

Index

- 1-day assignment, outside the local commuting area, 438.133
- 1-over-1 reporting relationship, 136.2
- 18-month reelection period for CSRS election changes, 564.321
- 18-month reelection period for FERS election coverage, 584.321
- 12-month maximum for FEGLI coverage in nonpay status, 534.11
- 20/10 day rule, 925.122
- 30-day notice, exceptions to, 651.77
- 3-hour rule for voting, 519.323
- 365-day enrollment limitation of employees in nonpay status, 525.21
- 4 consecutive weeks, training beyond, 743.4
- 5 years or more civilian service, refund of deductions, 565.52
- 5 years of civilian service, refund of deductions for less than, 565.51
- 5-minute leeway rule, 432.46
 - applicability of, 432.462
 - special cases, 432.464
- 50 percent reduction of basic insurance after retirement, 536.312
- 50-year service award pins
 - ordering, 473.25
 - presenting, 473.27
- 65 (age)
 - eligibility for Medicare of people under, 575.222
 - employees continuing to work after, 575.23
- 65 or older, eligibility for Medicare, 575.221
- 7:01 rule, 432.53
- 75 percent reduction of basic insurance after retirement, 536.311
- 80 percent limitation on CSRS annuities, 566.341
- 90-day qualifying period
 - for appointees, 512.313
 - for substitute carriers and RCAs, 512.552
- 90-day requirement for uniform eligibility, 932.22

A

- Abatement
 - of hazards, 824.53
 - of imminent danger, 824.423
 - of violative conditions in OSHA citations, 825.52
- Abatement plan, 824.532, 824.534
- Abatement record, 824.535
- Above maximum step, 422.123
- Absence Analysis*, PS Form 3972, 511.42

- Absence file, 513.391
- Absence plus treatment, 515.2
- Absence without leave (AWOL), 364, 513.64
 - compared to LWOP, 514.1
 - employees considered to be, 665.42
- Absences
 - for court-related service, 516
 - determining the cause of, 519.213
 - from duty while in uniform category, 935.23
 - from uniform category exceeding 1 year, 935.22
 - from uniform category of 90 days to 1 year, 935.21
 - without permission, 665.42
- Accident Investigation — Tort Claims* (Handbook PO-702), 547.54
- Accident Log*, PS Form 1772, 821.141
- Accident logs, 821.141
- Accident Report*, PS Form 1769, 821.121
 - completing, 821.131
 - extended use of, 821.11
 - review of, 821.132
- Accidental death
 - claims, 538.35
 - FEGLI benefits, 538.23
- Accidental dismemberment
 - accidental death and, 538.24
 - claims, 538.35
 - FEGLI benefits, 538.22
 - form for, 538.342
- Accidental Dismemberment Provision of FEGLI, 532.215
- Accidents (see also Serious accidents)
 - analysis of, 821.3
 - identifying principal cause factors of, 821.31
 - investigating, 821.2
 - reporting, 821.1
 - reporting on PS Form 1769, 821.121
- Accounts receivable for debt collection, 452.11, 462.11
- Accrual chart
 - for full-time career employees' annual leave, 512.31
 - for part-time employees' annual leave, 512.312
 - for sick leave, 513.21
- Accrual of annual leave, 512.3
- Accrual rate, changes during the leave year, 512.31
- Accrued leave, 512.12
- Accumulated annual leave, payment for, 512.73
- Accumulated leave, 512.12

Index

- Activity, definition of, 113.1
- Acts of God, 519.211
 - authorizing administrative leave for, 519.212
 - early dismissal due to, 519.214
- Actual organizational characteristics versus approved, 161.1
- Actual work
 - definition of, 444.221
 - exclusions, 444.222
- Additional position, appointment to, 422.122
- Addresses, furnishing current, 665.5
- Administrative and court judgment salary offsets, 454.3, 464.3
- Administrative employees, 444.322
- Administrative error, processing a TSP election, 594.22
- Administrative leave, 519
 - for acts of God, 519.212
 - for an adverse action, 519.24
 - for blood donations, 519.51
 - for blood platelet donation, 519.52
 - for bone marrow donation, 519.52
 - during civil disorders, 519.221
 - for civil participation, 519.3
 - for day of death, 519.55
 - for first-aid examination, 519.54
 - for funeral services, 519.33
 - for medical events, 519.5
 - for organ donation, 519.52
 - for postmaster organization conventions, 519.62
 - for registration to vote, 519.32, 519.324
 - for special events, 519.6
 - for stem cell donation, 519.52
 - for voting, 519.32
- Administrative reporting relationship, 143.21
- Administrative salary offsets, 454.1, 464.1
 - definition of, 451.4
 - priority among competing requests, 454.1, 464.1
 - procedures governing, 452, 462
- Adopted children
 - of the employee's spouse, 521.422
 - family membership status of, 521.421
- Adoption, placement for, 515.61
- ADR (Alternative Dispute Resolution) (see also Mediation), 652.5
- Advance payments for nonpostal training, 742.414
- Advanced Sick Leave Authorization*, PS Form 1221, 513.522

Adverse actions
 administrative leave for, 519.24
 appeal of, 652.2
 appeals to Merit Systems Protection Board, 666.23
 mediation for, 652.54
 for nonbargaining unit employees, 651.7
 placing in off-duty, nonpay status, 519.24

A–E postmasters
 changing hourly rates to full-time annual salaries, 411.333
 charging with sick leave, 513.413
 crediting with annual leave, 512.312
 eligibility for holiday leave pay, 434.421
 grade for, 413.4
 maximum annual leave, 512.524
 Saturday absences, 512.524

AEPs (see Affirmative Employment Plans)

AES (see Automated Enrollment System)

AFA (see Alternative form of annuity)

Affirmative action
 activities, 675
 goals, 673.1, 673.21
 plan for individuals with disabilities, 672.1

Affirmative Employment Plans (AEPs), 672.2
 developing, 674.21
 implementing, 311.23

After-tax basis
 changing to, 524.832
 health premiums paid on, 524.529

After-tax health premiums, effective date of change to Self Only, 524.62

Age and service
 for optional retirement and an immediate annuity under CSRS, 563.13
 for optional retirement and an immediate annuity under FERS, 583.13

Age Discrimination in Employment Act of 1967, 672.1

Age-Based In-Service Withdrawal Request, Form TSP-75, 597.32

Age-based TSP withdrawal, 597.31

Agencies (see also Federal agencies)
 as beneficiaries, 538.123

Agency Certification of Insurance Status, SF 2821, 534.341, 535.63, 538.312, 539.12

Agency Certification of Status of Reemployed Annuitant, OPM Form 1482, 537.131

AIME (Average Indexed Monthly Earnings), 575.51, 575.521

Air Force officer personnel, [Exhibit 354.215b](#)

Airline, recovering a loss from, 641.431

Airline employees, controversies with, 667.16

Alarm systems, 856.1

Index

Alcohol and drug abuse, 871.12
Alcoholism, 871.2
Allergies, 515.2
Allowance categories for TCOLA, 439.2
Allowance to age over forty for severance pay, 435.24
Allowances
 for military leave, 517.4
 not subject to FICA taxes, 573.2
 for uniforms and work clothes, 931.12, 935
Alterations to uniforms, 936.13
Alternative Dispute Resolution (ADR) (see also Mediation), 652.5
Alternative form of annuity (AFA), 566.6
 computation of, 566.62, 586.72
 electing, 565.212, 565.34
Alternative offset schedule
 consideration of, 452.243
 proposing, 452.335
 request for consideration of, 452.234
Alternative positions, advising employees of under FECA, 545.31
Alzheimer's, 515.2
American Postal Workers Union (APWU), 924.423
AMF (airport mail facility), uniforms, 933.111
Animal bites as medical emergencies, 545.41
Anniversary date, 935.11
Annual and Sick Leave Act of 1951, 512.232
Annual earnings, maximum for Social Security, 573.13
Annual exempt amount for people 65 or over, 575.31
Annual leave, 512
 authorizing, 512.4
 balance subject to forfeiture prior to retirement, 566.131, 586.131
 buying back, 512.923, [Exhibit 514.4](#)
 changed to sick leave, 513.65
 collection for unearned, 512.72
 compensation under dual employment, 422.155
 crediting at beginning of leave years, 512.31
 donating to another employee, 512.64
 earned by a regular rural carrier, 512.531
 employees on during court service, 516.44
 employees on summoned for court service, 516.3
 under FECA, 543.42
 during higher level service, 417.236
 insufficient, 513.62
 maximum carryover amounts, 512.321
 payment for accumulated, 512.73

- recrediting, 512.9
- requests for, 512.41
- for rural carriers or RCAs, 512.551
- Annual leave category, determining, 512.2
- Annual leave credit, transferring, 512.8
- Annual leave exchange program, 512.631, 512.634
- Annual leave pay for employees assigned to higher level positions, 422.143
- Annual Leave Sharing Program (Management Instruction EL-510-2003-2), 512.64
- Annual leave-sharing program, 512.64
- Annual rates
 - for full-time employees, 422.112
 - for full-time occupational health nurses, 422.512
- Annual summary of injuries and illnesses, 821.142
- Annuitants (see also Retirees)
 - death of, 567.3
 - deceased survived by children, 567.19
 - eligibility for Temporary Continuation of Coverage, 521.711
 - health benefits and cost, 525.43
 - with medical prognosis of terminal illness, 536.4
- Annuities
 - computing CSRS, 566
 - computing FERS, 586
 - CSRS, 563
 - factors affecting computation of CSRS, 566.2
 - factors affecting computation of FERS, 586.2
 - FERS, 583, 584
 - impact of redeposits on CSRS, 565.33
 - to persons with insurable interest, 564.23, 584.27
 - with survivor benefits, 564.2
 - taxability of FERS, 589.51
 - types of CSRS, 564
 - types of FERS, 584
 - without survivor benefits, 564.1
- Annuity proration for part-time employment, 562.233
- Annuity supplement, FERS, 586.33
- Annulment of a marriage
 - affecting FEHB enrollment, 524.531
 - of a child under age 22, 521.425
- Apparel (see also Uniforms)
 - worn for promotional purposes, 933.8
- Appeal rights
 - of preference eligible employees, 354.216
 - regarding restoration, 546.4
 - reprisal for exercising, 667.17

Index

Appeals

- of adverse actions, 652.2
- denied claims, 528.2, 641.55
- to the Ethical Conduct Officer, 662.1
- letters of warning in lieu of time-off suspensions, 652.3
- Patent Counsel's initial determination, 696
- Postal Service participation in unemployment related, 554.4
- procedures for nonbargaining unit employees, 652, 666.25
- refusal of to allow enrollment or change of enrollment, 528.1
- to Step 1, 652.23
- time-off suspensions, 652.3
- unemployment compensation, 554

Appellant, Postal Service appearance, 554.413

Appellee, Postal Service appearance, 554.414

Applicants

- interviewing, 344.2
- medical assessments of, 864.1
- requesting reviews of examination ratings, 321.5
- separated for cause, 343

Application for Death Benefits — Civil Service Retirement System, SF 2800, 567.31, 567.32, 567.342

Application for Immediate Retirement — (Civil Service Retirement System), SF 2801, 562.352

Application for Immediate Retirement — (Federal Employees Retirement System), SF 3107, 582.78

Application for Promotion or Reassignment, PS Form 991, 354.242

Application for Refund of Retirement Deductions, SF 2802, 565.462, 565.514

Application for Refund of Retirement Deductions (FERS), SF 3106, 585.51

Application for Reinstatement List, PS Form 999, 354.252, 354.271

Application to Make Deposit or Redeposit, SF 2803, 565.23

Application to Make Service Credit Payment (Federal Employees Retirement System), SF 3108, 585.35

Application to Make Voluntary Contributions, SF 2804, 565.41

Applications

- for conversion after termination of FEHB enrollment, 524.773
- for CSRS annuity, 564.31
- for FERS annuity, 584.31
- for Social Security benefits, 575.11
- for TSP loans, 596.3

Appointees

- 90-day qualifying period, 512.313
- rate of leave accrual, 512.313

Appointing official

- interview for return to work responsibilities, 546.632
- responsibilities of, 344.3
- setting salaries, 411.331
- setting wages, 421.32, 422.114

Appointment to additional position, 421.41

Appointments
offer of, 346
types available for reassignment or reemployment, 546.23
types of, 421.41

Aprons, purchasing, 932.14

APWU (American Postal Workers Union), 924.423

Arbitration decisions, interest paid on back pay, 436.62, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)

Architectural Barriers Act, 672.1

Area executive safety and health committees, 815.12

Area Finance manager, final decision on requests for waiver of claim for erroneous payment of pay, 437.72

Area Human Resources manager, 311.22
action on RFRs, 222.4
courses of action on PS Form 820, 232.4
Occupational Safety and Health Program responsibilities, 812.22
organizational structure responsibilities of, 112.2
responsibility for unemployment compensation program in a geographic area, 552.2
responsible for administering training and development policies, 712.2
safety and health staff responsibilities, 813.2

Area maintenance technician/specialists, uniforms worn by, 933.111

Area medical directors, 863.32

Area offices, 113.3
appeal of denied claims, 641.55
Occupational Safety and Health Program responsibilities, 812.2
safety and health staff responsibilities, 813.2
submitting employee claims to, 641.53

Area safety and health inspections, 824.312

Area vice president
approval of area contests, 623.32
approving Certificates of Appreciation, 472.72
approving Spot Awards, 475.252
approving QSIs, 475.352

Areas
approval for proposed contests, 623.3
responsibilities for safety and health program evaluations, 823.22
training and development responsibilities and functions, 721.2
unemployment compensation responsibilities, 552.2

Armed forces
physical examination for entry into, 519.53
wars, campaigns, and expeditions of, [Exhibit 512.232a](#)

Army and Air Force Exchange Service (AAFES), 512.24

Army and Air Force Motion Picture Service, 512.24

Army officer personnel, [Exhibit 354.215b](#)

Arthritis, severe, 515.2

Index

ASC (see Eagan ASC)

Assets of employee social and recreational funds, 615.53, [Exhibit 615.5](#)

Assignment of Claim to the USPS, PS Form 2577, 547.59, [Exhibit 547.59c](#)

Assignment of Federal Employees' Group Life Insurance, Form RI 76-10, 534.5

Assignment Order, PS Form 1723, 422.142

Assignment rights for veterans' preference eligible employees, 354.216

Assignments, 421.42

- after training, 713.3
- definition of, 547.23
- of employees returning to duty, 865.5
- of life insurance, 534.5, 536.5
- types of, 421.42
- of unassigned employees, 354

Assistant EET leader, 853.14

Associate area medical directors, 863.32

Association officials, adjusting salary of record for annual merit basic salary increases, 416.22

Asthma, 515.2

Attendance

- of employees, 665.4
- at professional association meetings and conferences, 754
- requirement for, 665.4

Attending Physician's Report, Form CA-20, 545.5

Attorney fees, not applicable to appeals, 652.247

Audit committee

- review of social and recreational funds, 615.75
- for social and recreational fund audit, 615.73

Audit reports for employee social and recreational funds, 615.76

Auditing

- of the employee social and recreational funds, 615.7
- of Hiring Worksheets, 345

Authority, responsibility and, 143.23

Authorization

- for dues withholding, 924.3, 924.4
- for payroll allotment to CFC, 617.42

Authorization for Examination and/or Treatment, Form CA-16, 543.3, 544.12, 545.2, 545.44, 545.45, 545.5

Authorization for Medical Report, PS Form 2488, 545.5

Authorized hours for FMLA leave, 515.43

Authorized positions versus actual, 161.22

Automated Enrollment System (AES), 714.221

Automated ES 931 System, 553.131

Automatic cancellation of a FEGLI designation of beneficiary, 538.15

Automatic change of basic insurance coverage, 532.214

Automatic contributions to TSP, 592.4
Automatic coverage for reemployed annuitants, 537.13
Automatic dependency, 526.22
Automatic enrollment in Medicare, 575.221
Automobile, use of, 438.142
Autonomous unit, 113.1
Auxiliary assistants, 432.111
Auxiliary rural carriers, 422.415, 432.111
 annual leave earned by, 512.56
 crediting with sick leave, 513.224
 earning annual leave, 512.312
 payment of, 422.421
Average Indexed Monthly Earnings (AIME), 575.51, 575.521
Average salary for a supplemental annuity, 566.512
Award Recommendation/Authorization, PS Form 1727, 475.341, 475.37
Awards, 471.3
 for contests, 622, 626
 documenting, 471.7
 for the Ideas Program, 634
 informal, 474
 offered to defray nonpostal training expenses, 743.3
 payment and report of taxable, 471.32
Away from home overnight, travel time, 438.134
AWOL (see Absence without leave)

B

Back pay, 436
 from the date of an erroneous separation, 436.52
 incapacity or unavailability during period of, 436.42
 interest on, 436.6
Back pay awards, processing TSP participation, 594.61
Bank, depositing employee social and recreational funds in, 615.454
BAR (basic annual rate), 432.2
Bargaining unit employees
 accumulated annual leave payments, 512.73
 annual leave exchange program, 512.632
 assignment of excess, 354.11
 basic workweek for, 432.31
 categories of, 421.7, 432.111
 collection of postal debts from, 460–465
 cost-of-living adjustment (COLA), 422.113
 displaced in a RIF, 354.254
 eligible for QSIs, 475.3
 employee claims, 642

Index

- employee classifications, 422.115
- excluded from RIF procedures, 354.214
- higher level pay for all time worked on higher level assignments, 417.234
- maximum leave carryover, 512.321
- night differential, 434.23
- permanently assigned in the nonbargaining unit schedule, 413.22
- reassigning to nonbargaining unit positions, 414.22
- rules for promotion of, 422.123
- sick leave, 513.1
- vacation planning, 512.61
- wage administration policy for, 420–422
- waiting periods for step increases, 422.13
- Bargaining Unit Position Authorization Guidelines*, 232.3
- Bargaining unit positions
 - covered by a national agreement, 230
 - placement in vacant, 354.26
 - position evaluation of, 233
 - position evaluations for other, 240
 - qualification standards for, 312.22
 - ranking, 212.3
 - selection for, 352
- Bargaining unit schedules, changes to nonbargaining unit schedules, 418.4
- Base earnings for Social Security, 573.13
- Base rate of pay for rural carriers, 445.12
- Basic annual rate (BAR), 432.2
- Basic annuity under the CSRS general formula, 566.31, 566.33
- Basic daily rate, 432.2
- Basic disability annuity rate, CSRS, 566.421
- Basic employee death benefit, FERS, 587.11
- Basic hourly rate, 432.2
- Basic insurance
 - acquiring, 535.11
 - amount of coverage for a reemployed annuitant, 537.15
 - continuing after cancellation of waiver or declination, 535.831
 - cost after retirement, 536.21
 - cost of FEGLI, 533.1
 - included in FEGLI, 532.21
 - reduction after retirement, 536.31
 - requirements for continuance at retirement, 536.11
 - retained by employees receiving OWCP benefits, 534.311
 - termination of, 535.611
 - waiver of, 535.2
- Basic Life Insurance
 - automatically reinstated upon death of covered annuitant, 537.121

- extra benefit doubling the amount of, 532.213
- waivers automatically cancelled upon employment at Postal Service, 535.421
- Basic pay
 - for insurance purposes, 532.11
 - percentages withheld for FERS, 585.2
 - test for a TSP loan, 596.54
 - TSP contributions based on, 592.1
- Basic rate, 432.21
- Basic wage, 421.44
- Basic workweek, 432.31
- Beer, drinking on duty, 665.26
- Behavior of employees, 665.16
- Belated elections
 - optional insurance, 535.124
 - TSP, 591.55, 594.21
- Benchmarks (see Key Positions (KPs))
- Beneficiaries
 - designations of, 537.3, 537.321, 538.16, 567.23
 - FEGLI, 538.1
 - invalid designations, 538.13
 - loss of benefits for defrauding the government, 542.34
 - missing, 432.822
 - payment to, 432.821
 - releasing information from a third party recovery case, 547.62
- Benefits
 - adjustment of difference in, 524.782
 - under a dual appointment, 348.15
 - for employees temporarily assigned to higher grade positions, 422.145
 - FECA, 541.2a
 - during an FMLA absence, 515.8
 - Social Security and Medicare, 575
- Benjamin Franklin Award, 473.4
- Best qualified personnel, 311.11
- Biweekly crediting for part-time employees annual leave, 512.312
- Blind vendors, vending facilities operation by, 614.1, 614.3
- Blood donations, 519.51
- Blood platelet donation, 519.52
- Blue Cross-Blue Shield organization, 522.11
- BMCs (see Plants)
- BMEU (see Business Mail Entry Unit)
- Bodily injuries, loss resulting from, 532.215
- Bolger Center, 714.224, 715.51
- Bond allotment records, privacy of, 616.34

Index

- Bone marrow donation, 519.52
 - Bone marrow recipients, 519.521
 - Book expenses for training, 716.3, 742.411
 - Break in duty status, 438.123
 - Breaks in service
 - in the computation of creditable service, 562.212
 - for computing total creditable service, 582.14
 - TSP, 591.34
 - Bribery, immediate reporting of, 664
 - Buildings, smoking prohibited in, 882.1
 - Bulk mail center, 113.3j
 - Bulletin boards, 612.23
 - Bumping, 354.216
 - Business dealings with the Postal Service, 669
 - Business Mail Entry Unit (BMEU)
 - contract uniforms for certain employees in, 932.12
 - uniforms worn by, 933.3
 - Bylaws of the employee social and recreational committee, 615.35, [Exhibit 615.35](#)
- C**
- C Fund (Common Stock Index Investment Fund), 593.1
 - Cafeteria, 614.3, 614.4
 - Calculation methods
 - for higher level pay, 421.81
 - for promotional increases, 421.82, [Exhibit 421.82](#)
 - Call monitoring programs, 667.22
 - Campaigning
 - for additional transportation services, 667.18
 - for changes in mail service, 667.12
 - for a full-time state or local nonpartisan office, 663.116
 - Campaigns (military)
 - verifying, 512.232, [Exhibit 512.232c](#)
 - for which campaign badges were authorized, [Exhibit 512.232a](#)
 - Cancellation
 - of allotment for CFC, 617.43
 - disability retirement, 568.23, 588.4
 - of family optional insurance, 535.52
 - of FEGLI insurance coverage, 535.5
 - of FEHB enrollment by employees, 524.71
 - of savings bond allotments, 616.32
 - Cancellation notices for dues withholding, 925.3
 - Cancer, 515.2
 - Caps
 - mandatory wearing of, 934.12

- as promotional items for uniformed employees, 933.811
- Care for a family member, 513.32
- Career and Diversity Awareness Conferences, 675.21
- Career annual rate employees (see Full-time employees)
- Career appointments, 412.1, 421.41
 - bargaining unit pay rules, 422.121
 - conversions to, 363.2
- Career bargaining unit employees (see Bargaining unit employees)
- Career Development Division of the Inspection Service, 715.61
- Career employees
 - eligibility for Certificates of Appreciation, 472.4
 - eligibility for TSP, 591.32
 - exchanging positions, 351.61
 - health benefit premiums automatically paid on a pre-tax basis, 524.832
 - reassigned to a rural carrier position, 422.124
 - salary for temporary assignment positions to EAS positions, 417.12
 - temporarily assigned to a higher grade, 417.231
 - transferring to other federal agencies, 365.221
- Career nonbargaining employees (see Nonbargaining unit employees)
- Career positions, noncompetitive conversion to, 546.23
- Career rural carrier, 422.415
- Cash awards, 471.32, 475.22, 476.22, 476.32, 476.42
 - acceptance of Ideas Program, 634.34
 - ideas eligible for, 633.1, 633.2
 - for the Ideas Program, 634.3
 - records of, 471.5
- Cash equivalent awards, 475.22, 476.22
- Cash payments to CFC, 617.44
- Casual employees (see also Temporary employees), 432.12
 - appointments of, 419.12
 - definition of, 419.11
 - excluded from FEGLI, [Exhibit 531.3](#)
 - not eligible for health insurance, 521.3
 - not required to wear uniforms, 932.21
 - service day for, 432.43
 - stopping COP for, 545.743
 - straight time pay, 433.4
- Causes beyond employee's control for late enrollment in FEHB, 523.32
- CC Schedule (see City Carrier Schedule)
- Central lunchroom or cafeteria, 614.3, 614.4
- Certificate label for uniforms, 932.32
- Certificates of Appreciation
 - administrative responsibility for, 472.6
 - approval authority, 472.7

Index

- basis, 472.5
 - CFC, 617.62
 - eligibility for, 472.4
 - ordering, 472.8
 - presenting, 472.9
 - purpose of, 472.2
- Certificates of training, 732.15
- Certification (see also Medical certification)
- of not receiving payment from other sources for nonpostal training, 743.222
- Certification of Foster Child Status, 521.423, [Exhibit 521.423](#)
- Certified Summary of Federal Service*, OPM Form SF 2801-1, 569.126
- CFC (Combined Federal Campaign)
- authorization for, 617.12
 - cancellation of allotment for, 617.43
 - cash payments to, 617.44
 - contributions to, 617.4
 - organization of, 617.2
 - privacy of pledge cards, 617.45
 - purpose of, 617.11
 - recognition program, 617.6
 - reports of participation and goal accomplishment, 617.5
 - solicitation by, 617.3
 - supplies for, 617.33
 - time frame for, 617.32
- CFC Pledge Card*, CFC Form 100, 617.42
- Chain of delegation, 122
- Change action pay rules
- for bargaining unit employees, 422.12
 - for the City Carrier (CC) Schedule, 422.22
 - Rural Carrier Schedules, 422.42
- Change actions, types of, 421.43
- Change to a lower-grade level, 362
- Charging sick leave, 513.4
- Charitable fund-raising campaign (see CFC, Combined Federal Campaign)
- Checkbook for the employee social and recreational fund, 615.52, [Exhibit 615.5](#)
- Checking accounts for each social and recreational fund, 615.461
- Chief field counsel, 554.434
- Chief operating officer
- monitoring area executive committee activities, 815.12
 - Occupational Safety and Health Program responsibilities, 812.12
- Children (see also Life status changes)
- CSRS annuity to surviving, 564.25
 - determining family membership status of, 521.42
 - effect of marriage on family member status, 521.425

- eligibility for Temporary Continuation of Coverage, 521.711
- FERS annuities to surviving, 584.29, 587.5
- filing death claim applications on behalf of minor, 567.332
- incapable of self-support, 526.11
- payment of a CSRS survivor annuity, 567.143
- qualifying for a CSRS survivor annuity, 567.13
- surviving a deceased annuitant, 567.19
- temporary absence not affecting “living-with” requirement, 521.424
- time limits for TCC program enrollment, 521.73

Chiropractors, 541.2m

Christian Science practitioner, 515.2

Christmas Day, 518.1

Christmas-worked pay, 434.51

- computation of, 434.53
- eligibility for, 434.52, [Exhibit 434.52](#)

Chronic condition requiring treatments, 515.2

Citation management tracking system, 825.6

Citations

- posting in the affected facility, 825.51
- resulting from OSHA inspections, 825.5

City Carrier (CC) Schedule

- change action pay rules, 422.22
- grades of, 422.211
- promotion from, 422.223
- promotion to, 422.223
- promotion within, 422.223
- repromotion, 422.223
- step increase waiting periods, [Exhibit 422.13](#)

City directories, compilation of, 667.11

City letter carriers

- 7:01 rule, 432.53
- uniforms worn by, 932.11, 933.111

Civil Air Patrol, 517.133

Civil defense

- availability for assignment, 519.313
- key roles, 519.314
- state and local programs, 519.31

Civil disorders, administrative leave for, 519.22

Civil participation, administrative leave for, 519.3

Civil Rights Act of 1964, 672.1

Civil Service Retirement System (see CSRS)

Civil suits against employees operating motor vehicles, 668.1

Civilian service (see Federal civilian service)

Index

Claim denials

- appeal of, 528.2
- requests for OPM review of, 528.22

Claim for Accidental Dismemberment, Form FE 7, 538.342

Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren, Form CA-5b, 542.141, 542.21, 544.23

