
424.251	Change in Length of Route	174
424.252	Reassignment to Another Route	174
424.3	Step Increase	174
424.31	Eligibility and Procedure	174
424.32	Adjustment in Length of Route	174
424.4	Higher Level Pay	174
425	Postal Nurses' Schedule (PNS)	175
426	Data Centers Schedule (DCS)	176
426.1	Salary System	176
426.11	Schedule	176
426.12	Part-Time Employees	176
426.13	Cost-of-Living Adjustment (COLA)	176
426.14	Employee Classifications	176

Contents

426.2	Change Action Pay Rules	176
426.21	Career Appointment	176
426.22	Promotion	176
426.23	Reassignment	177
426.24	Demotion	177
426.25	Voluntary Reduction	177
426.26	Management Action Reduction	177
426.3	Step Increases	177
426.4	Higher Level Assignments	177
427	Operating Services Division/Rockville Support Services Branch (OSD/RSSB)	178
427.1	Salary System	178
427.11	Salary Schedule	178
427.12	Basis of Rates (see 422.12)	178
427.13	Cost-of-Living Adjustment (see 422.13)	178
427.14	Determination of Salaries	178
427.15	Employee Classifications (see 422.15)	178
427.2	Change Action Pay Rules	178
427.21	Career Appointment	178
427.22	Additional Appointment (see 422.22)	178
427.23	Promotion	178
427.24	Reassignment	178
427.25	Demotion	179
427.26	Voluntary Reduction	179
427.27	Management-Action Reduction	179
427.3	Step Increases	179
427.4	Higher Level Assignments	179
427.5	Multiple Employment (see 422.5)	179
427.6	Change From RC Schedules (see 422.6)	179
428	Postal Police Officers' (PPO) Schedule	179
428.1	Salary System	179
428.2	Change Action Pay Rules	180
428.3	Step Increases (see 422.3 and Exhibit 422.3)	180
428.4	Higher Level Assignments (see 422.4)	180
428.5	Dual (Multiple) Employment (see 422.5)	180
428.6	Change From Rural Carrier Schedules (see 422.6)	180
430	Basic and Special Pay Provisions	181
431	Scope	181
432	General Definitions and Provisions	181
432.1	Employee Classifications	181
432.11	Regular Work Force	181
432.111	Bargaining Unit	181

Contents

432.112	Nonbargaining Unit	182
432.12	Supplemental Work Force	182
432.2	Rates of Pay	182
432.21	Basic Rate	182
432.22	Base Rate	183
432.23	Regular Rate	183
432.24	Rounding of Rates	183
432.3	Work Schedules and Overtime Limits	183
432.31	Basic Work Week	183
432.32	Maximum Hours Allowed	184
432.33	Mealtime	184
432.34	Postmasters	184
432.4	Service Periods	184
432.41	Pay Period	184
432.42	Service Week	184
432.43	Service Day	184
432.44	FLSA Workweek	185
432.45	Work Assignments	185
432.46	Five-Minute Leeway Rule	185
432.5	Work Credit	186
432.51	Postal Inspectors and FLSA Exempt Postmasters	186
432.52	Full-Time and Part-Time Employees	186
432.53	City Letter Carriers (7:01 Rule)	187
432.54	Rural Carriers	187
432.6	Guarantee Time	187
432.61	Explanation	187
432.62	Eligibility	187
432.63	Pay Computation	187
432.7	Time Worked	187
432.8	Compensation Due Deceased Employee	189
432.81	Definition	189
432.82	Payment of Compensation or Money Due	190
432.821	Order	190
432.822	Missing Beneficiaries	190
433	Straight Time Pay	190
433.1	Definition	190
433.2	Full-Time Employees	191
433.3	Part-Time Employees	191
433.4	Casual and Temporary Employees	191
433.5	Reemployed Annuitant	191
433.6	EAS A–E Postmasters	191

Contents

434	Overtime and Premium Pay	191
434.1	Overtime	191
434.11	General	191
434.12	Definitions	192
434.121	Exempt Employees	192
434.122	Nonexempt Employees	192
434.123	Paid Hours	192
434.13	Types of Compensation	192
434.131	Postal Overtime	192
434.132	FLSA Overtime	192
434.133	Penalty Overtime	193
434.14	Eligibility and Coverage	193
434.141	Eligible for Overtime Pay	193
434.142	Multiple Eligibility	193
434.143	Dual Assignment	193
434.2	Night Differential	196
434.21	Policy	196
434.22	Eligibility	196
434.23	Pay Computation	198
434.3	Sunday Premium	198
434.31	Policy	198
434.32	Eligibility	198
434.33	Leave	198
434.34	Pay Computation	198
434.4	Holiday Leave Pay	199
434.41	Policy	199
434.42	Eligibility	200
434.43	Pay Computation	201
434.5	Holiday-Worked Pay	201
434.51	Policy	201
434.52	Eligibility	201
434.53	Pay Computation	201
434.6	Out-of-Schedule Premium	203
434.61	Policy	203
434.615	Examples	204
434.62	Eligibility	204
434.63	Pay Computation	206
434.7	Nonbargaining Rescheduling Premium	206
434.71	Policy	206
434.72	Eligibility	206
434.73	Pay Computation	206

Contents

434.8	Pyramiding of Premiums	207
435	Severance Pay	208
435.1	Eligibility	208
435.2	Computing Severance Fund	208
435.21	Limitation	208
435.22	Creditable Service	208
435.23	Paid Allowances	208
435.24	Allowance to Age Over Forty	209
435.3	Pay Rate and Duration	209
435.31	Form 50 Information	209
435.32	Amount and Intervals	209
435.4	Effect of Reemployment	209
435.41	Permanent Employment	209
435.42	Temporary Employment	209
436	Back Pay	209
436.1	Corrective Entitlement	209
436.2	Limitations	210
436.3	Corrective Action	210
436.4	Documents in Support of Claim	210
436.41	Statements by Local Official	210
436.42	Statements by Employee	211
436.5	Erroneous Separation for Retirement	213
436.6	Interest on Back Pay in Equal Employment Opportunity Commission and Merit Systems Protection Board Cases	213
436.61	Purpose	213
436.62	General	213
436.63	Rate of Interest	213
436.64	Responsibility	214
437	Waiver of Claims for Erroneous Payment of Pay	214
437.1	Purpose	214
437.2	Definitions	214
437.21	Pay	214
437.22	Employee	214
437.23	Applicant	214
437.24	Installation Head	214
437.3	Submission of Request	214
437.31	Expiration Date	214
437.32	Form 3074	214
437.4	Review by Installation Head	215
437.5	Review by Compensation Unit	215
437.6	Action by Postal Data Center (PDC)	216

Contents

437.7	Appeal of Disallowed Request	216
437.71	Appeal Procedure	216
437.72	Final Decision	216
438	Pay During Travel or Training	217
438.1	Pay During Travel	217
438.11	Definitions	217
438.12	Commuting To and From Work	217
438.13	Types of Compensable Travel Time	217
438.131	General	217
438.132	Travel From Job Site to Job Site	218
438.133	One Day Assignment Outside the Local Commuting Area	218
438.134	Travel Away From Home Overnight	219
438.14	Special Travel Provisions	219
438.141	Use of Private Automobile for Personal Convenience	219
438.142	Required Use of an Automobile	219
438.143	Work Performed While Traveling	220
438.15	Compensation Provisions	220
438.16	Effect on Other Travel Reimbursement	220
438.2	Pay During Training	220
438.21	General	220
438.22	Specific Rules on Compensation for Training Time	221
438.23	Special Training Provisions	221
438.24	Compensation Provisions	222
439	Territorial Cost-of-Living Allowance (TCOLA)	222
439.1	Eligibility and Pay Factors	222
439.2	Allowance Categories	223
440	Fair Labor Standards Act (FLSA) Administration	224
441	Overview	224
441.1	Federal Statute	224
441.2	Enforcement	224
442	USPS Coverage	224
442.1	Effective Date	224
442.2	Exclusions	224
442.3	FLSA Poster	224
443	Equal Pay Provisions	224
443.1	Sex Discrimination Policy	224
443.2	Justified Wage Differentials	225
443.3	Labor Organization Intervention	225
443.4	USPS Coverage	225
444	Overtime Pay	225
444.1	Policy	225

Contents

444.2	Explanation of Terms	225
444.21	Regular Rate	225
444.211	Definition	225
444.212	Inclusions	225
444.213	Exclusions	226
444.214	Exclusions Not Creditable	226
444.215	Dual Employment Rate	226
444.22	Actual Work	226
444.221	Definition	226
444.222	Exclusions	227
444.223	Unauthorized Time	227
444.23	FLSA Work Week (see 432.42 for Service Week)	227
444.231	Explanation	227
444.232	Permanent Change	227
444.233	Full-Time Employees	227
444.234	Part-Time Employees	228
444.3	Exemptions	228
444.31	Policy	228
444.311	General	228
444.312	USPS Administration	229
444.313	Dual Assignments	229
444.32	Exempt Positions	229
444.321	Executive Employee	229
444.322	Administrative Employee	230
444.323	Professional Employee	230
444.324	Pay on a Salary Basis	231
445	Rural Letter Carrier Compensation	231
445.1	Regular Rural Carriers	231
445.11	Guaranteed Annual Wage	231
445.12	Base Rate of Pay	231
445.2	Other Rural Carriers	231
446	Compliance Investigations	232
446.1	DOL On-Site Visit	232
446.2	DOL Findings	232
446.3	USPS Actions	232
450	Collection of Postal Debts From Nonbargaining Unit Employees	233
451	General	233
451.1	Scope	233
451.2	Representation	233
451.3	Debts Due Other Federal Agencies	233
451.4	Definitions	233

Contents

451.5	Time Computation	234
451.6	Effect of Waiver Request	234
451.7	Service of Notice, Delivery of Records	234
452	Procedures Governing Administrative Salary Offsets	235
452.1	Determination and Collection of Debt	235
452.11	Establishment of Accounts Receivable	235
452.12	Collection by Postmaster or Installation Head	235
452.2	Voluntary Repayment Procedures	235
452.21	General	235
452.22	Notice to Employee	235
452.23	Employee Response to Notice	236
452.231	Request for Copies of Postal Records	236
452.232	Payment in Full	236
452.233	Consent to Salary Offsets	236
452.234	Request for Consideration of Alternative Offset Schedule	237
452.235	Request for Reconsideration of Debt	238
452.24	Action Following Reconsideration of Debt and/or Offset Schedule	238
452.241	Consideration and Response	238
452.242	Reconsideration of Debt	238
452.243	Consideration of Alternative Offset Schedule	239
452.25	Voluntary Repayment Following Reconsideration	239
452.251	Payment in Full	239
452.252	Consent to Salary Offsets	239
452.26	Failure to Resolve or Repay Debt	240
452.3	Statutory Offset Procedures	240
452.31	Authority	240
452.32	Notifying the Employee	240
452.321	Notice	240
452.322	Contents	240
452.33	Procedures Governing the Exercise of Employee Rights	241
452.331	Employee Options	241
452.332	Requests for Postal Records	241
452.333	Payment in Full	242
452.334	Consent to Salary Offsets	242
452.335	Alternative Offset Schedule	242
452.336	Debt Collection Hearing	243
452.34	Employee Failure to Respond	244
452.4	Collection of Amounts Due Under Federal Benefits Programs	244
453	Court Judgment Salary Offsets	244
453.1	Authority	244
453.2	Applicable Collection Procedures	244

Contents

453.21	Notice	244
453.22	Implementing Offsets	245
454	Multiple Offsets	245
454.1	Administrative Salary Offsets	245
454.2	Court Judgment Salary Offsets	245
454.3	Administrative and Court Judgment Salary Offsets	246
454.4	Priority of Postal Service Indebtedness	246
454.5	Garnishments	246
455	Action Upon Transfer or Separation	246
455.1	Withholdings From Any Amount Due	246
455.2	Transfer to Another Federal Agency	246
455.3	Collection of Debt Upon Separation	247
460	Collection of Postal Debts From Bargaining Unit Employees	260
461	General	260
461.1	Scope	260
461.2	Debts Due Other Federal Agencies	260
461.3	Definitions	260
461.4	Effect of Waiver Request	260
462	Procedures Governing Administrative Salary Offsets	260
462.1	Determination and Collection of Debt	260
462.11	Establishment of Accounts Receivable	260
462.12	Collection by Postmaster or Installation Head	261
462.2	Applicable Collection Procedures	261
462.21	Right to Grieve Letters of Demand	261
462.22	Right to Petition for Hearing	261
462.3	Statutory Offset Procedures	262
462.31	Authority	262
462.32	Initiation of Statutory Offset Procedure	262
462.33	Hearing Officials Under 39 CFR Part 961	263
462.34	Limit of Right to Petition for Hearing	263
462.4	Collection of Debt	263
462.41	Stay of Collection of Debt	263
462.42	Limit on Amount of Salary Offset to Collect Debt	263
462.5	Implementing Offsets	263
463	Court Judgment Salary Offsets	263
463.1	Authority	263
463.2	Applicable Collection Procedures	264
463.21	General	264
463.22	Notice	264
463.23	Implementing Offsets	264
464	Multiple Offsets	264

Contents

464.1	Administrative Salary Offsets	264
464.2	Court Judgment Salary Offsets	265
464.3	Administrative and Court Judgment Salary Offsets	265
464.4	Priority of Postal Service Indebtedness	265
464.5	Garnishments	266
465	Action Upon Transfer or Separation	266
465.1	Withholdings From Any Amount Due	266
465.2	Transfer to Another Federal Agency	266
465.3	Collection of Debt Upon Separation	266
470	Incentive Awards	267
471	Overview	267
471.1	Policy	267
471.2	Management	267
471.3	Awards	267
471.31	Cash Amounts	267
471.32	Payment	267
471.4	Privacy Act Considerations	267
471.5	Presentation Ceremonies	268
472	Certificate of Appreciation	268
472.1	Purpose	268
472.2	Description	268
472.3	Responsibility	268
472.4	Approval Authority	268
472.41	Field	268
472.42	Regions	268
472.43	Headquarters and Related Units	268
472.5	Administration	268
472.51	Basis	268
472.52	Ordering Certificates	269
472.53	Presentation	269
473	Special Achievement Award (SAA)	269
473.1	Description	269
473.2	Eligibility	269
473.3	Basis	270
473.4	Procedures	270
473.5	Form 1727, Award Recommendation/Authorization	270
473.6	Evaluation	270
473.7	Guidelines	270
473.8	Approval (Form 1727)	271
473.81	Field	271
473.82	Regions	271

Contents

473.83	Headquarters and Related Units	271
473.9	Disapproval	271
474	Quality Step Increase (QSI)	271
474.1	Description	271
474.2	Eligibility	272
474.3	Basis	272
474.4	Comparisons	272
474.41	To Regular Within-Grade Increases	272
474.42	To Special Achievement Awards	272
474.5	Procedures	272
474.6	Form 1727	273
474.7	Evaluation	273
474.8	Approval (Form 1727)	273
474.81	Field	273
474.82	Headquarters and Related Units	273
474.9	Final Action	273
475	Meritorious Service Award (MSA)	273
475.1	Description	273
475.2	Eligibility	273
475.3	Basis	274
475.31	General	274
475.32	Other	274
475.4	Procedures	274
475.5	Evaluation	274
475.6	Approval (Form 1727)	275
475.61	Field	275
475.62	Regions	275
475.63	Headquarters and Related Units	275
475.7	Ordering Certificates	275
476	Distinguished Service Award (DSA)	275
476.1	Description	275
476.2	Eligibility	275
476.3	Basis	275
476.31	General	275
476.32	Other	275
476.4	Procedure	276
476.5	Evaluation	276
476.6	Approval	276
476.7	Award Certificates	276
477	Benjamin Franklin Award	276
477.1	Description	276

