



## Employee and Labor Relations Manual (ELM)

Issue 14

June 1999  
Transmittal Letter

- A. Explanation.** Updating the ELM is a work in progress. Issue 13, published in June 1998, incorporated most changes that had occurred since Issue 12 in May 1989. These included changes previously published in *Postal Bulletins*, policy memorandums, agreements with management associations and/or unions, and changes dictated by law. Issue 14, a continuation of this updating process, also includes changes that have been through appropriate clearances and issued since June 1998. In the future, the ELM will be reissued annually. Pending publication of a new hard copy issue, updates will be incorporated in the online ELM as discussed in B.1. below.

Almost all chapters were updated in Issue 13 to reflect changes in organization structure and position titles, but those chapters still undergoing revision (e.g., chapters 1 and 2) may contain old titles. Some chapters include information in boxed sections identified either as "Reference Notes," which show sources of additional information, or "Revision Notes," which identify chapters that are under revision but still in the clearance process. Many of these notes are carried forward from Issue 13 because the information has not yet been incorporated in an appropriate directive.

Changes, their origin, and brief explanations of each are listed in a summary of changes. Except for deletions, substantive changes are identified in the text by a bold bar in the margin or by bold text within an exhibit table.

### **B. Availability**

- 1. Online Copy.** The ELM appears online on the Postal Service Corporate Intranet at <http://blue.usps.gov/cpim>. It is accessed under "Information" through the "Policies and Procedures" home page, which contains the various manuals of the Postal Service by function. This online ELM will be updated immediately as changes occur and are published or announced in the *Postal Bulletin*. Pending the annual issuance of the ELM, which will carry a new issue number (e.g., ELM 15, ELM 16, etc.), online incremental updates will be designated by the addition of a decimal to the current issue number (e.g., ELM 14.1, ELM 14.2, etc.). This practice alerts the user that changes have occurred between hard copy issues.

Starting with the 1996 online publication of ELM 12.1 (Issue 12 with interim *Postal Bulletin* updates), all online issuances, both full issues and incremental updates, have been archived. These archived versions of the ELM can be accessed from the page following the "Policies and Procedures" homepage that displays the current ELM.

The Postal Service memorandums identified in the boxes marked "Reference Notes" are also made available on the "Policies and Procedures" home page at <http://blue.usps.gov/cpim> under "Memorandums of Policy." Most referenced documents published by other agencies can be found through the "Human Resources" home page at <http://blue.usps.gov/hrisp>, which is accessed under the heading "Headquarters."

2. **Hard Copy.** The hard copy may be obtained within the Postal Service by submitting Form 7380, *MDC Supply Requisition*, to this address:

TOPEKA MATERIAL DISTRIBUTION CENTER  
ATTN SUPPLY REQUISITION  
500 SW MONTARA PARKWAY  
TOPEKA KS 66624-9602

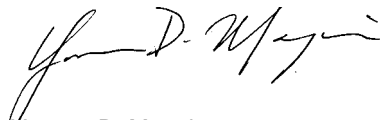
All others should call MDC Customer Service at 1-800-332-0317 for information on price and ordering instructions.

The hard copy will be updated and reissued annually to incorporate the changes accumulated since the last issue, i.e., those published in the *Postal Bulletin* and already included in the online ELM.

Users of the hard copy need to ensure that it is maintained to include the changes published in the *Postal Bulletin*. The *Postal Bulletin* is distributed internally to postal facilities and may be ordered by the public from the U.S. Government Printing Office by calling 202-512-1800.

**C. Comments and Questions.** Send comments and questions to:

MGR FIELD POLICIES AND PROGRAMS  
HUMAN RESOURCES  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4226



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