Claim for Compensation by Widow, Widower, and/or, Children Form CA-5, 542.141, 542.21, 544.23

Claim for Compensation, Form CA-7, 525.141, 545.81, 545.82

Claim for Death Benefits (Federal Employees' Group Life Insurance), Form FE 6, 538.312, 538.33, 538.341, 567.31

Claim for Reimbursement for Expenditures on Official Business, PS Form 1164, 716.11, 742.42

Claim for Unpaid Compensation of Deceased Civilian Employee, SF 1153, 567.31, 567.334

Claim management relationships, 545.11

Claimants

- FECA, 541.2c
- initial level unemployment compensation appeals, 554.2
- new evidence by, at a state appeals hearing, 554.42
- for reimbursement, 641.3

Claims

- accepting voluntary assignment of an employee's, 547.77
- adjudication process, 545.76
- for compensation benefits by a survivor, 542.141
- disposition of denied, 641.54
- FECA, 541.2b
- FEGLI, 538.3
- fraudulent, 641.32
- requirements for FECA, 542
- requirements for filing FEGLI, 538.33
- for TSP adjustments, 594.7
- withdrawing FECA, 543.2

Classified information, disclosing, 667.323

Cleaning of uniforms, 936.13

Clearance Record for Separated Employee, PS Form 337, 936.42

Clerical employees, uniforms worn by, 933.3

Clerk craft employees, work clothes for, 932.13

Clerks, uniforms worn by, 932.11, 933.111

Clerk/special delivery messengers, uniforms worn by, 932.11, 933.111

Clinical psychologists, serving as physicians, 541.2m

Clock time

- adjustments to, 432.463
- variance from established work schedule, 432.461

Closing conference

- of OSHA inspections, 825.48
- of a safety and health inspection, 824.424

Clothing
not conforming with detailed specifications, 936.14
types of, 931.13

Coast Guard officer personnel, [Exhibit 354.215b](#)

Coast Guard Reserve, temporary, 517.133

Code of Ethical Conduct, 662
advice on, 662.11
conflicts of interest, 662.2, 665.22
standards of conduct, 662.1

Code of Ethics for Government Service, 662.1

Coercion
immediate reporting of, 664
of political activity, 666.16

COLA (see Cost-of-living adjustment)

Cold weather clothing items, 934.2

Collateral duty facility safety coordinators (see FSCs)

Collateral for TSP loans, 596.53

Collection of damages, 547.23

Collection of debt, 462.2, 462.4

Collection schedule for dues, 922

Collective bargaining agreements
consistency with, 421.1
grievance procedures, 666.24
reassignment or reemployment under, 546.2
setting wages, 421.1

College as an acceptable reason for LWOP, [Exhibit 514.4](#)

Columbus Day, 518.1

Combined Federal Campaign Program (see CFC)

Commencement
of CSRS annuities, 566.11
of FERS annuities, 586.11

Commercial product or service, endorsement of, 662.1

Commercial transportation for travel on official business, 662.1

Committees (see Employee social and recreational committee)

Common Stock Index Investment Fund (see C Fund)

Common-law marriage, 584.273

Community affairs, participation in, 663.2

Community disasters (see Acts of God)

Commuting
with a break in duty status, 438.123
to a different worksite, 438.122
to and from work, 438.12

Index

- Compensable training time
 - coverage of, 712.21
 - determining, 712.1
 - provisions for scheduling, 438.24
- Compensable travel time, 438.13, [Exhibit 438.13](#)
- Compensation, 421.44
 - from any source other than the Postal Service for acts as an employee, 662.1
 - changes following review or audit, 421.6
 - for disability, 545.82
 - for disability by OWCP, 545.8
 - due deceased employee, 432.8
 - for employee claims, 641.4
 - to employees during negotiations, 911.5
 - FECA, 541.2a
 - guidelines for training, 712
 - initial period for disability, 545.81
 - making alternatives available to employees upon separation, 354.254
 - for overtime, 434.13
 - principal objectives of, 411.2
 - for required attendance at nonpostal training, 741.21
 - waiver of rights under FECA, 543.1
 - for witness service in an official duty status, 516.52
- Competitive areas
 - definition of, 354.217b
 - reassigning employees out of, 354.23
 - vacant positions in, 354.253
- Competitive level, 354.217a
- Competitive promotion procedures, 351.54
- Competitive units for contests, 624.2
- Complaints, OSHA inspections triggered by, 825.461
- Compliance and monitoring activities, 667.22
- Compliance investigations by DOL, 446
- Compliance safety and health officers (see CSHOs)
- Complications, from preventive measures, 545.24
- Comprehensive medical plans, 522.13
 - employees moving outside the service area of, 525.7
 - transferring outside the area serviced, 525.82
- Comprehensive Tax Guide to U.S. Civil Service Retirement Benefits* (IRS Publication 721), 569.61
- Computer systems information, disclosing, 667.32
- Concurrent disabilities, 546.622
- Concurrent employment
 - Postal Service and other federal agency, 348.2
 - Postal Service and private industry, 348.3
- Condition requiring multiple treatments, defined for FMLA purposes, 515.2

Condolences, expression of, 365.363

Conduct, 660

- standards of, 662.1
- unacceptable, 665.16

Conduct which does not adversely affect performance, discrimination based on, 666.12

Confidential Statement of Employment and Financial Interests (for Use by Postal Service Employees), PS Form 2417, 666.2

Confined employees or family members, temporary extension of FEHB coverage, 524.763

Conflicts of interest, 662.1, 662.2, 868.5

Congressional offices, FEHB enrollment of employees moving to or from, 525.83

Congressional service, bargaining unit pay rules, 422.121

Consistency with collective bargaining agreements, 421.1

Constitution of the employee social and recreational committee, 615.34, [Exhibit 615.34](#)

“Constructive receipt” regulations of the Internal Revenue Service, 512.634

Consumer price index (CPI), 421.45, 586.81

Contagious disease as a condition for sick leave, 513.32

Contests, 620

- approval authorities for, 623.1
- approval of national, 623.4
- awards for, 626
- employee eligibility for, 625.11
- establishment of, 624
- evaluation of, 625.2
- expenditures for, 627.2
- expenditures for area, 627.22
- implementation of, 625
- limitations on, 627
- numbers and types of, 627.1
- objective of, 622
- responsibilities for, 623
- rules, 624.3
- structure of, 624.2

Contingent provisions, beneficiary designations containing, 538.122

Contingent work relationships, 135

Continuation of Life Insurance Coverage as a Retiree or Compensation (FEGLI), SF 2818, 534.343

Continuation of pay (see COP)

Continued insurance coverage, terminating, 534.32

Continued service agreement, 743.4

Continuing leave status, 566.132, 586.132

Continuous employment, supplemental annuity based on, 566.512

Continuous enrollment, military service not an interruption to, 525.35

Contract employees

- Certificates of Appreciation for, 472
- Informal Awards for, 474

Index

- not eligible for health insurance, 521.3
- Contract medical agreements, 868.13
- Contract physicians (see Physicians)
- Contract stations, providing retail services training, 717
- Contract uniforms program, 932.12
- Contracted services, certification of invoices for, 868.132
- Contracting
 - financial/disclosure requirements, employees who recommend or decide on contracts, 662.2
 - management of food services, 614.22
- Contracting for Consultant Services* (Management Instruction AS-710-92-3), 433.5
- Contracts with the Postal Service
 - conflicts of interest – financial, 662.1 and 662.2
- Contributions
 - to the CFC, 617.4
 - offered to defray nonpostal training expenses, 743.3
 - refund of FERS, 587.3
 - termination of TSP, 595
 - to TSP, 592, 592.2
 - vesting of TSP, 592.6
- Control of time worked, 432.71
- Control office, 541.2e
 - claim management relationships, 545.11
 - claim management responsibility under FECA, 545
 - establishing, 545.12
 - FECA responsibilities, 544.12
 - monitoring medical progress, 545.52
 - reporting death to OWCP, 544.232
 - return to work responsibilities, 545.31
- Control officer, 541.2f
- Control point, 541.2g
 - claim management relationships, 545.11
 - claim management responsibility under FECA, 545
 - establishing, 545.12
 - FECA responsibilities, 544.12
 - monitoring medical progress, 545.52
 - return to work responsibilities, 545.31
- Controversies with members of the public, 667.16
- Controversion
 - of COP, 545.73
 - with COP provided, 545.733
 - with COP withheld, 545.732
 - definition of, 545.731
 - denied by OWCP, 545.77
- Controversion package, 545.75

- Controverted claims
 - notifying the safety office of, 821.133
 - proper identification of, 545.75
- Conventions
 - national, 682.2
 - postmaster organization, 519.621
 - state, 682.3
- Conversion actions
 - from noncareer to career, 546.23
 - not possible to a temporary vacancy, 363.31
- Conversion contracts
 - benefits and costs of, 524.776
 - for terminated FEHB enrollment prior to retirement, 525.442
 - obtaining a refund of all premiums paid on, 524.781
- Conversion privilege for insurance acquired during reemployment, 537.162
- Conversion rights, FEHB, 524.77
- Conversions, 363
 - to individual insurance policies, 535.71
 - time limits for, 535.72
- Cooperative work-study programs, health insurance eligibility, 521.2
- COP (continuation of pay), 541.2d, [Exhibit 514.4](#)
 - circumstances for not authorizing, 545.732
 - controversion of, 545.73
 - during a period of disability, 541.131
 - eligibility for, 545.72
 - ensuring continuing eligibility, 545.724
 - exclusions of authorization of, 545.723
 - for employees temporarily assigned to higher grade positions, 422.145
 - holiday leave paid to an employee on, 434.43
 - leave buy-back after the expiration of, 545.84
 - relation to disciplinary action, 545.742
 - sick or annual leave after, 543.42
 - stopping, 545.74
 - under FECA, 545.7
- Corrective action
 - back pay for, 436.3
 - documents in support of, 436.3
- Corrective entitlement
 - back pay for, 436.1
 - limitations to, 436.2
- Cosmetic treatments, 515.2
- Cost-of-living adjustment (COLA), 421.45
 - for bargaining unit employees, 422.113
 - eligibility for FERS, 586.82

Index

- FERS, 586.8
- Cost-of-living adjustments for regular and substitute rural carriers, 422.413
- Cost-of-living increases, not applying to survivor benefits, 567.143
- Counseling
 - reasonable access to EAP, 871.34
 - for retirement, 569.1, 589.1
- Counseling records
 - custodians of, 874.3
 - disclosure of, 874.4
 - EAP, 874
 - maintained by private providers, 874.32
- Court allowances, disposition of, 516.41
- Court appearances
 - compensation for, 547.82
 - documentation of, 547.83
- Court decisions, interest paid on back pay, 436.62, 436.63, [Exhibit 436.63a](#), Exhibit 436.63b
- Court Duty Leave — Statement of Service*, PS Form 1224, 516.23
- Court judgment salary offsets, 453, 454.2, 463, 464.2
 - definition of, 451.4
 - priority among competing, 454.2, 464.2
- Court leave, 516.2
 - combining with postal duty, 516.32
 - eligibility for, 516.22
 - recording, 516.23
- Court orders
 - CSRS annuity to former spouse based on, 564.22
 - FERS annuity to former spouse based on, 584.26
 - honored by the Federal Retirement Thrift Investment Board, 598
 - restricting TSP loans, 596.57
 - sending to, 584.261
 - submitting to TSP, 598.7
- Court service
 - absences for, 516
 - accommodation of employees called for, 516.33
 - conditions affecting, 516.3
 - determining the nature of, 516.11, [Exhibit 516.11](#)
 - employees excused early from, 516.32
 - outside of regular working hours, 516.42
- Courts (see also Federal courts)
 - disclosure of EAP counseling records to, 874.411
- Coverage requirements for Social Security and Medicare benefits, 574.4
- CPI (consumer price index), 421.45, 586.81
- CPR training, 868.41
- Craft positions, filling, 352

- Craft skills training, 715.3
- Credentials, reviewing CSHOs', 825.41
- Credit unions, 613
 - depositing social and recreational funds in, 615.454
- Creditable service
 - for bargaining unit employees, 422.132
 - CSRS, 562
 - FERS, 582
 - under FERS, 582.12
 - for paid military leave, 517.42
 - recrediting from a severance pay fund, 435.41
 - for service award pins, 473.22
 - for severance pay, 435.22
 - toward step increases under dual employment, 422.154
- Credited FQCs (see Deemed FQCs)
- Crediting
 - annual leave, 512.3
 - sick leave, 513.22
- Creditors, disputes with, 662.1, 5 CFR 2635.809
- Criminal activity, EAP guidelines in regard to, 874.42
- Criminal statute, conviction or a violation of any, 665.16
- Crisis counseling, available by telephone, 872.224
- Criteria
 - for organizational change, 130
 - for staffing, 125.2
- CSHO-IHs, 825.1
- CSHOs (compliance safety and health officers), 825.1
 - arrival of, 825.41
 - consent to entry and cooperation, 825.42
 - dismissing anyone from the inspection team, 825.461
 - materials provided by, 825.433
 - opening conference, 825.431
 - reviewing the credentials of, 825.41
 - using measuring devices or instruments, 825.461
- CSR Spouse Equity Act, 523.61
- CSRS (Civil Service Retirement System), 560–569
 - administration of, 561.2
 - alternative form of annuity (AFA), 566.6
 - annuities, 563, 564.1, 564.2
 - annuity computation, 566
 - creditable service, 562
 - death benefits in service, 567
 - deductions refunded, 562.213
 - deferred annuity, 563.3

Index

- deposits for prior service, 565.2
 - disability retirement, 563.23, 566.4
 - election of annuity, 564.3
 - election of annuity by survivor, 567.17
 - eligibility for discontinued service annuity, 354.341, 354.342
 - eligibility for voluntary retirement under a discontinuance, 354.342
 - employees covered by, 561.3
 - employee's retirement account, 565
 - exclusions to, 561.5
 - factors affecting annuity computations, 566.2
 - frozen, 586.4
 - general formula for annuity computation, 566.3
 - high 3-year period, 566.24
 - high-3 average pay, 566.25
 - involuntary separations, 563.21
 - length of service, 566.23
 - lump-sum death benefit payment, 567.2
 - mandatory retirement, 563.22
 - maximum annuity benefits, 566.34
 - military service retirement credit, 562.3
 - procedure upon death of an employee or annuitant, 567.3
 - redeposits, 565.3
 - reduction for periods of no deposit, 565.212
 - reemployed annuitants' additional annuity, 566.5
 - reemployed annuitants' eligibility for TSP, 591.34
 - refund of deductions, 565.5
 - requirements and procedures by types of separation, 563.2
 - resignation caused by illness, 365.213
 - retirement credit for sick leave, 513.821
 - retirement forms, 569.2
 - survivor deposits, 565.22
 - types of annuities, 564
 - voluntary contributions, 565.4
 - voluntary retirement of postmasters employed under, 354.341
- CSRS employees
- maximum TSP contribution rates, 592.32
 - spouses informed of receipt of a TSP loan application, 596.56
 - transferring from other agencies, 591.35
 - transferring to FERS, TSP elections by, 591.6
 - vesting of TSP contributions, 592.61
- CSRS Offset employees, 561.3, 561.4, 591.6
- Current employees, partially recovered, 546.142
- Current leave, 512.12
- Current pay, 451.4

Current spouse (see also Spouse)
 consent to a less than full survivor annuity, 564.24, 584.28
 CSRS survivor annuity for, 567.121
 eligibility for a FERS survivor annuity, 584.221
 FERS basic employee death benefit payable to, 587.11
 insurable interest annuity for, 564.233
 protection of entitlement, 564.223, 584.263

Currently insured status under Social Security, 574.3

Curriculum guides for management and professional training, 715.52

Curtailment of work, 421.51

Customer Requirements, Employee Resource Management, 114
 action on PS Form 820, 232.5
 action on RFRs, 222.5
 assessing established structures and staffing, 162.1
 disposition of organizational change requests, 157.11
 establishing policy and procedures related to the OMSS, 161.31
 FLSA exemption determinations made by, 444.312
 job evaluation responsibilities of, 212.2
 maintenance of position descriptions, 213.11
 SPDs developed and maintained by, 221

Customers, controversies with, 667.16

D

Damaged property, compensation for, 641.42

Dated bulletin board material, 612.231

Daughter or son
 birth and subsequent care of, 515.61
 defined for FMLA purposes, 515.2
 FMLA leave for, 515.52

D.C. National Guard
 credit received for military leave, 517.41
 duty covered as paid military leave, 517.132

DDE/DR processing guidelines, 591.53

Death
 administrative leave for day of, 519.55
 effects on FEHB enrollment, 525.5
 of insured employees, 538.31
 during military service, 525.33
 prior to separating, 597.41
 proof of, 365.361
 of reemployed annuitants, 538.32
 reporting to OWCP, 544.23
 resulting from a work-related injury, 541.132
 before retirement, 565.47
 separation by, 365.36, 513.83

Index

- special recognition certificate, 473.322
- during 31-day extension of group life insurance, 538.25

Death benefits

- death in service, 567, 587
- forms for, 538.341
- payable regardless of cause of death, 538.21

Death certificate, certified copy of, 567.341

Death claim applications, 567.33, 587.62

Death of spouse, affecting FEHB enrollment, 524.531

Debt

- collection after separation, 455.3, 465.3
- collection of, 462.4
- definition of, 451.4
- determination and collection of, 452.1, 462.1
- due other federal agencies, 451.3
- failure to resolve or repay, 452.26
- informal resolution of employee-owed, 452.21
- to other federal agencies, 461.2
- owed the Postal Service by a bargaining unit employee, 461.1
- owed the Postal Service by nonbargaining unit employees, 451.1
- payment in full, 452.333
- voluntary repayment in full, 452.232
- waiver request, 451.6, 461.4

Debt Collection Act, 451.4, 452.31, 462.31

Debt collection hearing, 452.336

Deceased annuitant, survived by a child(ren), 567.19

Deceased employees

- awards for, 473.352
- compensation due, 432.8
- FEHB enrollment continued for family members, 525.112
- release of records on, 547.61

Decisions

- determining the rate of interest on back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- interest on back pay resulting from, 436.62
- on a response to a notice of proposed adverse action, 651.75

Declination

- of employment, 546.64
- of insurance coverage, 535.8
- of optional insurance, 535.3, 535.921
- of retirement coverage by an employee on LWOP serving in an employee organization, 562.254

Decreased work, 131.2

Deductions

- canceling nonmandatory, 533.225
- to Ideas Program awards, 634.33

- refund of CSRS, 565.5
- refund of FERS, 585.5
- Deemed FQCs, 574.23, 574.25
- Deemed redeposits/deposits, 565.34
- Defensive driving, 831.32
- Deferred annuity
 - CSRS, 563.3
 - FERS, 583.3
- Deficiency report from a safety and health inspection, 824.426
- Delivery modes for training, 714.21
- Delivery sources for training, 714.22
- Demotion, 421.43
- Demotion for cause, 415.51
- Dental examination or treatment as a condition for sick leave, 513.32
- Department of Justice
 - criteria for granting representation, 668.124
 - representation by, 668.125
 - representation of Postal Service employees, 668.1
- Department of Labor (DOL)
 - enforcement of FLSA, 441.2
 - Office of Workers' Compensation Programs (see OWCP)
- Dependency
 - proof of, 526.23
 - requirement for self-support determination, 526.21
- Dependent coverage, loss of under spouse or other parent's nonfederal plan, 524.536
- Dependents, receiving disability payments under Social Security, 575.132
- Deposit applications, FERS, 585.35
- Deposits for prior service, 565.2
- Deputy postmaster general (DPMG) as EEO and affirmative employment official for the Postal Service, 674.1
- Designation of beneficiaries, 567.23
 - automatic cancellation of, 538.15
 - from a reemployed annuitant, 537.322
- Designation of Beneficiary*, Form TSP-3, 597.41
- Designation of Beneficiary*, SF 2823, 534.343, 537.321, 538.124, 539.13
- Designation of Beneficiary — Federal Employees Retirement System*, SF 3102, 587.32
- Designation of Beneficiary — Unpaid Compensation of Deceased Civilian Employee*, SF 1152, 432.821
- Developmental programs, 417.233
- Diabetes, 515.2
- Disabilities
 - action plans for individuals with, 672.1
 - employment of people with, 322
 - FECA coverage of, 541.131

Index

- fully overcome after more than one year, 546.13
- fully overcome within one year, 546.12
- medical evidence of claimed, 542.23
- partially overcome, 546.14
- recurrence of, 541.2p
- separation for, 365.34, 545.92, 545.93
- Disability annuitants, guaranteed minimum for, 566.423
- Disability annuity rate under CSRS, 566.421
- Disability benefits, Social Security, 575.13
- Disability insured status, Social Security, 574.3
- Disability payments to dependents of disabled workers, 575.132
- Disability retirees
 - eligibility for FERS COLA, 586.823
 - recomputation of annuity at age 62, 586.53
- Disability retirement
 - cancellation of a management-initiated, 568.23, 588.4
 - continuing leave status for employees requesting, 566.132, 586.132
 - CSRS, 566.4
 - for employees past age 60, 566.412
 - FERS, 583.23, 586.5
 - filing application for, 365.343
 - management-initiated procedures, 568
 - minimum basic annuity, 566.411
 - procedures for management-initiated, 588
 - requirements and procedures for a CSRS annuity, 563.23
 - sick leave granted prior to, 513.822
 - verifying military, 512.232
- Disabled veterans
 - entitled to LWOP, 514.22
 - protection of the rights of, 674.23
- Disabling injuries, continuation of regular pay or leave for, 543.4
- Disallowed time, 432.711
- Disapproved block on PS Form 3971, 512.422, 513.342
- Disapproved sick leave, 513.63
- Discharge of duties, 665.13
- Disciplinary action, 665.6
 - relation to COP, 545.742
- Disciplinary and emergency procedures for nonbargaining unit employees, 651
- Disciplinary reduction (see Demotion)
- Discontinuance
 - of plans or options causing FEHB termination, 524.721
 - of a Post Office, 354.32
- Discontinued dues withholding, 925.2
- Discontinued service annuity, eligibility for, 354.341, 354.342

- Discount cards, acceptance of, 662.1
- Discrepancies, identification of, 144
- Discrimination
 - based on sexual orientation or identity, 673.223
 - prohibited, 666.12
 - as prohibited conduct, 665.23
 - prohibited in employee social and recreational programs, 615.2
 - prohibiting, 311.12, 673.221
- Displaced employees, placing, 354.253
- “Disposable earnings,” 454.5, 464.5
- Disposable pay, 451.4
- Dispute resolution process, 673.221
- Disqualification factors for unemployment compensation benefits, 551.3
- Distributed Data Entry and Distributed Reporting (DDE/DR) processing guidelines, 591.53
- District contests, expenditures for, 627.21
- District finance manager
 - advising on independent audits of social and recreational funds, 615.722
 - review of social and recreational fund audit reports, 615.76
- District health services office, 862.22
- District Human Resources function, 153.31
- District Human Resources managers
 - action on RFRs, 222.3
 - approving minor organizational changes in field units, 156.1
 - courses of action on PS Form 820, 232.3
- District Human Resources office, registers established and maintained by, 334.21
- District managers
 - approval for proposed contests, 623.2
 - approving requests for LWOP, 514.32
 - discussions with postmasters and supervisors affected by a discontinuance, 354.346
 - ensuring adequate registers, 334.31
 - establishing a control office, 545.12
 - proposing discontinuance of a Post Office, 354.32
 - responsible for retirement counseling, 569.11, 569.141, 589.11, 589.131
- District meetings for postmasters, 683
- District of Columbia government
 - as a beneficiary, 538.123
 - prior service used in computing years of service for annual leave, 512.222
- District of Columbia government employment, employment creditable under the CSRS, 562.211
- District offices, 113.3, 212.4
- Districts
 - administrative responsibility for OMSS, 161.32
 - approval for proposed contests, 623.2
 - disposition of requests for organizational changes, 157.2
 - maintaining adequate registers, 321.4

Index

- maintaining registers, 321.7
- training and development responsibilities and functions, 721.3
- Diversity, 671
- Diversity and Affirmative Action Advisory Committees, 674.3
- Diversity Development, 311.23, 674.21
- Divided rights to an invention, 695.1
- Divorce (see also Life status changes)
 - affecting FEHB enrollment, 524.531
- Divorce decree
 - CSRS annuity to former spouse based on, 564.22
 - FERS annuity to former spouse based on, 584.261
- Divorced child, considered to be unmarried, 521.425
- Documentation
 - of completion of nonpostal training, 742.5
 - of dual employment, 422.153
 - of employee claims, 641.52
 - for FMLA leave, 515.5
 - of late enrollment in FEHB, 523.33
 - for a PS Form 820, 232.2
 - required for advanced sick leave, 513.512
 - requirements for sick leave, 513.36
 - for residential loans, 596.32
 - for an RFR, 222.2
 - of safety talks and safety related on-the-job training, 817.9
- DOL Wage and Hour Inspectors
 - findings, 446.2
 - on-site visits by, 446.1
- Donovan vs. Postal Service settlement agreement, 446.33
- Double credit, not permitted for military service, 562.33, 582.75
- Double payment for training, 743.2
- Drills, 853.2
- Drinking on duty, 665.26
- Drivers
 - responsibilities of, 831.332
 - selecting, 831.31
 - supervision of, 831.33
 - training, 831.32
- Driving instructors and examiners, uniforms worn by, 932.11, 933.111
- Drug abuse, 871.12, 871.2
- Drugs, illegal use of, 665.25
- Dual appointments, 348.11
 - eligibility for TSP, 591.36
 - between the Postal Service and other federal agency, 348.2
- Dual assignments, determining FLSA exemption status, 444.313

- Dual coverage restriction in FEHB, 524.3
 - Dual employment
 - within the Postal Service, 348.1
 - regular rate for the week, 444.215
 - Dual (multiple) employment, 422.15
 - Dues
 - authorization for withholding of, 924
 - collection schedule, 922
 - erroneous amounts withheld for, 924.72
 - voluntary withholding of, 921
 - Dues withholding
 - cancellation of authorization, 925
 - discontinued, 925.2
 - for employee organizations, 920
 - implementation of, 924.5
 - organizations eligible for, 923
 - Duplication of functional responsibility, 133
 - Duties
 - describing, 142.2
 - discharge of, 665.13
 - of the employee social and recreational committee, 615.322
 - Duty assignment, temporary change in, 515.63
 - Duty requirements
 - of administrative employees, 444.322
 - of executive employees, 444.321
 - of professional employees, 444.323
 - Duty status
 - changes in, 364
 - during the notice period for a proposed adverse action, 651.76
 - Duty Status Report, Form CA-17, 544.12, 545.52
- E**
- Eagan ASC (Accounting Service Center)
 - action on requests for waiver of claim for erroneous payment of pay, 437.6
 - address of, 553.12
 - creating a receivable for each debt, 452.11, 462.11
 - filing claims for rental allowance, 411.425
 - implementing dues withholding, 924.5
 - issuing and mailing bonds, 616.33
 - maintaining official retirement records, 569.3
 - providing lists of employees eligible for service award pins, 473.24
 - responsibilities regarding leave, 511.22
 - responsible for calculating interest on back pay, 436.64
 - retirement section of, 569.3
 - terminating health benefits enrollment due to LWOP, 524.722