Contents

477.2	Eligibility	276
477.3	Basis	276
477.4	Approval	277
477.5	Documentation	277
478	Service Award Pins	277
478.1	Description	277
478.2	Basis	277
478.3	Responsibility	277
478.4	Administration	277
478.5	Presentation	278
478.6	Ordering Pins	278
479	Service Award Certificates	278
479.1	Basis	278
479.11	Retirement	278
479.12	Death	278
479.2	Responsibility	278
479.21	Headquarters	278
479.22	Regional Headquarters	279
479.23	Field	279
479.3	Commendatory Letters	279
479.31	Retirees	279
479.32	Deceased Employees	279
479.4	Presentation	279
479.41	Retirement Award Certificates	279
479.42	Posthumous Awards	280
479.5	Documentation	281
479.6	Ordering Certificates	281
5	Employee Benefits	282
510	Leave	282
511	General	282
511.1	Administration Policy	282
511.2	Responsibilities	282
511.21	Postal Officials	282
511.22	Postal Data Centers (PDCs)	282
511.23	Postal Employees	282
511.3	Eligibility	283
511.31	Covered	283
511.32	Not Covered	283
511.4	Unscheduled Absence	283

Contents

511.41	Definition	283
511.42	Management Responsibilities	283
511.43	Employee Responsibilities	283
512	Annual Leave	283
512.1	General	283
512.11	Purpose	283
512.12	Definitions	284
512.121	Leave Year	284
512.122	Accumulated Leave	284
512.123	Current Leave	284
512.124	Accrued Leave	284
512.2	Determining Annual Leave Category	284
512.21	Federal Civilian Service	284
512.211	General Policy	284
512.212	Service Counted	284
512.22	Military Service	285
512.221	General Policy	285
512.222	Service Counted	285
512.223	Retired Military Personnel	285
512.3	Accrual and Crediting	286
512.31	Employee Categories	286
512.311	Full-Time Employees	286
512.312	Part-Time Employees	287
512.313	Appointees	294
512.32	Maximum Carryover	295
512.321	Maximum Carryover Amounts	295
512.322	Nonbargaining to Bargaining	296
512.4	Authorizing Annual Leave	296
512.41	Application	296
512.411	General	296
512.412	Emergencies	296
512.42	Form 3971, Request for, or Notification of, Absence	296
512.421	Purpose	296
512.422	Approval/Disapproval	296
512.423	Retention and Disposal Period	297
512.43	Insufficient Leave Balance	297
512.5	Leave Charge Information	297
512.51	Full-Time Employees	297
512.511	Minimum Unit Charge	297
512.512	Holidays	297
512.513	Leave for Postmasters and Installation Heads	297

Contents

512.514	Rural Carriers (Regular and Substitute)	297
512.52	Part-Time Employees	297
512.521	Part-Time Regular	297
512.522	Part-Time Flexible	298
512.523	A–E Postmasters	298
512.53	Rural Carriers	298
512.531	General	298
512.532	Saturday Absences	298
512.54	Triweekly Rural Carriers	299
512.541	Week's Absence	299
512.542	Absences Less Than a Week	299
512.543	Leave Carry-Over	299
512.55	Substitute Rural Carriers	299
512.551	General	299
512.552	Ninety-Day Qualifying Period	299
512.553	Lump-Sum Payment	299
512.554	Procedures for Placing Leave-Earning Status	300
512.6	Vacation Planning	300
512.61	Bargaining Unit Employees	300
512.62	Nonbargaining Unit Employees	300
512.7	Separation Adjustments	301
512.71	Terminal Leave Worksheet	301
512.72	Collection for Unearned Leave	301
512.721	Refund	301
512.722	Exception	301
512.73	Payment for Accumulated Leave	301
512.8	Transfers	302
512.81	Transfer Without a Break in Service	302
512.811	From the Postal Service to a Federal Agency	302
512.812	From a Federal Agency to the Postal Service	302
512.813	From One Postal Installation to Another	302
512.82	Transfer With a Break in Service	302
512.9	Recrediting Annual Leave	303
512.91	Policy	303
512.92	Procedures	303
512.921	Leave Earned in Prior USPS Service	303
512.922	Leave Earned at Another Agency	303
512.923	Leave Buy-Back OWCP	303
513	Sick Leave	304
513.1	Purpose	304
513.2	Accrual and Crediting	304

Contents

513.21	Accrual Chart	304
513.22	Crediting	304
513.221	General	304
513.222	Part-Time Employees	304
513.223	Substitute Rural Carriers	304
513.224	Auxiliary Assistant to Rural Carriers	304
513.225	Substitute Rural Carriers in Dual Appointment	304
513.226	Leave Credit Adjustment	305
513.3	Authorizing Sick Leave	305
513.31	Policy	305
513.311	General	305
513.312	Restriction	305
513.32	Conditions for Authorization	305
513.33	Application for Sick Leave	305
513.331	General	305
513.332	Unexpected Illness/Injury	306
513.34	Form 3971, Request for, or Notification of, Absence	306
513.341	General	306
513.342	Approval/Disapproval	306
513.35	Postmaster Absences	306
513.36	Documentation Requirements	306
513.361	Three Days or Less	306
513.362	Over Three Days	306
513.363	Extended Periods	307
513.364	Medical Documentation or Other Acceptable Evidence	307
513.365	Failure to Furnish Required Documentation	307
513.37	Restricted Sick Leave	307
513.371	Reasons for Restriction	307
513.372	Notice and Listing	307
513.373	Recision of Restriction	308
513.38	Performance Ability Questioned	308
513.4	Charging Sick Leave	308
513.41	Full-Time Employees	308
513.411	General	308
513.412	Minimum Unit Charge	308
513.413	Special Situations	308
513.42	Part-Time Employees	309
513.421	General	309
513.422	Minimum Unit Charge	309
513.5	Advance Sick Leave	309
513.51	Policy	309

Contents

513.511	May Not Exceed Thirty Days	309
513.512	Medical Document Required	309
513.52	Administration	309
513.521	Installation Heads' Approval	309
513.522	Forms Forwarded	310
513.53	Additional Sick Leave	310
513.531	Thirty-Day Maximum	310
513.532	Liquidating Advance Sick Leave	310
513.6	Leave Charge Adjustments	310
513.61	Insufficient Sick Leave	310
513.62	Insufficient Sick and Annual Leave	310
513.63	Disapproved Sick Leave	310
513.64	Absence Without Leave	310
513.65	Annual Leave Changed to Sick Leave	310
513.7	Transfer or Reemployment	311
513.71	Transfer	311
513.711	Crediting	311
513.712	Recrediting	311
513.72	Reemployment	311
513.73	Reemployment — OWCP	311
513.8	Retirements or Separations	311
513.81	General	311
513.82	Retirement	311
513.821	Credit for Sick Leave	311
513.822	Disability Retirement	312
513.83	Separation by Death	312
513.9	Collection for Unearned Sick Leave	312
514	Leave Without Pay (LWOP)	312
514.1	Definition	312
514.2	Policy	312
514.21	Restriction	312
514.22	Administrative Discretion	312
514.23	Condition	313
514.24	Leave Credit Adjustment	313
514.25	Other Employment	313
514.3	Authority to Approve	313
514.31	Installation Head	313
514.32	Field Division General Managers/Postmasters	313
514.4	Acceptable Reason and Instructions	313
514.5	Forms Required	315
514.51	Form 3971	315

Contents

514.52	Form 50	315
515	Absence for Family Care or Serious Health Condition of Employee	316
515.1	Purpose of 515	316
515.2	Definitions	316
515.3	Eligibility	317
515.4	Leave Requirements	317
515.41	Conditions	317
515.42	Leave Type	317
515.43	Authorized Hours	317
515.5	Documentation	318
515.51	General	318
515.52	New Son or Daughter	318
515.53	Care of Others for Medical Reasons	318
515.54	Additional Medical Opinions	318
515.55	Employee Incapacitation	318
515.6	Intermittent Leave or Reduced Schedule	319
515.61	New Son or Daughter	319
515.62	Care of Others for Medical Reasons or Employee Incapacitation	319
515.63	Temporary Change in Duty Assignment	319
515.64	FLSA Status	319
515.7	Return to Position	319
515.8	Benefits	320
515.9	Family Leave Poster	320
516	Court Leave	320
516.1	General	320
516.11	Definitions	320
516.111	Court Leave	320
516.112	Judicial Proceedings	320
516.12	Eligibility	320
516.2	Absences for Court or Court-related Service	321
516.3	Determining Nature of Court Service	321
516.4	Granting Court Leave	321
516.41	Pay Status Requirement	321
516.42	Employee on Annual Leave	321
516.43	Combination of Court Service and Postal Duty	322
516.44	Accommodation of Employees Called for Court Service	322
516.45	Overtime	323
516.46	Recording Court Service	323
516.5	Fees	323
516.51	General	323
516.52	Court Service Outside of Regular Working Hours or Regular Working Days ..	323

Contents

516.53	Holidays	324
516.54	Recording and Reporting of Fees	324
516.6	Official Duty	324
516.61	Definition	324
516.62	Compensation	324
516.63	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	325
517	Military Leave	325
517.1	General	325
517.11	Definition	325
517.12	Types of Duty	325
517.121	Duty Covered	325
517.122	Types of Duty Not Covered	325
517.2	Procedures	325
517.21	Approval	325
517.22	Return From Duty	326
517.3	Policy	326
517.4	Eligibility	326
517.41	Eligible	326
517.42	Ineligible	326
517.5	Military Time Allowances	327
517.51	General Allowance	327
517.52	Previous Service	327
517.53	Law Enforcement Allowance	327
517.54	Special Exception — D.C. National Guard	327
517.6	Granting Leave	327
517.61	Pay Status Requirement	327
517.62	Minimum Units	328
517.63	Leave Charge for Nonworkdays	328
517.64	Absence Beyond 15 days	328
517.641	Training Periods	328
517.642	Active Duty Extends Into Another Fiscal Year	328
517.643	Choice of Annual Leave or LWOP	328
517.65	Use of Mixed Leave	328
517.66	Use of Leave Intermittently	328
517.7	Conflict With Work Schedule	328
517.71	Employee Alternatives	328
517.72	Administrative Policy	329
517.721	Reassignments	329
517.722	Rescheduling	329
517.8	Continuance of Night Differential Pay	329
517.9	Records Control	329

Contents

517.91	Form 3973	329
517.92	Monitoring Military Leave	329
517.921	Regular Military Leave	329
517.922	Military Leave for Law Enforcement	330
518	Holiday Leave	330
518.1	Observed Holiday	330
518.2	Holidays on Nonscheduled Workdays	330
518.21	Saturday	330
518.22	Sunday	331
518.23	Nonscheduled Workday	331
518.3	Holidays on Scheduled Workdays	331
518.4	Eligibility for Holiday Pay	331
518.5	Rural Carriers and Substitutes	331
518.51	Rural Carriers	331
518.52	Substitute Rural Carriers	331
518.6	Postmasters	331
519	Administrative Leave	331
519.1	Definition	331
519.2	Events and Procedures for Granting Administrative Leave	332
519.21	Acts of God	332
519.211	General	332
519.212	Authorizing Administrative Leave for Acts of God	332
519.213	Determining the Cause of Absence	332
519.214	Early Dismissal Due to Acts of God	332
519.215	Employees Prevented From Reporting	333
519.216	Employees on Annual Leave	333
519.217	Substitute Rural Carriers	333
519.22	Civil Disorders	333
519.221	Decision to Curtail or Terminate Postal Operations	333
519.222	Civil Disorder Extends Beyond Three Days	333
519.223	Early Dismissal	333
519.224	Employees Prevented From Reporting	334
519.23	State and Local Civil Defense Programs	334
519.231	No Charge to Leave	334
519.232	Annual or LWOP	334
519.233	Availability for Civil Defense Assignment	334
519.234	Key Role Restriction	334
519.235	Statement Requirement	334
519.24	Voting or Registering to Vote	334
519.241	Policy	334
519.242	Administrative Determination	335

Contents

519.243	Voting	335
519.244	Registration	335
519.245	Restrictions	335
519.25	Blood Donations	335
519.251	Policy	335
519.252	Time Allowed	336
519.253	Restrictions	336
519.254	Facility Arrangements	336
519.26	Funeral Services	336
519.261	Absence of Veterans to Attend Funeral Services	336
519.262	Funeral of Immediate Relatives Who Died in Combat Zone	336
519.27	Postmaster Organizations	337
519.271	Conventions	337
519.272	Recording Leave at Time Card Offices	337
519.273	Travel or Per Diem	338
519.3	Physical Examination for Entry Into Armed Forces	338
519.4	Relocation Leave	338
519.41	Policy	338
519.42	Requirements	338
519.43	Notation on Form 50	338
519.44	Limitations	338
519.5	State, Local, and Religious Holidays — Exclusion	338
519.6	First-Aid Examination and Treatment for On-the-Job Injury or Illness	339
519.61	Employee on Regular Tour	339
519.62	Employee in Overtime Status	339
519.7	Nonbargaining Personal Absence	339
519.71	Policy	339
519.72	Allowable Personal Absences	339
519.721	Four Hours or Less	339
519.722	More Than Four Hours	339
519.723	Directed to Work	340
519.73	Administration	340
519.731	General	340
519.732	Approval	340
519.733	Full Day Leave	340
519.74	Management Controls	340
519.741	Responsibility	340
519.742	Administration	341
520	Health Benefits Program	342
521	Administration and Eligibility	342
521.1	General	342

Contents

521.2	Eligible Employees	342
521.3	Employees Not Eligible	342
521.4	Family Members' Eligibility	343
521.41	General	343
521.42	Determining Family Membership Status of Children	344
521.421	Adopted Children	344
521.422	Stepchildren	344
521.423	Foster Children	344
521.424	Child's Temporary Absence on "Living-With" Requirement	345
521.425	Effect of Child's Marriage on Family Member Status	345
521.5	Relatives Not Eligible	345
521.6	Former Spouses	346
521.61	Eligibility Determination	346
521.611	Requirements	346
521.612	Office of Personnel Management Responsibility	346
521.613	Employing Office Responsibility	346
521.62	Documentation of Eligibility	347
521.621	Eligible for Coverage	347
521.622	Ineligible for Coverage	347
521.63	Request for Reconsideration	347
522	Health Insurance Plans Available	348
522.1	Types of Participating Plans	348
522.11	Indemnity Benefit Plan	348
522.12	Service Benefit Plan	348
522.13	Employee Organization Plans	348
522.14	Comprehensive Medical Plans	348
522.2	Description of Participating Plans	348
523	Registration	349
523.1	Initial	349
523.2	Employee Declines to Register	349
523.3	Late Registration or Change in Enrollment	349
523.31	Accepting Late Registration	349
523.32	Causes Beyond Employee's Control	349
523.33	Procedures for Documenting Late Registration	350
523.34	Effective Date of Late Registration	350
523.341	Belated Open Season Registration	350
523.342	Late Registration Other Than Open Season	350
523.4	Registration by Proxy	350
523.5	Registration in an Employee Organization Plan	350
523.6	Registration by a Former Spouse	351
523.61	Registration Form	351

Contents

523.62	Statement Signed by Former Spouse	351
523.63	Employing Office Records on Former Spouse	351
523.631	Establishing File	351
523.632	Contents of File	351
523.633	Access to File	353
523.634	Disposition of File	353
524	Enrollment	353
524.1	Types of Enrollment	353
524.11	Self-Only	353
524.12	Self and Family	353
524.2	Husband and Wife Both Eligible to Enroll	354
524.3	Dual Coverage Restriction	354
524.31	General	354
524.32	Procedures to Be Followed by Employing Office	354
524.4	Correction of Erroneous Enrollment	354
524.5	Enrollment/Change in Enrollment	355
524.51	General	355
524.52	Events Permitting	355
524.521	New Appointment	355
524.522	Change in Employment Status	355
524.523	Open Season	355
524.524	Reemployment After Break in Service of More Than 3 Days	356
524.525	Return to Duty After 365 Days in Nonpay Status	356
524.526	Return From Military Service	356
524.527	Loss of Coverage Under Federal Programs	356
524.528	Eligible for Medicare	356
524.53	Family Changes Affecting Enrollment	356
524.531	Change in Marital Status	356
524.532	Change in Family Status	357
524.533	Change in Spouse's Employment Status	358
524.534	Employee Loses Coverage as Family Member	358
524.535	Loss of Coverage Under Parent's Nonfederal Plan	359
524.536	Involuntary Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan	359
524.537	Employee Reaches Age 19	359
524.54	Family Changes Not Affecting Enrollment	359
524.541	General	359
524.542	Name Change	360
524.6	Effective Date of Enrollment or Enrollment Change	360
524.61	Open Season	360
524.611	New Enrollment	360

Contents

524.612	Change of Enrollment	360
524.62	Change to Self-Only	360
524.63	Change to Self and Family to Provide Coverage to Child	360
524.64	All Other Enrollments or Changes in Enrollment	361
524.7	Termination of Enrollment	361
524.71	Cancellation by Employee	361
524.72	Discontinuance of Plan or Part	361
524.73	Membership Termination in Employee Organization	361
524.74	Effective Termination Dates of Employee Enrollment	362
524.75	Effective Termination Dates of Family Member Coverage	362
524.76	Temporary Extension of Coverage	363
524.761	For Enrolled Employee	363
524.762	For Family Member	363
524.763	For Confined Employee or Family Member	363
524.77	Conversion Rights	363
524.771	Employee's and Family Member's Right to Convert	363
524.772	Employing Office Responsibility	363
524.773	Application for Conversion	363
524.774	Effective Date of Conversion	364
524.775	Benefits and Costs of Conversion Contract	364
524.78	Reinstatement of Enrollment After Conversion	364
524.8	Cost of Enrollment	364
524.81	Postal Service Contribution	364
524.82	Employee Withholding	364
524.83	Health Benefits Schedule	365
524.9	Enrollments for Former Spouses	365
524.91	Type of Enrollment	365
524.92	Effective Date of Enrollment	365
524.921	New Enrollment	365
524.922	Change in Enrollment	365
524.93	Payment of Premiums	365
524.94	Opportunities to Change Enrollment	366
524.941	Change to Self-Only	366
524.942	Open Season	366
524.943	Other Events Which Permit Changes in Enrollment	366
524.95	Cancellation of Enrollment	366
524.96	Termination of Enrollment	366
524.961	Events Terminating Coverage	366
524.962	Temporary Extension of Coverage	367
524.963	Termination Due to Failure to Pay Premiums	367
524.964	Termination of Coverage for Family Members	367

Contents

524.965	Former Spouse Responsibility	367
524.966	Employing Office Responsibility	368
525	Special Circumstances Affecting Health Insurance Coverage	368
525.1	Office of Workers' Compensation Programs (OWCP)	368
525.11	Requirements to Continue Enrollment	368
525.111	Employee	368
525.112	Survivor	369
525.12	Transfer of Enrollment	369
525.121	Transfer to OWCP	369
525.122	Transfer Back to Employing Office	369
525.13	Withholding and Contribution by OWCP	369
525.131	Effective Dates	369
525.132	Health Benefits Refund Program	369
525.14	Procedures for Continuation of Enrollment	370
525.141	Reporting to OWCP	370
525.142	OWCP Determine Employee Is Eligible	371
525.143	Pending OWCP's Request for Transfer	371
525.144	Employee Not Eligible to Continue	372
525.145	OWCP Determines Not Eligible	372
525.146	On LWOP Ten Months, But Enrollment Not Transferred	372
525.147	OWCP Terminates Compensation	373
525.148	Employee Returns to Duty	373
525.149	Employee Elects Retirement	373
525.2	Employees in Nonpay Status	373
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation	373
525.22	Payment Required for Periods of Nonpay Status	374
525.221	Responsibility	374
525.222	Procedures to Be Followed by Employing Office	374
525.223	Procedures to Be Followed by Employee	374
525.23	Employee Granted LWOP to Serve in Employee Organization	374
525.231	Policy	374
525.232	Procedures to Be Followed by Employing Office	375
525.233	Procedures to Be Followed by Employee	375
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment	375
525.25	Employee in Nonpay Status Pending Removal	376
525.251	Removal Upheld	376
525.252	Restored to Duty	376
525.3	Military Service	376
525.31	Entry Into Military Service	376
525.311	Thirty Days or Less	376
525.312	More Than Thirty Days	376

Contents

525.32	Return From Military Service	377
525.321	Return Not in Exercise of Reemployment Rights	377
525.322	Return in Exercise of Reemployment Rights	377
525.33	Death During Military Service	377
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program . . .	377
525.35	Continuous Enrollment	378
525.4	Coverage Into Retirement	378
525.41	Employee Requirements for Continuation	378
525.42	Procedures to Be Followed by Employing Office	378
525.43	Benefits and Cost	379
525.44	Employee Separates and Subsequently Retires	379
525.45	Reemployed Annuitant	379
525.451	Enrolled	379
525.452	Nonenrolled	380
525.453	Reemployed Without Break in Service	380
525.454	Open Season Opportunities for Reemployed Annuitant	380
525.5	Death of an Employee	380
525.51	Transfer of Enrollment to Eligible Survivor	380
525.511	Requirements	380
525.512	Procedures to Be Followed by Employing Office	381
525.513	Benefits and Cost	381
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant	381
525.6	Transfer To or From Overseas Post of Duty	381
525.7	Move Outside Service Area of a Comprehensive Plan	382
525.8	Employment Transfer	382
525.81	Within Postal Service or to Another Federal Agency	382
525.82	Outside Comprehensive Area	382
525.83	Congressional Office	382
526	Self-Support Determinations	383
526.1	Physical and Mental Incapacity Requirement	383
526.11	Incapable of Self-Support	383
526.12	Capable of Self-Support	383
526.2	Financial Dependency	383
526.21	Dependency Requirement	383
526.22	Automatic Dependency	383
526.23	Proof of Dependency	383
526.3	Medical Requirement	384
526.31	Authority	384
526.32	Medical Certificate	384
526.321	Submission	384
526.322	Time Limitation	384

Contents

526.323	Renewal	384
526.324	Failure to Renew	385
526.325	Late Submission	385
526.4	Medical Determinations	385
526.5	Procedures for Notifying the Health Benefits Plan	385
526.51	Employing Office	385
526.511	Existing Enrollment	385
526.512	New Enrollment	385
526.52	Postal Data Center	385
527	Privacy Act Considerations	385
527.1	Disclosure	385
527.2	Maintenance	386
527.3	Privacy Act Requests	386
527.31	Employees	386
527.32	Former Employees	386
527.33	Retired Employees	386
528	Employee Appeals	386
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	386
528.2	Appeal of Claim Denial	387
528.21	Initial Appeal Rights	387
528.211	Request for Reconsideration	387
528.212	Health Plan Responsibility	387
528.22	Request for Office of Personnel Management Review	388
528.221	Cause for Request to Review	388
528.222	Time Limit	388
528.223	Authorization for Release of Medical Information	388
528.224	Office of Personnel Management Responsibility	388
529	Forms and Brochures	389
529.1	Forms	389
529.11	SF 2809, Health Benefits Registration Form	389
529.12	SF 2810, Notice of Change in Health Benefits Enrollment	389
529.2	Brochures	389
529.21	Description	389
529.22	For Bargaining Employees	389
529.23	For All Employees	389
529.24	Other Plans	389
529.3	Requisitioning Forms and Brochures	389
529.31	Government and Employee Organizations Plans	389
529.32	Comprehensive Plans	390
530	Life Insurance Program	391
531	Administration and Eligibility	391

Contents

531.1	General	391
531.2	Eligible Employees	391
531.3	Exclusions	391
532	Coverage	391
532.1	Based on Pay	391
532.11	Full-Time Employees	391
532.12	Part-Time Employees	391
532.13	Employees Serving in More Than One Position	393
532.131	Part-Time Flexible	393
532.132	Others	393
532.2	Amount	393
532.21	Basic Insurance	393
532.211	Minimum	393
532.212	Maximum	393
532.213	Extra Benefit	393
532.214	Automatic Change	393
532.215	Accidental Dismemberment Provision	394
532.22	Optional Insurance	395
532.221	Option A — Standard	395
532.222	Option B — Additional	395
532.223	Option C — Family	395
533	Cost, Payment, Withholdings	395
533.1	Basic Insurance	395
533.11	Cost	395
533.12	Payment Schedule	396
533.2	Optional Insurance	398
533.21	Cost	398
533.22	Withholdings	398
533.221	Option A — Standard	398
533.222	Option B — Additional	399
533.223	Option C — Family	399
533.224	Birthdays/Pay Periods	399
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	399
534	Special Circumstances Affecting Coverage	400
534.1	LWOP	400
534.11	Twelve-Month Maximum	400
534.12	Notice of Right of Conversion	400
534.13	Return to Duty	401
534.14	Appointment to Temporary Position	401
534.141	Coverage	401
534.142	New Twelve-Month Maximum	401

Contents

534.143	Optional Insurance Withholdings	401
534.15	Retirement Annuity Pending	401
534.2	Service in Employee Organization	401
534.21	Election	401
534.211	General	401
534.212	Employee Elects to Continue	402
534.213	Employee Does Not Elect to Continue	402
534.22	Installation Head Responsibility	402
534.221	Notify Employee of Right to Elect	402
534.222	Set Up Reminder System	402
534.223	Contact Employee	402
534.224	Document Action	402
534.225	Copy of Election Filed	402
534.3	Employees Receiving OWCP Benefits	402
534.31	Eligibility	402
534.311	Basic Life Insurance	402
534.312	Optional Insurance	403
534.32	Termination of Insurance	403
534.33	Resumption of Insurance	403
534.34	Notice of Right of Conversion or Continuation	403
534.341	Choice	403
534.342	Cost	403
534.343	Procedures for Continuation	403
535	Actions	404
535.1	Acquiring Coverage	404
535.11	Basic Insurance	404
535.111	Newly Eligible Employees	404
535.112	Transfer Employees	404
535.113	Previous Waiver	404
535.12	Optional Insurance	405
535.121	Eligibility	405
535.122	Election/Declination Requirement	405
535.123	Effective Date	405
535.124	Belated Election	405
535.2	Waiver of Basic Insurance	406
535.21	Filing SF 2817	406
535.22	Effective Date	406
535.23	Employee Statement	406
535.24	Sample Statement	406
535.3	Declination of Optional Insurance	406
535.4	Effect of Waiver or Declination	406

Contents

535.41	Reappointment/Transfer	406
535.42	Previous Filing	407
535.421	Basic Life Insurance	407
535.422	Optional Insurance	407
535.5	Cancellation of Insurance Coverage	407
535.51	Filing SF 2817	407
535.52	Effective Date	407
535.6	Termination	407
535.61	Effective Date	407
535.611	Basic Insurance	407
535.612	Optional Insurance	408
535.62	Temporary Continued Protection for Thirty-One Days	408
535.63	Notice of Termination and of Conversion Privilege	408
535.64	Requirement for Continuous Protection	409
535.7	Conversion	409
535.71	Converted Policy	409
535.711	Purchase of Individual Policy	409
535.712	Information Source	409
535.72	Time Limits for Conversions	409
535.721	Employing Office Responsibility	409
535.722	Employee Responsibilities	410
535.73	Conversion Privilege for Family Members	410
535.8	Canceling Waivers or Declinations	410
535.81	Conditions	410
535.82	Procedures	410
535.83	Coverage After Cancellation of Waiver or Declination	410
535.831	Basic Insurance	410
535.832	Optional Insurance	411
535.9	Exceptions for Canceling a Declination of Optional Insurance	411
535.91	Marriage or Acquisition of Unmarried Dependent Child	411
535.911	Conditions	411
535.912	Limitation on Coverage	412
535.913	Effective Date	412
535.914	Proof Required	412
535.92	Reinstatement Actions	412
535.921	Conditions	412
535.922	Effective Date	412
536	Retirement	413
536.1	Requirements for Continuance	413
536.11	Basic Insurance	413
536.111	Eligibility	413

Contents

536.112 Election Requirement	413
536.12 Optional Insurance	413
536.2 Cost	413
536.21 Basic Insurance	413
536.211 Seventy-Five Percent Reduction	413
536.212 Fifty Percent Reduction	414
536.213 No Reduction	414
536.214 Withholdings	414
536.22 Optional Insurance	414
536.3 Reduction After Retirement	414
536.31 Basic Insurance	414
536.311 Seventy-Five Percent Reduction	414
536.312 Fifty Percent Reduction	414
536.313 No Reduction	414
536.32 Optional Insurance	414
536.321 Option A — Standard	414
536.322 Option B — Additional and Option C — Family	415
536.4 Social Security Retirement	415
536.41 Application Pending	415
536.42 Application Approved	415
537 Reemployed Annuitants	415
537.1 Coverage	415
537.11 Terminated by Reemployment	415
537.12 Retained During Reemployment	415
537.121 Suspended	416
537.122 Continued	416
537.13 Automatic Coverage	416
537.131 Optional Withholdings	416
537.132 Additional Optional Coverage	416
537.14 Waiver and/or Declination of Coverage	417
537.141 Insurance Affected	417
537.142 Effect	417
537.143 Exception	417
537.144 Employing Office Procedures	417
537.15 Amount of Coverage	417
537.16 Termination and Conversion	418
537.161 Termination Date	418
537.162 Conversion Privilege	418
537.17 Continuance Upon Termination of Reemployment	418
537.171 Retention	418
537.172 Procedures	418