Index

- unemployment compensation responsibilities, 552.5
- EAP (Employee Assistance Program), 871.11
 - confidentiality of counseling, 871.33
 - consent to the release of counseling records, 874.411
 - counseling records, 874
 - counseling units, 872.31
 - disclosure of counseling records, 874.4
 - education to all employees, 872.1
 - evaluation of, 872.5
 - limitation of confidentiality, 874.422
 - limits to protection of, 871.32
 - reasonable access to counseling, 871.34
 - referrals to, 872.22
 - scheduling of visits, 871.35
 - services, 874.31, 874.32
- Early dismissal, due to acts of God, 519.214
- Earnings
 - acceptable proof of pre-1983, 574.252
 - CSRS retirement account deductions from current, 565.1
 - FERS retirement account deductions from, 585.1
- Earnings Statement — Net to Bank*, PS Form 1223-B, 422.531, 422.831, 924.71
- Earnings Statement*, PS Form 1223-A, 422.531, 422.831, 512.531
- Earnings statement, showing amounts withheld for dues, 924.71
- EAS (Executive and Administrative Schedule), 411.1
 - calculating higher level pay to or within, 417.235
 - changing to PCES, 418.2
 - new employees hired into, 412.1
- EAS additional pay, eligibility for, 434.144
- EAS A–E postmasters
 - promoting to a position in a grade higher than the A–E postmaster grade, 413.4
 - reassigning to another A–E Post Office, 414.3
 - rental allowance for, 411.421
 - straight time pay received by, 433.6
- EAS employees
 - conditions for higher level pay, 417.234
 - maximum leave carryover, 512.321
 - promotion increases, 413.21
- eAWARDS system, 635, 636.2
- ECB (Engineering Change Board), 633.2
- ECC (Executive Compensations Committee), 383.2
- Educational expenses for nonpostal training, 741.22
- EEO (equal employment opportunity)
 - applying to all aspects of the PCES, 382
 - for assignment and promotion, 351.4

- complaint procedures, 666.22
- goals, 673.1
- laws, 672.1
- EEO Complaint Processing Program, 673.221
- EEO counselor/investigator, temporary assignment as ad hoc, 417.234
- EEOC (see Equal Employment Opportunity Commission)
- EETs (emergency evacuation teams)
 - drills, 853.15
 - duties of, 853.13
 - exposure to unnecessary dangers and risks, 853.16
 - installations without, 853.18
 - leader, 853.14
 - membership of, 853.14
 - organization of, 853.1
 - size of, 853.12
 - special hazards and, 853.17
 - training of, 853.15
- Effective dates
 - of conversion after FEHB termination, 524.775
 - of CSRS annuities, 566.1
 - of FEGLI cancellations, 535.52
 - of FEGLI termination, 535.61
 - of FERS annuities, 586.1
 - of late enrollment in FEHB, 523.34
 - of a new FEHB enrollment for a former spouse, 524.921
 - of optional insurance, 535.123
 - of a removal, 365.312
 - of a resignation, 365.211, 365.214
 - of separation, 365.12
 - of a separation-disability, 365.344
 - of separation-disqualification, 365.326
 - of a separation-transfer, 365.222
 - of TSP-1 open season election forms, 591.53
 - of waiver of basic insurance, 535.22
- eIDEAS system, 635
- Election in writing, accepting or rejecting FEHBP coverage, 575.233
- Election of annuity
 - CSRS, 564.3
 - FERS, 584.3
- Election of Living Benefits, Form FE-8, 534.4, 536.4
- Election/declination requirement for optional insurance, 535.122
- Elections
 - TSP, 591.5, 591.54
 - TSP not processed, 594.2

Index

- Elevator starters, uniforms worn by, 932.11, 933.112
- Eligible RL applicants, consideration of, 354.273
- Emblem, Postal Service, 931.264
- Emergencies
 - as an exception to advance approval requirement, 512.412
 - medical, 866
- Emergency action plans, 852, 854.321
- Emergency alarms, 856.1
- Emergency evacuation teams (see EETs)
- Emergency evacuations, 853.2
- Emergency placement
 - in a nonduty status, 652.41
 - in off-duty status, 651.4
- Emergency procedures
 - medical, 866.2
 - for nonbargaining unit employees, 651
- Emergency telephone numbers, posting, 856.1
- Emergency treatment under FECA, 545.41
- Employee alarm system, 856.1
- Employee Assistance Program (see EAP)
- Employee benefits, 510–590
- Employee categories for annual leave, 512.31
- Employee claims
 - compensation for, 641.4
 - disposition of, 641.54
 - procedures, 641.5
 - for reimbursement, 640
 - submission and initial decisions, 641.53
- Employee classifications, 432.1
 - applying to rural carriers, 422.415
 - bargaining unit, 422.115
- Employee credit unions (see Credit unions)
- Employee eligibility for a reinstatement list, 354.272
- Employee groups, ensuring the representation of all, 673.21
- Employee Health Benefits Election Form*, SF 2809, 521.613, 523.1, 523.61
- Employee lockers
 - issuance of, 612.241
 - maintenance and inspection of, 612.242
- Employee organization health plans, 522.12
 - enrolling in, 523.5
 - membership termination in, 524.73
- Employee organizations, 910
 - dues withholding for, 920

- effect on FEGLI coverage of service in, 534.2
- employee granted LWOP to serve in, 525.23
- Employee Resource Management, 114, 157.11
 - job evaluation responsibilities of, 212.2
 - major organizational changes implemented by, 153.21
 - realignment or reevaluation involving nonbargaining positions, 353.4
 - responsibility for the control of organizational structures, 112.1
 - vice president of, 311.21, 674.23
- Employee rights, procedures governing the exercise of, 452.33
- Employee services, 610
- Employee social and recreational committee
 - bylaws, 615.35, [Exhibit 615.35](#)
 - constitution of, 615.34, [Exhibit 615.34](#)
 - establishing, 615.321
 - meetings and duties of, 615.322
 - membership of, 615.31
 - prohibited activities, 615.44
 - reports of, 615.6
 - responsibilities of, 615.33
- Employee social and recreational funds
 - annual audit of, 615.71
 - banking and investment of, 615.46
 - disbursing for the benefit of all, 615.463
 - expenditure of, 615.47
 - funds excluded, 615.43
 - purpose of, 615.41
 - records and files of, 615.5
 - safekeeping of, 615.45
 - source of funds, 615.42
 - tax status of, 615.8
- Employee social and recreational programs, 615.1
- Employee statement, waiving basic insurance, 535.23
- Employee Uniform Allowance Statement*, PS Form 1961, 936.57
- Employee-owed debts, informal resolution of, 452.21
- Employees
 - acceptance of Ideas Program cash awards, 634.34
 - accepting a temporary appointment while in nonpay status, 525.24
 - access to job descriptions, 213.2
 - accountability in regard to diversity, EEO, and affirmative action, 673.31
 - acting as agent in the manufacture or sale of uniform items, 931.27
 - advising of options prior to a RIF, 354.254
 - appeal rights on TSP claim decisions, 594.74
 - appeal rights regarding restoration, 546.4
 - appeals involving health benefits, 528
 - appearing in court in a third party recovery action, 547.81

Index

appointed to two or more positions at the same time, 422.15
on approved LWOP serving in employee organizations, 592.91
assigning a claim to the Postal Service, 547.59
attendance of, 665.4
awards for deceased, 473.352, 473.362
behavior of, 665.16
below minimum rate, 413.1
cancellation of FEHB enrollment, 524.71
changing to career appointments, 363.1
Civil Service retirement law or regulations information source, 569.5
claims for injury or illness, 542.1
compensation from any source other than the Postal Service, 662.1
on the compensation rolls of the OWCP, 525.111
computing severance pay, 435.23
concurrent employment with private industry, 348.3
continuing to work without authorization, 432.71
cooperation in investigations, 665.3
corrective action statements by, 436.42
covered by CSRS, 561.3
covered by FERS, 581.3
covered by overtime provisions of FLSA, 434.12
covered by Social Security and Medicare, 572.1
with credit union duties, 613.3
declining to enroll in FEHB, 523.2
definition of, 437.2, 451.4, 669, 693
deposits for prior service, 565.21
diagnosed with a life-threatening medical condition, 566.61, 586.71
disability annuity rate when over 60, 566.412
discharge of duties, 665.13
discussing performance with, 374
disputes with creditors, 662.1, 5 CFR 2635
effects of death on FEHB enrollment, 525.5
electing retirement after FEHB enrollment transferred to OWCP, 525.149
electing to continue insurance coverage while serving in employee organizations, 534.212
eligibility for contests, 625.11
eligibility for dues withholding, 924.2
eligibility for optional insurance, 535.121
eligibility for paid military leave, 517.21
eligibility for the Ideas Program, 632
eligibility for TSP loans, 596.1
enrolling in FEHB after reaching age 19, 524.537
establishing qualifications for a RIF, 354.242
excluding from filing of employment and financial interests statements, 662.2, MI EL-660-97-1
excused from court service for an extended period, 516.32
exempt from night differential, 434.222

exempt from overtime provisions of FLSA, 434.12
on extended leave or leave without pay, 351.32
failure to respond to debt collection notice, 452.34
falsification in recording time, 666.84
FEHB conversion rights, 524.77
FEHB enrollment change, 525.6
FEHB enrollment on transferring, 525.81
FERS information source for, 589.4
fire prevention plan training, 854.322
former, 347
furnishing current address, 665.5
health benefits coverage while in nonpay status, 525.231
hired into the EAS schedule, 412.1
holding nonpartisan state or local office, 663.113
incapacitation of, 515.55, 515.62
incomplete mail disposition, 665.21
indebtedness of, 662.1, 5 CFR 2635
ineligible for paid military leave, 517.22
initiating disability retirement applications on behalf of, 568.1, 588.1
insurance coverage when serving in more than one position, 532.13
intercepting oral or wire communication, 667.2
interests of, 669
legal assistance to, 667
loyalty of, 666.3
lump-sum death benefit payment, 567.21
making formal privacy requests regarding health benefits records, 527.31, 527.32, 527.33
making third party recoveries when not represented by an attorney, 547.58
making third party recoveries when represented by an attorney, 547.57
minimum basic annuity for disability retirement under age 60, 566.411
monitoring medical care for all cases reported to OWCP, 545.5
moving outside the service area of a comprehensive medical plan, 525.7
in nonpay status pending removal, 525.25
not eligible for health insurance, 521.3
not eligible to continue FEHB enrollment with OWCP, 525.144
not pursuing third party action, 547.59
not pursuing third party recovery, 547.72
not reimbursed for uniform purchases except caps, 936.54
not required to wear uniforms, 932.21
notification of a disability retirement application submitted to OPM, 568.132, 588.22
notifying of a medical examination for a management-initiated disability retirement, 568.121
notifying of a potential RIF, 354.21
notifying of involuntary salary offsets, 452.32
obedience to orders, 665.15
obtaining unknown employment and financial information, 662.2
participation during OSHA inspections, 825.453

Index

participation in political activities, 663.1
payment for uniforms on separating, 936.4
performance of public duties, 665.12
performing witness service in an official duty status, 516.52
personal appearance of, 931.23
personal habits of, 665.16
placing unplaced or displaced, 354.253
prevented from reporting by an act of God, 519.215
prevented from reporting by civil disorder, 519.224
problems affecting, 872.21
procedures to follow in regard to FEHB premiums during nonpay status, 525.223
procedures upon death of, 567.3, 587.6
professional, 444.323
pursuing collection of damages from third party, 547.71
with rate retention, 413.1
reassigning to an A–E postmaster position, 414.3
reassignment or reemployment after injury on duty, 546
receiving disability benefits under the Social Security Program, 575.131
receiving OWCP benefits, 534.342, 534.343
redeposits of refunds of retirement deductions, 565.31
refusal of job offer, 546.64
refusing to assign right of action to the United States or to prosecute an action, 547.22
regularly scheduled on intermittent days in two positions, 233.3
regularly scheduled on intermittent days to more than two positions, 233.3
regularly scheduled to perform work in two or more positions in the same grade, 233.3
regularly scheduled to two positions on a daily basis, 233.3
reimbursement for legal fees, judgments, and settlements, 668.2
reimbursement for nonpostal training expenses, 742.413
on a reinstatement list, 354.273
reinstatement of recovered, 873
releasing information from a third party recovery case, 547.62
reminding about beneficiary designations, 567.232
removing from a reinstatement list, 354.274
reporting unsafe or unhealthy conditions, 824.631
representation by the Department of Justice, 667.2, 668.1
representation for, 651.2
requesting change to a position of lower grade level, 362.21
required to file statement of employment and financial interests, 662.2
required to wear uniforms and work clothes, 932.1
requirements for FEHB continuation into retirement, 525.41
responsibilities in regard to uniforms, 931.26
responsibilities regarding FEGLI conversions, 535.722
responsibilities regarding leave, 511.23
responsibilities regarding unscheduled absences, 511.43
responsibilities to ensure COP eligibility, 545.724

- responsibility for return to work under FECA, 545.33
- with restoration rights by reason of military duty, 351.32
- retirement account under CSRS, 565
- retirement account under FERS, 585
- retirement credit for an improper separation or suspension, 562.253
- retirement credit for LWOP to serve in employee organizations, 562.254, 582.6
- retirement credit restored after an improper separation or suspension, 582.5
- retirement credit while on leave of absence, 562.255
- retirement credit while receiving OWCP benefits, 562.252, 582.4
- retiring under the disability retirement provisions of CSRS, 566.413
- returning after FMLA leave, 515.7
- returning to duty after receiving OWCP compensation, 525.148
- right, title, and interest to an invention, 695.1
- right to representation, 451.2
- rights under FECA, 543
- safety and health orientation, 817.4
- safety and health rights and responsibilities, 814
- separating and subsequently retiring, 525.44
- separating during a RIF, 354.255
- separation for disability, 545.92, 545.93
- serving a full day in court, 516.32
- setting the salary of, under Operating Services Division Schedule, 422.721
- share of cost for health benefits, 524.82
- Social Security computation without noncovered pension benefit, 575.542
- standards of conduct, 665
- statement waiving basic insurance, 535.24
- statutes and regulations applicable to all, 661.2
- tardiness of, 665.43
- training and development responsibilities, 721.5
- transferred or relocated in the interest of the Postal Service, 519.231
- transferred to rural carrier positions, 422.423
- unable to perform duties, 865.1
- utilization of, 351.11
- wearing of sampling devices by, 825.462
- work and leave status prior to retirement, 566.13, 586.13

Employee's Claim for Personal Property, PS Form 2146, 641.52

Employee's Current Mailing Address, PS Form 1216, 593.33, 665.5

Employee's Third Party Recovery Statement, PS Form 2557, 547.58, [Exhibit 547.58c](#)

Employing office

- accepting late enrollment in FEHB, 523.31
- avoiding illegal dual enrollments in FEHB, 524.32
- contacting persons entitled to benefits, 538.311
- designation of a beneficiary, 537.322
- determining family members for health benefits purposes, 521.411
- determining FEHB eligibility of a former spouse, 521.613

Index

- filing a disability application on behalf of an employee, 568.131
 - health benefits file for the former spouse, 523.631
 - issuing SF 2810 after termination of FEHB coverage, 524.772
 - notifying a nonpay status employee of the option to continue or terminate FEHB coverage, 525.222
 - notifying the health benefits plan of children incapable of self-support, 526.51
 - preparing SF 2821, 538.312
 - procedures regarding FEHB enrollment at time of retirement, 525.42
 - procedures regarding FEHB enrollment upon an employee's death, 525.512
 - reporting name changes to health benefit plans, 524.542
 - responsibilities regarding FEGLI conversions, 535.721
 - responsibilities regarding the TCC program, 521.723
 - transfer of FEHB enrollment back to, 525.122
- Employment
- conflicts of interest, 662.1
 - remuneration for, 444.212
- Employment and placement
- administrative responsibilities for, 311.2
 - improper practices, 666.14
 - processes, 310–380
- Employment status
- affecting FEHB enrollment, 524.533
 - changing enrollment in FEHB after, 524.522
- Ending date
- of CSRS annuities, 566.12
 - of FERS annuities, 586.12
- Engineering Change Board (ECB), 633.2
- Engineering criteria for the Ideas Program, 633.2
- Enrolled employee, temporary extension of FEHB coverage, 524.761
- Enrollment
- effective date of FEHB, 524.6
 - in FEHB, 524
 - for a former spouse enrolling in FEHB, 523.61
 - in management and professional training, 715.52
 - in Medicare, 575.221
 - by proxy in FEHB, 523.4
 - reinstating FEHB after conversion, 524.78
 - in the Savings Bond Program, 616.3
 - termination of FEHB, 524.7
- Entertainment as a conflict of interest, 662.1
- Entitlements for uniforms, 931.11
- Entrance examinations, 332.2
- administering, 321.3
 - reopening, 321.4
- Epilepsy, 515.2

- Equal employment opportunity (see EEO)
- Equal Employment Opportunity Commission (EEOC)
 - interest paid on back pay, 436.62, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
 - regulations, 672.2
- Equal Pay Act, 672.1
- Equal pay provisions of FLSA, 443
- Equipment
 - definition of, 693
 - training for new or additional, 817.7
- Equivalent grades, 418.1, 421.44, [Exhibit 418.1](#)
- Equivalent increase, 421.45
- Ergonomic considerations, 833.1
- Erroneous dues amount, 924.72
- Erroneous enrollments
 - correction of, 524.4
 - FEGLI, 534.6
- Erroneous payment of pay, waiver of claims for, 437
- Erroneous retirement system classification, TSP election forms completed after, 594.5
- Erroneous separation
 - electing participation or termination of TSP elections after, 594.62
 - for retirement, 436.51
- Established hours of service
 - training during, 438.222
 - training outside, 438.223
- Ethical Conduct Advisory Service, 662.12
- Ethical conduct, code of, 662
- Evaluated Schedule, Rural Carrier (RC), 422.411
- Evaluation (see Position evaluation)
- Events
 - affecting Social Security and Medicare benefits, 575.3
 - allowing a former spouse to change FEHB enrollment, 524.943
 - permitting FEHB enrollment or change in enrollment, 524.52
 - terminating coverage for a former spouse, 524.961
- Evidence, required for FECA claims, 542.2
- Examinations (see also Medical examinations)
 - availability of announcements, 321.2
 - conducting, 332
 - locations of, 332.4
 - purpose of, 331
 - review of ratings, 321.5
- Exceptional qualifications
 - for a new EAS schedule employee, 412.1
 - under the Operating Services Division Schedule, 422.721

Index

- Exceptions
 - to mediation, 652.51
 - revealed by OMSS, 161.23
- Excess earnings, 586.333
- Excess service, 566.342
- Excess TSP contributions, 594.32
- Exclusions
 - to CSRS, 561.5
 - to FERS, 581.4
- Exclusive recognition for labor organizations, 911.4
- Executive and Administrative Schedule (see EAS)
- Executive and management safety and health committees, 815
- Executive Assistant to the Postmaster General, complaints filed with, 666.26
- Executive Compensations Committee (ECC), 383.2
- Executive education, 715.53
- Executive employees, 444.321
- Executive Order No. 11478, 672.2
- Executive vice president of Human Resources, determining salary schedules, 421.31
- Executive vice president organization, 113.3
- Executives, safety and health training, 817.12
- Executives (PCES I), 381
- Exempt employees, 434.12
 - for night differential, 434.222
- Exempt positions, FLSA, 444.32
- Exempt salaried employees, 432.112
- Exemptions from FLSA overtime provisions, 444.3
- Exit conference (see Closing conference)
- Expeditionary service, verifying, 512.232, [Exhibit 512.232c](#)
- Expeditions for which campaign badges were authorized, [Exhibit 512.232a](#)
- Expenses
 - reduction of, 138
 - for training, 716
- Expiration of appointment of a temporary or casual employee, 365.33
- Exposure to workplace hazards, 545.23
- Extended leave cases, managing, 545.9
- Extended LWOP, granting approval for, 514.23
- Extended periods, sick leave for, 513.363
- External EAP service provider, 871.2
- Extinguishers, 856.2
- Eyes
 - examination of uninjured, 545.24
 - injuries as medical emergencies, 545.41
 - loss of sight in, 532.215

F

- F Fund (Fixed Income Index Investment Fund), 593.1
- Fabric, payment for, 931.28
- Face masks, 934.21
- Face-to-face EAP appointments, 872.224
- Facilities, definition of, 693
- Facilities expenses for training, 716.2
- Facilities Service Section, Merrifield (APWU), salary schedule, 422.711
- Fair Labor Standards Act (see FLSA)
- Faith healers, 541.2m
- False claim, penalty for, 542.32
- False statement, penalty for, 542.31
- Falsification in recording time, 665.44
- Family and Medical Leave Act (see FMLA)
- Family care as an acceptable reason for LWOP, [Exhibit 514.4](#)
- Family changes
 - affecting FEHB enrollment, 524.53
 - not affecting FEHB enrollment, 524.54
- Family leave poster, 515.9
- Family members
 - conversion privilege for, 535.73
 - definition of, 871.2
 - effective termination dates of FEHB coverage, 524.75
 - eligible for health insurance, 521.4
 - FEHB conversion rights, 524.77
 - ineligible for Temporary Continuation of Coverage, 521.712
 - losing FEHB coverage as, 524.534
 - restoration of a child's status, 521.425
 - temporary extension of FEHB coverage, 524.762
 - termination of FEHB coverage for a former spouse, 524.964
- Family optional insurance
 - cancellation of, 535.52
 - converting to individual policies, 535.73
- Family status, changes affecting FEHB enrollment, 524.532
- Fatalities (see Serious accidents)
- Favors as conflicts of interest, 662.1
- FECA (Federal Employees' Compensation Act) (see also OWCP), 435.1, 540–547
 - adjudication process, 545.76
 - buying back sick and annual leave, 512.923, [Exhibit 514.4](#)
 - claim management responsibility, 545
 - claim requirements, 542
 - continuation of pay by the Postal Service, 545.7
 - coverage of, 541.13
 - criteria for reporting procedures, 544.2

Index

- determining return to work capability, 545.52
 - emergency treatment, 545.41
 - employee rights under, 543
 - fitness-for-duty examinations, 545.6
 - implementing medical care, 545.4
 - initial medical examination or treatment, 545.42
 - medical care, 543.3
 - outside treatment in nonemergency situations, 545.44
 - preventive treatment, 545.24
 - Privacy Act protection, 547.61
 - recurrence of injury, 544.22
 - release of information, 547.6
 - reporting procedures, 544
 - requiring compensation of employees prosecuting a third party action, 547.82
 - review of medical treatment, 545.53
 - schedule awards, 541.133
 - subrogation aspects of claims, 547.21
 - survivor's compensation benefits, 567.17
 - time limits for reporting procedures, 544.2
- Federal agencies
- annual leave transfer from, 512.812
 - assuming functions from, 422.121
 - as beneficiaries, 538.123
 - crediting sick leave to employees transferring from, 513.71
 - CSRS and FERS employees transferring from, 591.35
 - debts due other, 451.3, 461.2
 - dual appointment between Postal Service and, 348.2
 - employees subject to offset, transferring to, 455.2, 465.2
 - medical services provided to other, 868.14
 - prior service used in computing years of service for annual leave, 512.222
 - recrediting annual leave earned at, 512.922
 - replying to requests for suitability from, 365.223
- Federal benefits programs, collection of amounts due under, 452.4
- Federal civilian employees, setting the salary for a former or current, 412.1
- Federal civilian service
- counted for annual leave years of service, 512.22
 - covered by Social Security, 562.22
 - creditable under the CSRS, 562.2
 - not counted toward annual leave years of service, 512.24
- Federal Consumer Credit Protection Act, disposable earnings under, 454.5, 464.5
- Federal courts (see also Courts)
- demands for records or information relating to third party recovery matters, 547.64
 - initiating offsets to collect debts reflected by judgments, 453.21, 463.22
- Federal Credit Union Act, 613.1
- Federal duty, allowance for, 517.432

- Federal employees, former, 347
- Federal Employees' Compensation Act (see FECA)
- Federal Employees' Group Life Insurance (see FEGLI)
- Federal Employees' Health Benefits Program (see FEHB)
- Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, Form CA-1, 542.111, 542.21, 544.11, 545.721, 545.724, 545.75
- Federal Employees Retirement System (see FERS)
- Federal Employees Retirement System Act (FERSA), 591.11, 596.512
- Federal Employees Retirement System — Application for Death Benefits*, SF 3104, 587.61, 587.62
- Federal government securities, investments in, 615.462
- Federal income tax
 - CSRS annuities subject to withholding, 569.62
 - FERS and, 589.5
 - potential liability for employee social and recreational committees, 615.82
 - referring questions on, 569.63, 589.53
 - taxable CSRS annuities, 569.61
 - TSP contributions on a before-tax basis, 592.81
- Federal Insurance Contributions Act taxes (see FICA taxes)
- Federal Judgment Rate, 436.63
- Federal lessor agency, 824.535
- Federal quarters of coverage (see FQCs)
- Federal Retirement Thrift Investment Board, 591.11
 - claims involving errors of, 594.72
 - court orders honored by, 598
 - notifying participants of court orders, 598.3
- Federal service
 - applicants separated for cause from, 343
 - return to after separating or retiring with a vested TSP balance, 597.8
- Federally-sponsored health benefits programs, enrolling in FEHB after loss of coverage under, 524.527
- Fees
 - for court service, 516.4
 - for food services operations, 614.4
 - recording and reporting, 516.45
- Fees expenses
 - for nonpostal training, 742.411
 - for training, 716.3
- Feet, severance of, 532.215
- FEGLI (Federal Employees' Group Life Insurance), 530–539
 - acquiring coverage, 535.1
 - actions, 535
 - amount of coverage for reemployed annuitants, 537.15
 - amounts of coverage, 532.2
 - assignment of life insurance, 534.5, 536.5
 - belated election for optional insurance, 535.124

Index

- beneficiaries, 538
 - benefits for reemployed annuitants, 537.2
 - benefits payable, 538.2
 - canceling waivers or declinations, 535.8
 - cancellation of insurance coverage, 535.5
 - claims, 538.3
 - continuance upon termination of reemployment, 537.17
 - conversion, 535.7
 - cost, payment, withholdings, 533
 - cost for retirees, 536.2
 - coverage of, 532
 - death of insured employee, 538.31
 - death of reemployed annuitants, 538.32
 - declination of optional insurance, 535.3
 - designation of beneficiary for reemployed annuitants, 537.3
 - effects of LWOP, 534.1
 - effects of receiving OWCP benefits, 534.3
 - effects of service in employee organizations, 534.2
 - employees eligible for, 531.2
 - erroneous enrollments, 534.6
 - exceptions for canceling a declination of optional insurance, 535.9
 - exclusions from, [Exhibit 531.3](#)
 - forms, 539
 - living benefits, 534.4, 536.4
 - notice of termination and conversion privilege, 535.63
 - optional insurance, 532.22
 - Privacy Act considerations, 539.2
 - reduction after retirement, 536.3
 - reemployed annuitants, 537
 - reinstatement actions, 535.92
 - requirement for continuous protection, 535.64
 - requirements for continuance at retirement, 536.1
 - retirement and, 536
 - special circumstances affecting coverage, 534
 - temporary continued protection, 535.62
 - termination and conversion, for reemployed annuitants, 537.16
 - termination of, 533.225, 535.6
- FEGLI Incontestability Clause, 534.6
- FEHB (Federal Employees' Health Benefits Program), 520–528
- administration of, 521.1
 - benefits for employees continuing to work after sixty-five, 575.231
 - both husband and wife eligible to enroll, 524.2
 - consequences of electing coverage under, 575.232
 - conversion rights, 524.77
 - coverage into retirement, 525.4

- coverage under the Spouse Equity Act, [Exhibit 523.62](#)
- dual coverage restriction, 524.3
- effective termination dates of family member coverage, 524.75
- eligibility of former spouses, 521.6
- eligible employees for, 521.2
- employee appeals, 528
- employee withholding, 524.82
- enrolled employee in nonpay status accepting a temporary appointment, 525.24
- family members eligible for, 521.4
- membership termination in employee organizations, 524.73
- military service and, 525.3
- payment of premiums by former spouses, 524.93
- Postal Service contribution, 524.81
- Privacy Act considerations, 527
- registration, 523
- relatives not eligible, 521.5
- self-support determination, 526
- special circumstances affecting health insurance coverage, 525
- Temporary Continuation of Coverage (TCC) Program, 521.7
- temporary extension of coverage, 524.76
- withholding and contribution by OWCP, 525.13

FEHB enrollment, 524, 524.5

- appeals of refusal to allow or change, 528.1
- cancellation by a former spouse, 524.95
- correction of erroneous, 524.4
- cost of, 524.8
- effective date, 524.6
- effective date for former spouses, 524.92
- effective termination dates of employee, 524.74
- eligibility both as an employee and as a survivor annuitant, 525.52
- of an employee accepting a temporary appointment while in nonpay status, 525.24
- of an employee in nonpay status pending removal, 525.25
- in an employee organization plan, 523.5
- of an employee transferring, 525.81
- of employees in nonpay status, 525.2
- of employees moving to or from Congressional offices, 525.83
- family changes affecting, 524.53
- family changes not affecting, 524.54
 - by a former spouse, 523.6
 - for a former spouse, 523.61
 - for former spouses, 524.9
- late, 523.3
- new after restoration to duty, 525.252
- opportunities to change by former spouses, 524.94
- procedures for continuation under OWCP, 525.14

Index

- by proxy, 523.4
- of reemployed annuitants, 525.45
- reinstatement after conversion, 524.78
- reinstatement after restoration to duty, 525.252
- reinstating for survivors after death during military service, 525.33
- terminating for an employee eligible to retire, 525.441
- termination by a former spouse, 524.96
- termination of, 524.7
- transfer to eligible survivors, 525.51

FEHB Open Season

- belated enrollments, 523.341
- effective date of change of enrollment during, 524.612
- effective date of enrollment during, 524.611
- enrollment during, 524.523
- former spouse change of enrollment, 524.942
- opportunities for reemployed annuitants, 525.454

FERS (Federal Employees Retirement System), 580–589

- alternative form of annuity (AFA), 586.7
- annuities, 583, 584
- annuities reduced based on survivor annuities, 584.24
- annuities with survivor benefits, 584.2
- annuities without survivor benefits, 584.1
- annuity computation, 586
- annuity formula, 586.3
- annuity supplement, 586.33
- COLA, 586.8, 586.825
- creditable service, 582
- death benefits in service, 587
- deductions refunded, 582.2
- deferred annuity, 583.3
- disability retirement, 583.23, 586.5
- election coverage after retirement, 584.32
- election of annuity, 584.3
- eligibility for discontinued service annuity, 354.341, 354.342
- eligibility for voluntary retirement under a discontinuance, 354.342
- employees covered by, 581.3
- employees restored after erroneous removal or suspension, 582.5
- employee's retirement account, 585
- exclusions to, 581.4
- factors affecting annuity computations, 586.2
- high-3 average pay computation, 586.25
- high-3-year period, 586.24
- involuntary separations, 583.21
- length of service, 586.23
- management initiated disability retirement procedures, 588

- mandatory retirement, 583.22
 - military service retirement credit, 582.7
 - part-time service, 582.3
 - percentages withheld from basic pay, 585.2
 - procedures upon death of an employee, 587.6
 - redeposits, 585.4
 - reductions for periods of no deposit, 585.33
 - reemployed annuitants additional annuity, 586.6
 - reemployed annuitants eligibility for TSP, 591.34
 - refund of contributions, 587.3
 - refund of deductions, 585.5
 - requirements and procedures by types of separations, 583.2
 - resignation caused by illness, 365.213
 - retirement forms, 589.2
 - salary payable to retirees, 586.61
 - service credit deposit, 585.3
 - survivor benefit, spousal, 587.2
 - survivor deposits, 585.34
 - transferees to, 586.4
 - transfers to, 582.8
 - types of annuities, 584
 - voluntary retirement of postmasters employed under, 354.341
- FERS employees
- automatic Postal Service contribution to TSP, 592.41
 - matching contributions to TSP, 592.51
 - maximum TSP contribution rates, 592.31
 - Social Security and Medicare coverage for, 572.3
 - spousal consent for TSP loans, 596.56
 - transferring from other agencies, 591.35
 - TSP participation rules for dual appointments, 591.36
 - vesting of TSP contributions, 592.62
- FICA (Federal Insurance Contributions Act) taxes, 573.1
- allowances not subject to, 573.2
 - direct inquiries on payroll deductions, 573.14
- Field employees, appeal to Step 1, 652.231
- Field installations, higher level EAS positions in, 417.234
- Field offices
- appeal of denied claims, 641.55
 - submitting employee claims to, 641.53
- Field operations, common characteristics of, 123.1
- Field units
- approval authority for organizational changes, 156.1
 - maintaining position descriptions, 213.12
 - major organizational changes for, 153.21
 - minor organizational changes for, 153.31

Index

- standard structures for, 123.2
- submitting requests for organizational changes, 154.1
- Files, maintained for the employee social and recreational fund, 615.56, [Exhibit 615.5](#)
- Financial conflicts of interest, 662.1, 662.2
- Financial dependency for self-support determination, 526.21
- Financial disclosure reports, 662.2
- Financial Hardship In-Service Withdrawal Request*, Form TSP-76, 597.32
- Financial hardship TSP withdrawal, 597.31, 597.331
- Financial obligations, payment of, 662.1
- Fire alarm systems, 856.1
- Fire drill training, 853.2
- Fire extinguishers, 856.2
- Fire hazards, list of significant, potential, 854.2
- Fire inspections
 - corrective actions, 855.4
 - frequency of, 855.2
 - procedures, 855.3
 - responsibility for conducting, 855.1
- Fire Prevention and Control* (Handbook MS-56), 856.2
- Fire prevention plans, 854
- First-aid examination, administrative leave for, 519.54
- Fitness-for-duty determinations, relative to an on-the-job injury or illness, 545.62
- Fitness-for-duty examinations, 513.38, 545.6
 - authorizing, 545.92
 - purpose of, 864.31
 - results of, 545.63
- Fitness-for-duty psychiatric examination, 568.124
- Fixed Income Index Investment Fund (see F Fund)
- Fleet Management* (Handbook PO-701), 831.2
- FLSA (Fair Labor Standards Act), 440–446
 - compliance investigations, 446
 - enforcement of, 441.2
 - exempt positions, 444.32
 - exemptions from overtime provisions, 444.3
 - opportunity to rectify violations, 446.33
 - overtime, 434.132, 434.141, [Exhibit 434.141b](#)
 - overtime pay provisions, 444
 - status during a temporary assignment, 417.234
 - work week, 444.231
 - worktime under, 432.712
- FLSA Poster 42, *To Employees of the U.S. Postal Service*, 442.3
- FLSA-exempt EAS additional pay, 434.134, 434.144
- FLSA-exempt EAS-15 to EAS-18 positions, promotions to, 422.123

- FLSA-exempt employees
 - assigned to perform FLSA-nonexempt work, 417.12
 - eligibility for FLSA overtime, 417.234
 - FMLA leave, 515.64
 - personal absence time, 519.71
- FLSA-exempt postmasters, work time credited in units of whole days, 432.51
- FLSA-exempt work, assignment of, 434.143
- FLSA-nonexempt employees
 - Job Training always compensable for, 711.411
 - training programs scheduled for, 712.22
- FLSA-nonexempt work, assignment of, 434.143
- FMLA (Family and Medical Leave Act), 515.1
 - absences covered by, 432.51, 512.412
 - documentation for leave, 515.5
 - eligibility for an absence to be covered by, 515.3
 - leave requirements, 515.4
 - leave type charge of, 515.42
- FMLA-covered absences
 - employee returning from, 513.37
 - returning to work from, 515.56
- FMLA-protected absences, 515.43
- Food and refreshment, acceptance of, 662.1
- Food service officer, advising about vending operations, 615.33
- Food services, 614
 - management of, 614.22
 - operation of facilities, 614.2
 - types of operations, 614.3
- Footwear program, exceptions to the certified, 939.12
- Foreign government, accepting a gift, present, decoration, or any other thing from, 662.1
- Forfeited TSP balance, 597.8
- Formal evaluation, 373.1
- Former employees
 - partially recovered, 546.12
 - physical examination required for, 546.621
 - relocation considerations for, 546.144
 - time limits for TCC program enrollment, 521.73
- Former federal employees, hiring for temporary or casual jobs, 347
- Former or current federal civilian employees, setting the salary of, 422.721
- Former Postal Service employees
 - hiring for temporary or casual jobs, 347
 - setting the salary for, 412.1
- Former spouse
 - awarding a lump-sum payment to, 567.222
 - cancellation of FEHB enrollment, 524.95

Index

- copies of all correspondence relating to FEHB enrollment, 523.632
 - court ordered annuity for, 567.122
 - CSRS annuity based on court order, 564.22
 - documentation of FEHB eligibility, 521.62
 - effective date of FEHB enrollment, 524.92
 - election of FERS annuity for, 584.222
 - eligibility for health benefits, 521.6
 - eligibility for Temporary Continuation of Coverage, 521.711
 - employing office records on, 523.63
 - enrollment by, 523.6
 - FEHB enrollment of, 524.9
 - FERS annuity based on court order, 584.26
 - FERS death benefits payable to, 587.4
 - opportunities to change FEHB enrollment, 524.94
 - payment of FEHB premiums by, 524.93
 - request for health benefit reconsideration by, 521.63
 - responsibility to notify NFC of termination events, 524.965
 - statement signed when enrolling for health benefits coverage, 523.62, [Exhibit 523.62](#)
 - temporary extension of FEHB coverage, 524.962
 - termination due to failure to pay premiums, 524.963
 - termination of FEHB enrollment, 524.96
 - time limits for TCC program enrollment, 521.73
- Forms
- for CSRS retirement, 569.2
 - for FEGLI claims, 538.34
 - for FERS retirement, 589.2
 - recording and reporting injuries, 541.3
 - requisitioning CSRS retirement, 569.22
- Formula for a FERS annuity, 586.3
- Foster care, placement for, 515.61
- Foster children for health benefits purposes, 521.423
- FQCs (federal quarters of coverage), 574.22
- deemed, 574.23, 574.25
 - total, 574.24
- Fraudulent claims, 641.32
- Frozen CSRS service, 586.4
- FSCs (facility safety coordinators), 812.3, 813.32
- conducting safety and health inspections, 824.331
 - logging and sequentially numbering all hazard reports, 824.634
 - participation in OSHA inspections, 825.451
 - safety and health program evaluations conducted by, 823.23
- FTEs (full-time equivalent employees), 444.321
- Fuel-source hazards, control of, 854.2
- Full day, 519.741

- Full survivor annuity, 584.24
- Full-day absences, personal absence time not authorized for, 519.731
- Full-day leave, charging to official leave, 519.743
- Full-time credit for government service, 562.12, 582.13
- Full-time employees, 432.111
 - accrual chart for annual leave, 512.31
 - advancing paid military leave, 517.72
 - annual leave credited at beginning of leave year, 512.31
 - annual rates for, 422.112
 - charging for sick leave, 513.41
 - court leave for, 516.22
 - credit received for military leave, 517.41
 - dismissing early due to acts of God, 519.214
 - FEGLI coverage, 532.11
 - FLSA work week for, 444.233
 - FMLA-covered absences, 515.43
 - minimum unit charges for annual leave, 512.511
 - minimum unit charges for sick leave, 513.412
 - rates of pay under the Tool and Die Shop (TDS) Schedule, 422.912
 - regularly scheduled on intermittent days in two positions, 233.3
 - regularly scheduled on intermittent days to more than two positions, 233.3
 - regularly scheduled to perform work in two or more positions in the same grade, 233.3
 - regularly scheduled to two positions on a daily basis, 233.3
 - service day for, 432.43
 - state or jurisdiction duty allowance, 517.431
 - straight time pay, 433.2
 - work or paid leave credited for, 432.52
- Full-time equivalent employees (FTEs), 444.321
- Full-time position, changing to part-time, 422.124
- Full-time postmasters, work schedules of, 432.34
- Full-time regular employees
 - basic hourly rate, 432.2
 - requests for light duty assignment, 355.11
- Full-time salaried employees, 432.112
- Full-time status, dual appointment and, 348.16
- Fully insured status under Social Security, 574.3
- Functional components, 141.1
- Functional relationships, 143
- Functional reporting relationship, 143.21
- Functions
 - consolidation of overlapping, 133
 - definition of, 113.1
- Funds
 - composing TSP, 593.1

Index

- definition of, 693
- for food services operations, 614.4
- withdrawal of TSP, 597

Funerals

- administrative leave for, 519.33
- of immediate relatives who died in combat zones, 519.332

G

- G Fund (Government Securities Investment Fund), 593.1
- Gainful employment by an employee in sick leave status, 513.32
- Gallaudet University, prior service, 512.222
- Gambling as prohibited conduct, 665.27
- Garnishments, 454.5, 464.5
- General formula
 - computing PIA, 575.54
 - CSRS annuity computation, 566.3
 - supplemental annuity for a reemployed annuitant, 566.512
- General increase, 421.45
- General interest bulletin board material, 612.231
- General military leave allowance, absence beyond, 517.541
- General paid military leave, allowance, 517.72
- General purpose loans, TSP, 596.22
- General RIF notice, 354.251
- General safety and health orientation, 817.4
- Geographic area of responsibility for PEDCs, 722.21
- Gift certificates as cash equivalent awards, 475.22, 476.22
- Gifts
 - as conflicts of interest, 662.1
 - to employees in a superior official position, 662.1
 - returning to donors, 662.1
- God (see Acts of God)
- Government agencies (see Federal agencies)
- Government pension offset, 575.6
 - amount of, 575.63
 - exceptions, 575.62
 - purpose of, 575.6
- Government property or services, unofficial use of, 667.331
- Government Securities Investment Fund (see G Fund)
- Governors, legal representation of, 668.3
- Grades, 421.44
 - equivalent, 418.1, [Exhibit 418.1](#)
 - establishing for positions, 212.2
 - reduction in for bargaining unit employees, 422.125
- Grandchild, living with an employee, 521.423

Grandparent, child living with, 521.423

Grievance

- concerning any letter of demand, 462.21
- procedures, 666.24
- rate of interest for back pay settlements, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- staying the collection of a debt, 462.41

Group blood donations, 519.514

Group counseling on retirement planning, 569.14, 589.13

Group injuries, 547.23

Group life insurance (see Life insurance)

Group one and two on the reemployment list, 546.131

Group retirement planning programs, 569.14, 589.131

Guaranteed annual wage for regular rural carriers, 445.11

Guaranteed minimum for a CSRS disability retirement, 566.41, 566.42

Guaranteed minimum for disability annuitants, 566.423

Guaranteed time, 432.61, 432.62, [Exhibit 432.62](#)

Guaranteed time, travel and, 438.15

Guardian, paying a child's annuity to, 567.143

Guidelines for Processing Personnel Actions (Handbook EL-301), 569.21, 589.21

H

Handbook EL-301, *Guidelines for Processing Personnel Actions*, 569.21, 589.21

Handbook EL-701-A, *New Employee Training for Nonmaintenance Employees*, 715.2

Handbook F-15, *Travel and Relocation*, 716.11

Handbook MS-56, *Fire Prevention and Control*, 856.2

Handbook PO-701, *Fleet Management*, 831.2

Handbook PO-702, *Accident Investigation — Tort Claims*, 547.54

Handicap code, 546.622

Hands, severance of, 532.215

Harassment (see Sexual harassment)

Hazard abatement committee, 824.52

Hazardous materials, 817.53, 852.1

Hazards

- abatement of, 824.53
- classifications of, 824.51
- initiating actions to eliminate or minimize, 824.633
- special, 853.17

HCFA (Health Care Financing Administration), 571.3, 574.253

Headgear, 934.1

Headquarters

- administrative responsibility for OMSS, 161.3
- appeal of denied claims, 641.55
- approval authority for organizational changes in, 156.2

Index

- Facilities Service, salary schedule for, 422.711
 - higher level EAS positions in, 417.234
 - Occupational Safety and Health Program responsibilities, 812.1
 - responsibilities of safety and health program evaluations, 823.21
 - responsibility for the control of organizational structures, 112.1
 - safety and health staff, 813.1
 - submitting employee claims to, 641.53
 - training and development responsibilities and functions, 721.1
 - unemployment compensation responsibilities, 552.1
- Headquarters Employee Development (ED), 714.221
- Headquarters employees
- appeal to Step 1, 652.232
 - legal representation of, 668.3
- Headquarters field units, 113.3
- appeal of denied claims, 641.55
 - employees appeal to Step 1, 652.232
 - submitting employee claims to, 641.53
- Headquarters units, 113.3
- major organizational changes for, 153.22
 - minor organizational changes for, 153.32
 - submitting requests for organizational changes, 154.2
- Health agreements between the Postal Service and other federal agencies, 868.14
- Health benefits
- for annuitants, 525.43
 - file for a former spouse, 523.632
 - individuals losing entitlement to, 521.7
 - Postal Service contribution for, 524.81
 - records, 527.1
- Health Benefits Open Season Administrative and Processing Information* (Publication 12), 524.84
- Health benefits plan
- appeal of claim denial, 528.211
 - notifying of children incapable of self-support, 526.5
 - responsibility in regard to appeals of claim denial, 528.212
- Health Benefits Program (see FEHB)
- Health Benefits Refund Payment Authorization*, PS Form 202, 525.132
- Health Benefits Refund Program, 525.132
- Health Care Financing Administration (see HCFA)
- Health care provider
- defined for FMLA purposes, 515.2
 - selected for a second opinion, 515.54
- Health insurance coverage
- employees eligible for, 521.2
 - special circumstances affecting, 525
- Health insurance plans, 522

Health protection, integrating into all activities, 833.1

Health sampling, 825.462

Health services office occupational health nurses, 863.36

Hearing officer, proposed decision prepared by, 652.251

Hearing officials under 39 CFR Part 961, 462.33

Hearings

- for an appeal to Step 1, 652.24
- debt collection, 452.336
- limit of right to petition for, 462.34
- right to petition for, 462.22

Hierarchy of responsibility, 134.1

Higher grade, temporary assignment to, 417.23

Higher level assignments

- for bargaining unit employees, 422.141
- TDS schedule employees assigned to, 422.942

Higher level pay

- calculating, 417.235
- calculation methods for, 421.81, Exhibit 421.81
- conditions for, 417.234
- for rural carriers, 422.44

Higher level service in more than one position, 422.143

Higher retention standing (seniority) for veterans' preference eligible employees, 354.216

High-quality performance, recognizing, 475.31

High-3 average pay

- determining for CSRS annuity computation, 566.25
- determining for FERS annuity computation, 586.25

High-3-year period

- determining for CSRS annuity computation, 566.24
- determining for FERS annuity computation, 586.24

Hiring Worksheet, PS Form 5900, 344.1

Hiring Worksheets

- auditing, 345
- issuing, 344.1

Hispanic Program, 675.11, 675.13

Holiday leave, 417.236, 518

Holiday leave pay, 434.4

- application of, 434.412
- eligibility for, 434.421
- for higher level assignments, 422.143
- for nonbargaining unit employees at higher level service, 417.236
- pay computation, 434.43

Holiday scheduling premium, 434.53

Holiday worked pay for higher level assignments, 422.143

Index

Holidays

- fees received for court service falling on, 516.43
- leave cannot be charged for, 512.512
- list of observed, 434.411
- on nonscheduled workdays, 518.2
- observed by the U.S. Postal Service, 518.1

Holiday-worked pay, 434.51

- eligibility for, 434.52, [Exhibit 434.52](#)
- pay computation, 434.53

Hospital care, defined for FMLA purposes, 515.2

Hospital insurance (Part A)

- filing an application for, 575.221
- of Medicare, 575.21

Hotel, recovering a loss from, 641.431

Hourly rates

- for occupational health nurses, 422.512
- for part-time employees, 422.112

Hours

- actually worked, 434.12
- recording for annual and sick leave, [Exhibit 512.312](#)

House of Representatives, FEHB enrollment of employees moving to or from, 525.83

Human Resources

- area manager of, 311.22
- review of request for waiver of claim for erroneous payment of pay, 437.5
- senior vice president responsibilities, 212.1

Human Resources Information System (HRIS) Safety and Health Subsystem, 821.11

I

Ideas

- championing for wider implementation, Exhibit 636.1
- processing payments for adopted, 636.2
- proposing, 636.1, [Exhibit 636.1](#)

Ideas Program, 630

- awards, 634
- criteria, 633
- eligibility for, 632

Identification of Physical/Mental Disability, PS Form 2489, 546.621

Illegal claims for unemployment compensation, 551.13

Illegal drug use, 665.25

Illegitimate child (see also Natural child)

- of the employee's spouse, 521.422
- entitled to a survivor annuity, 567.133

Illness

- as an acceptable reason for LWOP, [Exhibit 514.4](#)

- as a condition for sick leave, 513.32
- reporting, 821.1
- resignation caused by, 365.213
- unexpected, 513.332

Immediate annuity under CSRS, 563.13

Immediate relative, 513.332

Immediate supervisors, FECA responsibilities, 544.11

Immediate travel home, during extended training sessions, 716.12

Immediate unreduced annuity

- under FERS, 583.13
- FERS conditions for, 583.15

Imminent dangers, 824.51, 825.47

Imminent hazard, 824.423

Improper employment and placement practices, 666.14

Improper recommendations, 666.15

Inability to perform duties, 865.1

Inadequate registers, 334.32

Inappropriate expenditures for employee social and recreational funds, 615.473

Inappropriate reporting relationships, 134

Inappropriate span of control, 136

Incapable of self-support, unmarried children over age 22, 526.11

Incapacitation

- acceptable evidence of, 513.364
- of employees, 515.55

Incipient fire, 853.13

Income, cash awards as, 471.32

Income tax (see Federal income tax)

Incomplete mail disposition, 665.21

Increased work, 131.1

Increases for higher level assignments, 422.144

Indebtedness (see also Debt), 662.1

Independence Day, 518.1

Independent audits

- recommending for social and recreational funds, 615.71, 615.722
- of social and recreational funds, 615.74

Indirect reporting relationship, 143.21

Individual insurance policies, converting to, 535.722

Individual memberships in professional associations, 753.1

Individual pre-retirement counseling, 569.123, 589.123

Individual Retirement Arrangement (see IRA)

Individual Retirement Record, SF 2806, 525.149

Individual Training Progress Report, PS Form 2432, 438.222, 732.11

Individual Training Record, PS Form 2548, 732.12, 817.9

Index

- Individual training records, 732.1
- Individuals with disabilities, rights of, 674.23
- Ineligibility of a former spouse for health insurance coverage, 521.622
- Infection, disease-specific measures against, 545.24
- Informal award, 474
- Informal conference with the OSHA area director, 825.53
- Informal evaluation, 373.2
- Information
 - disclosing, 667.32
 - used in making an invention, 693
- Information and information processing resources, uses and protection of, 667.31
- Information media for employee services, 612
- Information obtained as a result of employment, 662.1
- Information service center on-call pay, 421.44
- Information Service Centers, collective bargaining agreement, 421.532
- Information system executive, 669
- Information Technology/Accounting Service Centers (IT/ASC) Schedule
 - career appointments to, 422.621
 - change action pay rules, 422.62
 - cost-of-living adjustment (COLA), 422.613
 - effect of saved grade, 422.622
 - employee classifications, 422.614
 - grades, 422.611
 - management action reduction, 422.626
 - part-time employees, 422.612
 - promotion from, 422.622
 - promotion to, 422.622
 - promotion within, 422.622
 - rate retention under, 422.626
 - reassignment, 422.623
 - repromotion, 422.622
 - step increase waiting periods, [Exhibit 422.13](#)
- Initial disability, eligibility for COP, 545.721
- Initial level unemployment compensation appeals
 - by claimants, 554.2
 - by the Postal Service, 554.3
- Initial registration in FEHB, 523.1
- Initiating offices for job evaluation reviews, 212.3
- Injuries, 541.2h
 - as an acceptable reason for LWOP, [Exhibit 514.4](#)
 - as a condition for sick leave, 513.32
 - forms for recording and reporting, 541.3
 - preventing, 811.24
 - reporting, 821.1

- third party responsible for, 547
- unexpected, 513.332
- Injury compensation (see also COP)
 - credit for the period of absence, 422.132
 - for injuries during training, 716.4
- Injury compensation claims, 545.11
- Injury Compensation control office
 - coordinating the reemployment of annuitants, 546.5
 - responsibilities for third party recoveries, 547.4
- Injury Compensation manager, 541.2f
- Injury Compensation Program (see FECA; OWCP)
- Injury Compensation Program — Notice of Potential Third Party Claim*, PS Form 2562, 547.55, [Exhibit 547.55](#)
- Injury compensation records, Privacy Act considerations, 541.14
- Injury Prevention Contest, 842.1
- Inoculations, not authorized under FECA, 545.24
- Inpatient care, defined for FMLA purposes, 515.2
- Inpatient hospitalization, 822.11
- Inquiries, relating to inventions and patents, 698
- Inservice examinations, 332.3
- In-service withdrawals, TSP, 597.3
- Insignia, 933.7
- Inspection rules, 824.422
- Inspection Service
 - appeal of denied claims, 641.55
 - auditing employee social and recreational committee operations and funds, 615.79
 - Career Development Branch, 714.225
 - records involved in an appeal hearing, 554.433
 - requesting representation by the Department of Justice, 668.123
 - submitting employee claims to, 641.53
 - training, 715.6
- Inspection Service employees
 - appeal to Step 1, 652.232
 - service award pins for, 473.234
- Inspection Service field offices
 - appeal of denied claims, 641.55
 - submitting employee claims to, 641.53
- Inspection teams for health and safety inspections, 824.322
- Inspector general as the sole appellate official, 652.233
- Inspectors (see Postal Inspectors)
- Installation heads (see also Managers), 113.2
 - annual leave for, 512.513
 - approving requests for LWOP, 514.31
 - collection of debt by, 452.12, 462.12

Index

- correcting social and recreational fund deficiencies, 615.77
 - definition of, 451.4
 - definition relevant to waiver of claimers for erroneous payment of pay, 437.2
 - hazard report responsibilities, 824.636
 - implementing emergency action plans and a fire safety program, 851.1
 - notifying employees of right to insurance coverage, 534.221
 - Occupational Safety and Health Program responsibilities, 812.3
 - preparing a memorandum summarizing OSHA's findings, 825.49
 - preparing PS Form 820, 232.21
 - recording personal absences, 519.742
 - reporting serious accidents, 822.11
 - responsibilities in regard to uniforms, 931.25
 - review of request for waiver of claim for erroneous payment of pay, 437.4
 - unemployment compensation responsibilities, 552.4
- Installations, 123.2
- Installments from TSP, stopping upon reemployment, 597.8
- Institutional memberships
- procurement of, 753.3
 - in professional associations, 753.2
- Instruments, prepared by the Patent Counsel, 695.2
- Insufficient earnings for TSP contributions, 592.9
- Insufficient leave balance, 512.43
- Insufficient sick and annual leave, 513.62
- Insufficient sick leave, 513.61
- Insurable interest
- CSRS annuity to person with, 564.23
 - FERS annuity to persons with, 584.27
 - not preserved, 584.274
 - presumed to exist, 584.273
- Insurable interest annuity, changing to a reduced annuity with survivor benefits, 564.324, 584.324
- Insurance benefits, order of precedence of, 538.111, 538.121, 538.132
- Insurance companies, handling conversions, 535.712
- Insurance coverage (see also Life insurance)
- converting to an individual policy, 535.711
 - electing to continue while serving in employee organizations, 534.212
- Insurance forms, 539
- Insurance protection, continuous, 535.64
- Insurance purposes
- basic pay for, 532.11
 - calculating birthdays for, 533.224
- Insured employees, death of, 538.31
- Insured status under the Social Security Program, 574.3
- Interest
- on back pay, 436.6

- charged on a service credit deposit, 562.342, 582.762
- determining rate for back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- on TSP loans, 596.4

Interest-bearing accounts in federal credit unions, 615.462

Interfund Transfer Request, Form TSP-30, 591.42

Interfund transfers, TSP, 591.42

Interim promotion, 421.44, 422.123

Intermediate travel home, 438.134

Intermittent leave under FMLA, 515.6

Intermittent service, creditable for CSRS, 562.24

Internal audit of social and recreational funds, 615.73

Internal EAP, 871.2

Internal Revenue Code Overpayment Rate, 436.63

Internal Revenue Service

- constructive receipt regulations, 512.634
- employee social and recreational committees not subject to income taxation, 615.81

Internment, special retirement credit for Japanese-American employees, 562.251

Interviews

- with applicants, 344.2
- during pre-retirement counseling, 569.124
- for return to work, 546.632