Contents

537.173	Adjustment	418
537.174	Withholdings	418
537.2	Benefits	419
537.21	Amounts/Conditions	419
537.22	Greater Amount Paid	419
537.3	Designation of Beneficiary	419
537.31	Designation in Effect	419
537.32	Change of Beneficiary	419
537.321	Employee	419
537.322	Employing Office	420
538	Beneficiaries, Benefits Payable, Claims	420
538.1	Beneficiaries	420
538.11	No Named Beneficiary	420
538.111	Order of Precedence	420
538.112	Option C — Family	420
538.113	Designating Trusts	420
538.114	Informing the Employee	420
538.12	Specific Designation	421
538.121	SF 2823	421
538.122	Contingent Provisions	421
538.123	Agency as Beneficiary	421
538.124	Procedures for Filing	421
538.13	Employee Informed	421
538.131	Previous Designation Invalid	421
538.132	Order of Precedence	421
538.14	Change or Cancellation	422
538.15	Automatic Cancellation	422
538.16	Retiring Employee Designations	422
538.17	Reemployed Annuitant	422
538.18	Designation While Receiving OWCP Benefits	422
538.2	Benefits Payable	422
538.21	Amount	422
538.22	Accidental Dismemberment	422
538.221	Single Accident	422
538.222	Multiple Accidents	423
538.23	Accidental Death	423
538.24	Accidental Dismemberment and Accidental Death	423
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	423
538.3	Claims	423
538.31	Death of Insured Employee	423
538.311	Contacting Persons Entitled to Benefits	423

Contents

538.312	SF 2821	423
538.32	Death of Reemployed Annuitant	424
538.321	Addressing Claims	424
538.322	SF 2821	424
538.33	Requirements for Filing	424
538.34	Forms Used	424
538.341	Death Benefits	424
538.342	Accidental Dismemberment	424
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	425
538.36	Settlement	425
539	Insurance Forms	425
539.1	Filing	425
539.11	SF 2817, Life Insurance Election (FEGLI)	425
539.12	SF 2821, Agency Certification of Insurance Status	425
539.13	SF 2823, Designation of Beneficiary	425
539.14	SF 2822, Request for Insurance	425
539.2	Privacy Act Considerations	425
539.21	Handling and Disclosing Information	425
539.22	Records Maintenance	426
539.23	Employee Retires	426
539.3	Review Procedures — SF 2821	426
539.31	General	426
539.32	Employee Dies	426
539.33	Employee Retires or Separates	426
539.4	Requisitioning	427
539.41	Form FE-7	427
539.42	Forms Other Than FE-7	427
539.43	Estimating Requirements	427
539.431	General	427
539.432	Table of Estimated Requirements	427
539.433	Exceptions	427
540	Injury Compensation Program	428
541	Overview	428
541.1	Background	428
541.11	Law	428
541.12	Administration	428
541.13	Coverage	428
541.131	Disability	428
541.132	Death	428
541.133	Schedule Awards	428
541.14	Privacy Act	428

Contents

541.2	Definitions	429
541.3	Forms	431
542	FECA Claim Requirements	432
542.1	Claims for Injury or Illness	432
542.11	Traumatic Injury	432
542.111	Notice	432
542.112	Time Limit	432
542.12	Occupational Illness or Disease	433
542.121	Notice	433
542.122	Time Limit	433
542.2	Death Claims	433
542.21	Death From Traumatic Injury	433
542.211	Control Office Responsibilities	433
542.212	Time Limit	433
542.22	Death From Occupational Illness or Disease	433
542.221	Control Office Responsibilities	433
542.222	Time Limit	434
543	Implementing Medical Care	434
543.1	Initial Medical Examination and/or Treatment	434
543.11	General	434
543.12	Postal Medical Officer or Contract Equivalent	434
543.13	First Aid Cases	434
543.14	Emergency Treatment	435
543.141	Choice of Treatment	435
543.142	Prompt Treatment	435
543.2	Continuing Medical Treatment	435
543.21	Informing Employee	435
543.22	General Procedures	435
543.23	Outside Treatment	435
543.3	Exclusive Medical Care	436
543.4	Review of Medical Treatment	436
544	Reporting Procedures	437
544.1	Immediate Supervisor	437
544.2	Employee	437
544.21	Form CA-1	437
544.22	Form CA-2	438
544.23	Penalty for False Statement	438
544.24	Penalty for False Claim	438
544.25	Penalty for Refusal to Process Claim	438
545	Control Office or Point	438
545.1	Responsibility	438

Contents

545.2	Authorizing Examination and/or Treatment	439
545.21	Form CA-16	439
545.22	Source of Instructions	439
545.23	Authorization for Medical Care	440
545.24	Emergency Treatment in Addition to First Aid	440
545.25	Recurrence of Disability	440
545.3	Time Limit	441
545.4	Exceptions	441
545.5	Controversion	442
545.51	With Termination of Pay	442
545.52	Without Termination of Pay	442
545.53	Control Office Procedures	443
545.54	Form CA-1 Instructions	443
545.55	Controversion Denied by OWCP	444
545.56	Forty-Five Day Continuation of Pay	444
545.6	Return to Work	444
545.61	Interim Medical Reports	444
545.62	Limited Duty Capability	444
545.63	Employee's Refusal to Return to Work	445
545.64	Overpayment Determination	445
545.7	Long-Term Disability	445
545.71	Proper Forms	445
545.72	Waiting Period	446
545.73	Employees' Rights	446
545.8	Third Party Liability	447
545.81	Purpose	447
545.82	Background	447
545.83	Definitions and Use of Terms	448
545.84	Responsibility	449
545.85	Third Party Recovery Action	449
545.851	Traumatic Injury	449
545.852	Occupational Illness or Disease	449
545.853	Potential Third Party Injuries	449
545.854	Investigation	450
545.855	Notification	450
545.856	DOL Responsibility	450
545.857	USPS Responsibility	451
545.858	Employee Not Represented by Attorney	451
545.859	Employee Not Pursuing Third Party Action	458
545.86	Release of Information	465
545.87	Settlement of Claims	468

Contents

545.871	Employee Pursuing Collection of Damages From Third Party	468
545.872	Employee Not Pursuing Third Party Recovery	468
545.873	Disbursement of Recovered Third Party Funds	468
545.874	Settlement Verification	469
545.875	Control Point Supervisor Requirements	469
545.876	Recovery Assistance	469
545.877	Delegation of Authority	469
545.88	Third Party Recovery Action	471
545.881	General	471
545.882	Compensation for Court Appearances	471
545.883	Documentation of Court Appearances	471
545.884	Case Preparation	471
545.9	Extended Leave Cases	473
545.91	General	473
545.92	Extensions	473
545.93	Separations	473
545.94	Deciding Appropriate Action	473
546	Reemployment or Reassignment of Employees Injured on Duty	474
546.1	Law	474
546.11	General	474
546.12	Disability Fully Overcome Within One Year	474
546.121	Obligation	474
546.122	Rights and Benefits	474
546.13	Disability Fully Overcome After More Than One Year	474
546.131	Obligation	474
546.132	Rights and Benefits	475
546.14	Disability Partially Overcome	475
546.141	Obligation	475
546.142	Rights and Benefits Upon Partial Recovery	476
546.143	Relocation Consideration	478
546.2	Collective Bargaining Agreements	478
546.21	Compliance	478
546.22	Contractual Considerations	478
546.221	Scope	478
546.222	Reemployment or Reassignment	478
546.23	Types of Appointments	479
546.3	Restoration Rights	479
546.4	Employee Appeal Rights	479
546.5	Retirement Considerations	479
546.51	Status	479
546.52	Reinstatement of Eligibility	480

Contents

546.521	Restored Disability Retirement Status	480
546.522	New Disability Retirement Status	480
546.53	Refunded Retirement Deductions	480
546.54	Notification	480
546.6	Reemployment Procedures	480
546.61	OWCP Referrals	480
546.611	Work Limitation Tolerances	480
546.612	OWCP Evaluation	480
546.62	USPS Medical Review	481
546.621	Reemployment Physical Examination	481
546.622	Special Considerations	481
546.63	Offer of Appointment	481
546.631	Evaluation	481
546.632	Interview	481
546.633	Processing Personnel Actions	482
546.64	Employee's Refusal of Job Offer	482
546.65	Management's Refusal to Reemploy	482
547	Return to Duty	483
547.1	Therapy Obligations	483
547.2	Medical Reports	483
547.21	Capability	483
547.22	Availability for Limited Duty	483
547.23	Appropriate Assignment	483
547.3	Fitness-for-Duty Determination	483
547.31	Determining Fitness	483
547.32	Examination Report	483
547.33	Physician Report Questions	484
547.34	Resolving Determination	484
550	Unemployment Compensation	485
551	Overview	485
551.1	Legal Guidelines	485
551.11	Administration	485
551.12	Liability	485
551.13	Illegal Claims	485
551.2	Qualification Factors	485
551.3	Disqualification Factors	486
551.4	Information to State Employment Security Agencies	486
551.41	Information Required	486
551.42	Privacy Act Requirements	486
551.421	Authority to Disclose	486
551.422	Accountability of Disclosure	486

Contents

552	Responsibilities	487
552.1	Headquarters and Headquarters-Related Units	487
552.11	Functional Administration	487
552.12	Daily Administration	487
552.2	Regions	487
552.3	State Coordinators	487
552.31	Administration	487
552.32	Responsibilities	487
552.4	Installation Heads	491
552.41	Completion of Form 50, Notification of Personnel Action	491
552.42	Cooperation With Postal and State Authorities	491
552.5	E&LR Information Center (ELRIC)	491
552.6	Minneapolis Postal Data Center	491
552.61	Initial Response	491
552.62	Additional Information	491
553	Explanation of Forms and Procedures	492
553.1	USPS Procedures	492
553.11	Form 50	492
553.12	SF 8	492
553.13	Form 6803	493
553.131	Completion	493
553.132	Incomplete Information	493
553.133	Erroneous Findings	493
553.2	State Agency Forms and Procedures	493
553.21	Form ES 931	493
553.22	Form ES 934	493
553.221	Reason for ES 934	493
553.222	Request for Wage Information	494
553.223	Request for Separation Information	494
553.224	Request for Wage and Separation Information	494
553.23	Form ES 936, Verification of ES 931 (Form 6803)	494
554	Appeals	495
554.1	State Law Requirements	495
554.2	Initial Level Appeals by Claimants	495
554.3	Initial Level Appeals by the Postal Service	495
554.31	Cause to Appeal	495
554.32	Initiation of Appeal	495
554.4	Postal Service Participation in Appeals	495
554.41	Representation	495
554.411	Preparation for Appeal	495
554.412	As a Witness	495

Contents

554.413	As an Appellant	496
554.414	As an Appellee	496
554.42	New Evidence by Claimant	496
554.43	Disclosure of Information	496
554.431	Routine	496
554.432	Medical Records	496
554.433	Inspection Service Records	497
554.434	Chief Field Counsel	497
554.5	Appeals (Second Level) to State Appellate Board	497
554.6	Postal Service Appeals to State Courts	497
560	Civil Service Retirement Program	498
561	General	498
561.1	Scope	498
561.2	Administration	498
561.3	Employees Covered	498
561.4	CSRS Offset	498
561.5	Exclusions	498
562	Creditable Service	499
562.1	General	499
562.11	Types of Service	499
562.12	Time Credit	499
562.2	Federal Civilian Service	499
562.21	General	499
562.211	Federal/District Of Columbia	499
562.212	Breaks In Service	500
562.213	Deductions Refunded	500
562.22	Service Covered by Social Security	500
562.23	Part-Time Employment	500
562.231	Part-Time Regular Employees	500
562.232	Part-time Flexible Employees	500
562.233	Annuity Proration	500
562.24	Intermittent Service	500
562.25	Special Circumstances	501
562.251	Japanese-American Employee	501
562.252	Employee Receiving OWCP Benefits	501
562.253	Employee Restored After Erroneous Removal or Suspension	501
562.254	Employee Granted LWOP to Serve in Employee Organizations	502
562.255	Employee on Leave of Absence	503
562.3	Military Service	503
562.31	Types of Service	503
562.311	Military Groups	503

Contents

562.312	Reserve Components	503
562.313	Military Academies	503
562.314	National Guard Service	503
562.315	Military Service Prior to January 1957	504
562.316	Military Service After December 31, 1956	504
562.32	Required Conditions	504
562.33	Double Credit Not Permitted	504
562.34	Service Credit Deposit Required	504
562.341	Amount of Deposit	504
562.342	Charging Interest	504
562.35	Military Retired Pay	505
562.351	CSRS Annuity	505
562.352	Waiver of Military Retired Pay	505
562.36	Additional Information	505
562.4	Credit For Unused Sick Leave	505
562.41	Eligibility	505
562.42	Method of Computing	506
562.43	Restrictions	506
562.5	Computing Total Length of Service	506
563	Annuities — Requirements and Procedures	506
563.1	General Requirements	506
563.11	Conduct	506
563.12	Time	506
563.13	Age and Service	506
563.2	Requirements and Procedures by Type of Separation	507
563.21	Involuntary Separation	507
563.211	Additional Requirements	507
563.212	Reduced Annuity	507
563.22	Mandatory Retirement	507
563.23	Disability Retirement	507
563.231	Requirements	507
563.232	Additional Information	508
563.3	Deferred Annuity	508
564	Types of Annuities	508
564.1	Annuity Without Survivor Benefits	508
564.2	Annuity with Survivor Benefits	508
564.21	Annuity to Current and/or Former Spouse(s)	508
564.211	General	508
564.212	Current Spouse Eligibility	508
564.213	Election of Former Spouse Annuity	508
564.214	Annuity Limitation	508

Contents

564.215	Reduction in Employee's Annuity	509
564.216	Effective Date	509
564.22	Annuity to Former Spouse Based on Court Order	509
564.221	General	509
564.222	Current Spouse Election	509
564.223	Protection of Current Spouse's Entitlement	509
564.23	Annuity to Person with Insurable Interest	509
564.231	General	509
564.232	Eligibility	510
564.233	Reduced Rate	510
564.24	Current Spouse's Consent	510
564.25	Surviving Child	510
564.3	Election of Annuity	510
564.31	Application	510
564.32	Election Changes After Retirement	510
564.321	18-Month Reelection Period	510
564.322	Marriage Terminated	511
564.323	Marriage Terminated and Remarriage	511
564.324	Marriage After Retirement	511
565	Employee's Retirement Account	511
565.1	Deductions from Current Earnings	511
565.2	Deposits for Prior Service	511
565.21	Employee Deposits	511
565.211	Percentages of Basic Pay	511
565.212	Reduction for Periods of No Deposit	512
565.22	Survivor Deposits	512
565.23	Deposit/Redeposit Application	512
565.3	Redeposits	513
565.31	Employee Redeposits	513
565.32	Amount of Redeposit	513
565.33	Impact on Annuity	513
565.34	Exception	513
565.35	Survivor Redeposits	513
565.36	Form Used	513
565.4	Voluntary Contributions	513
565.41	Application	513
565.42	Restrictions	514
565.43	Amount of Contributions	514
565.44	Amount of Additional Annuity	514
565.45	Type of Annuity Election	514
565.46	Withdrawal of Voluntary Contribution	514

Contents

565.461	Conditions	514
565.462	Application	514
565.47	Death Before Retirement	515
565.5	Refund of Deductions	515
565.51	Less Than 5 Years Civilian Service	515
565.511	Refund	515
565.512	Eligibility	515
565.513	Interest	515
565.514	Application	515
565.52	Five Years or More Civilian Service	515
565.521	Choice	515
565.522	Value	515
565.523	Eligibility	515
565.524	Refund	515
565.525	Interest	515
565.526	Repayment	516
566	Annuity Computation	516
566.1	Effective Dates	516
566.11	Commencement	516
566.12	Ending	516
566.13	Employee's Work and Leave Status	516
566.131	Use of Annual Leave Balance	516
566.132	Continuing Leave Status	516
566.2	Factors Affecting Annuity Computations	516
566.21	Primary Factors	516
566.22	Other Factors	516
566.23	Determining Length of Service	517
566.24	Determining High 3-Year Period	517
566.241	Dates Included	517
566.242	Consecutive	517
566.243	Refunded Deductions	517
566.25	Determining High-3 Average Pay	517
566.251	Computation	517
566.252	Basic Pay	517
566.3	General Formula	517
566.31	Computation	517
566.32	Substitution	518
566.33	Guides for Applying the General Formula	518
566.34	Maximum Annuity Benefits	518
566.341	Eighty Percent Limitation	518
566.342	Excess Service	518

Contents

566.4	Disability Retirement	519
566.41	Guaranteed Minimum	519
566.411	Employee Under Age Sixty	519
566.412	Employee Past Age Sixty	519
566.413	Exceptions	519
566.42	Application of Guaranteed Minimum Principle	519
566.421	Computations	519
566.422	Examples Resulting From Applying Guaranteed Minimum	521
566.423	Concept	521
566.5	Reemployed Annuitants, Additional Annuity	522
566.51	Supplemental Annuity	522
566.511	Eligibility	522
566.512	Computation	522
566.52	Recomputation of Annuity	523
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	523
566.61	Alternative Option	523
566.62	Computation	523
566.63	Survivor Annuity	523
567	Death Benefits — Death in Service	524
567.1	Survivor Annuity	524
567.11	Conditions to Be Met by the Employee	524
567.12	Conditions to Be Met by the Current (Former) Spouse	524
567.121	Current Spouse	524
567.122	Former Spouse — Court Ordered Annuity	524
567.13	Conditions to Be Met by the Child	524
567.131	General	524
567.132	Child incapable of Self-Support	524
567.133	Stepchild or Illegitimate Child	524
567.14	Computation of Annuity for Survivors	525
567.141	Current and/or Former Spouse	525
567.142	Current and/or Former Spouse of a Law Enforcement Employee	525
567.143	Payment of Child's Annuity	526
567.15	Beginning Date for Survivor Annuity	526
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	526
567.17	Election of Annuity by Survivor	527
567.171	Election of Survivor Annuity or Employees' Compensation Benefits	527
567.172	Election of Survivor Annuity or Social Security Benefits	527
567.18	Election by Annuitants and Resultant Survivor Annuities	528
567.19	Deceased Annuitant Survived by Child	528
567.2	Lump-Sum Benefit	528
567.21	Conditions for Payment	528

Contents

567.22	Person(s) Entitled to Payment	529
567.221	Order of Precedence	529
567.222	Former Spouse	529
567.23	Designations of Beneficiaries	529
567.231	Employee Informed	529
567.232	Employee Reminder	529
567.3	Procedure Upon Death of an Employee or Annuitant	529
567.31	Contacting Next of Kin	529
567.32	Notifying OPM	530
567.33	Filing Death Claim Applications	530
567.331	SF 2800	530
567.332	Minor Children	530
567.333	One Application	530
567.334	SF 1153	530
567.34	Evidence	530
567.341	Required	530
567.342	Additional	530
568	Management-Initiated Disability Retirement Procedures	530
568.1	General	530
568.11	Basis for Filing	531
568.12	Medical Examination	531
568.121	Notifying the Employee	531
568.122	Designating a Physician	531
568.123	Information Provided Examining Physician	531
568.124	Psychiatric Evaluation	531
568.125	Cost of Medical Examination	532
568.126	Management Decision	532
568.13	Filing Application	532
568.131	Employing Office Action	532
568.132	Notice to Employee	532
568.133	Notice to OPM	533
568.2	OPM Action	533
568.21	Processing by OPM	533
568.22	Decision	533
568.23	Cancellation of Retirement	533
568.24	Employee's Status Pending OPM's Decision	533
569	General Retirement Information	533
569.1	Retirement Counseling	533
569.11	Responsibility	533
569.12	National Retirement Counseling System (NARECS)	534
569.121	Purpose	534

Contents

569.122	Content	534
569.123	Individual Counseling	534
569.124	Interview	534
569.125	Check List for Pre-Retirement Interviews	534
569.126	Certified Summary of Federal Service	535
569.127	Information Reference	535
569.128	Advice to Employee	535
569.13	Survivor Counseling and Assistance	535
569.14	Group Counseling and Assistance	535
569.141	Objectives and Responsibility	535
569.142	Location and Participation	535
569.143	Suggestions for Program Content	536
569.2	Retirement Forms	536
569.21	Guidelines for Processing Personnel Actions	536
569.22	Requisitioning Forms	536
569.3	Retirement Account Information	537
569.4	Information Source for Separated or Retired Employees	537
569.5	Information Source for Employees	537
569.6	Federal Income Tax	537
569.61	Taxable Annuities	537
569.62	Federal Income Tax Withholding	537
569.63	Federal Income Tax Questions	538
569.7	Privacy Act Considerations	538
569.71	General	538
569.72	OPM Records	538
569.73	USPS Records	538
570	Social Security/Medicare	539
571	General Information	539
571.1	Overview	539
571.2	Social Security	539
571.21	Objectives	539
571.22	Programs	539
571.3	Medicare	539
572	Coverage	539
572.1	Employees Covered	539
572.11	Social Security	539
572.12	Medicare	540
572.2	Exclusions From Social Security and Medicare	540
572.3	FERS Employees	540
573	Social Security and Medicare Contributions	540
573.1	Federal Insurance Contributions Act (FICA) Taxes	540

Contents

573.11	Employee/Employer Payments	540
573.12	Effective Percentage Rate	540
573.121	Full Coverage	540
573.122	Medicare Coverage Only	541
573.13	Base Earnings	541
573.14	FICA Inquiries	541
573.2	Allowances Not Subject to FICA Taxes	541
574	Quarters of Coverage	541
574.1	Social Security Quarter of Coverage	541
574.2	Federal Quarter of Coverage (Medicare)	541
574.21	CSRS Employees	541
574.22	Earned Federal Quarters of Coverage (FQCs)	542
574.23	Deemed (Credited) FQCs	542
574.24	Combining Earned and Deemed FQCs	542
574.25	Establishing Deemed FQCs	542
574.3	Insured Status	543
574.4	Coverage Requirements for Benefits	543
575	Benefits	544
575.1	Social Security	544
575.11	Application Required	544
575.12	Retirement Benefits	544
575.13	Disability Benefits	544
575.14	Survivor's Benefits	545
575.2	Medicare (Hospital and Medical)	545
575.21	Coverage	545
575.22	Eligibility	545
575.221	Age Sixty-Five or Older	545
575.222	Under Age Sixty-Five	546
575.23	If an Employee Works After Age Sixty-Five	546
575.3	Events That Can Affect Benefits	546
575.31	Social Security	546
575.32	Medicare	547
575.4	Elimination of Retirement Windfall Benefits	547
575.41	Purpose	547
575.42	When the Modified Benefit Formula Applies	547
575.5	Computation of Benefits	547
575.51	General Computation of AIME and PIA	547
575.52	Transitional Provisions	548
575.53	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	549
575.531	Normal Social Security Benefit Computation	549

Contents

575.532	Social Security Benefit Computation Using Full Offset	549
575.533	Social Security Benefit Computation Using Offset and 50 Percent Guarantee	550
575.6	Government Pension Offset	550
575.61	Purpose	550
575.62	Exceptions	550
575.63	Amount of Offset	551
576	Inquiries	552
576.1	General Information	552
576.2	Identification Data	552
580	Federal Employees' Retirement System	553
581	General	553
581.1	Scope	553
581.2	Administration	553
581.3	Employees Covered	553
581.4	Exclusions	553
582	Creditable Service	554
582.1	General	554
582.11	Types of Service	554
582.12	Specific Creditable Civilian Service	554
582.13	Time Credit	554
582.14	Breaks in Service	554
582.2	Deductions Refunded	554
582.3	Part-Time Service	555
582.4	Employee Receiving OWCP Benefits	555
582.41	Employee on Leave Without Pay (LWOP)	555
582.42	Employee Separated	555
582.5	Employee Restored After Erroneous Removal or Suspension	555
582.51	Policy	555
582.52	Determining Retirement Credit	555
582.6	Employee Granted LWOP to Serve Full Time in Employee Organizations	555
582.7	Military Service	556
582.71	Types of Service	556
582.72	Military Service Prior to January 1, 1957	556
582.73	Military Service After December 31, 1956	556
582.74	Required Conditions	556
582.75	Double Credit Not Permitted	557
582.76	Service Credit Deposit Required	557
582.761	Amount of Deposit	557
582.762	Charging Interest	557
582.77	Military Retired Pay	557

Contents

582.78	Waiver of Military Retired Pay	557
582.781	General	557
582.782	Procedures	557
582.79	Additional Information	558
582.8	Transfers to FERS	558
583	Annuities	558
583.1	General Requirements	558
583.11	Conduct	558
583.12	Time	558
583.13	Age and Service	558
583.14	Minimum Retirement Age	559
583.15	Immediate Reduced Annuity	559
583.2	Requirements and Procedures by Types of Separations	559
583.21	Involuntary Separation	559
583.22	Mandatory Retirement	560
583.23	Disability Retirement	560
583.231	Requirements	560
583.3	Deferred Annuity	560
584	Types of Annuities	560
584.1	Annuity Without Survivor Benefits	560
584.2	Annuity With Survivor Benefits	560
584.21	General	560
584.22	Spouse Eligibility	561
584.221	Current Spouse Eligibility	561
584.222	Election of Annuity for Former Spouses(s)	561
584.23	Maximum Survivor Annuity	561
584.24	Reduction in Annuity	561
584.25	Effective Date	561
584.26	Annuity to Former Spouse(s) Based on a Court Order	561
584.261	General	561
584.262	Current Spouse Election	561
584.263	Protection of Current Spouse's Entitlement	562
584.27	Annuity to Person With Insurable Interest	562
584.271	General	562
584.272	Eligibility	562
584.273	Insurable Interest — Presumed	562
584.274	Insurable Interest — Other	562
584.275	Reduced Rate	562
584.276	Amount	563
584.28	Current Spouse's Consent	563
584.29	Surviving Child	563

Contents

584.3	Election of Annuity	563
584.31	Application	563
584.32	Election Coverage After Retirement	563
584.321	Eighteen-Month Reelection Period	563
584.322	Marriage Terminated	563
584.323	Marriage Terminated and Remarriage	564
584.324	Marriage After Retirement	564
585	Employee's Retirement Account	564
585.1	Deduction From Current Earnings	564
585.2	Percentages Withheld	564
585.3	Service Credit Deposit	564
585.31	General	564
585.32	Amount of Deposit	565
585.33	Reductions for Periods of No Deposit	565
585.34	Survivor Deposits	565
585.35	Deposit Applications	565
585.4	Redeposits	565
585.5	Refund of Deductions	565
585.51	Eligible	565
585.52	Interest	565
585.53	Repayment	565
586	Annuity Computation	566
586.1	Effective Date	566
586.11	Commencement	566
586.12	Ending	566
586.13	Employee's Work and Leave Status	566
586.131	Use of Annual Leave Balance	566
586.132	Continuing Leave Status	566
586.2	Factors Affecting Annuity Computations	566
586.21	Primary Factors	566
586.22	Other Factors	566
586.23	Determining Length of Service	566
586.24	Determining High-Three-Year Period	567
586.241	Dates Included	567
586.242	Consecutive	567
586.25	Determining High-Three Average Pay Computation	567
586.251	Computation	567
586.252	Basic Pay	567
586.3	Formula	567
586.31	Basic	567
586.32	At Age Sixty-Two	567

Contents

586.33	Annuity Supplement	567
586.331	Eligible	567
586.332	Amount	568
586.333	Reduction Based on Excess Earnings	568
586.4	Transferees to FERS	568
586.5	Disability Retirement	568
586.51	Initial Computation — Under Age Sixty-Two	568
586.511	First Year of Disability	568
586.512	Second and Succeeding Years	568
586.513	Exceptions	568
586.52	Computation — Age Sixty-Two and Over	569
586.53	Recomputation — Age Sixty-Two	569
586.6	Reemployed Annuitants — Additional Annuity	569
586.61	Salary Payable	569
586.62	Eligibility	569
586.63	Reemployed Less Than One Year	569
586.64	Reemployed One Year or More	569
586.65	Reemployed Five Years or More	569
586.7	Alternative Form of Annuity	570
586.71	Eligibility	570
586.72	Computation	570
586.73	Survivor Annuity	570
586.8	Cost-of-Living Adjustments (COLA)	570
586.81	Amount	570
586.82	Eligibility	570
586.821	Optional Retirement	570
586.822	Involuntary Separation	571
586.823	Disability	571
586.824	Law Enforcement	571
586.825	Transfers to FERS	571
587	Death Benefits — Death in Service	571
587.1	Basic Employee Death Benefit	571
587.11	General	571
587.12	Amount	571
587.13	Payment	571
587.2	Survivor Benefit — Spousal	571
587.21	General	571
587.22	Beginning and Ending Date	572
587.221	Beginning	572
587.222	Ending	572
587.223	Reinstatement	572

Contents

587.3	Refund of Contributions	572
587.31	Eligibility	572
587.32	Normal Order of Precedence	572
587.4	Former Spouse(s)	572
587.5	Child Annuities	572
587.51	Eligibility	572
587.52	Rates of Annuities	573
587.53	Beginning and Ending Dates	573
587.531	Beginning Date	573
587.532	Ending Date	573
587.54	Disabilities	573
587.6	Procedures Upon Death of an Employee	573
587.61	Contacting Next of Kin	573
587.62	Filing Death Claim Applications	573
588	Management Initiated Disability Retirement Procedures	574
588.1	General	574
588.2	Procedures	574
588.21	Basis for Filing	574
588.22	Notice to Employee	574
588.23	Notice to OPM	574
588.3	Processing by OPM	575
588.31	Required Documentation	575
588.32	Decision	575
588.4	Cancellation of Retirement	575
588.5	Employee's Status Pending OPM's Decision	575
589	General Retirement Information	575
589.1	Retirement Counseling	575
589.11	Responsibility	575
589.12	National Retirement Counseling System (NARECS)	575
589.121	Purpose	575
589.122	Contents	576
589.123	Individual Counseling	576
589.124	Advice to Employee	576
589.13	Group Counseling and Assistance	576
589.131	Objectives and Responsibility	576
589.132	Frequency	576
589.133	Location and Participation	576
589.134	Suggestions for Program Content	577
589.2	Retirement Forms	577
589.21	Processing	577
589.22	Requisitioning Forms	577

Contents

589.3	Information Source for Separated or Retired Employees	578
589.4	Information Source for Employees	578
589.5	Federal Income Tax	578
589.51	Taxable Annuities	578
589.52	Federal Income Tax Withholding	578
589.53	Federal Income Tax Questions	578
589.6	Privacy Act Considerations	579
589.61	General	579
589.62	OPM Records	579
589.63	USPS Records	579
590	Thrift Savings Plan	580
591	Overview	580
591.1	Description	580
591.2	Open Season	580
591.3	Eligibility to Contribute	580
591.31	General	580
591.32	New Career Employees	580
591.33	Rehired Employees	580
591.34	Reemployed Annuitants	581
591.341	Eligibility	581
591.342	Contributions	581
591.4	Permitted Actions	581
591.5	Elections	581
591.51	Form Required	581
591.52	Number Permitted	581
591.53	Effective Dates	581
591.54	Election Period	582
591.55	Belated Elections	582
591.6	CSRS Transfers to FERS	582
591.7	Booklets	582
592	Contributions	582
592.1	Basic Pay	582
592.2	Contribution Rates	582
592.3	Maximum Contribution Rates	582
592.31	FERS Employees	582
592.32	CSRS Employees	583
592.4	Automatic Contributions	583
592.41	FERS Employees	583
592.42	CSRS Employees	583
592.5	Matching Contributions	583
592.51	FERS Employees	583