Intoxicating beverages, 665.26

Inventions, 690

- correspondence relating to, 698
- definition of, 693
- determination of rights in and to, 695
- divided rights to, 695.1
- reporting, 694

Inventor in official duty or capacity, 693

Investigations

- cooperation in, 665.3
- of third party recovery incidents, 547.54

Investments, TSP, 593, 593.22

Invoices

- certifying for medical contracted services, 868.132
- certifying for nonpostal training, 742.412
- processing for uniforms, 936.56

Involuntary salary offsets, avoiding, 452.22

Involuntary separations, 365.3

- FERS, 583.21
- requirements and procedures for a CSRS annuity, 563.21

IRA (Individual Retirement Arrangement), 597.21

IT/ASC schedule (see Information Technology/Accounting Service Centers Schedule)

Index

J

- Japanese-American employees, special retirement credit, 562.251
- JEP (job evaluation process), 413.3
- Job assignment
 - Job experiences outside current, 711.433
 - Job experiences within current, 711.432
- Job content, definition of, 142.2
- Job descriptions, access to, 213.2
- Job evaluation (see also Performance evaluation)
 - performed by Customer Requirements, 232.5
 - requesting reviews, 211
- Job evaluation process (JEP), 413.3
- Job experiences, 711.43
- Job opportunities, publicizing, 321.2, 334.33
- Job requirements, disagreements between employees and managers over, 222.12
- Job site to job site, travel from, 438.133
- Job Training
 - categories of, 711.41
 - conditions of, 711.412
 - examples of, 711.413
- Job-related first aid injuries, 545.21
- Job-relatedness, determining for Self-Development Training, 711.423
- Jobs, evaluation of, 210–250
- Joint labor-management safety and health committees, 816, 817.3
- Judgments
 - applying for payment or reimbursement for, 668.33
 - reimbursement for, 668.22
- Judicial proceedings
 - definition for the purposes of court-related service, 516.2
 - testifying in an official capacity, 516.51
- Jurisdiction duty, allowance for, 517.431
- Jury service, [Exhibit 516.11](#)
- Justification for Billing Accounts Receivable*, PS Form 1902, 452.11, 462.11, 743.43
- Justified wage differentials, 443.2

K

- Key Positions (see KPs)
- Key roles in civil defense activities, 519.314
- Kidney disease, 515.2, 575.222
- Knee-length hose, 934.31
- KPs (Key Positions), 231

L

- Labor Day, 518.1

- Labor organizations, 924.12
 - discriminating not allowed by, 443.3
 - right to participation in, 911.1
 - training courses sponsored by, 438.23
- Labor relations, 910–930
- Labor Relations, vice president of, 674.22
- Last Chance Agreement, 872.221
- Late conversion after FEHB termination, 524.774
- Late election for optional insurance, 535.124
- Late enrollment in FEHB, 523.3, 523.34
- Latent disability
 - death due to, 542.142
 - time for filing the claim, 542.122
- Lateral assignment (see Reassignments)
- Law enforcement
 - allowance, 517.43
 - paid military leave for, 517.73
- Law enforcement employees
 - annuity supplement under FERS, 586.331
 - eligibility for FERS COLA, 586.824
 - survivor annuity for a current and/or former spouse, 567.142
- Law enforcement officers, subject to mandatory retirement because of age, 563.22
- Laws, referenced in the Code of Ethical Conduct, 661.1
- LBA (Lehman Brothers Aggregate) index, 593.1
- League (National League of Postmasters of the United States), 922, 682.1
- Learning experiences, incorporating into the current assignment, 711.432
- Lease agreement system, conversion to rental allowance system, 411.413
- Lease agreements
 - conversion of rental allowance to, 411.426
 - for Post Office space, 411.411
- Leave, 510–519
 - accrual for appointees, 512.313
 - compensation under dual employment, 422.155
- Leave balance, insufficient, 512.43
- Leave buy-back, 512.923, 545.84, [Exhibit 514.4](#)
- Leave computation date, 354.217f
- Leave credits
 - of partially recovered employees, 546.143
 - reduced by LWOP, 514.24
- Leave hours, Sunday premium not normally applicable to, 434.33
- Leave of absence, retirement credit for, 562.255
- Leave pay for employees assigned to higher level positions, 422.143

Index

- Leave program
 - eligibility for, 511.31
 - employees not covered, 511.32
 - equitable administration of, 511.1
- Leave replacements, 432.12
 - absence of postmasters requiring, 513.35
 - for rural carriers, 512.55
- Leave requirements under FMLA, 515.4
- Leave type, charged for FMLA leave, 515.42
- Leave without pay (see LWOP)
- Leave without pay because of injury on duty (see LWOP/IOD)
- Leave year, 512.12
- Lecturing, 662.1
- Ledger for the employee social and recreational fund, 615.51, [Exhibit 615.5](#)
- Legal assistance, provided by the Postal Service, 668
- Legal basis for reduction in force, 354.212
- Legal fees
 - applying for payment or reimbursement for, 668.32
 - reimbursement for, 668.21
- Legal guidelines for unemployment compensation, 551.1
- Legal liability, 547.23
- Lehman Brothers Aggregate index (see LBA index)
- Length of service
 - for CSRS annuity computation, 566.23
 - for FERS annuity computation, 586.23
- Less than 5 years of civilian service, refund of deductions for, 565.51
- LETS (Local Employee Training System), 732.2
- Letter of Debt Determination — Nonbargaining, 452.22, [Exhibit 452.22](#)
- Letter of denial, appealing, 641.55
- Letter of Salary Offsets Based on Federal Court Judgment, 453.21, [Exhibit 453.21](#)
- Letterbox mechanics, uniforms worn by, 932.11, 933.111
- Letters of appreciation to accompany a Service Award Pin, 473.26, [Exhibit 473.27a](#), [Exhibit 473.27b](#)
- Letters of demand, right to grieve, 462.21
- Letters of warning in lieu of time-off suspensions, 651.5
 - appeals of, 652.3, 652.41
 - mediation for, 652.53
- Letters of warning, issuing, 651.5
- LFCC (Local Federal Coordinating Committee), 617.21
- Liability (see also Legal liability)
 - for unemployment compensation benefit payments, 551.12
- Licensed Vendor Listing: Uniform Allowance Program* (Publication 136), 936.59
- Licensed vendors, payment to for uniforms, 936.5
- Life annuity as an option for TSP withdrawal, 597.21

Life insurance

- assignment of, 534.5, 536.5
- continuing, reemployed acquired, 537.22
- coverage during a back pay period, 436.43
- death during the 31-day extension of, 538.25
- records of retired employees, 539.23
- retention after separation from reemployment, 537.171
- temporary extension, 535.62

Life Insurance Election, SF 2817, 534.343, 535.122, 535.21, 535.51, 539.11

Life Insurance Program (see FEGLI)

Life insurance records

- Privacy Act considerations, 539.21
- records maintenance, 539.22

Life status changes

- allowing election of FEGLI Option B or Option C coverage, 535.91
- qualified, 524.529

Life-threatening medical condition, 566.61, 586.71

Light duty assignments, 355

Limitations to corrective entitlement, 436.2

Limited appointments, salary received under, 422.123

Limited duty assignments, 546.141, 546.142

Line managers, 143.22

Line of duty, injury in, [Exhibit 514.4](#)

Line relationships, 143.22

Liquidation of advanced sick leave, 513.532

Living benefits, 534.4, 536.4

“Living-with” requirement, not affected by child’s temporary absence, 521.424

Loaned Executive Program of CFC, 617.23

Loans

- acceptance of, conflict of interest, 662.1
- repayment of TSP, 596.6
- TSP, 596

Local commuting area, 438.11, 438.133

Local Employee Training System (see LETS)

Local Federal Coordinating Committee (see LFCC)

Local official, corrective action statements by, 436.41

Local political office, holding of nonpartisan, 663.113

Local Retail/Private Housing allowance category, 439.2

Locker Record, PS Form 4943, 612.241

Lockers (see Employee lockers)

Log and summary of OSHA recordable occupational injuries and illnesses, 821.142

Logs (see Accident logs)

Loitering, 667.15

Index

- Long-range organizational development, 112.1
- Long-term condition requiring supervision, 515.2
- Long-term temporary assignment
 - at a higher level, 422.141
 - leave pay for, 422.143
- Lost or destroyed property, compensation for, 641.41
- Lower grade
 - changes to using RIF avoidance procedures, 415.2, 415.3
 - non-RIF-related changes to, 415.5
 - positions reclassified to, 415.52
 - post-RIF placement to, 415.4
 - temporary assignment to, 417.21
- Lower level positions, TDS schedule employees assigned to, 422.944
- Lower grade level
 - change to, 362
 - restrictions on change to, 362.3
- Loyalty of employees, 665.11
- Lump-sum payment
 - for annual leave, 512.553
 - for annual leave at the time of retirement, 512.73
 - of life insurance, 534.4, 536.4
- Lump-sum credit, payment of, 566.6
- Lump-sum death benefit payment, 567.2
- Lunchroom, 614.3, 614.4
- LWOP (leave without pay), 364, 514
 - acceptable reasons and instructions for, [Exhibit 514.4](#)
 - administrative discretion, 514.22
 - authority to approve, 514.3
 - for bargaining unit employees, 422.133
 - contacting OWCP for a determination on FEHB enrollment, 525.146
 - effects on FEGLI coverage, 534.1
 - eligibility for merit adjustments, 416.23
 - employees on during court service, 516.44
 - in excess of 2 years, 514.21
 - forms required, 514.5
 - granting approval for extended, 514.23
 - health benefits enrollment terminated by, 524.722
 - no contributions to TSP on, 592.91
 - not granted for other employment, 514.25
 - receiving OWCP benefits, 562.252, 582.41
 - restriction on, 514.21
 - retirement credit for serving in employee organizations, 562.254, 582.6
 - retirement or death on, 562.254
- LWOP/IOD (leave without pay because of injury on duty), 545.91, 545.92

M

- Mail, obstructing, 667.17
- Mail disposition, incomplete, 665.21
- Mail Equipment Shops/Material Distribution Center Schedule (see MESC schedule)
- Mail handlers
 - contract uniforms for, 932.12
 - uniforms worn by, 933.3
 - work clothes for, 932.13
- Mail Handlers (MH) Schedule
 - change action pay rules, 422.32
 - grades, 422.311
 - promotion from, 422.323
 - promotion to, 422.323
 - promotion within, 422.323
 - repromotion within, 422.323
 - step increase waiting periods, [Exhibit 422.13](#)
- Mail service, campaigns for changes in, 667.12
- Mailboxes, manufacture of rural, 667.14
- Mailing addresses (see Addresses)
- Mailing lists, disclosing, 667.323
- Maintenance courses, delivery of, 715.43
- Maintenance employees, work clothes for, 932.13
- Maintenance mechanics, uniforms worn by, 933.111
- Major function, 113.1
- Major organizational changes, 153.2, 155.1
- Make-up TSP contributions, 594.44, 594.452, 594.453, 594.46
- Malpractice insurance, not available for postal medical personnel, 868.2
- Management
 - accountability in regard to diversity, EEO, and affirmative action, 673.32
 - CSHO interviews with, 825.452
 - obligation for witnesses at a Step 1 hearing, 652.243
 - participation in OSHA inspections, 825.451
 - refusal to reemploy, 546.65
 - responsibilities regarding leave, 511.21
 - responsibilities regarding unscheduled absences, 511.42
 - safety and health training and education, 817.1
- Management action plan (MAP) in an abatement plan, 824.532
- Management action reduction, 421.43
- Management actions, eliminating positions, 422.125
- Management and professional training, 715.5
- Management associations
 - conferences, 682.31
 - training courses sponsored by, 438.23

Index

Management Instruction AS-710-92-3, *Contracting for Consultant Services*, 433.5
Management Instruction EL-510-2003-2, *Annual Leave Sharing Program*, 512.64
Management levels of review for job evaluations, 212.5
Management Organization Report, generated by OMSS, 161.21
Management referrals to EAP, 872.221
Management responsibility for a reduction in force, 354.213
Management Staffing Exception Report, generated by OMSS, 161.23
Management Staffing Report, generated by OMSS, 161.22
Management-initiated action for voluntary acceptance of a lower grade, 415.53
Management-initiated disability retirement procedures, 568
Manager of Customer Requirements, implementing organizational changes, 354.222
Manager of National Accounting, final decision on requests for waiver of claim for erroneous payment of pay, 437.72
Manager of Selection, Evaluation, and Recognition, implementing organizational changes, 354.222
Managerial functions, complexity of, 136.1
Managerial positions, basic, 113.2
Managers, 113.2
 identifying superior work, 471.2
 organizational structure responsibilities of, 112.3
 performance management of subordinates, 651.3
 providing safe and healthful working conditions, 811.21
 remaining constantly alert for hazards, 851.2
 safety and health training, 817.12
 training and development responsibilities and functions, 721.4
Managing field counsel, interpreting Postal Service Privacy Act regulations, 554.434
Mandatory automatic cashout of a TSP account, 597.22
Mandatory retirement
 CSRS, 563.22
 FERS, 583.22
Marine Corps, officer personnel, [Exhibit 354.215b](#)
Marital status
 changes affecting FEHB enrollment, 524.531
 discrimination based on, 665.12, 665.23
Marriage (see also Life status changes)
 after retirement, 564.324, 584.324
 illegal from the beginning, 521.425
 terminated after retirement, 564.322, 584.322
Married children, no family member status for, 521.425
Martin Luther King Jr.'s Birthday, 518.1
Matching contributions to TSP, 592.5
Materials, 693
Matrix, 125.3
Maximum amount of TSP loans, 596.512

- Maximum basic insurance, 532.212
- Maximum carryover amounts for accumulated annual leave, 512.321
- Maximum contribution amount, TSP, 592.7
- Maximum contribution rates, TSP, 592.3
- Maximum hours allowed for total daily service, 432.32
- Maximum step, 421.44, 422.123
- Maximum survivor annuity, 584.23
- MBF (modified benefit formula)
 - application of, 575.42
 - applying to Social Security weighting, 575.522
 - computation examples using, 575.543
 - designed to eliminate windfall Social Security benefits, 575.41
- MDC Supply Requisition*, PS Form 7380, 442.3
- Meals, acceptance of, 662.1
- Mealtime, 432.33, 432.711
- Mediation (see also Alternative Dispute Resolution), 652.5
 - for adverse actions, 652.54
 - cases not appropriate for, 652.51
 - implementing programs, 652.52
 - for letters of warning in lieu of time-off suspensions, 652.53
 - for time-off suspensions, 652.53
- Medical Agreement*, PS Form 7314, 868.131
- Medical agreements, initiating, 868.131
- Medical and Occupational Health Program
 - administrative office, 862.21
 - area administrative office, 862.23
 - health services, 862.22
- Medical and occupational health services, 860
- Medical assessments, 864
- Medical care
 - for a disability, 541.131
 - under FECA, 543.3
 - implementing under FECA, 545.4
 - monitoring for all cases reported to OWCP, 545.5
- Medical certificate for a determination of self-support, 526.32
- Medical certification
 - contents of, 865.4
 - required for returning to duty, 865.1
- Medical condition, recurrence of, 541.2q
- Medical determinations of Postal Service medical officers, 526.4
- Medical documentation
 - for advanced sick leave, 513.512
 - for sick leave, 513.364

Index

- Medical emergencies, 545.41, 866
- Medical events, administrative leave for, 519.5
- Medical evidence
 - of insurability, 535.81
 - releasing to OPM for review of claim denial, 528.223
- Medical Examination and Assessment*, PS Form 2485, 546.621
- Medical examinations, 864
 - authorizing under FECA, 545.2
 - as a condition for sick leave, 513.32
 - initial under FECA, 545.42
 - for management-initiated disability retirements, 568.12
- Medical insurance (Part B)
 - enrollment period for, 575.221
 - of Medicare, 575.21
- Medical officers and technicians, uniforms worn by, 932.11
- Medical opinions
 - additional, 515.54
 - differences regarding fitness-for-duty examinations, 545.64
- Medical payment log, 868.134
- Medical personnel
 - defined as, 868.51
 - disclosure of EAP counseling records to, 874.411
 - uniforms worn by, 933.51, 933.52
- Medical reasons, care of others for, 515.53, 515.62
- Medical records
 - disclosing information from for a state unemployment compensation appeal hearing, 554.432
 - privacy of, 868.3
 - reviewable by OSHA CSHOs, 825.442
- Medical release time, 432.72
- Medical reports
 - to OWCP, 545.51
 - submitting FECA, 542.22
- Medical requirement for a determination of self-support, 526.3
- Medical review, Postal Service, 546.62
- Medical services
 - provided to other federal agencies, 868.14
 - recording payment for, 868.133
- Medical staffing, 863.21
- Medical surveillance, 868.12
- Medical training, 742.22, 868.4
- Medical treatment (see also Treatment)
 - for disabled veterans, 513.32
 - review of FECA, 545.53

Medicare, 571.3
 changing FEHB coverage when eligible for, 524.528
 contributions to, 573
 coverage requirements for benefits, 574.4
 eligibility for, 575.22
 employees covered by, 572.12
 employees covered for only, 573.122
 events affecting benefits, 575.32
 exclusions from, 572.2
 extended to federal/postal employees covered by CSRS, 574.21
 health insurance programs, 575.21

Medicare-sponsored prepaid health plan, enrollment of a former spouse in, 524.95

Meetings of the employee social and recreational committee, 615.322

Members at large of organizations, 926.4

Membership dues or fees, payment to professional associations, 753

Memorandum About FEHB Enrollment, 525.422, [Exhibit 525.422](#)

Memorial Day, 518.1

Mental illness, resulting from stress, 515.2

Merit pay adjustments, 416.1, 416.21

Merit pay program, 416

Merit performance ratings for RIF computations, 354.217f

Merit promotion program, 351.51, 351.52

Merit Systems Protection Board (see MSPB)

MESC employees, reassignments, 422.124

MESC schedule, 422.111
 reassignment within, 422.124

MESC schedule 1
 promotion from, 422.123
 step increase waiting periods, [Exhibit 422.13](#)

MESC schedule 2
 hiring into, 422.121
 step increase waiting periods, [Exhibit 422.13](#)

Methods of training, 711.12

MH schedule (see Mail Handlers Schedule)

Middle-level managers, Occupational Safety and Health Program responsibilities, 812.4

Military, wars, campaigns, and expeditions of, [Exhibit 512.232a](#)

Military academies, service creditable for retirement purposes, 562.313

Military aid, 517.431

Military duty
 as an acceptable reason for LWOP, [Exhibit 514.4](#)
 including in creditable service, 422.132

Military leave
 allowances, 517.4

Index

- conflict with work schedule, 517.6
- minimum units for, 517.52
- paid, 517
- returning from duty after, 517.34
- taking intermittently, 517.33
- Military Leave Control*, PS Form 3973, 517.71
- Military LWOP, eligibility for merit adjustments, 416.23
- Military records center, verifying service, 512.232, [Exhibit 512.232b](#)
- Military retired pay
 - barring crediting of military service toward CSRS annuity, 562.351
 - barring crediting of military service toward FERS basic annuity, 582.77
 - employees receiving, 566.413
 - waiver of, 562.352, 582.78
- Military retirees, eligibility for veterans' preference for RIF, 354.215
- Military retirement annuity, service of an employee eligible for, 512.232
- Military service
 - counted toward annual leave years of service, 512.23
 - creditable after December 31, 1956, 562.316, 582.73
 - creditable prior to January 1957, 562.315, 582.72
 - CSRS retirement credit for, 562.3
 - death during, 525.33
 - effect of entry into on FEHB enrollment, 525.31
 - effect of return from on FEHB enrollment, 525.31
 - effects on FEHB enrollment, 525.3
 - enrollment in FEHB after return from, 524.526
 - FERS retirement credit for, 582.7
 - not counted toward annual leave years of service, 512.24
 - required conditions for creditable, 562.32, 582.74
 - verification of, 512.232
- Minimum basic annuity for employees under age 60, 566.411
- Minimum basic insurance, 532.211
- Minimum disability retirement, exceptions under CSRS, 566.413
- Minimum rate, employees below, 413.1
- Minimum retirement age (see MRA)
- Minimum TSP loan, 596.511
- Minimum unit charges
 - for full-time career employees annual leave, 512.511
 - for full-time employees sick leave, 513.412
 - for part-time employees annual leave, 512.521
 - for part-time employees sick leave, 513.422
- Minimum units for military leave, 517.52
- Minor children (see also Children)
 - filing death claim applications on behalf of, 567.332
- Minor function, 113.1

Minor organizational changes, 153.3, 155.2

Misconduct, discharge for, 551.3

Mission, change in basic, 137

Mixed assignments, evaluating, 233.3

Mixed leave, during longer periods of military duty, 517.32

Modal rating, 354.217f

Mode, 421.45

Modified benefit formula (see MBF)

Monetary Payroll Adjustment, PS Form 2248, 452.11, 462.11

Monthly pay, 541.2i

Monthly payments as an option for TSP withdrawal, 597.21

Most prevalent step, 421.45

Motor vehicle accidents, 821.123

Motor vehicle maintenance employees, work clothes for, 932.13

Motor vehicle operators, uniforms worn by, 932.11, 933.111

Motor Vehicle Safety Program, 831.1

Motor vehicles

- accident analysis, 831.4
- fire extinguishers and emergency warning kits placed in, 857
- maintenance of, 831.2
- operated in the scope of employment, 668.11
- responsibility for safe operation of, 831.331
- smoking prohibited in, 882.2

MRA (minimum retirement age), 583.14

MSPB (Merit Systems Protection Board)

- adverse actions appealed to, 666.23
- interest paid on back pay, 436.62
- mitigating an adverse action in an initial decision, 651.76
- Office of Special Counsel, 663.13
- rate of interest for back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- regulations, 354.252
- rights, 652.1

Multiple accidents, FEGLI benefits, 538.222

Multiple eligibility for overtime, 434.142

Multiple employment, 422.15

Multiple modes, 421.45

Multiple offsets, 454, 464

Multiple-level awards for the Ideas Program, 634.32

Mutual exchanges, 351.6

N

Name badges, worn by retail service personnel, 933.72

Name changes, reporting to health benefits plans, 524.542

Index

- NAPS (National Association of Postal Supervisors), 682.1, 922
- NAPUS (National Association of Postmasters of the United States), 682.1, 922
- NARECS (National Retirement Counseling System)
 - content provided by, 569.122, 589.122
 - purpose of, 569.121, 589.121
- National agreements
 - bargaining unit positions covered by, 230
 - bargaining unit positions not covered by, 240
- National Association of Postal Supervisors (NAPS), 682.1, 922
- National Association of Postmasters of the United States (NAPUS), 682.1, 922
- National Center for Employee Development, 714.223, 715.43
- National citation management tracking system, 825.51
- National contests
 - approval of, 623.4
 - expenditures for, 627.23
- National conventions, 682.2
- National Credit Union Administration, 613.1
- National EEO Compliance and Appeals Programs, 652.52
- National Finance Center (see NFC)
- National Fleet Safety Contest, 842.1
- National Guard
 - duty covered as paid military leave, 517.131
 - service creditable for retirement purposes, 562.314, 582.71
 - supporting employee service in, 517.11
- National Guardsman, entitled to LWOP, 514.22
- National Labor Relations Board (NLRB)
 - interest paid on back pay, 436.62
 - rate of interest for back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- National League of Postmasters of the United States, 682.1, 922
- National Medical and Occupational Health Program, 861.1
 - approach of, 861.3
 - facilities, 862.2
 - mission of, 861.2
 - staffing and function responsibilities, 863
- National medical director, 863.31, 868.11
- National Oceanic and Atmospheric Administration, commissioned officer of, 562.311, 582.7
- National president to an organization of supervisory or other managerial personnel, [Exhibit 514.4](#)
- National Retirement Counseling System (see NARECS)
- National Rural Letter Carrier Agreement, conforming to FLSA, 445.11
- National safety awards and contests, 842
- National Safety Council, participation in programs and contests, 842.1
- National security, offense involving, 563.11, 583.11
- National Test Administration Center (see NTAC)

National Training Database (see NTD)

Natural child (see also Illegitimate child)
proof of dependency, 526.23

Nature of functions, analysis of, 141.1

Naturopaths, 541.2m

Navy and Coast Guard Exchanges, 512.24

Neck/chest protector, 934.22

“Needed to care for,” medical certification provision, 515.53

Negligence, definition of, 547.23

Negotiations, compensation to employees during, 911.5

Nepotism as a prohibited practice, 666.13

New and complex systems, transition to, 139

New appointments, enrollment in FEHB, 524.521

New Employee Training for Nonmaintenance Employees (Handbook EL-701-A), 715.2

New employees, not required to wear uniforms, 932.21

New Employees program, orientation for, 715.2

New Year’s Day, 518.1

Newly eligible employees, acquiring basic insurance, 535.111

Next of kin, contacting, 567.31

NFC (National Finance Center), 521.721, 524.966

Night differential, 434.2
continuation when absent on military leave, 517.53
eligibility for, 434.221, [Exhibit 434.2](#)
exempt employees, 434.222
5-minute leeway rule and, 432.464
pay computation of, 434.23
training and, 438.24
travel and, 438.15

NLRB (see National Labor Relations Board)

No named beneficiary, FEGLI, 538.11

No reduction of basic insurance after retirement, 536.313

Nomination and registration procedures for training, 731

Nonarbitrability, ruling of, 462.22

Nonbargaining rescheduling premium, 434.7
training and, 438.24
travel and, 438.15

Nonbargaining temporary employees, 419.2

Nonbargaining unit employees
accumulated annual leave payments, 512.73
annual leave exchange program, 512.633
appeal procedures, 652
assignment due to a reduction in force, 354.2
assignment of unassigned, 354.12

Index

- categories of, 432.112
 - collection of postal debts from, 450–455
 - discontinuance and consolidation of Post Offices, 354.3
 - employee claims, 641
 - granting saved grade, 415.11
 - grievance procedures, 666.24
 - night differential, 434.23
 - pay administration policy for, 410–419
 - payment factors of higher level pay, 417.236
 - personal absence time, 519.7
 - placing in an indefinite nonpay, nonduty status, 651.61
 - promotion increases, 413.21
 - rate adjustment, 414.21
 - reassigning, 353.21
 - RIF procedures and, 354.214
 - sick leave, 513.1
 - vacation planning, 512.62
- Nonbargaining unit positions, 220
- promotion to, 413
 - qualification standards for, 312.21
 - reassigning bargaining unit employees to, 414.22
 - reassignment to, 414
 - selection for, 353
 - temporary assignment to, 417
- Nonbargaining unit schedules
- changes between, 418.2
 - changes to bargaining unit schedules, 418.3
- Noncareer employees
- electing to pay premiums on a pre-tax basis, 524.833
 - health insurance eligibility for, 521.2
 - paid military leave not authorized for, 517.72
- Noncareer nonbargaining employees, RIF procedures and, 354.214
- Noncareer postal employees
- eligibility for Certificates of Appreciation, 472.4
 - eligibility for Informal Award, 474.4
- Noncareer rural carrier supplemental workforce, 422.415
- Noncareer Temporary Rate (NTR) schedule, 419.12
- Noncareer Temporary Rate schedule grades for PMRs, 419.32
- Noncareer workforce, supplemented EAS, 419
- Noncompensable training, 711.421
- Noncompetitive consideration for vacancies, 354.26
- Noncontribution period, 597.331
- Nondeduction service
- percentages of basic pay for periods of, 565.211

- reduction for periods of, 565.212, 585.33
- Nondisciplinary and involuntary reduction, rate retention under the IT/ASC schedule, 422.626
- Nondisciplinary corrective measures for nonbargaining unit employees, 651.3
- Nonemergency situations, outside treatment under FECA, 545.44
- Nonexempt employees, 432.112, 434.12
- Nonfederal health enrollment benefit of a spouse, 524.533
- Noninterference rule for Step 1 hearings, 652.245
- Nonmandatory deductions, cancelling, 533.225
- Nonmonetary awards for the Ideas Program, 634.2
- Nonmonetary recognition, ideas eligible for, 633.1
- Nonpartisan state or local office, holding, 663.13
- Nonpay, nonduty status, 354.254
- Nonpay status
 - contacting OWCP for a determination on FEHB enrollment, 525.146
 - effect of temporary appointment on FEGLI coverage, 534.14
 - FEHB enrollment of employees in, 525.2
 - health benefits payment required for periods of, 525.22
 - pending retirement annuity effect on FEGLI coverage, 534.15
 - placing employees in, 364
 - 12-month maximum for FEGLI coverage, 534.11, 534.142
- Nonpostal personnel participation in postal training, 717
- Nonpostal training, 714.11, 740
 - delivery modes for, 714.21
 - documentation of completion, 742.5
- Nonpostal training costs, advance approval required, 741.231
- Nonpostal training delivery, 714.3
- Non-RIF-related changes to lower grade, 415.5
- Nonscheduled workdays, holidays on, 518.2
- Nonselection of a veteran, 344.5
- Nonserious danger, 824.51
- Non-statement of account offices, payment procedures, 868.134
- Nonuniform categories, employees in, 934.5
- Nonuniformed employees, items purchased for wear by, 933.812
- Non-veterans' preference eligible employees, changes to lower grade using RIF procedures, 415.3
- Notice
 - of debt collection, 451.7
 - of proposed adverse action, 651.73
- Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act* (Publication 71), 512.412
- Notice of Assignment of Postal Employee's Claim and Request for Settlement
 - sample letter, 547.59, [Exhibit 547.59e](#)
- Notice of Conversion Privilege — Federal Employees' Group Life Insurance Program*, SF 2819, 534.341, 535.63

Index

- Notice of Federal Employee's Recurrence of Disability and Claim for Pay/Compensation*, Form CA-2a, 542.131, 542.21, 544.22, 545.722
- Notice of Involuntary Administrative Salary Offsets Under the Debt Collection Act, 452.321, 462.22, 462.32
- Notice of Occupational Disease and Claim for Compensation*, Form CA-2, 542.121, 542.21, 544.11
- Notice of right of conversion or continuation, 534.34
- Notice period for a proposed adverse action, 651.76, 651.77
- Notice to Attorney of Government's Lien sample letter, 547.57, [Exhibit 547.57a](#)
- Notice to Employee of Government's Lien, 547.58, [Exhibit 547.58a](#)
- Notice to Federal Employee About Unemployment Insurance*, SF 8, 552.41, 553.12
- Notice to Third Party of Government's Lien sample letter, 547.58, [Exhibit 547.58b](#)
- Notification of Earnings for Medicare Eligibility*, OPM Form 1528, 574.251
- Notification of Personnel Action*, PS Form 50, 421.516, 422.831, 475.36
- for an approved increase, 422.531
 - completing for separation of an employee, 553.11
 - directed reassignments for, 354.254
 - notifying an employee of a saved rate status, 421.526
 - notifying employees of entitlement to rate retention, 421.516
 - preparing for LWOP, 514.52
 - relocation leave notation on, 519.233
 - for separation actions, 552.41
- Notification requirements for FEGLI termination and conversion privilege, 535.63
- NTAC (National Test Administration Center), 321.2
- NTD (National Training Database), 732.2
- NTR schedule (see Noncareer Temporary Rate schedule)
- Nurses (see also Occupational health nurses; Registered nurses)
- qualifications of, 863.22
 - uniform purchase, procedures for, 936.6
 - uniforms worn by, 932.11
- Nursing services, contracts for, 868.131
- O**
- Obedience to orders of employees, 665.15
- Observation of Driving Practices*, PS Form 4584, 831.331
- Obstructing the mail, 667.17
- Occupational disease or illness, 541.2h, 541.2j
- authorizing examination or treatment, 545.22
 - claims for, 542.12
 - disability resulting from, 545.812
 - report criteria and time limit for, 544.21
- Occupational health nurse administrators, 541.2k, 863.35

Occupational health nurses (see also Nurses), 863.36
 local conditions requiring a higher starting salary, 422.52
 rates for, 422.512

Occupational illness or disease, third party recovery action, 547.52

Occupational injuries and illnesses, reporting on PS Form 1769, 821.121

Occupational Safety and Health (OSH) Act of 1970, 811.1

Occupational Safety and Health Administration (see OSHA)

Occupational Safety and Health Program, 810–880
 accountability for safety and health, 819
 budgeting, 818
 employee rights and responsibilities, 814
 guiding principles, 811.23
 management responsibilities, 812
 safety and health staff responsibilities, 813
 training and education, 817
 vision statement, 811.22

OFEGLI (Office of Federal Employees' Group Life Insurance), 534.4, 538.36

Off-duty nonpay status, emergency placement in, 651.4

Offer of appointment, 346, 546.63

Office of Inspector General employees, appeal to Step 1, 652.232

Office of Personnel Management (see OPM)

Office of the Solicitor of Labor (SOL), 547.21

Office of Workers' Compensation Programs (see OWCP)

Office of Workplace Enhancement, guidelines for mediation programs, 652.52

Office space, smoking prohibited in, 882.1

Officer in charge (OIC), 417.311, 419.21

Officer positions in the PCES, 383.1

Officers (PCES II), 381

Officers (Postal Service), Occupational Safety and Health Program responsibilities, 812.13

Officers in Charge schedule, 419.22

Officers of the uniformed services, pay grades and titles (ranks) of, 354.215, [Exhibit 354.215b](#)

Official directives, 612.21

Official duty status during court service, 516.51

Official responsibility, 669

Official supervisor, 541.2l

Official Superior's Report of Employee's Death, Form CA-6, 544.23, 821.123

Offset procedures, statutory, 452.3, 462.3

Offsets (see Salary offsets)

Offsite safety, 811.3

"Off-the-street" officers, not eligible for health insurance, 521.3

OIC (officer in charge), 417.311, 419.21

OMSS (Organization Management Staffing System), 161.1, 161.3

On-the-Job Safety Review/Analysis, PS Form 1783, 812.5

Index

- On-the-job awareness training, 817.53
- Open season (see also FEHB Open Season)
 - for annual leave exchange program, 512.634
 - for the TSP, 591.2
 - TSP permitted actions, 591.41
- Opening conference
 - of OSHA inspections, 825.43
 - of a safety and health inspection, 824.421
- “Operating fee” for food services operations, 614.4
- Operating Services Division (OSD) Schedule
 - career appointments, 422.721
 - change action pay rules, 422.72
 - demotion, 422.725
 - management action reduction, 422.727
 - promotion from, 422.723
 - promotion to, 422.723
 - promotion within, 422.723
 - reassignment, 422.724
 - repromotion, 422.723
 - step increase waiting periods, [Exhibit 422.13](#)
 - step increases, 422.73
 - voluntary reduction, 422.726
- OPM (Office of Personnel Management)
 - action on a disability retirement initiated by management, 588.3
 - action on an application for disability retirement initiated by management, 568.2
 - administering FEHB, 521.1
 - administering FERS, 581.2
 - administering CSRS, 561.2
 - authorizing a temporary extension of coverage to a former spouse, 524.962
 - canceling a disability retirement, 568.23, 588.4
 - certifying insurance status and postretirement election to OWCP, 534.343
 - determination of retiring employee’s eligibility to continue FEHB enrollment, 525.42
 - determining benefits payable under CSRS, 567.342
 - determining eligibility of a former spouse, 521.612
 - documentation submitted for a management-initiated disability retirement, 568.133, 588.23
 - FEGLI administered by, 531.1
 - health premium rate compared to the Postal Service rate, 525.132
 - issuing a decision on a disability retirement, 568.22, 588.32
 - management guidance on EEO programs provided by, 673
 - notifying of FEGLI declination or waiver by a reemployed annuitant, 537.144
 - notifying of the death of an annuitant, 567.32
 - privacy requests for records, 539.23
 - records of CSRS retirement, 569.72
 - records sent to, 589.62
 - request for an advisory opinion regarding claim denial, 528.224

- request for review of FEHB claim denial, 528.22
- retention regulations, 354.252
- transferring FEHB enrollment to, 525.422
- Optical examination or treatment as a condition for sick leave, 513.32
- Option A - Standard (FEGLI), 532.221
 - cost of, 533.221
 - reduction after retirement, 536.321
- Option B - Additional (FEGLI), 532.222
 - cost of, 533.222
 - increasing the number of multiples of, 535.91, 535.912
 - reduction after retirement, 536.322
- Option C - Family (FEGLI), 532.223
 - cost of, 533.223
 - insurance payment, 538.112
 - reduction after retirement, 536.322
- Optional insurance, 532.22
 - acquiring, 535.12
 - additional coverage for reemployed annuitants, 537.132
 - belated election, 535.124
 - calculating birthdays for, 533.224
 - continuing after cancellation of waiver or declination, 535.832
 - cost after retirement, 536.22
 - cost of, 533.2
 - declination of, 535.3, 535.422
 - effect of waiver or declination, 535.4
 - effective date of, 535.123
 - electing or declining, 535.122
 - insufficient pay to cover withholdings, 533.225
 - reduction after retirement, 536.32
 - requirements for continuance at retirement, 536.12
 - retained by employees receiving OWCP benefits, 534.312
 - termination of, 535.612
 - withholdings for, 537.174
 - withholdings for reemployed annuitants, 537.131
- Optional retirement and an immediate annuity
 - under CSRS, 563.13
 - under FERS, 583.13
- Oral communication, interception by employees, 667.2
- Oral resignation, 365.214
- Order of precedence
 - for distribution of TSP accounts, 597.41
 - for FERS refund of contributions, 587.32
 - for insurance benefits, 538.111, 538.121, 538.132
 - for a lump-sum payment, 567.221
- Orders

Index

- obedience to, 665.15
- protests to, 665.15
- Organ donation, administrative leave for, 519.52
- Organ recipients, administrative leave not available, 519.521
- Organization charts, documentation in, 114
- Organization entities, 113.3
- Organization Management Staffing System (OMSS), 161.1, 161.3
- Organizational change requests
 - approval of, 157.12, 157.22
 - concepts applied in evaluating, 111.3
 - originating, 153.1
- Organizational changes
 - analysis of, 140
 - approval authority for, 156
 - criteria for, 130
 - denial of requests for, 157.13, 157.23
 - documenting requests for major, 155.1
 - documenting requests for minor, 155.2
 - evaluating the need for, 354.22
 - implementation guidelines, 157.3
 - implementing, 354.222
 - major, 153.2
 - minor, 153.3
 - process of, 150
 - processing requests for, 354.22
 - reasons for making, 152
 - types of, 153
- Organizational defects, uncovering, 143.23
- Organizational design process, identifying staffing levels, 125.1
- Organizational management policies and programs, 112.1
- Organizational model, 144.1, 144.2
- Organizational realignments, 362.24
- Organizational structures, 110–160
 - characteristics of effective, 122
 - definition of, 113.1
 - of the Postal Service, 121
 - standard, 123
 - standardizing, 121
- Organizational structures policies, objectives of, 111.1
- Organizational unit, 113.1
- Organizations
 - certification of dues amount to be withheld, 924.6
 - codes identifying, 923, 926.1, 926.2
 - eligible for dues withhold, 923

- excluded from financial and employment information requirements, 662.2
- included in financial and employment information requirements, 662.2
- requests to discontinue dues withholding, 925.22
- OSD schedule (see Operating Services Division Schedule)
- OSH Act, 811.1
- OSH standard, medical surveillance record-keeping requirement of, 825.442
- OSHA (Occupational Safety and Health Administration), 811.1
 - compliance activity, 813.1
 - investigating occupational fatalities or serious accidents, 822.21
 - recordable indicator, 821.123
 - regulations recording occupational injuries and illnesses, 821.11
 - requirements for recording injuries and illnesses, 821.122
 - training required by, 817.5
- OSHA area director, informal conference with, 825.53
- OSHA inspections, 825
 - citations resulting from, 825.5
 - closing conference, 825.48
 - immediate correction of imminent dangers, 825.47
 - maintaining a file on each, 825.6
 - methods of, 825.46
 - opening conference, 825.43
 - participation in, 825.45
 - performance cluster file of, 825.6
 - post conference internal communications, 825.49
 - procedures, 825.4
 - records review, 825.44
 - scope of, 825.434
- OSHA Log and Summary of Injuries and Illnesses, 821.141, 821.142
 - maintenance of, 812.3
 - monitoring status of, 813.31
- OSHA Poster 2203, *Job Safety and Health Protection*, 612.231, 817.8
- Other employment, LWOP not granted for, 514.25
- Other training, 714.11
- Outer garments, 934.24
- Out-of-schedule premium, 434.611
 - computing hours of, [Exhibit 434.614](#)
 - eligibility for, 434.621, [Exhibit 434.621](#)
 - exceptions, 434.622
 - pay computation, 434.63
 - training and, 438.24
 - travel and, 438.15
- Outside employment, 662.1
- Outstanding performance, 375.1
 - under the Postal Nurses Schedule, 422.531

Index

- under the Postal Police Officer (PPO) Schedule, 422.831
- Overdeductions of TSP contributions, 594.3
- Overpayment, determination of, 545.76
- Overseas post of duty, changing FEHB enrollment due to, 525.6
- Overtime, 434.1
 - eligibility for more than one type of, 434.142
 - not allowed for court service, 516.32
 - pay eligibility table, [Exhibit 434.141a](#)
- Overtime pay
 - eligibility for, 434.141
 - provisions of FLSA, 444
- OWCP (Office of Workers' Compensation Programs) (see also FECA), 541.2n
 - authorized to require an assignment of a claim, 547.59
 - compensation for disability, 545.8
 - compensation terminated by, 525.147
 - continued payment of medical expenses, 543.3
 - controversion denied by, 545.77
 - controversion package prepared for, 545.75
 - determining eligibility to continue health benefits, 525.145
 - disability compensation, [Exhibit 514.4](#)
 - eligibility to continue FEHB enrollment with, 525.144
 - FECA administered by, 541.12
 - FEHB enrollment, continuation of, 525.14
 - FEHB enrollment transfer to, 525.121
 - FEHB withholding and contribution by, 525.13
 - medical issues settled by, 545.64
 - programs, 365.342, 525.1
 - reemployment from, 513.73
 - referrals of current and former postal employees, 546.61
 - relocation expenses paid by, 546.144
 - responsibility for making a recovery, 547.56
 - responsible for occupational illness or disease, third party recovery, 547.52
 - sending FECA forms to, 544.211
 - statement of all disbursements made by, 547.71
 - transfer of FEHB enrollment to, 525.142, [Exhibit 525.142](#)
 - vocational rehabilitation services, 546.612
 - waiting period before compensation begins, 545.83
 - work considered suitable by, 545.32
- OWCP benefits
 - effect on FEGLI coverage, 534.3
 - FEGLI beneficiary designations while receiving, 538.18
 - retirement credit for employees receiving, 562.252, 582.4

P

- Paid allowances for severance pay, 435.23

- Paid hours, 434.12
- Paid military leave, 517
 - allowance, 517.72
 - approval of, 517.31
 - eligibility for, 517.2
 - for law enforcement, 517.73
 - monitoring, 517.71
 - pay status requirement, 517.51
 - receiving credit for, 517.41
 - types of duty not covered as, 517.133
- Paid time off, 434.12
- Parental status, discrimination, 665.23, 666.12b
- Parent, defined for FMLA purposes, 515.2
- Parent's nonfederal plan, loss of health benefit coverage under, 524.535
- Part B Medicare coverage (see Medical insurance (Part B))
- Partial pay periods, leave credit for appointees, 512.313
- Partial recovery, rights and benefits upon, 546.143
- Partial survivor annuity, 584.24
- Partial-day absences, personal absence time and, 519.732
- Participant statements for TSP accounts, 593.31, 593.32, 593.33
- Participating health insurance plans
 - description of, 522.2
 - types of, 522.1
- Participation
 - in CFC, 617.31
 - in group retirement counseling sessions, 569.142, 589.133
 - in supervisory and managerial organizations, 680
- Part-time employees (see also Part-time flexible employees; Part-time regular employees), 432.111
 - advancing paid military leave, 517.72
 - annual leave accrual and crediting chart, 512.312, [Exhibit 512.312](#)
 - charging for sick leave, 513.42
 - credit received for military leave, 517.41
 - crediting with sick leave, 513.222
 - FEGLI coverage, 532.12
 - FLSA work week for, 444.234
 - FMLA-covered absences, 515.43
 - hourly rates for, 422.112
 - minimum unit charges for annual leave, 512.521
 - minimum unit charges for sick leave, 513.422
 - not required to wear uniforms, 932.21
 - service day for, 432.43
 - state or jurisdiction duty allowance, 517.431
 - straight time pay, 433.3
 - work or paid leave credited for, 432.52

Index

- Part-time employment, federal civilian service creditable for CSRS, 562.23
- Part-time flexible employees, 432.111
 - assigned to higher level positions, 422.143
 - basic hourly rate, 432.2
 - charging with sick leave, 513.42
 - Christmas-worked pay for, 434.52, [Exhibit 434.52](#)
 - computing severance pay for, 435.23
 - converting a part-time regular to, 422.124
 - corrective action documents, 436.41
 - determining hourly rates for, 422.112
 - dismissing early due to acts of God, 519.214
 - federal civilian service creditable for CSRS, 562.232
 - insurance coverage for, 532.11, 532.131
 - minimum unit charges for annual leave, 512.523
 - requests for light duty assignment, 355.11
- Part-time flexible rural carrier, 422.415
 - payment of, 422.421
- Part-time nurses, covered under the Postal Service-NPPN Agreement, 868.131
- Part-time position, changing to full-time, 422.124
- Part-time postal physicians or medical directors, 863.332
- Part-time regular employees (see also Part-time employees), 432.111
 - basic hourly rate, 432.2
 - computing severance pay for, 435.23
 - converting to a part-time flexible, 422.124
 - court leave for, 516.22
 - determining hourly rates for, 422.112
 - dismissing early due to acts of God, 519.214
 - eligibility for holiday leave pay, 434.421
 - federal civilian service creditable for CSRS, 562.231
 - insurance coverage for, 532.12
 - minimum unit charges for annual leave, 512.522
- Part-time salaried employees, 432.112
- Part-time service, FERS, 582.3
- Passenger elevator operators, uniforms worn by, 932.11, 933.112
- Patent Counsel
 - determination of rights in and to an invention, 695.1
 - instruments prepared by, 695.2
- Patents, 690
 - correspondence relating to, 698
- Patterns of behavior, 872.21
- Pay
 - definition of, 437.2, 451.4
 - rates of, 417.2, 432.2
 - during travel or training, 438

Pay, Leave, or Other Hours Adjustment Request, PS Form 2240, 452.11, 462.11

Pay administration policy for nonbargaining unit employees, 410–419

Pay computation

- for guarantee time, 432.63
- for holiday-worked pay, 434.53
- for out-of-schedule premium, 434.63

Pay grades of military officer personnel, [Exhibit 354.215b](#)

Pay on a salary basis, 444.324

Pay periods, 432.41

Payment

- for exchange of positions, 667.13
- for Post Office space, 411.4
- for uniforms, 936
- of unpaid compensation, 432.821

Payment factors of higher level pay for nonbargaining employees, 417.236

Payment in full of debts, 452.333

Payment log, 868.134

Payment schedule for the Accidental Dismemberment Provision of FEGLI, 532.215

Payroll Deduction Authorization to Liquidate Postal Service Indebtedness, PS Form 3239, 452.233, 452.243, 452.252, 452.334, 462.5, [Exhibit 452.233](#)

Payroll deductions for FICA, 573.11

Payroll savings plan, purchasing bonds, 616.1

Payroll-related debts, 452.11, 462.11

PCES (Postal Career Executive Service), 380

- filling vacancies, 384
- positions in, 383

PCES executives

- approving Certificates of Appreciation, 472.71
- FECA claims submitted by, 544.24
- legal representation of, 668.3

PCES I vacancies, filling, 384.2

PCES II vacancies, filling, 384.1

PCES positions, employees temporarily assigned to, 417.233

PCES schedule, changing to EAS, 418.2

PCFO (Principal Combined Fund Organization), 617.21

Peace Corps, not counted toward annual leave years of service, 512.24

PEDCs (Postal Employee Development Centers), 722

- facilities for, 722.23
- geographic area of responsibility, 722.21
- Job Training courses, 711.413
- purpose of, 722.1
- reporting relationships, 722.22
- reviews of, 722.24

Penalties, FECA, 542.3

Index

- Penalty overtime, 434.133, 434.141, [Exhibit 434.141c](#)
- Performance (job)
 - ability questioned by nature of sick leave, 513.38
 - changing to a lower grade because of, 362.22
 - determinations under the Postal Police Officers (PPO) Schedule, 422.831
 - discussing with employees, 374
 - outstanding, 375.1
 - problems, 151
 - ratings for RIF computations, 354.217f
 - ratings under the Postal Nurses Schedule, 422.531
 - unsatisfactory, 375.2
- Performance cluster file of OSHA inspections, 825.6
- Performance cluster manager, reporting serious accidents, 822.12
- Performance clusters
 - executive safety and health committees, 815.13
 - responsibilities for safety and health program evaluations, 823.23
 - safety and health staff responsibilities, 813.3
- Performance criteria for a QSI, 475.33
- Performance evaluation (see also Job evaluation), 370
 - during probation, 376
 - systems, 373
- Performance of public duties, 665.12
- Performance standards, 141.3
- Periodic step increases (see Step increases)
- Periodicals, subscriptions to professional association, 753.4
- Permanent assignment, 421.42
- Permanent basis, positions not to be filled on, 351.2
- Permanent bulletin board material, 612.231
- Permanent change in an employee's work week, 444.232
- Permanent employment, recrediting of creditable service, 435.41
- Permanent or long-term condition requiring supervision, 515.2
- Permanent reassignment to light duty, 355.11
- Permanently partially disabled individuals, 546.143
- Permitted activity, regarding gifts, entertainment, and favors, 662.1
- Person, definition of, 669
- Personal absence time
 - approval of, 519.742
 - management controls, 519.75
 - nonbargaining unit, 519.7
- Personal appearance of employees, 931.23
- Personal habits of employees, 665.16
- Personal illness (see Illness)
- Personal injury (see Injuries)

Personal time, 432.711

Personal use of Postal Service property, 667.331

Personnel actions

- simultaneous, 422.134
- simultaneous with a merit pay increase, 416.3

Personnel practices, prohibited, 666

PESEA (see Postal Employees Safety Enhancement Act)

Physical examinations

- for entry into armed forces, 519.53
- by the Postal Service, 546.621

Physicians (see also Postal physicians), 541.2m

- contract, 545.45, 863.34
- for a disability retirement medical examination, 568.122
- license to practice medicine, 863.22
- postal, 541.2o, 863.33
- releasing medical reports to the employee's, 547.622

PIA (Primary Insurance Amount), 575.52, 575.521

PITs (powered industrial trucks), 832

Placement administrators, 354.213, 354.254

Plants (including BMCs)

- approval for proposed contests, 623.2
- executive safety and health committees, 815.14
- expenditures for contests, 627.21

Plaques, CFC, 617.61

Pledge cards, CFC, 617.42

PMG (see Postmaster general)

PMR (Postmaster Relief/Leave Replacement), 348.11, 419.31

PNS (see Postal Nurses Schedule)

POA (postal operations administrator), 417.321

Political activities

- coercion of, 666.16
- participation in, 663.1

Political affiliation, discrimination based on, 665.23, 666.12

Political recommendations, prohibition of, 311.13

Position descriptions

- developing and reusing, 212.2
- maintaining, 213

Position evaluation

- of bargaining unit positions, 233, 240
- basis of, 233.2
- including accountability for safety and health programs, 819

Position reviews, 162.2, 250

Positions, 421.31

- assigning to salary schedules, 421.31

Index

- authorized versus actual, 161.22
 - comparing closely related, 232.21
 - creating new, 232.12
 - eligibility for consideration for, 351.32
 - establishing the requirements of, 142.2
 - exchange of, 351.61
 - filling, 351.12
 - minimum qualification requirements for, 351.31
 - paying for exchange of, 667.13
 - in PCES, 383
 - reclassified to lower grade, 415.52
 - restricted to preference eligibles, 341
 - restricted to veterans, 363.32
 - returning to after FMLA leave, 515.7
 - reversion of, 155.2
 - unique location codes for, 161.21
 - upgrading, 413.3
- Post Office Receipt for Money, PS Form 3544, 547.73*
- Post Offices, 113.3
- discontinuance and consolidation of, 354.3
 - discontinuance of, 354.32
 - payment procedures for space, 411.4
 - relegation of, 362.23
- Post-1956 military service
- receiving credit for, 562.316
 - service credit deposit required, 562.34, 582.76
- Postal Career Executive Service (see PCES)
- Postal Employee Development Centers (see PEDCs)
- Postal employees (see Employees)
- Postal Employees Safety Enhancement Act (PESEA), 811.1
- Postal Inspectors
- interception of wire or oral communications, 667.22
 - subject to mandatory retirement because of age, 563.22, 583.22
 - training for, 715.6
- Postal installation, one employee social and recreational fund for each, 615.452
- Postal Nurses Schedule (PNS) Schedule
- basis of rates, 422.512
 - career appointments, 422.52
 - change action pay rules, 422.52
 - employee classifications, 422.515
 - notification of increase, 422.531
 - performance determinations, 422.531
 - promotion from, 422.523
 - promotion to, 422.523
 - promotion within, 422.523

- repromotion, 422.523
- step increase waiting periods, [Exhibit 422.13](#)
- step increases, 422.53
- withheld step increases, 422.531
- Postal officials (see Management)
- Postal operations administrator (see POA)
- Postal operations, terminating during times of civil disorders, 519.221
- Postal orientation training, 715.2
- Postal overtime, 434.131, [Exhibit 434.141a](#)
- Postal physicians (see also Physicians), 541.2o, 863.33
 - continuing treatment with, 545.45
 - duties of, 863.333
 - examination in nonemergency situations, 545.44
 - providing initial medical treatment under FECA, 545.43
- Postal Police Officers (PPOs)
 - temporary assignment for, 421.42
 - training for, 715.6
- Postal Police Officers Schedule
 - change action pay rules, 422.82
 - employee classifications, 422.815
 - grade of, 422.811
 - higher level assignments, 422.84
 - promotion from, 422.823
 - promotion to, 422.823
 - promotion within, 422.823
 - repromotion, 422.823
 - step increase waiting periods, [Exhibit 422.13](#)
 - step increases, 422.83
 - withheld step increases, 422.831
- Postal records
 - request for copies of, 452.231
 - requests for by an employee-debtor, 452.332
- Postal Satellite Training Network (see PSTN)
- Postal Service
 - appeals to state courts, 554.6
 - applicants separated for cause from, 343
 - assigning a claim to, 547.59
 - assuming full cost of basic insurance, 533.1
 - automatic contribution to TSP for FERS employees, 592.41
 - business dealings with, 669
 - collection of damages, 547.23
 - continuation of pay under FECA, 545.7
 - employee contracts with, 662.2
 - contribution for health benefits, 524.81
 - contribution to an invention, 694.14