Contents

592.52	CSRS Employees	583
592.6	Vesting of Contributions	583
592.61	CSRS Employees	583
592.62	FERS Employees	584
592.7	Maximum Contribution Amount	584
592.8	Taxes	584
592.81	Federal Income Taxes	584
592.82	State Income Taxes	584
592.9	Employees on LWOP	584
593	Investments	585
593.1	Funds Available	585
593.2	Investment Options	585
593.21	CSRS Employees	585
593.22	FERS Employees	585
593.23	Changing Investments	586
593.3	Participant Statements	586
593.31	Frequency	586
593.32	Contents	586
593.33	Distribution	586
593.34	Transactions	586
593.341	Types of Transactions	586
593.342	Information Concerning Transactions	587
594	Adjustments	587
594.1	Responsibility	587
594.2	Elections Not Processed	587
594.21	Reason Beyond Employee Control	587
594.22	Administrative Error	587
594.3	Overdeductions	587
594.31	Correction	587
594.32	Form 2240	588
594.33	Amount of Adjustment	588
594.34	Earnings	588
594.4	Underdeductions	588
594.41	Correction	588
594.42	Form 6886, Thrift Savings Plan Request for Retroactive Contributions	588
594.43	Preparation	588
594.44	Decision	589
594.45	Disposition	589
594.451	No Return of Form 6886	589
594.452	No Retroactive Contributions	589
594.453	Retroactive Contributions	589

Contents

594.46	Processing	589
594.5	Erroneous Retirement System	590
594.6	Back Pay Awards	590
594.61	General Rule	590
594.62	Erroneous Separation	590
594.63	Continuous Service	591
594.7	Claim Procedure	591
594.71	General Rule	591
594.72	Review of Claim	591
594.73	Postal Service Decision	591
594.74	Employee Appeal Rights	591
594.75	Final Decision	592
594.76	Time Limitation	592
595	Termination of Contributions	592
595.1	Definition	592
595.2	Submissions	592
595.3	Effective Date	592
595.4	Subsequent Elections	592
595.41	Submitted During Open Season	592
595.42	Submitted Other Than Open Season	592
595.43	Effective Date for Subsequent Elections	592
596	Loans	593
596.1	Eligibility	593
596.2	Types of Loans	593
596.21	Purchase of a Primary Residence	593
596.22	Educational Expenses	593
596.23	Medical Expenses	593
596.24	Financial Hardship	593
596.3	Applications	593
596.31	TSP-20, Thrift Savings Plan Loan Application	593
596.32	Documentation	593
596.4	Interest	594
596.41	Rate	594
596.42	Guarantee	594
596.43	Duration	594
596.44	Payment	594
596.45	Taxes	594
596.5	Restrictions	594
596.51	Amounts	594
596.52	Duration	594
596.53	Collateral	594

Contents

596.54	Basic Pay Test	594
596.55	Number of Loans	595
596.6	Loan Repayment	595
596.7	Additional Information	595
596.8	Verification of Participant's Account	595
597	Withdrawal of Funds	595
597.1	Eligibility	595
597.2	Separations Other Than Retirement	595
597.21	Less Than Five Years of Civilian Service	595
597.22	Five or More Years of Civilian Service	596
597.3	Retirement	596
597.31	IRA	596
597.32	Lump Sum	596
597.33	Receive a Life Annuity	596
597.34	Types of Annuities	596
597.4	Death	597
597.41	Prior to Separating	597
597.42	After Separation	597
597.5	Spousal Rights	597
597.51	Notification Requirements	597
597.52	Consent Requirement	597
597.53	Waiver of Requirements	597
597.6	Required Forms	598
597.61	Personnel Office	598
597.62	Transfer Account to IRA	598
597.63	Withdraw Account in One or More Installments	598
597.64	Purchase an Annuity	598
597.65	Death	598
597.7	Additional Information	598
597.8	Return to Federal Service	599
598	Court Orders	599
598.1	Types	599
598.2	Notification	599
598.3	Effect on Withdrawal Options	600
598.4	Effect on Loans	600
598.5	Address	600
6	Employee Relations	601
610	Employee Services	601
611	Scope	601

Contents

612	Information Media	601
612.1	Responsibility	601
612.2	Methods	601
612.21	Official Directives	601
612.22	Unofficial Communications	601
612.23	Bulletin Boards	601
612.24	Employee Lockers	602
613	Credit Unions	603
613.1	Authority	603
613.2	Space Allowance	603
613.3	Employees With Credit Union Duties	603
614	Food Services	603
614.1	Policy	603
614.2	Operation	603
614.21	Responsibility	603
614.22	Management	604
614.3	Types	604
614.4	Funds	604
615	Social and Recreational Program	605
615.1	Policy	605
615.2	Discrimination	605
615.3	Committees	605
615.31	Membership	605
615.32	Requirements	605
615.33	Responsibilities	605
615.34	Constitution	606
615.35	Bylaws	606
615.4	Employee Social and Recreational Fund	606
615.41	Purpose	606
615.42	Source of Funds	606
615.43	Funds Excluded	609
615.44	Safekeeping of Funds	609
615.45	Requirements for Banking and Investment of Funds	610
615.46	Expenditures of Funds	610
615.461	General	610
615.462	Appropriate Expenditures	610
615.463	Inappropriate Expenditures	611
615.5	Records and Files	611
615.51	Receipts and Disbursements	611
615.52	Method of Recording	611
615.53	Checkbook	613

Contents

615.54	Record of Assets	613
615.55	Supplies Inventory	613
615.56	Unpaid Obligations	613
615.57	Files	614
615.6	Reports	614
615.61	Frequency	614
615.62	Report Format	614
615.7	Audits	614
615.71	Frequency	614
615.72	Who Makes the Audit	614
615.73	Outside Auditor	617
615.74	Audit Requirements	617
615.75	Content of Audit Report	617
615.76	Distribution	618
615.77	Followup Action	618
615.78	Review and Comments by Field Division Controller	618
615.79	Inspection Service Audit	618
615.8	Tax Status of Social and Recreational Funds	618
616	Savings Bonds Program	619
616.1	Payroll Savings Plan	619
616.2	Participation	619
616.21	New Employees	619
616.22	Sustaining Program	619
616.23	Exception	619
616.3	Authorization	619
616.4	Issuance/Refunds	619
616.5	Annual Campaign	619
616.51	Organization	619
616.52	Supplies	620
616.53	Reports	620
616.54	Records	620
616.6	Awards	620
616.61	Criteria	620
616.62	Letter of Request	621
620	Contests	622
621	Scope	622
622	Objective	622
623	Responsibilities	622
623.1	Approval Authorities	622
623.2	Field Division General Manager/Postmaster	622
623.3	Regions	622

Contents

623.31	Regional Postmaster General (RPMG)	622
623.32	Other Personnel	622
623.4	Senior Management Committee	623
624	Establishment	623
624.1	Criteria	623
624.2	Structure	623
624.3	Contest Rules	623
625	Implementation	624
625.1	Eligibility	624
625.2	Evaluation	624
625.21	Winners	624
625.22	Ties	624
626	Types of Awards	624
626.1	Acceptable	624
626.2	Unacceptable	624
627	Limitations	624
627.1	Numbers and Types of Contests	624
627.2	Expenditures	625
627.21	MSCs, BMCs, and Divisions	625
627.22	Other	625
630	Ideas Program	626
631	Policy	626
632	Eligibility	626
633	Criteria	626
633.1	General Criteria	626
633.2	Engineering Criteria	626
634	Awards	627
634.1	General	627
634.2	Nonmonetary Awards	627
634.3	Cash Awards	627
634.31	Amounts	627
634.32	Multiple-Level Awards	627
634.33	Deductions	627
634.34	Acceptance	628
635	Records	628
636	Processing	628
636.1	Summary of Steps	628
636.2	Payment	628
636.3	Presentation Ceremonies	628
640	Employee Claims	631
641	Policy	631

Contents

642	Requirements	631
643	Claimants	631
643.1	Valid	631
643.2	Fraudulent	631
644	Compensation	632
644.1	Lost or Destroyed Property	632
644.2	Damaged Property	632
644.3	Third Party Recoveries	632
644.31	Insurance	632
644.32	Supplement	632
644.33	Refunds	632
645	Procedures	632
645.1	Time	632
645.2	Documentation	632
645.3	Submission and Initial Decisions	633
645.4	Disposition	633
645.5	Appeal	633
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	634
651	Disciplinary and Emergency Procedures	634
651.1	Scope	634
651.2	Representation	634
651.3	Emergency Placement in Off-Duty Status	634
651.4	Letters of Warning	634
651.5	Reserved	634
651.6	Adverse Actions	635
651.61	Definition	635
651.62	Policy	635
651.63	Notice	635
651.64	Response	635
651.65	Decision	635
651.66	Duty Status	635
651.67	Exceptions to Thirty-Day Notice	636
652	Grievance and Appeal Procedures	636
652.1	Scope	636
652.2	Appeal of Adverse Actions and Suspensions of Fourteen Days or Less	636
652.21	Coverage	636
652.211	Category of Employee	636
652.212	Exclusion	636
652.22	Appeal to Step 1	637
652.221	Field Employees Administratively Responsible to the RPMG or a Regional Chief Inspector	637

Contents

652.222	Headquarters or Field Employees Not Administratively Responsible to the RPMG	637
652.223	Exceptions	637
652.23	Hearings	637
652.231	Action If No Hearing Requested	637
652.232	Action When Hearing Requested	637
652.233	Management Obligation for Witnesses	638
652.234	Workhours Compensation	638
652.235	Noninterference Rule	638
652.236	Transcript	638
652.24	Step I Decision	638
652.25	Step II Appeal and Decision	638
652.3	Other Grievances	639
652.31	Coverage	639
652.32	Step A	639
652.33	Step B	639
652.34	Review	639
660	Conduct	640
661	Code of Ethical Conduct	640
661.1	Purpose and Applicability	640
661.2	Congressional Code of Ethics for Government Service	640
661.3	Standards of Conduct	640
661.4	Conflicts of Interest	641
661.41	Conflicts of Interest — Financial	641
661.42	Conflicts of Interest — Employment	643
661.43	Conflicts of Interest — Gifts, Entertainment, and Favors	645
661.5	Other Prohibited Conduct	648
661.51	Discrimination	648
661.52	Unofficial Use of Government Property or Services	648
661.53	Unacceptable Conduct	648
661.54	Use of Intoxicating Beverages	648
661.55	Illegal Drug Use	648
661.56	Gambling	648
661.6	Indebtedness	649
661.61	Financial Obligations	649
661.62	Disputes With Creditors	649
661.7	Provisions Concerning Special Postal Service Employees	649
661.71	Private Gain	649
661.72	Financial Benefit	649
661.73	Use of Information	649
661.74	Teaching, Lecturing, Writing Activities	649

Contents

661.75	Acceptance of Gifts	649
661.8	Ethical Conduct Advisory Service and Remedial Action	650
661.81	Advisory Service	650
661.811	Ethical Conduct Officer	650
661.812	Associate Ethical Conduct Officers	650
661.813	Advice and Guidance	650
661.814	Appeals	651
661.815	Employee Notification	651
661.82	Remedial Action	651
661.821	Procedures	651
661.822	Types of Remedial Actions	651
661.823	Compliance	651
661.824	Postemployment Activities	651
662	Statements of Employment and Financial Interests	655
662.1	Employees Required to File Statements	655
662.11	Categories of Employees	655
662.12	Employee in Position Temporarily	655
662.13	Determination of Categories	655
662.14	Special Employee	655
662.15	Waivers	656
662.16	Employees Below EAS-24 Who Must File	656
662.17	Employees Improperly Included	656
662.2	Persons to Whom Statements Will Be Submitted	656
662.21	To the Ethical Conduct Officer	656
662.22	To the Division General Manager	656
662.23	To Associate Ethical Conduct Officer	656
662.3	Submission of Statements	656
662.31	Time for Submission	656
662.32	Changes	657
662.33	Disclosure of Amounts	657
662.34	Avoidance of Conflicts of Interest	657
662.4	Confidentiality and Retention of Statements	657
662.41	Restrictions Regarding Disclosure of Statements	657
662.42	Procedures for Transmittal Statements	657
662.43	Time of Retention	657
662.5	Information Not Known by Employees	658
662.51	Requests for Information From Others	658
662.52	Failure to Obtain Information	658
662.6	Information Not Required	658
662.61	Organizations Excluded From Information Requirements	658
662.62	Organizations Included in Information Requirements	658

Contents

662.63	Employees Excluded	658
662.7	Reviewing Statements and Remedial Action	658
662.8	Public Financial Disclosure Reports	659
663	Participation in Political and Community Activities	659
663.1	Political Activities	659
663.11	General	659
663.111	Employees Included	659
663.112	Employees Excluded	659
663.12	Additional Prohibited Political Activities	659
663.13	Investigation and Enforcement	659
663.2	Community Affairs	663
663.21	General	663
663.22	Holding of State or Local Office by Postal Service Employees	663
663.3	Nonparticipation in Segregated Meetings	664
664	Bribery, Undue Influence, or Coercion	664
665	Statutory Provisions	665
665.1	Laws Referenced in This Code	665
665.2	Application to Postal Employees	665
666	USPS Standards of Conduct	667
666.1	Discharge of Duties	667
666.2	Behavior and Personal Habits	667
666.3	Loyalty	667
666.4	Performance of Public Duties	667
666.5	Obedience to Orders	667
666.51	Protests	667
666.52	Reporting of Violations	667
666.6	Cooperation in Investigations	667
666.7	Furnishing Address	667
666.8	Attendance	668
666.81	Requirement for Attendance	668
666.82	Absence Without Permission	668
666.83	Tardiness	668
666.84	Falsification in Recording Time	668
666.85	Incomplete Mail Disposition	668
666.86	Disciplinary Action	668
667	Legal Assistance Provided by the Postal Service	668
667.1	Defense of Civil Suits Against Postal Service Employees Arising Out of Their Operation of Motor Vehicles	668
667.11	Coverage	668
667.12	Employee Responsibilities	669
667.13	Installation Head Responsibilities	669