Index

- contributions to FICA, 573.11
 - decision on TSP claims, 594.73
 - definition of, 669
 - dual employment within, 348.1
 - entire right, title, and interest to an invention, 661.1
 - health sampling conducted in parallel with OSHA, 825.462
 - initial level unemployment compensation appeals, 554.3
 - invitation to a spouse or guest to attend a special event, 519.61
 - leasing real property to, 662.1
 - legal assistance provided by, 668.1
 - matching contributions to TSP for FERS employees, 592.51
 - medical review, 546.62
 - medical staffing, 863.21
 - participation in unemployment compensation appeals, 554.4
 - prior service used in computing years of service for annual leave, 512.221
 - recognition of labor organizations, 911.4
 - records of CSRS retirement, 569.73
 - representation at organization gatherings, 682
 - responsible for correcting TSP withholding, 594.1
 - responsible for costs of a management-initiated medical examination, 568.125
 - retirement records and related correspondence maintained by, 589.63
 - safety philosophy of, 811.24
 - supplementing an insurer's payment for a loss, 641.432
 - third party collection responsibility, 547.57
 - unemployment compensation procedures, 553.1
- Postal Service emblem, wearing of, 931.264
- Postal Service employees (see Employees)
- Postal Service indebtedness, priority of, 454.4, 464.4
- Postal Service medical officer, making a determination of self-support, 526.31
- Postal Service physicians (see Postal physicians)
- Postal Service Schedule (see PS Schedule)
- Postal tour of duty, performing in addition to court service, 516.33
- Postal training, 714.11
 - delivery of, 714.2
 - nonpostal personnel participation in, 717
- Postemployment activities, 662.1, 39 CFR 447
- Posthumous awards, 473.322, 473.352, 473.362
- Postmaster general (PMG)
 - designates recipients of the Benjamin Franklin Award, 473.42
 - filling PCES II vacancies through appointment, 384.1
 - responsible for the occupational safety and health program, 812.11
 - serving as the Postal Service National Campaign Chairperson, 617.22
 - as the sole appellate official, 652.233
- Postmaster organization conventions, administrative leave for, 519.62

Postmaster positions
 special placement in, 354.347
 temporary assignment to, 417.3

Postmaster Relief/Leave Replacements, 419.31
 dual appointment and, 348.11

Postmasters
 absences, 513.35
 acceptance of a nonpostmaster assignment under a discontinuance, 354.341
 annual leave for, 512.513
 approving Certificates of Appreciation, 472.73
 collection of debt by, 452.12, 462.12
 death of, 365.361
 definition of, 451.4
 of discontinued Post Offices, 354.341
 district meetings, 683
 eligibility for discontinued service annuity, 354.341
 holiday leave for, 518.6
 newly appointed as EAS A–E or EAS-11, 411.412
 reassignment under a discontinuance, 354.341
 recording leave, 519.622
 recording personal absences, 519.742
 refusal of reassignment offers, 354.348
 relocation expenses as a result of a discontinuance, 354.345
 voluntary retirement under a discontinuance, 354.341
 work schedules of, 432.34

Postmasters' associations, 682.1

Post-RIF employee placements, 354.26

Post-RIF placement to lower grade, 415.4

Potential RIF, notifying employees of, 354.241

Powered industrial trucks (see PITs)

PPO Schedule (see Postal Police Officers Schedule)

Preemployment suitability determinations, 342

Preference eligible applicants, positions restricted to, 341

Preference factors (see Veterans' preference)

Pregnancy, defined for FMLA purposes, 515.2

Pregnancy and confinement as a condition for sick leave, 513.32

Preliminary placements, making for a RIF, 354.243

Premium pay for a full-time postmaster, 432.34

Premiums
 for basic insurance after retirement, 536.211
 pyramiding of, 434.8, [Exhibit 434.8](#)
 for TCC enrollees, 521.75

Pre-1983 earnings, acceptable proof of, 574.252

Pre-retirement counseling, 569.123

Index

- Pre-retirement interviews, 569.125
- Presentation ceremonies for awards, 471.6
- President's Day, 518.1
- Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*, PS Form 8202, 524.833
- Pre-Tax Health Insurance Premium Waiver/Restoration*, PS Form 8201, 524.832
- Pre-tax health premiums, effective date of change to Self Only, 524.62
- Pre-tax payment of health insurance premium contributions, 524.529, 524.831
- Pre-tax status, changing back to, 524.832
- Preventability of motor vehicle accidents, 842.24
- Preventive care under FECA, 545.24
- Previous service, credit for paid military leave purposes, 517.42
- Primary Insurance Amount (see PIA)
- Primary placement administrator, 354.213
- Principal Combined Fund Organization (see PCFO)
- Prior service
 - deposits for, 565.21
 - including in creditable service, 422.132
- Privacy Act
 - accident records, 821.34
 - award records, 471.5
 - CSRS retirement records, 569.7
 - FERS retirement records, 589.6
 - health benefits records, 527.1, 527.3
 - injury compensation records, 541.14
 - life insurance records, 539.2
 - safe driver award records, 842.26
 - unemployment compensation, 551.42, 551.422
- Privacy of bond allotment records, 616.34
- Privacy systems
 - accident reports, 821.4
 - allotment records, 616.34, 617.45
 - counseling records, 874.31
 - health benefits records, 527.2
 - injury compensation records, 541.14
 - life insurance records, 539.22
 - retirement records and related correspondence, 569.73, 589.63
 - safe driver award records, 842.26
- Private automobile for personal convenience, 438.141
- Private citizens, Certificates of Appreciation for, 472
- Private industry, concurrent employment between the Postal Service and, 348.3
- Private party, witness service on behalf of, 516.6
- Private persons, recommending or suggesting employment of, 661.415
- Private transportation, acceptance of, 662.1

- Privileges, granting to a professional association, 755
- Prizes (see Awards)
- Pro rata basis, crediting with annual leave on a, 512.312
- Probation, performance evaluation during, 376
- Probationary period
 - of partially recovered employees, 546.143
 - separation, disqualification during, 365.323
- Procedural rights, available to employee debtors, 452.322
- Processing and distribution center, 113.3
- Procurement, 662.2
 - of institutional memberships, 753.3
- Procurement Policy Committee, 696
- Professional associations
 - attendance at meetings and conferences, 754
 - definition of, 751.1
 - granting privileges to, 755
 - membership of, 751.2
 - organizations excluded from, 751.3
 - participation in, 752
- Professional employees, 444.323
- Program, definition of, 113.1
- Program audits or evaluation, disclosure of EAP counseling records to, 874.411
- Prohibited activities, social and recreational program, 615.44
- Prohibited disclosures, regarding records, information, and associated processing systems, 668.32
- Prohibited personnel practices, 666
 - allegations of, 666.26
- Prohibited training sponsors, 741.232
- Prohibited uses of Postal Service property, 667.33
- Prohibition
 - of discrimination, 311.12
 - of political recommendations, 311.13
- Promotion, 421.43, 421.44
 - definition of, 413.1
 - effect of a saved rate on, 421.525
 - eligibility for, 351.13
 - to grade with maximum below the saved rate, 422.123
 - to grade with maximum equal to or above saved rate, 422.123
 - to grade with maximum wage below protected rate, 422.123
 - to grade with maximum wage equal to or above protected rate, 422.123
 - to nonbargaining unit positions, 413
 - policies for nonbargaining positions, 353.1
 - from PS or MESC Schedule 1, 422.123
 - from PS Schedule 2, 422.123
 - to PS Schedule 2 from other rate schedules, 422.123

Index

- rate retention effect on, 415.6
- of safety awareness, 841
- Promotion by merit, 351.51
- Promotion charts
 - PS Schedule 1 to PS Schedule 2, [Exhibit 422.123a](#)
 - PS Schedule 2 to PS Schedule 2, [Exhibit 422.123b](#)
- Promotion increases, 413.2
- Promotion pay anomaly, 422.123
- Promotion policies, 351.5
- Promotion rules
 - for bargaining unit employees, 422.123
 - protected rate and, 421.515
- Promotional Increases, calculation methods for, 421.82, [Exhibit 421.82](#)
- Promotional purposes, apparel worn for, 933.8
- Promotions
 - under dual employment, 422.157
 - of employees temporarily assigned to higher grade positions, 422.144
 - temporary, 351.55
- Proof of loss, satisfactory, 538.33
- Property
 - compensation for damaged, 641.42
 - compensation for lost or destroyed, 641.41
 - definition of, 669
 - prohibited uses of, 667.33
- Proposed alternative offset schedule, 452.234, 452.335
 - action following, 452.24
- Proposed alternative repayment schedule, 452.335
- Prosecute, definition of, 547.23
- Protected EEO activity, 672.1
- Protected groups
 - focusing attention on, 675.11
 - identified by EEOC regulations, 672.2
- Protected rate, 421.51, 422.123
 - compared to a saved rate, 421.521
 - determination of, 421.512
 - due to a nondisciplinary management reduction, 422.125
 - duration of, 421.513
 - effect on other compensation, 421.515
 - termination of, 421.514
- Protected salary, 415.31, 415.32
- Protective items, alternative, 932.15, 938.31
- Protests of orders, 665.15
- PS Schedule, 422.11
 - assignment to higher level work in, 422.143

- hiring into, 422.121
- promotion from, 422.123
- reassignment within, 422.124
- step increase waiting periods, [Exhibit 422.13](#)

PS Schedule 2

- promotion from, 422.123
- promotion to from other rate schedules, 422.123
- step increase waiting periods, [Exhibit 422.13](#)

PSTN (Postal Satellite Training Network), 714.226

Psychiatric evaluation for a management-initiated disability retirement, 568.124

Public duties, performance of, 665.12

Public financial disclosure reports, 662.2

Public Health Service (PHS), officer personnel, [Exhibit 354.215b](#)

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, 524.84

Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act*, 512.412

Publication 136, *Licensed Vendor Listing: Uniform Allowance Program*, 936.59

Publication 721 (IRS), *Comprehensive Tax Guide to U.S. Civil Service Retirement Benefits*, 569.61

Publishers, compiling city directories, 667.11

Pyramiding of premiums, 434.8, [Exhibit 434.8](#)

Q

QSIs (quality step increases), 421.45, 475.35

- approval authority for, 475.35
- basis of, 475.33
- compared to Spot Awards, 475.342
- compared to within-grade increases, 475.341
- eligibility for, 475.32
- evaluating and approving, 475.35
- initiating a personnel action, 475.38
- initiating documentation, 475.37
- recommendation for, 475.36
- step and next step date for, 475.341

Qualification factors for unemployment compensation benefits, 551.2

Qualification requirements for positions, 351.31

Qualification standards, 312

Qualifications of medical staff, 863.22

Quality control certification by the Uniform Quality Control Office, 932.32

Quality step increases (see QSIs)

Quarterly absences, review of, 513.391

Quarters of coverage, 574

R

Railway employees, controversies with, 667.16

Index

- Ramp clerks, uniforms worn by, 932.11, 933.111
- Randolph-Sheppard Act, 614.1, 614.3, 614.4
- Ranking of Position Request*, PS Form 820, 155.1, 212.2, 231
 - documentation requirements for, 232.2
 - management review levels, 232.22
 - preparing, 232.12
 - use of, 232
- Rate adjustments, 414.2
 - for reassignment of nonbargaining unit employees, 414.21
- Rate of interest for back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
- Rate protection
 - effect on other compensation, 421.515
 - termination of, 421.514
- Rate retention
 - applicable to nondisciplinary management reductions, 422.125
 - effect on promotion, 415.6
 - employees with, 413.1
 - provisions, 421.5
 - temporary assignment of an employee with, 417.232
 - termination of, 415.51
 - types, 415.1
- Rate schedule codes (see RSCs)
- Rate Schedule Summary and References, 421.7, [Exhibit 421.7](#)
- Rates
 - of pay, 417.2, 422.143, 432.2
 - rounding of, 432.23
- RAUX (see Rural Auxilliary Pay Schedule)
- RC (see Rural Carrier Evaluated Schedule)
- RCAs (see Rural carrier associates)
- RCR (see Rural carrier relief)
- RCS (see Rural Carrier Mileage Schedule)
- RSCRs (see Rural Substitute Carrier Schedules)
- Real property, leasing to the Postal Service, 662.1
- Realignments
 - involving nonbargaining positions, 353.4
 - lower grade positions resulting from, 362.24
- Reappointments to a uniformed category, 935.24
- Reasonable accommodation, 675.13
- Reassignment actions, salary restoration criteria, 546.143e
- Reassignments, 353.2, 421.43
 - to another position in the Postal Service, 354.341, 354.342
 - to another postmaster vacancy under a discontinuance, 354.341
 - under collective bargaining agreements, 546.2
 - under dual employment, 422.156

- of employees injured on duty, 546
- to equivalent grades in another bargaining unit, 422.124
- to higher grade position, 354.343
- within the IT/ASC schedule, 422.623
- to a nonbargaining unit position, 414.1
- offer of appointment, 546.63
- out of competitive areas, 354.23
- to permit absences for military duty, 517.621
- to a postmaster vacancy of a supervisor under a discontinuance, 354.342
- procedures for, 546.6
- processing, 546.633
- refusal of offers, 354.348
- rules for bargaining unit employees, 422.124
- to a supervisory vacancy for by a postmaster under a discontinuance, 354.341

Recipient of unpaid compensation or money due, 432.82

Reclassification of positions to lower grade, 415.52

Recognition and awards program, 471, [Exhibit 471.1](#)

Recognition program for CFC, 617.6

Recommendations

- improper, 666.15

Recomputation of FERS disability annuities at age 62, 586.53

Reconsideration of debt

- action following, 452.24
- request for, 452.235

Record of assets, social and recreational fund, 615.53, [Exhibit 615.5](#)

Records

- disclosing, 667.32
- of the employee social and recreational fund, 615.451
- of formally submitted ideas, 635
- for life insurance records, 539.22
- for paid military leave, 517.7
- regarding debt collection, delivery of, 451.7
- request for copies of, 452.231
- restricted, 334.4
- of safety and health training, 817.9

Records review of OSHA inspections, 825.44

Recovered employees, reinstatement of, 873

Recovery disbursements, third party sample letter, 547.73, [Exhibit 547.73](#)

Recreational committee (see Employee social and recreational committee)

Recrediting

- annual leave, 512.9
- sick leave upon transfer, 513.712

Recruiting materials, obtaining, 321.2

Index

- Recruitment, 320
 - anticipating needs, 321.1
- Recruitment area, 334.33
- Recurrence
 - of disability, 541.2p, 545.722
 - FECA claim for, 542.13
 - of injury, 544.22
 - of medical condition, 541.2q
- Red-circle amount, 421.44, 421.522, 422.125, 422.622
- Redeposits
 - CSRS, 565.3
 - FERS, 585.4
 - for refunded CSRS service, 585.4
- Redetermination of annuity for reemployed annuitants, 566.52
- Redetermination period for unsatisfactory performance, 422.531, 422.831
- REDRESS, 673.221
- Reduced annuity for involuntarily separated employees, 563.212
- Reduced earnings, TSP contributions based on, 592.92
- Reduced notice period for an adverse action, 651.77
- Reduced work schedule under FMLA, 515.6
- Reduction in force (see RIF)
- Reduction in grade, 421.44
 - for bargaining unit employees, 422.125
- Reductions
 - of expenses, 138
 - of FEGLI coverage after retirement, 536.3
 - to insurance coverage under suspension, 537.121
- Reemployed acquired insurance benefit versus suspended life insurance, 537.21
- Reemployed acquired life insurance, 537.22
- Reemployed annuitants
 - additional annuity under FERS, 586.6
 - additional CSRS annuity, 566.5
 - additional optional coverage, 537.132
 - amount of FEGLI coverage, 537.15
 - automatic FEGLI coverage, 537.13
 - contributions to FERS, 591.342
 - credit for period of separation under OWCP benefits, 546.143
 - death of, 537.121, 538.32
 - electing to transfer to FERS, 591.341
 - eligibility for supplemental annuity, 566.511
 - eligibility for TSP, 591.34
 - FEGLI and, 537
 - FEGLI benefits, 537.2
 - FEGLI designation of beneficiary, 537.3

- FEGLI termination and conversion, 537.16
- FEHB enrollment of, 525.45
- redetermination of annuity, 566.52
- straight time pay, 433.5
- waiver and/or declination of FEGLI coverage, 537.14
- Reemployment
 - under collective bargaining agreements, 546.2
 - effect on severance pay, 435.4
 - of employees injured on duty, 546
 - of employees receiving a lump-sum leave payment, 512.73
 - enrollment in FEHB after, 524.524
 - FEGLI coverage retained, 537.12
 - FEGLI coverage terminated, 537.11
 - offer of appointment, 546.63
 - under the Operating Services Division Schedule, 422.721
 - procedures for, 546.6
 - processing, 546.633
 - recrediting sick leave upon, 513.72
 - stopping installments from TSP, 597.8
 - TSP annuity continuing upon, 597.8
- Reemployment actions, salary restoration criteria, 546.143e
- Reemployment list, groups, 546.131
- Reemployment rights
 - exercising on return from military duty, 525.322
 - positions affected by, 351.2
- Reevaluation, involving nonbargaining positions, 353.4
- Referral of Third Party Material*, PS Form 2560, 547.59, [Exhibit 547.59d](#)
- Refresher training programs per OSHA regulations and postal policies, 817.6
- Refunds for deductions insufficient to purchase bonds, 616.33
- Refusal of job offer by employees, 546.64
- Refusal of reasonable assignment to a higher grade position, 415.51
- Refusal to process claim, penalty for, 542.33
- Refusal to reemploy, 546.65
- Registered nurses (see also Nurses)
 - assisting with vocational rehabilitation services, 546.612
- Registering to vote, administrative leave for, 519.32
- Registers
 - definition of, 334.1
 - establishing, 334
 - inadequate, 334.32
 - maintained by districts, 321.4
 - maintaining, 321.7, 334.3
- Registration fees for professional meetings or conferences, 754.6
- Registration in FEHB, 523

Index

- Registration to vote, administrative leave for, 519.324
- Regular commuting, 438.121
- Regular employees, assigned to higher level positions, 422.143
- Regular pay, continuation after sustained traumatic injury, 543.41
- Regular rate
 - defining, 432.22
 - of pay, 444.211
- Regular Rural Carrier Time Certificate*, PS Form 1314, 516.23
- Regular rural carriers, 422.415, 432.111, 445.1
 - absences of, 512.531
 - annual leave covered by, 512.53
 - basic daily rate, 432.2
 - career appointment of, 422.421
- Regular rural letter carrier employees, mutual exchange of, 351.62
- Regular uniforms, employees required to wear, 932.11
- Regular work force, 432.11
- Rehabilitation Act of 1973, 672.1, 675.13
- Rehabilitation after work-related injury or illness, 867
- Rehabilitation assignment, 546.141
- Rehired employees, eligibility for TSP, 591.33
- Reimbursement
 - under a continued service agreement, 743.43
 - employee claims for, 641.2
- Reinspection of health and safety inspection deficiencies, 824.54
- Reinstatement
 - bargaining unit pay rules, 422.121
 - effect on declinations of optional increase, 535.921
- Reinstatement employee, setting the salary of, 412.1
- Reinstatement list (RL)
 - considering employees on, 354.273
 - determining employee eligibility for, 354.272
 - establishing, 354.27
 - removing employees from, 354.274
- Reinstatement list area of consideration (RLAC), 354.273
- Reinstatement requests from recovered employees, 873.12, 873.21
- Related expenses, not reimbursed for uniforms, 936.13
- Relatives
 - not eligible for health benefits, 521.5
 - restrictions on the promotion of immediate, 351.53
- Release of information, reprisal for, 666.18
- Relegation of a Post Office, 362.23
- Religious holidays, observance of, 518.1
- Relocation expenses for postmasters or supervisors reassigned under a discontinuance, 354.346

Relocation leave, 519.23

Relocations, considerations for former employees, 546.144

Remarriage after retirement, 564.323, 584.323

Remedial actions in response to conflicts of interest, 662.1

Remedies for violation of restrictions, 666.2

Removal

- definition of, 365.311
- effective date of, 365.312

Remuneration for employment, 444.212

Rental allowance

- conversion to lease agreement, 411.426
- for EAS A–E postmasters, 411.421

Repairs to uniforms, 936.13

Repayment

- not permitted of a FERS refund, 585.53
- of a refund of retirement deductions, 565.526
- voluntary procedures, 452.2

Replacement rural carriers, charging with sick leave, 513.413

Report of Hazard Log, PS Form 1773, 824.634

Report of Hazard, Unsafe Condition, or Practice, PS Form 1767, 814.1, 824.61

Report of Termination of Disability and/or Payment, OWCP Form CA-3, 525.148

Reporting inventions, 694

Reporting procedures, FECA, 544

Reporting relationships, inappropriate, 134

Reports of the employee social and recreational committee, 615.6

Representation

- before any court or agency of the United States, 661.2d, 662.1
- by the Department of Justice, 668.125
- for employees, 651.2
- right of employees to, 451.2

Representative, enrolling an employee by proxy into FEHB, 523.4

Representative rate, 354.217g

Reprisal

- for exercising appeal rights, 666.17
- for release of information, 666.18

Repromotion, 421.44

- of bargaining unit employees, 422.123
- of a protected rate employee, 422.123

Request for Full Withdrawal, Form TSP-70, 597.22

Request for Information From Employee and Notice of Government's Lien sample letter, 547.59, [Exhibit 547.59a](#)

Request for Information or Reconsideration of Federal Findings, Form ES 934, 551.422, 552.52, 553.22

Request for Life Insurance, SF 2822, 535.82, 539.14

Index

- Request for or Notification of Absence*, PS Form 3971, 511.23, 512.411, 513.34
 for FMLA leave, 515.5
 maintaining and reviewing, 511.42
 Request for or Notification of Absence, 512.42
 required for LWOP, 514.51
- Request for Payroll Deductions for Labor Organization Dues*, SF 1187, 924.11, 924.12, 925.5
- Request for reconsideration by a former spouse denied health benefits, 521.63
- Request for Status and Transmittal of Information sample letter, 547.57, [Exhibit 547.57b](#)
- Request for Temporary Schedule Change for Personal Convenience*, PS Form 3189, 516.33
- Request for Verification of UCFE Wage and Separation Information Furnished on Form ES 931, Form ES 936, 551.422, 552.52, 553.23
- Request for Wage Separation Information*, Form ES 931, 551.422, 552.52, 553.21
- Request for Waiver of Claim for Erroneous Payment of Pay*, PS Form 3074, 437.31
- Request Pertaining to Military Records*, SF 180, [Exhibit 512.232b](#)
- Request: Unemployment Compensation Data*, PS Form 2342, 551.422
- Requests
 for annual leave, 512.41
 for organizational changes, 154, 155, 157
- Requests for job evaluation review (see RFRs)
- Required individual memberships in professional associations, 753.12
- Required minimum distribution, TSP, 597.23
- Requisition for Supplies, Services, or Equipment*, PS Form 7381, 753.12
- Rescheduling, employees desiring absences for military duty, 517.622
- Reserve components, creditable CSRS service in, 562.312
- Reserve funds for the social and recreational fund, 615.462
- Reserve Officer Training Corps, summer training, 517.133
- Reserves
 duty covered as paid military leave, 517.131
 supporting employee service in, 517.11
- Reservist, entitled to LWOP, 514.22
- Resident president of an employee organization, [Exhibit 514.4](#)
- Residential and community resources, EAP assistance with, 872.32
- Residential Loan Documentation*, Form TSP-21-R, 596.32
- Residential loans, TSP, 596.21
- Residual handicap, 546.622
- Resignations
 to avoid separation for cause, 365.212
 caused by illness, 365.213
 definition of, 365.211
 effective date of, 365.211, 365.214
 notice and acceptance, 365.214
 reason for, 365.214
- Resolve Employment Disputes Reach Equitable Solutions Swiftly (see REDRESS)

Response to a notice of proposed adverse action, 651.74

Responsibility

- authority and, 143.23
- hierarchy of, 134.1

Rest periods, 432.33

Restoration of CSRS survivor annuities, [Exhibit 567.16](#)

Restoration rights

- for individuals injured or disabled on duty, 546.3
- by reason of military duty, 351.32

Restorative dental surgery, 515.2

Restricted information, 874.2

Restricted records, 334.4

Restricted sick leave, 513.39

Restrictions

- on change to lower level, 362.3
- on conversion to career appointment, 363.3
- on TSP in-service withdrawals, 597.33
- on TSP loans, 596.5

Resumption of insurance coverage for employees receiving OWCP benefits, 534.33

Retail classroom instructors, uniforms worn by, 932.11

Retail coaches, uniforms worn by, 932.11

Retail counter, employees working at, 931.26

Retail operations, uniforms worn by employees, 933.21

Retail personnel, uniforms worn by, 932.11

Retained rate, assigning to a different salary schedule, 418.1

Retained salary, eligibility for, 415.32

Retainer pay, employees receiving, 566.413

Retention initiatives, establishing, 311.23

Retention of life insurance after separation from reemployment, 537.171

Retention register, 354.217c

Retention standing for each competing employee, 354.217c

Retired annuitants (see Retirees)

Retired employees (see Retirees)

Retired Federal Employees Health Benefits Program

- dual coverage restriction, 524.31
- enrolling in FEHB after loss of coverage under, 524.527

Retirees (see also Annuitants)

- information source for, 569.4, 589.3
- letters of appreciation for, 473.351, [Exhibit 473.351a](#), [Exhibit 473.351b](#)
- making privacy requests, 569.72, 589.62
- privacy requests for OPM records, 539.23
- reemployment requiring special considerations, 546.5
- requests regarding health benefits records, 527.33

Index

- Service Award certificats for, 473.3
- with 50 or more years of service, 473.31

Retirement

- annuity election changes after, 564.32
- annuity election coverage after, 584.32
- cost of FEGLI coverage after, 536.2
- counseling, 569.1, 589.1
- credit for sick leave, 513.821
- erroneous separation for, 436.51
- FEGLI and, 536
- FEHB coverage into, 525.4
- forms for CSRS, 569.2
- forms for FERS, 589.2
- lump sum payment for annual leave, 512.73
- marriage after, 564.324, 584.324
- marriage terminated after, 564.322, 584.322
- of partially recovered employees, 546.143
- service award certificates presented at, 473.361

Retirement account, questions pertaining to an employee's, 569.3

Retirement annuity pending, effect on FEGLI coverage, 534.15

Retirement benefits

- computing Social Security, 575.51
- Social Security, 575.12

Retirement Benefits Court Orders, honored by the Federal Retirement Thrift Investment Board, 598.1, 598.2

Retirement certificates and folders, ordering, 473.34

Retirement coverage, electing to continue while serving in employee organizations, 562.254, 582.6

Retirement credit for sick leave under CSRS, 513.821

Retirement deductions

- for employees temporarily assigned to higher grade positions, 422.145
- redepositing a refund of, 562.253
- refunded, 562.213
- refunded under FERS, 582.2
- withheld in excess of the 80 percent maximum, 566.342

Retirement fund, employee's contribution to, 565.1, 585.1

Retirement savings and investment plan, 591.11

Retirement windfall benefits, elimination of, 575.4

Retiring employees, FEGLI beneficiary designations by, 538.16

Retreating for veterans' preference eligible employees, 354.216

Return from duty after military leave, 517.34

Return to duty, 364

- after extended illness or injury, 865
- after 365 days in nonpay status, 524.525
- from an FMLA-covered absence, 513.37

- from nonpay status, effect on FEGLI coverage, 534.13
- Return to work, 545.31
 - after employee incapacitation, 515.56
 - determining capability of, 545.52
 - from an outside rehabilitative program, 872.43
 - responsibilities under FECA, 545.3
- Return work interview, 546.632
- Returning employees after FMLA leave, 515.7
- Reversion of a position, 155.2
- Reviewing offices for job evaluation reviews, 212.5
- Reviews of PEDCs, 722.24
- RFRs (requests for job evaluation reviews), 212.2, 222, 222.21
- RIF (reduction in force)
 - advising employees of options prior to, 354.254
 - avoidance procedures, 415.2
 - definition of, 354.211
 - effective date, 354.251, 354.254
 - legal basis for, 354.212
 - minimizing or avoiding the impact of, 354.23
 - separation due to, 365.35
- RIF action, 354.211
- RIF notices, 354.251, 354.252
- RIF procedures
 - changes to lower grade using, 415.3
 - coverage of, 354.214
 - definitions and explanations relevant to, 354.217
 - implementing, 354.25
- RIF service date, 354.217f
- RIF situation, 354.251
- RL (see Reinstatement list)
- RLAC (see Reinstatement list area of consideration)
- Rounding of rates, 432.23
- Route changes, adjusting rural carrier pay for, 422.425
- Route classification, change in, 422.425
- Route, reassignment to another, 422.425
- Route sequence, planning for a walk-around inspection, 825.435
- RSCR (see Rural Substitute Carrier Schedules)
- RSCs (rate schedule codes), 421.7
- Rule choice, career appointment versus promotion increases, 422.123
- Rule of three, 344.4
- Rules for contests, 624.3
- Rural Auxiliary Pay Schedule (RAUX), 422.411