Contents

667.2	Representation of USPS Employees by the Department of Justice In Non-Motor Vehicle Cases	669
667.21	General	669
667.22	Procedure for Requesting Legal Representation by the Department of Justice	669
667.221	Employee Responsibilities	669
667.222	Installation Head or Higher Level Official Responsibilities	670
667.223	Postal Inspection Service	670
667.23	Criteria for Granting Representation	670
667.3	Department of Justice Representation	670
667.4	Reimbursement of Employees for Legal Fees, Judgments, and Settlements	670
667.41	Legal Fees	670
667.42	Judgment	671
667.43	Criteria for Reimbursement	671
667.5	USPS Governors, Officers, PCES Employees, and Headquarters Employees	671
667.51	Request for Legal Representation	671
667.52	Legal Fees	671
667.53	Judgments	671
668	Restrictions	671
668.1	Prohibited Personnel Practices	671
668.11	Restrictions	671
668.111	General	671
668.112	Prohibited Discrimination	672
668.113	Nepotism	672
668.114	Improper Employment and Placement Practices	672
668.115	Improper Recommendations	672
668.116	Coercion of Political Activity	672
668.117	Reprisal for Exercising Appeal Rights	672
668.118	Reprisal for Release of Information	673
668.12	Remedies	673
668.121	General	673
668.122	Equal Employment Opportunity Complaint Procedures	673
668.123	Grievance Procedure	673
668.124	Adverse Action Appeals to Merit Systems Protection Board	673
668.125	Nonbargaining Unit Appeals Procedure	673
668.126	Prohibited Personnel Practices	674
668.2	Service Matters	674
668.21	Compiling Directories	674
668.22	Engaging in Campaigns for Changes in Mail Service	674
668.23	Paying for Exchange of Positions	674
668.24	Manufacture of Rural Mailboxes	674

Contents

668.25	Loitering	674
668.26	Controversies With Public	674
668.27	Obstructing the Mail	675
668.28	Giving Testimony or Campaigning for Additional Transportation Services	675
668.29	Interception of Oral or Wire Communications by Postal Employees	675
668.3	Records, Information, and Associated Processing Systems and Equipment	675
668.31	Purpose	675
668.32	Prohibited Disclosures	676
668.33	Prohibited Uses	676
668.34	Protection Responsibilities	676
668.35	Reporting Violations	676
669	Definitions	676
670	Affirmative Action/Equal Employment Opportunity	678
671	Overview of AA/EEO	678
671.1	Policy	678
671.11	EEO	678
671.12	Affirmative Action	678
671.13	Sexual Harassment	678
671.2	Goals and Objectives	679
672	Delegation of Authority	679
672.1	Key Personnel	679
672.2	Responsibilities	680
672.21	National	680
672.22	Headquarters	680
672.23	Field Divisions	680
672.3	The AA/EEO Advisory Committee	682
672.31	Purpose	682
672.32	Objectives	682
672.33	Locations	683
672.34	Composition	683
672.35	Activities	683
672.36	Functions	683
672.4	The Executive Management AA/EEO Committees	683
672.41	Purpose	683
672.42	Activities of National Committee	683
672.43	Activities of Regional Committees	684
672.44	Activities of Division Committees	684
672.45	Activities of MSC and BMC Committees	684
672.46	Line and Staff-Level Management AA/EEO Committees	685
673	Special Emphasis Programs	685
673.1	Definitions	685

Contents

673.11	Special Emphasis	685
673.12	Protected Groups	685
673.2	Special Considerations	685
673.3	The Handicapped Program	686
673.31	Objective	686
673.32	Handicap Definitions	686
673.4	The Hispanic Program	687
673.41	Objective	687
673.42	Definition of Hispanic	687
673.43	Program Implementation	687
673.44	Program Personnel Responsibilities	688
673.45	Supervisory Commitment	688
673.5	The Women's Program	689
673.51	Objective	689
673.52	Goals	689
673.53	Program Personnel Responsibilities	689
673.54	Other Program Participation	690
673.55	Supervisory Commitment	690
674	On-Site EEO Evaluations	690
674.1	Purpose	690
674.2	General Concerns	690
674.3	Results	691
675	Complaint Processing/Appeals	691
675.1	Procedures	691
675.2	Coverage	691
675.3	Processing Steps	691
675.31	Counseling	691
675.32	Investigation	692
675.33	Informal Adjustment Attempt	692
675.34	Proposed Disposition	692
675.35	EEOC Hearing	692
675.36	Final Agency Decision	692
675.37	Appeals and Civil Actions	693
675.38	Withdrawal of Complaint	693
675.4	Chart — Time Limits	693
680	Participation in Supervisory and Managerial Organizations	694
681	Participation Rights	694
682	Postal Service Representation at Organization Gatherings	694
682.1	Explanation	694
682.2	National Conventions	694
682.3	State Conventions and Other Management Association Conferences	695

Contents

682.31	General Policies	695
682.32	Request Channels	695
683	District Meetings for Postmasters	695
690	Inventions and Patents	696
691	Policy	696
692	Authority	696
693	Definitions	696
694	Reporting Inventions	697
694.1	Reports	697
694.11	What to Report	697
694.12	When to Send	697
694.13	Where to Send	697
694.14	What to Send	697
694.2	Review by Supervisor	698
695	Determination of Rights in and to an Invention	698
695.1	Responsibility	698
695.2	Instruments	699
696	Appeals and Petitions	699
697	Timeliness	699
698	Correspondence	700
7	Training and Development	701
710	Overview	701
711	Training and Development Definitions, General Policy, Goals, Objectives, and Categories	701
711.1	Definitions	701
711.2	General Policy	701
711.21	Strategy	701
711.22	Methods	702
711.23	Responsibility	702
711.3	Purpose and Goals	702
711.4	Objectives	702
711.5	Categories of Training and Development	703
711.51	Job Training	703
711.511	Description	703
711.512	Conditions	703
711.513	Examples	703
711.52	Self-Development Training	704
711.521	Description	704
711.522	Conditions	704
711.523	Job Relatedness	704

Contents

711.524	Examples	704
711.53	Job Experiences	705
711.531	General	705
711.532	Within Current Job Assignment	705
711.533	Outside Current Job Assignment	705
712	Training Compensation Guidelines	705
712.1	General	705
712.2	FLSA Considerations	705
712.21	Coverage	705
712.22	Conformance	706
712.23	Disclaimer	706
712.3	FLSA Responsibilities	706
712.31	Management	706
712.32	Employees	706
713	Selection	706
713.1	Equal Opportunity Policies	706
713.2	Selection Considerations	706
713.3	Assignment After Training	707
714	Training Delivery	707
714.1	General	707
714.11	Types of Training Delivery	707
714.12	Choices of Training Source	707
714.121	Considerations	707
714.122	Justification	707
714.2	Postal Training Delivery	708
714.21	Delivery Modes	708
714.22	Delivery Sources	708
714.221	Field Programs Training Branch	708
714.222	Regions and Divisions	708
714.223	Technical Training Center	708
714.224	Management Academy	708
714.225	Inspection Service Career Development Branch	708
714.226	Postal Satellite Training Network	708
714.3	Nonpostal Training Delivery	708
715	Postal Training Systems	709
715.1	Explanation	709
715.2	Postal Orientation	709
715.3	Craft Training	709
715.31	Basics	709
715.32	Skills Building	709
715.33	Career Basics	709

Contents

715.4	Technical Maintenance Training	710
715.41	General	710
715.42	Subjects	710
715.43	Delivery	710
715.5	Management and Professional Training	710
715.51	General	710
715.52	Curriculum Guide and Enrollment	711
715.53	Executive Education and Training	711
715.54	Other	711
715.6	Inspection Service Training	711
715.61	General	711
715.62	Inspectors	711
715.63	Security Police Officers	711
716	Expenses	712
716.1	Travel	712
716.11	General	712
716.12	Intermediate Travel Home	712
716.121	General	712
716.122	Scheduling	712
716.123	Trip Destination	712
716.124	Spouse Traveling in Lieu of Employee	712
716.2	Facilities	712
716.3	Tuition, Fees, Books, and Supplies	713
716.4	Injury Compensation and Student Welfare	713
717	Nonpostal Personnel Participation in Postal Training	713
718	Contract and Noncareer Personnel Participation in Nonpostal Training	713
720	Training and Development Responsibilities and Functions	714
721	Organizational Responsibilities and Functions	714
721.1	Headquarters	714
721.2	Training and Development Department	714
721.21	General	714
721.22	Training Program Development	714
721.221	Training and Development Department	714
721.222	Regions and Divisions	714
721.23	Course Acquisition System	715
721.24	Employee Development	715
721.241	General	715
721.242	Career Ladder Program	715
721.243	Management Associate Program	716
721.244	Management Intern Program	716
721.245	Management Trainee Program	716

Contents

721.246	Professional and Specialist Trainee Program	716
721.247	Summer Intern Program	716
721.25	Expert Consulting Services	717
721.3	Regions	717
721.4	Field Divisions	717
721.41	General	717
721.42	Specific	717
721.5	Supervisors and Managers	718
721.6	Employees	718
722	Postal Employee Development Center Organization and Operations	718
722.1	Purpose	718
722.2	PEDC Network Operating Procedures	719
722.21	Geographic Area of Responsibility	719
722.22	PEDC Reporting Relationships	719
722.23	Facilities	719
722.24	Reviews	719
730	Training Procedures	720
731	Nomination and Registration	720
732	Training Records and Reports	720
732.1	Individual Training Records	720
732.11	Form 2432, Individual Training Progress Report	720
732.12	Form 2548, Individual Training Record	720
732.13	Form 1782, Training Request and Authorization	720
732.14	Form 1734, Record of Training	720
732.15	Form 180, Certificate of Training	720
732.2	Training Activities Reporting System	721
740	Nonpostal Training Policy	722
741	Background	722
741.1	Explanation	722
741.2	General Payment Policies	722
741.21	Salary Compensation	722
741.22	Other Related Expenses	722
741.23	Restrictions	722
741.231	Authorization	722
741.232	Prohibited Training Sponsors	723
742	General Procedures	723
742.1	Form 1782, Training Request and Authorization	723
742.2	Request and Approval	723
742.21	Standard Training	723
742.22	Medical Training	723
742.3	Distribution of Copies	723

Contents

742.4	Payment	724
742.41	Tuition, Fees, Books, and Supplies	724
742.411	General	724
742.412	Payment to the Training Sponsor	724
742.413	Reimbursement to Employees	724
742.414	Advance Payments	724
742.42	Travel	724
742.5	Documentation	725
743	Special Factors	725
743.1	Failure to Enroll in or Complete Approved Training	725
743.2	Double Payment	725
743.21	Policy	725
743.22	Certification	725
743.221	Conditions for Signing	725
743.222	Text	726
743.223	Procedure	726
743.3	Contribution or Award	726
743.31	Conditions for Acceptance	726
743.32	Insufficient Payment of Expenses	726
743.4	Training Beyond Four Consecutive Weeks	727
743.41	Policy	727
743.42	Agreement	727
743.421	Conditions for Signing	727
743.422	Text	727
743.423	Procedure	727
743.43	Reimbursement	727
750	Professional Associations	729
751	Definition	729
751.1	Purpose	729
751.2	Membership	729
751.3	Exclusions	729
752	Policy	729
753	Payment of Membership Dues or Fees	730
753.1	Individual Memberships	730
753.11	Voluntary	730
753.12	Required	730
753.2	Institutional Membership	730
753.3	Procurement of Memberships	730
753.4	Periodicals	731
754	Attendance at Meetings and Conferences	731
754.1	Authorization	731

Contents

754.2	Full or Partial Attendance	731
754.3	Leave for Other Employees	731
754.4	Selection for Attendance	731
754.5	Payment of Expenses	732
754.6	Approval of Registration Fees	732
755	Privileges	732
8	Safety and Health	733
810	Occupational Safety and Health	733
811	Administration	733
811.1	Authority	733
811.2	Records Retention and Disposition	733
811.3	Safety Philosophy	733
811.4	Safety Policy	734
811.5	Safety and Health Objectives	734
811.6	Private Sector Workplace	734
812	Responsibilities	734
812.1	Headquarters	734
812.2	Regional Offices	735
812.3	Installation Heads	735
812.4	Middle Level Managers	735
812.5	Supervisors	735
812.6	Objectives/Action Plans	735
813	Safety and Health Staff Responsibilities	736
813.1	Headquarters	736
813.2	Regions	736
813.3	Field Divisions	736
813.4	Divisions, Management Sectional Centers, and Bulk Mail Centers	736
813.41	Safety Personnel	736
813.42	Collateral Duty Safety Personnel	737
814	Employee Rights and Responsibilities	737
814.1	Rights	737
814.2	Responsibilities	737
815	Executive and Management Safety and Health Committees	737
815.1	Structure and Responsibilities	737
815.11	National Executive Safety and Health Committee	737
815.12	Regional Executive Safety and Health Committees	737
815.13	Division Executive Safety and Health Committees	738
815.14	MSC/BMC Management Safety and Health Committees	738
815.15	Other Levels	738

Contents

815.2	Written Minutes	738
816	Joint Labor-Management Safety and Health Committees	738
817	Training and Education	739
817.1	Management	739
817.2	Safety and Health Staff	739
817.3	Joint Labor-Management Safety and Health Committee	739
817.4	Employees	739
817.5	Refresher Training	739
817.6	Special Emphasis Training	740
817.7	New or Additional Equipment/Techniques Training	740
817.8	Poster 130	740
818	Safety and Health Program Budgeting	741
819	Performance and Evaluations	741
820	Accidents, Program Evaluations, Safety Inspections	742
821	Accident Investigation, Reporting, and Analysis	742
821.1	Objectives	742
821.2	Investigation	742
821.3	Reporting	742
821.31	Form 1769, Accident Report	742
821.311	General Requirements	742
821.312	Definitions	742
821.313	Numbered 1769	743
821.314	Controverted Claims	743
821.315	Unnumbered 1769	743
821.316	Exception: Occupational Illness/Disease	744
821.317	Changes to 1769 Information	744
821.32	Form 1772, Accident Log	744
821.33	1769 Review	744
821.34	Annual Summary of Postal Injuries and Illnesses	744
821.4	Analysis	745
821.41	Purpose	745
821.42	Responsibility	745
821.43	Elements	745
821.44	Form 1764, Accident Analysis Summary	745
821.5	Privacy Act Considerations	745
822	Fatalities/Serious Accidents	746
822.1	Definitions for Reporting and Investigations	746
822.2	Preliminary Serious Accident Report	746
823	Fatality/Serious Accident Investigation Board	747
823.1	Mandatory Composition	747
823.2	Optional Composition	747

Contents

823.3	Procedures	747
823.31	The Board	747
823.32	Installation Head	748
823.33	Division	748
823.34	Headquarters	748
823.4	Board Responsibilities	748
824	Program Evaluations	749
824.1	Purpose	749
824.2	Headquarters	749
824.3	Divisions	749
824.4	Management Sectional Centers	750
824.5	Evaluation Report	750
824.6	Annual Summary	750
825	Safety and Health Inspections	750
825.1	Purpose	750
825.2	Division Inspection	750
825.3	Offices With One Hundred Workyears or More	751
825.4	Offices With Less Than One Hundred Workyears	751
825.5	Inspection Procedures	752
825.51	Authority	752
825.52	Methods	752
825.53	Opening Conference	753
825.54	Rules	753
825.55	Closing Conference	753
825.6	Deficiencies	753
825.61	Hazard Classifications	753
825.62	Reporting	754
825.63	Abatement Committee	754
825.64	Posting	755
825.7	Form 1767, Report of Hazard, Unsafe Condition or Practice	755
825.71	Purpose	755
825.72	Availability	755
825.73	Procedures and Responsibilities	755
825.731	Employee	755
825.732	Supervisor	756
825.733	Approving Official	756
825.734	Safety Personnel	756
825.735	Maintenance	756
825.736	Installation Head	756
825.737	Tenants in Postal Service Buildings	757
826	Announced or Unannounced Inspection of Postal Facilities by OSHA Personnel	757

Contents

826.1	Purpose	757
826.2	Scope	757
826.3	Authority	757
826.4	Cooperation	757
826.5	Verification of Credentials	757
826.6	Procedures	758
826.61	Opening Conference	758
826.62	Records Review	758
826.63	Participation	759
826.631	Management Participation During Inspections	759
826.632	Employee Participation During Inspections	759
826.64	Methods	759
826.641	Walkaround Inspection	759
826.642	Health Sampling	760
826.643	Immediate Correction of Hazards	760
826.65	Closing Conference	760
826.7	Violations	761
826.71	Report of Unsafe or Unhealthful Working Conditions	761
826.72	Posting Reports of Unsafe or Unhealthful Working Conditions	761
826.73	Abatement	761
826.731	Correction of Alleged Violations	761
826.732	Extension of Abatement Date	762
826.733	Informal Conference	762
826.8	Reinspection	762
826.9	Division File of OSHA Inspections	762
830	Motor Vehicle and Industrial Safety	764
831	Motor Vehicle Safety	764
831.1	Objective	764
831.2	Vehicle Maintenance	764
831.3	Driver Selection, Training, and Supervision	764
831.31	Driver Selection	764
831.32	Driver Training	764
831.33	Driver Supervision	764
831.331	Supervisory Responsibility	764
831.332	Driver Responsibility	765
831.4	Accident Analysis	765
832	Industrial Powered Equipment	765
833	Industrial Safety	765
833.1	Standards, Ergonomics, and Engineering	765
833.2	Supplemental Standards	765
833.3	Joint Operations of Federal Agencies/Private Sectors	765

Contents

840 Safety Awareness Programs	766
841 Program Promotion	766
841.1 Objectives	766
841.2 Local Needs	766
841.3 Media	766
842 National Safety Awards and Contests	766
842.1 Participation	766
842.2 Safe Driver Award Program	766
842.21 Recognition	766
842.22 Performance	766
842.23 Participation	767
842.24 Preventability	767
842.25 Safe Driver Award Committee	767
842.251 Establishment	767
842.252 Small Installations	767
842.253 Purpose	767
842.254 Duties	768
842.255 Appeals/Review	768
842.26 Privacy Act Considerations	768
843 Safety Incentive Programs	768
843.1 Concept	768
843.2 Selected Programs	768
843.3 Administration	769
843.4 Presentation Ceremonies	769
844 Seatbelt Use Incentive	769
844.1 Policy	769
844.2 Determination	769
844.3 Payment	769
850 Fire Prevention and Control	770
851 Responsibilities	770
851.1 Installation Heads	770
851.2 Managers	770
852 Procedures	770
852.1 Inspections	770
852.2 Corrective Action	770
852.3 Emergency Action Plan	770
852.4 Fire Prevention Plan	771
852.5 Employee Training	772
852.51 General	772
852.52 Emergency Action Plan and Fire Prevention Plan Training	772
853 Alarm Systems and Extinguishers	772

Contents

853.1	Alarm Systems	772
853.2	Extinguishers	773
854	Fire Brigades and Drills	773
854.1	Fire Brigades	773
854.11	Organization	773
854.12	Size	774
854.13	Duties of Brigades	774
854.14	Membership	774
854.15	Training	775
854.16	Exposure	775
854.17	Special Hazards	775
854.18	Installations Without Fire Brigades	776
854.2	Drills	776
855	Vehicle Protection	776
856	Codes, Standards, and Ordinances	776
860	Medical Services	777
861	Scope	777
861.1	Program Overview	777
861.2	Approach	777
862	Policies and Objectives	777
862.1	Policy	777
862.2	Objective	777
862.3	Medical Facilities	778
862.31	Medical Unit	778
862.32	Health Unit	778
863	Staffing and Functional Responsibilities	778
863.1	General	778
863.2	Staffing	778
863.21	General	778
863.22	Qualifications	779
863.3	Administrative and Functional Responsibilities	779
863.31	Medical Directors	779
863.32	Medical Officers	779
863.321	Reporting Responsibility	779
863.322	Premises	779
863.323	Work Schedules	779
863.324	Duties	779
863.33	Contract Physician	780
863.34	Nurses	780
864	Physical Examinations	781
864.1	Preemployment	781

Contents

864.2	Examining Physicians	781
864.21	USPS	781
864.22	Other	781
864.23	Determination of Suitability	781
864.3	Fitness for Duty (See Handbook EL-311, 343)	781
864.4	Return to Duty After Extended Illness or Injury	782
865	Emergencies	782
865.1	Requirement	782
865.2	Treatment	782
865.3	Posting	782
866	Rehabilitation After Work-Related Injury/Illness	783
867	General Procedures	783
867.1	Agreements	783
867.11	Special	783
867.12	Medical Surveys	783
867.13	Physician Contract	783
867.131	Initiating Medical Agreements	783
867.132	Certification for Payment of Invoices	784
867.133	Payment — Statement of Account Offices	784
867.134	Payment — Non-Statement of Account Offices	785
867.14	Health Agreements	785
867.2	Malpractice	786
867.3	Preservation of Privacy	786
867.4	Medical Training (See 740)	786
867.5	Conflict of Interest	786
870	Employee Assistance Program (EAP)	788
871	Introduction	788
871.1	Purpose	788
871.2	Definitions	788
871.3	Policy	788
872	Program Elements	789
872.1	Education	789
872.2	Identification	789
872.21	Alcoholism	789
872.22	Drug Abuse	789
872.3	Recovery Resources	789
872.31	Postal Resources	789
872.32	Outside Resources	790
872.4	Referral and Interview	790
872.5	Followup	790
872.6	Evaluation	791

Contents

873	Reinstatement of Recovered Employees	791
873.1	Policy	791
873.2	Eligibility	791
873.3	Responsibilities	792
874	EAP Records and Information	792
874.1	Policy	792
874.2	Restricted Information	792
874.3	Custodians	792
874.4	Disclosure	793
880	Smoking	794
881	Definition	794
882	Policy	794
882.1	Buildings	794
882.2	Vehicles	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	USPS Recognition	795
911.5	Employee Compensation During Negotiations	796
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	797
921	Voluntary Withholding of Dues	797
922	Dues Collection Schedule	797
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	799
924.22	Multiple Dues Withholdings	799
924.3	Distribution of Authorization Forms	799

Contents

924.31	Function of Organization Representative	799
924.32	Limit on Time and Place	799
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
924.5	Implementation of Dues Withholdings	800
924.6	Certification of Amount to be Withheld	800
924.61	Function of Organization Representative	800
924.62	Change by Organization	800
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	801
925.1	Voluntary Cancellations	801
925.11	Form Used	801
925.12	When Employees Can Cancel	801
925.121	General	801
925.122	Special Circumstances	801
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	804
925.6	Transfer or Reassignment	804
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	805
931	Uniforms	805
931.1	Entitlement and Allowances	805
931.2	Purpose and Scope	805
931.21	Uniforms	805
931.22	Work Clothes	806
931.23	Personal Appearance	806
931.24	Administration of Uniform Policy	806
931.25	Responsibility of Installation Heads	806

Contents

931.26	Responsibility of Employees	806
931.261	Appearance	806
931.262	Conforming With Regulations	806
931.263	When to Wear	807
931.264	USPS Emblem	807
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	809
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 (see 932.21a)	812
932.3	Specifications and Quality Control Certification	812
932.31	Specifications	812
932.32	Quality Control Certification	812
933	Authorized Uniform Items and Combinations	813
933.1	Type 1 Uniforms	813
933.11	Type 1 Items	813
933.111	Type 1a	813
933.112	Type 1b	815
933.12	Type 1 Combinations	816
933.2	Type 2 Uniforms	819
933.21	Type 2 Items	819
933.22	Type 2 Combinations	820
933.3	Type 3 Uniform Items	821
933.4	Type 4 Uniform Items	821
933.5	Type 5 Uniform Items	823
933.51	Type 5a	823
933.52	Type 5b	824
933.6	Type 6 Uniform Items	824
933.7	Insignia	824
933.71	Stars	824
933.72	Other Insignia	824
933.8	Apparel Worn for Promotional Purposes	825
933.81	Authorized Use	825
933.811	Uniformed Employees	825

Contents

933.812	Nonuniformed Employees	825
933.813	Contract Uniform/Work Clothes Program	825
933.82	Source	825
933.83	Payment	825
933.84	Exceptions	825
934	Wearing of Uniform Items	825
934.1	Uniform Headgear	825
934.11	Optional Wear	825
934.12	Mandatory Wearing of Cap	826
934.2	Cold Weather Items	826
934.21	Face Mask	826
934.22	Neck/Chest Protector	826
934.23	Sweaters	826
934.24	Outer Garments	826
934.3	Warm Weather Items	826
934.31	Walking Shorts and Knee Length Hose	826
934.32	Summer Shirt and Tie	826
934.4	Seasonal Changes of Uniform	827
934.5	Employees in Nonuniform Categories	827
934.6	Prohibitions	827
935	Uniform and Work Clothes Allowances	827
935.1	When Allowances Take Effect	827
935.11	Anniversary Date	827
935.12	Transfers	827
935.2	Adjustment for Certain Absences During Allowance Year	828
935.21	Absences From Uniform Category of 90 Days to 1 Year	828
935.211	Policy	828
935.212	Suspension Instructions	828
935.22	Absences From Uniform Category Exceeding 1 Year	828
935.23	Absences From Duty While in Uniform Category	828
935.24	Reappointments	829
935.25	Adjustment for Employees Who Transfer Crafts	829
935.251	Change to Another Uniform Category	829
935.252	Transfer or Separation in Excess of 1 Year	829
935.26	Notification to Employee and Postal Data Center	829
935.261	Determination of Eligibility	829
935.262	Change in Eligibility	829
936	Payments	829
936.1	Limitations on Payments	829
936.11	Total Yearly Payments	829
936.12	Insufficient Funds for Claims	829

Contents

936.13	Related Expenses	830
936.14	Items Not Specified	830
936.15	Purchases Exceeding Allowances	830
936.2	Payment for Uniform Purchase After Separation of Employee	830
936.3	Approval by Installation Head	830
936.31	Inspection of Purchases	830
936.32	Purchases Not Meeting Regulations	831
936.33	Disallowing Payments	831
936.34	Employee's Responsibility for Excesses	831
936.35	Notification of Responsibility	831
936.4	Separating Employees	831
936.41	Conditions for Nonpayment	831
936.42	Addition to Form 337	831
936.43	Employee Submission of Invoices	832
936.5	Payment to Licensed Vendors	832
936.51	Direct Payment	832
936.52	Employee Reimbursement	832
936.53	Examination of Invoice	832
936.54	Evidence of Purchase	832
936.55	Submission of Invoice	832
936.56	Processing of Invoice	832
936.57	Processing of Stop Payment Notice	833
936.58	Restrictions of Payment	833
936.59	Posting Publication 136	833
936.6	Purchase Procedures for Nurses Program	834
936.61	Eligibility	834
936.62	Procedures	834
936.621	Standard	834
936.622	Optional	834
937	Uniform Vendors	834
937.1	Communication From Vendors	834
937.2	Access to Postal Premises	835
938	Supervisor Work Clothes Program	835
938.1	Purpose	835
938.2	Eligibility	835
938.21	Determined by Installation Head	835
938.3	Acquisition of Work Clothing	835
938.31	Alternative Protective Items	835
938.32	Work Clothes Allowance	835
938.321	Reimbursement Limit	835
938.322	Types of Work Clothes	836

Contents

938.323	Purchases Not Authorized	836
938.324	Replacements	836
938.4	Reimbursement Procedure	836
939	Authorized Exceptions	836
939.1	Footwear	836
939.11	Standard Specification	836
939.12	Exceptions	836
939.2	Nurses Uniforms	837
Appendix A — Records Control Schedules		838
Introduction		838
General Records		840
Employee and Labor Relations Records		843
Keyword Index for Appendix A		875
Appendix B — Forms List		879
Appendix C — Address List		885

Contents

Exhibits

Exhibit 215.1	
Form 6802, Request for Job Evaluation Action	29
Exhibit 215.2	
Form 820, Ranking of Position Request	33
Exhibit 417.235	
Higher Level Pay	144
Exhibit 418	
Promotional Increase	146
Exhibit 418.1	
Equivalent Grades	147
Exhibit 421.7	
Reference Table	157
Exhibit 422.3	
Bargaining Unit Step Increase Waiting Periods	163
Exhibit 432.62	
Guarantee Time Pay Eligibility Table	188
Exhibit 434.141a	
Postal Overtime Pay Eligibility Table	194
Exhibit 434.141b	
FLSA Overtime Pay Eligibility Table	195
Exhibit 434.141c	
Penalty Exhibit Overtime Pay Eligibility Table	196
Exhibit 434.2	
Night Differential Pay Eligibility Table	197
Exhibit 434.3	
Sunday Premium Pay Eligibility Table	199
Exhibit 434.521	
Holiday-Worked Pay Eligibility Table	202
Exhibit 434.61	
Computing Out-of-Schedule Premium Hours	203
Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table	205
Exhibit 434.8	
Pyramiding of Premiums	207
Exhibit 438.13	
Eligibility for Travel Time Compensation	218
Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining	248
Exhibit 452.233	
Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	251
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets	252

Contents

Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment	259
Exhibit 479.3	
Sample Commendatory Letter for Retiring Employees	280
Exhibit 512.223a	
Wars, Campaigns, and Expeditions of the Armed Forces Since 1937	288
Exhibit 512.223b	
SF 180, Requests Pertaining to Military Records	290
Exhibit 512.223c	
SF Form 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions	292
Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Employees	294
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP	314
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act	352
Exhibit 525.132	
Form 202, Health Benefits Refund Payment Authorization	371
Exhibit 531.3	
Exclusions	392
Exhibit 545.855	
Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim	452
Exhibit 545.857a	
Sample Letter A, Notice to Attorney of Government's Lien	454
Exhibit 545.857b	
Sample Letter B, Request for Status and Transmittal of Information	455
Exhibit 545.857c	
Form 2556, Third Party Statement of Recovery	456
Exhibit 545.858a	
Sample Letter C, Notice to Employee of Government's Lien	459
Exhibit 545.858b	
Sample Letter D, Notice to Third Party of Government's Lien	460
Exhibit 545.858c	
Form 2557, Employee's Third Party Recovery Statement	461
Exhibit 545.859a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien	462
Exhibit 545.859b	
Form 2559, Third Party Claim — Information Request	463
Exhibit 545.859c	
Form 2577, Assignment of Claim to the USPS	464
Exhibit 545.859e	
Form 2560, Referral of Third Party Material	466
Exhibit 545.859f	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement ..	467

Contents

Exhibit 545.873	
Sample Letter G	470
Exhibit 545.883	
Third Party Court Appearance Sheet	472
Exhibit 552.31	
Unemployment Compensation State Coordinators	488
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity	527
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities	528
Exhibit 615.34	
Sample Constitution	607
Exhibit 615.35	
Sample Bylaws	608
Exhibit 615.511	
Sample Ledger	612
Exhibit 615.62	
Form 3241, Statement of Receipt and Disbursements (Employee Social and Recreational Funds)	615
Exhibit 636.1	
Idea Proposal Processing Summary	629
Exhibit 661.21	
Congressional Code of Ethics for Government Service	641
Exhibit 661.824	
Postemployment Activities	652
Exhibit 662.8	
Public Financial Disclosure Reports	660
Exhibit 925.1	
Standard Form 1188, Cancellation of Organization Dues from Payroll Withholdings	802