Index

- Rural carrier associates (RCAs), 422.411, 422.415, 432.11, 432.111
 - absences of, 512.531
 - administrative leave for acts of God, 519.217
 - charging with sick leave, 513.413
 - crediting with sick leave, 513.223
 - dual appointment and, 348.11
 - earning annual leave, 512.312
 - payment of, 422.421
 - Rural carrier craft, hiring or transferring into, 422.121
 - Rural Carrier Evaluated (RC) Schedule, step increase waiting periods, [Exhibit 422.13](#)
 - Rural Carrier Mileage Schedule (RCS), 422.411
 - Rural carrier position, career employees reassigned to, 422.124
 - Rural carrier relief (RCR), 422.411, 422.415, 432.11, 432.111
 - dual appointment and, 348.11
 - payment of, 422.421
 - Rural Carrier Schedules
 - appointment to or from other rate schedules, 422.422
 - changes from, 422.16
 - higher level pay for, 422.44
 - promotion from or to other rate schedules, 422.422
 - promotion within, 422.422
 - step increases, 422.43
 - types of, 422.411
 - Rural carriers, 432.111
 - assigned to lower level duties, 421.42
 - basic daily rate, 432.2
 - calculating higher level pay to nonbargaining unit schedules, 417.235
 - charging with sick leave, 513.413
 - compensation, 445
 - on court leave, 516.23
 - employee classifications, 422.415
 - holiday leave for, 518.51
 - leave replacements for, 512.55
 - leave requests from, 512.411
 - not covered under the guarantee provisions of the FLSA, 445.2
 - transfer to, 422.423
 - waiting period for step increases, 422.424
 - Rural mailboxes, manufacture of, 667.14
 - Rural routes, protected rate and, 421.515
 - Rural Substitute Carrier Schedules (RSCR), 422.411
- S**
- SAA (see Special Achievement Award)
 - Safe Driver Award Program, 842.21

- Safety and health inspections
 - closing conferences, 824.424
 - conducting, 824.4
 - deficiency and hazard abatement, 824.5
 - documentation and reporting, 824.425
 - investigating employee reports of hazards, unsafe condition or practices, 824.6
 - methods of, 824.2
 - notification of results, 824.426
 - opening conference, 824.421
 - procedures for, 824.42
 - purpose of, 824.1
 - rules for, 824.422
 - types of, 824.3
- Safety and health objectives with action plans, 812.6
- Safety and health orientation for all employees, 817.4
- Safety and health personnel, training and education, 817.2
- Safety and health program evaluation report, 823.31
- Safety and health program evaluations, 823.1
- Safety and health programs (see Occupational Safety and Health Program)
- Safety and health staff, responsibilities of, 813
- Safety and Health Subsystem
 - recording PS Form 1769, 821.123
 - Report 10 Accident Analysis Summary, 821.34
- Safety and health training
 - curriculum, 817.51
 - records of, 817.9
- Safety Awareness Program, 841
- Safety consciousness, motivating, 843.1
- Safety engineering, integrating into all activities, 833.1
- Safety incentive programs, 843
- Safety office
 - notifying of controverted claims, 821.133
 - notifying of corrections, 821.134
- Safety, offsite, 811.3
- Safety Performance Management (SPM), responsibilities of, 813.1
- Safety personnel
 - authorization to conduct inspections, 824.41
 - logging and sequentially numbering all hazard reports, 824.634
 - responsibilities of, 813.31
- Safety philosophy of the Postal Service, 811.24
- Safety posters, keeping current, 841.3
- Safety professionals
 - CSHO opening conference attended by, 825.432
 - participation in OSHA inspections, 825.451

Index

- required to be present for an OSHA inspection, 825.41, 825.42
- Safety records, reviewable by OSHA CSHOs, 825.441
- Salaries, determination of for nonbargaining unit positions, 411.33
- Salary adjustment for termination of a retained rate, 415.72
- Salary basis, pay on a, 444.324
- Salary compensation (see Compensation)
- Salary determination
 - for dual employment, 422.152
 - for partially recovered employees, 546.143e
- Salary grade (see Grades)
- Salary offsets
 - administrative and court judgments, 454.3, 464.3
 - consent to, 452.233, 452.252, 452.334, [Exhibit 452.233](#)
 - court judgment, 453, 454.2, 462.5, 464.2
 - implementing, 462.5
 - involuntary, 452.22
 - maximum to collect a debt, 462.42
 - multiple, 454, 464
- Salary restoration criteria, 546.143e
- Salary retention, termination of, 415.7
- Salary schedules
 - assigning positions to, 421.31
 - assignment to different, 418
 - covered by specific agreements, 422
- Salary standing, 421.44
- Sales activity, on duty, in uniform, or in the office where stationed, 662.1
- Same relative percentile point, calculating a salary reduced to, 415.72
- Sample Letter of Salary Offsets Based on Federal Court Judgment, 453.21, [Exhibit 453.21](#)
- Sample Notice of Involuntary Administrative Salary Offsets, 452.322, [Exhibit 452.322](#)
- Samples, collected by CSHOs, 825.462
- Satisfactory performance
 - under the Postal Nurses Schedule, 422.531
 - under the Postal Police Officer (PPO) Schedule, 422.831
- Saturday, holiday falling on, 518.21
- Saturday absences
 - for A–E postmasters, 512.524
 - of regular rural carriers, 512.531
- Saved grade, 421.53, 422.123
 - due to a nondisciplinary management reduction, 422.125
 - duration and termination of, 421.532
 - eligibility for, 415.32
 - granting to nonbargaining unit employees, 415.11
- Saved grade period to veterans' preference eligible employees under RIF, 415.12

- Saved rate, 421.52, 422.123
 - due to a nondisciplinary management reduction, 422.125
 - duration of, 421.523
 - effect on promotion, 421.525
 - for IT/ASC employees, 422.626
 - termination of, 421.524
- Saved salary, 415.13, 415.53
- Saved-rate provisions due to a job-related injury, 546.143e
- Savings Bond Drive
 - organization of, 616.211
 - participation in, 616.212
 - supplies for, 616.213
- Savings Bond Program, 616
 - enrollment in, 616.3
 - reports, 616.4
- Savings bonds, issuing and mailing, 616.33
- SCBA (self-contained breathing apparatus), 853.13
- Schedule awards, FECA, 541.133
- Schedule change, notice of temporary, 434.612
- Scheduled time, deviations from, 432.461
- Scheduled workdays
 - administrative leave for death on, 519.55
 - holidays on, 518.3
- Scheduling of training programs for FLSA-nonexempt employees, 712.22
- Scientific research, disclosure of EAP counseling records to, 874.411
- “Scrambled eggs,” 933.811
- Seasonal changes of uniform, 934.4
- Seatbelt use incentive program, 844
- Second level state appellate authority, 554.5
- Security controls, bypassing established, 667.333
- Security Force Police officers, uniforms worn by, 932.11, 933.4
- Segregated meetings, nonparticipation in, 663.3
- Selection
 - for attendance at professional meetings or conventions, 754.4
 - for bargaining positions, 352
 - of employees to participate in training, 713.1
 - factors considered for training, 713.2
 - for nonbargaining positions, 353
- Selections for appointment, 344.3
- Self and Family enrollment
 - effective date of changing to provide coverage to child, 524.63
 - in FEHB, 524.12
- Self Only enrollment
 - change by a former spouse, 524.941

Index

- change to, 524.529
- effective date of change to, 524.62
- in FEHB, 524.11
- Self-contained breathing apparatus (see SCBA)
- Self-Development Training
 - examples of, 711.424
 - Job Training courses, 711.421
 - job-relatedness of, 711.423
 - payment of expenses for, 741.22
- Self-nomination for reassignment, 353.23
- Self-referrals, 871.2, 872.223
- Self-support
 - capable of, 526.12
 - determination, 526
 - incapable of, 526.11
- Senate, FEHB enrollment of employees moving to or from, 525.83
- Senior Management Committee, approval of national contests by a member of, 623.4
- Senior or executive vice president organization, 113.3
- Senior plant manager, approval for proposed contests, 623.2
- Senior vice president of Human Resources, job evaluation responsibilities of, 212.1
- Seniority of partially recovered employees, 546.143
- Separated employees
 - eligibility for Temporary Continuation of Coverage, 521.711
 - information source for, 569.4, 589.3
- Separated TSP participants, withdrawal elections, 597.23
- Separating employees
 - payment for uniform purchases, 936.4
 - refunding the amount paid to them for unearned leave, 512.721
- Separation
 - for cause to avoid resignation, 365.212
 - collection of debt upon, 455.3, 465.3
 - by death, 513.83
 - definition of, 365.11
 - for disability, 545.92, 545.93
 - due to a reduction in force, 365.35
 - dues withholding discontinued, 925.21
 - effective date of, 365.12
 - electing participation or termination of TSP elections after erroneous, 594.62
 - involuntary, 365.3
 - payment for uniform purchase after, 936.2
 - requirements and procedures by types for a CSRS annuity, 563.2
 - retirement credit allowed for a period of, 562.252, 582.42
 - retirement credit for an improper, 562.253, 582.51
 - of a temporary or casual employee, 365.33

- types of under FERS, 583.2
- voluntary, 365.2
- withdrawal of TSP funds upon, 597.2

Separation adjustments, 512.7

Separation PS Form 50, severance pay information, 435.31

Separation information, request for, 553.223, 553.224

Separation-disability

- definition of, 365.341
- effective date of, 365.344

Separation-disqualification, 365.32

Separation-transfer

- definition of, 365.221
- effective date of, 365.222

Series E bonds, exchanging for Series H, 616.22

Serious accident investigation board

- composition of, 822.221
- report of, 822.224
- response requirements, 822.225
- responsibilities of, 822.223

Serious accidents (see also Accidents)

- defined as, 822.11
- investigating, 822.2
- reporting, 822.1

Serious danger, 824.51

Serious health condition, defined for FMLA purposes, 515.2

Serious injury (see also Injuries)

- definition of, 547.23

Service award certificates

- ordering, 473.34
- presented at retirement, 473.321
- responsibility for, 473.33

Service award pins, 473.2

- basis for, 473.22
- determining eligibility for, 473.24
- ordering, 473.25
- presenting, 473.27
- responsibility for, 473.23

Service awards, 473

Service Benefit Plan, 522.11

Service center, 113.3

Service credit deposit

- FERS, 585.3
- for military service, 562.316
- required for post-1956 military service, 562.34, 582.76

Index

- Service day, 432.43
- Service hour category of an A–E Post Office, 414.3
- Service limitations, causing FEHB discontinuance, 524.721
- Service matters, restrictions on, 667
- Service office, 113.3
- Service periods, 432.4
- Service programs, 611
- Service Recognition and Incentive Award, [Exhibit 471.1](#)
- Service week, 422.132, 432.42
- Settlement agreement, requiring EAP participation, 872.221
- Settlements
 - determining the rate of interest on back pay, 436.63, [Exhibit 436.63a](#), [Exhibit 436.63b](#)
 - interest on back pay resulting from, 436.62
- Severance fund, computing, 435.2
- Severance pay, 354.348
 - amount and intervals, 435.32
 - eligibility for, 435.1
 - suspending, 435.42
- Severe arthritis, 515.2
- Severe financial hardship, definition of, 451.4
- Severe stroke, 515.2
- Sex discrimination, 665.23, 666.12b, 672.1, 673.223
- Sex discrimination policy of FLSA, 443.1
- Sexual harassment, 673.222, 673.32
- Sexual orientation, discrimination and harassment based on, 673.223, 665.23, 666.12, 672.1
- Sheltering drills, 853.2
- Short-term temporary assignment
 - at a higher level, 422.141
 - leave pay for, 422.143
- Sick leave, 513
 - abuse of, 513.391
 - accrual chart, 513.21
 - advanced, 513.5
 - annual leave changed to, 513.65
 - authorizing, 513.3
 - charging, 513.4
 - collection for unearned, 513.9
 - compensation under dual employment, 422.155
 - conditions for authorization, 513.32
 - credit upon retirement, 513.821
 - crediting, 513.22
 - CSRS retirement credit for unused, 562.4
 - disapproved, 513.63
 - documentation requirements, 513.36

- for extended periods, 513.363
- extending the separation-disability date, 365.344
- under FECA, 543.42
- granted for the period immediately prior to death, 513.83
- during higher level service, 417.236
- insufficient, 513.61
- liquidation of advanced, 513.532
- medical documentation for, 513.364
- not allowed for outside work, 661.42
- recrediting on transfer, 513.712
- requests for, 513.33
- restricted, 513.39

Sick leave pay for employees assigned to higher level positions, 422.143

Simultaneous personnel actions for bargaining unit employees, 422.134

Single accident, FEGLI benefits, 538.221

Single payment distribution as an option for TSP withdrawal, 597.21

Skill requirements

- analysis of, 142
- dual purpose of, 142.1

Smoking, 880

Social committee (see Employee social and recreational committee)

Social recreational program, 615

Social Security (see also FICA taxes), 571.2

- benefits, 575.1
- computing retirement benefits, 575.51
- contributions to, 573
- coverage requirements for benefits, 574.4
- disability benefits, 575.13
- employees covered by, 572.11
- events affect benefits, 575.31
- examples of Primary Insurance Amount (PIA) computations, 575.54
- exclusions from, 572.2
- federal civilian service covered by, 562.22
- general computation of Primary Insurance Amount, 575.52
- insurance payments, 571.21
- Internet site, 571.1
- quarters of coverage, 574.1
- retirement benefits, 575.12

Social Security Act, 571.22

Social Security Administration (see SSA)

Social Security benefits

- election of, 567.172
- for a spouse or surviving spouse, 575.6

Social Security Program, insured status under, 574.3

Index

- Social Security quarters of coverage (see SSQCs)
- Sole appellate official, 652.233
- Solicitation by the CFC, 617.3
- Son or daughter
 - birth and subsequent care of, 515.61
 - defined for FMLA purposes, 515.2
 - FMLA leave for, 515.52
- Sound supervision, principles of, 372
- Space allocations for PEDC activities, 722.23
- Space allowance for credit unions, 613.2
- Span of control, 122
 - inappropriate, 136
- SPDs (standard position descriptions), 221
- Special considerations, for individuals referred for reassignment or reemployment, 546.622
- Special emphasis programs, 673.21, 675.1, 817.52
- Special employment programs, 322
- Special events, administrative leave for, 519.6
- Special exempt employees, 432.112
- Special hazards, 853.17
- Special pay, 421.44
- Special placement in postmaster positions, 354.347
- Specialized structures, 124
- Specific Notice to Employees Entering (or Already In) Nonpay Status — Change in Health Benefits Regulations*, PS Form 3111, 525.222
- Specific RIF notices, issuing, 354.252
- Spinal subluxation, 541.2m
- Spot Awards, 475.2
 - approval authority for, 475.25
 - documenting and processing, 475.28
 - eligibility for, 475.23
 - \$3,000 limit, 475.22
- Spousal rights
 - regarding TSP funds, 597.5
 - regarding withdrawal of TSP funds, 597.24, 597.332
 - for spouses of TSP participants, 596.56
- Spouse (see also Current spouse; Former spouse)
 - CSRS annuities to current and/or former, 564.21, 564.22
 - defined for FMLA purposes, 515.2
 - eligibility for FERS annuities, 584.22
 - employment status affecting FEHB enrollment, 524.533
 - FEHB coverage for a new, 524.531
 - Social Security benefits for, 575.61
 - traveling in lieu of employee during extended training sessions, 716.124
- Spouse Equity Act, 521.711, 523.61, [Exhibit 523.62](#)

Spouse's Consent to Survivor Election, OPM Form 1431, 564.24
Spouse's Consent to Survivor Election, SF 3107-2, 584.28
Spouse's death (see Life status changes)
SPs (Standard Positions), 231
SS (see Social Security)
SSA (Social Security Administration), 571.22
SSQCs (Social Security quarters of coverage), 574.1
Staff functions, analyzing, 143.22
Staff interaction, evaluating in a unit or facility, 162.2
Staff managers, 143.22
Staff positions, assigning specific duties to, 142.2
Staff relationships, 143.22
Staffing, 125.1
 criteria, 125.2
 definition of, 113.1
 matrices, 125.3
 overview, 125.1
 variations above the first level of supervision, 125.2
Staffing Change Notice
 prepared by area Human Resource managers, 222.4
 prepared by Customer Requirements, 222.5
 prepared by district Human Resources managers, 222.3
Staffing matrix, 125.3
Standard & Poor's 500 (S&P 500) stock index, 593.1
Standard organizational structures, 123
Standard position descriptions (see SPDs)
Standard Positions (see SPs)
Standard terminology, identifying a separation, 365.13
Standard training, request and approval for, 742.21
Standards of conduct, 662.1, 665
Stars, indicating length in service, 933.71
Start-up operation, temporary elements of, 139
State agencies
 determining entitlement to unemployment compensation, 551.11
 unemployment compensation forms and procedures, 553.2
State appeal hearings, evidence provided at, 554.412
State Appeals Board, 554.5
State conventions, 682.3
State coordinators
 preparing appeals, 554.411
 unemployment compensation responsibilities, 552.3
State courts
 demands for records or information, 547.64

Index

- Postal Service appeals to, 554.6
- State employment security agencies, information furnished to, 551.4
- State employment security laws, appeals provided by, 554.1
- State Guard, training with, 517.133
- State income taxes, TSP contributions on a before-tax basis, 592.82
- State licensing agencies for the blind, 614.3
- State office, holding of nonpartisan, 663.11
- State or jurisdiction duty, allowance for, 517.431
- State unemployment compensation appeal hearing, routine disclosure of information, 554.431
- Statement of Account offices, payment procedures, 868.133
- Statement of Account for CAGs H–L*, PS Form 1555, 868.133
- Statement of Claim — Option C, Family Life Insurance*, Form FE-6 DEP, 538.341
- Statement of Receipts and Disbursements (Employee Social and Recreational Funds)*, PS Form 3241, 615.62, [Exhibit 615.62](#)
- Statements of employment and financial interests
 - confidentiality and retention of, 662.2
 - information not required for, 662.2
 - procedures for transmittal of, 662.2
 - submission of, 662.2
 - time of retention of, 662.2
- Station Manager Evaluation Process, reclassification during, 415.52
- Statistical accident analysis, 821.33
- Statutory offset procedures, 452.3, 462.3
- Statutory provisions for the Code of Ethical Conduct, 661
- Stay of collection of debt, 462.41
- Stem cell donation, administrative leave for, 519.52
- Step, 421.44
- Step A appeal and decision, 652.42
- Step B appeal and decision, 652.43
- Step B decision, 652.44
- Step increases, 421.45
 - for bargaining unit employees, 422.13
 - credit for employees temporarily assigned to higher grade positions, 422.144
 - deferring for LWOP, 422.133
 - for dual employment, 422.154
 - eligibility for, 422.13
 - for an employee with a protected rate, 421.517
 - for an employee with a saved grade, 421.533
 - notice from the Eagan Accounting Service Center, 422.531
 - for Rural Carrier Schedules, 422.43
 - for separate positions, 422.154
 - waiting period for rural carriers, 422.424
- Step 1, appeal to, 652.23

Step 1 official, 652.231, 652.232
 accepting or rejecting the hearing officer's proposed decision, 652.252
 final decision by, 652.252
 neutral hearing officer assigned by, 652.242

Stepchildren
 entitled to a survivor annuity, 567.133
 for health benefits purposes, 521.422

Stock ownership by an employee, 662.1

Stop payment notices, processing, 936.57

Straight time pay, 433

Structures (see Organizational structures)

Structuring principles, 122

Student welfare, during training, 716.4

Subgroup A, 354.217e

Subgroup AD, 354.217e

Subgroup B, 354.217e

"Subluxation as demonstrated by X ray to exist," 541.2m

Subscriptions to professional association periodicals, 753.4

Subsequent elections of TSP contributions, 595.4

Substance abuse, treatments for, 515.2

Substitute replacement carriers, lump sum payments for annual leave, 512.553

Substitute rural carriers, 422.415, 432.11, 432.111
 absences of, 512.531
 administrative leave for acts of God, 519.217
 basic daily rate, 432.2
 charging with sick leave, 513.413
 converting to regular rural carrier status, 422.421
 crediting with sick leave, 513.223
 dual appointment of, 348.11, 348.14
 earning annual leave, 512.312
 earning sick leave in dual appointments, 513.225
 excluded from FEGLI, [Exhibit 531.3](#)
 holiday leave for, 518.52

Suitability
 of bulletin board material, 612.232
 preemployment determinations, 342
 replying to requests for, 365.223

Suitable employment or reemployment, 546.64

Suitable work, 545.32

Summer shirt, tie and, 934.32

Summons, definition for the purposes of court-related service, 516.2

Sunday, holiday falling on, 518.22

Sunday premium, 434.31

Index

- eligibility for, 434.32, [Exhibit 434.3](#)
 - 5-minute leeway rule and, 432.464
 - pay computation for, 434.34
 - training and, 438.24
 - travel and, 438.15
- Supervision
- of bargaining unit employees, 412.1
 - of drivers, 831.331
 - principles of sound, 372
- Supervisors, 113.2
- accompanying injured employees to the doctor's office or hospital, 545.41
 - alternatives under a discontinuance, 354.342
 - approving or disapproving annual leave, 512.422
 - approving or disapproving sick leave, 513.342
 - conflict of interests regarding labor organizations, 911.3
 - CSHO interviews with, 825.452
 - eligibility for discontinued service annuity, 354.342
 - eligibility for voluntary retirement under a discontinuance, 354.342
 - eligibility for a work clothes allowance, 933.6
 - FECA responsibilities, 544.11
 - informing employees on all official matters, 612.1
 - investigating reports of unsafe or unhealthy conditions, 824.632
 - Occupational Safety and Health Program responsibilities, 812.5
 - official, 541.21
 - performance management of subordinates, 651.3
 - reassignment to a postmaster vacancy, 354.342
 - reassignment to a supervisory vacancy, 354.342
 - reassignment to another Post Service position, 354.342
 - refusal of reassignment offers, 354.348
 - relocation expenses, 354.345
 - remaining constantly alert for hazards, 851.2
 - review of information reports on inventions, 694.2
 - safety and health training, 817.11
 - separation-disqualification recommended by, 365.324
 - training and development responsibilities and functions, 721.4
 - work clothes program, 938
- Supervisory and managerial organizations
- authorization forms for dues withholding, 924.11
 - participation and membership in, 912
 - Postal Service representation at, 682
 - right to freely join or assist, 681
- Supervisory differential, positions eligible for, [Exhibit 412.1d](#)
- Supervisory vacancy, reassignment to under a discontinuance, 354.342
- Supplemental annuity for reemployed annuitants, 566.51
- Supplemental benefits, FEGLI, 532.215

- Supplemental EAS noncareer workforce, 419
- Supplemental rules for promotion of bargaining unit employees, 422.123
- Supplemental workforce, 432.12
 - definition of, 419.11
- Suppliers (contractors), following OSHA regulations and postal safety and health policies, 833.3
- Supplies expenses
 - payment for nonpostal training, 742.411
 - for training, 716.3
- Supplies inventory for the employee social and recreational fund, 615.54, [Exhibit 615.5](#)
- Surveillance (see Medical surveillance)
- Surviving child
 - CSRS annuity to, 564.25
 - FERS annuity to, 584.29
- Surviving spouse, Social Security benefits for, 575.61
- Survivor annuitants
 - continuing FEHB enrollment as, 524.534
 - share of FEHB enrollment cost, 525.513
- Survivor annuities
 - beginning date for CSRS, 567.15
 - conditions for termination, restoration, or changes in, [Exhibit 567.16](#)
 - CSRS, 567.1
 - effective date of, 584.25
 - election of AFA no impact on, 566.63, 586.73
 - eligibility of the current spouse for, 584.221
 - maximum, 584.23
 - resulting from election by annuitants, [Exhibit 567.18](#)
 - for the widow(er) of a law enforcement officer, 567.142
- Survivor benefits
 - CSRS annuities with, 564.2
 - CSRS annuities without, 564.1
 - FERS annuities with, 584.2
 - FERS annuities without, 584.1
 - spousal under FERS, 587.2
- Survivor deposits
 - CSRS, 565.22
 - FERS, 585.34
- Survivors
 - benefits payable under Social Security, 575.14
 - claim for FECA death benefits, 542.14
 - as claimants for reimbursement, 641.31
 - computation of CSRS annuity for, 567.14
 - counseling and assistance to, 569.13
 - election of CSRS annuity by, 567.17
 - FEHB enrollment continued for, 525.112

Index

- FEHB enrollment of, 525.33
 - redeposits by, 565.35
 - transferring FEHB enrollment to, 525.51
- Suspended Basic Life Insurance, automatically reinstated, 537.121
- Suspensions, 364
 - of more than 14 days, 651.62
 - of retired employee insurance coverage, 537.121
 - retirement credit for an improper, 562.253, 582.51
- Sustained high-quality performance, 475.33
- Sustaining program for savings bonds, 616.22
- Sweaters, 934.23
- T**
- Tag 44, *Sack Contents Warning*, 817.53
- Tangible items as awards for contests, 626.11
- Tardiness of employees, 665.43
- Tax benefits for health insurance premium contributions, 524.831
- Tax Equity and Fiscal Responsibility Act of 1982, 574.21
- Tax status of social and recreational funds, 615.8
- Taxable annuities, CSRS, 569.61
- Taxable balance of a FERS annuity, 589.51
- Taxes, TSP contributions and, 592.8
- Tax-free part of a FERS annuity, 589.51
- TCC Program (see Temporary Continuation of Coverage Program)
- TCOLA (territorial cost-of-living allowance)
 - eligibility, 439.11
 - nonbargaining rescheduling premium to employees receiving, 434.73
 - pay factors, 439.12
- TDS schedule (see Tool and Die Shop Schedule)
- Teaching, engaging in, 662.1
- Team awards, 476.2
 - approval authority for, 476.25
 - documenting and processing, 476.26
 - eligibility for, 476.23
 - limit ceiling per employee, 476.24
- Teams for health and safety inspections, 824.322
- Technical maintenance skills training, 715.4
- Telephone EAP interview appointments, 872.224
- Telephone monitoring programs, 667.22
- Temporary appointment, effect on FEGLI coverage, 534.14
- Temporary assignment, 421.42
 - definition of, 417.11
 - of nonbargaining employees, 353.3
 - to nonbargaining unit positions, 417

- Temporary basis, filling positions on, 351.2
- Temporary change in duty assignment, 515.63
- Temporary Continuation of Coverage (TCC) Program, 521.7
 - length of, 521.74
 - premiums, 521.75
 - time limitations for enrollment in, 521.73
- Temporary employees (see also Casual employees), 432.12
 - eligibility for leave, 511.31, 511.32
 - excluded from FEGLI, [Exhibit 531.3](#)
 - hired as OICs, 419.22
 - service day for, 432.43
 - stopping COP for, 545.743
 - straight time pay, 433.4
 - termination or separation of, 365.33
- Temporary employment, effect on severance pay, 435.42
- Temporary extension of FEHB coverage, 524.76
 - to a former spouse, 524.962
- Temporary or casual appointment, 421.41
- Temporary or casual jobs, hiring former Postal Service or federal employees into, 347
- Temporary postal positions, hiring postal or federal employees covered by benefits into, 347
- Temporary promotions, 351.55
- Temporary relief carriers, 432.12
- Temporary schedule change, notice of, 434.612
- Tennessee Valley Authority service, 512.24
- Tenure groups, 354.217d
- Terminal illness, written documentation of a medical prognosis of, 534.4
- Terminal leave payments
 - for accumulated leave, 512.73
 - for employees temporarily assigned to higher grade positions, 422.145
- Terminal Leave Worksheet*, PS Form 2246, 512.7
- Terminated enrollments
 - in FEHB, 524.4
 - reinstating, 525.423
- Termination
 - of CSRS survivor annuities, [Exhibit 567.16](#)
 - of FEGLI insurance coverage, 535.6
 - of insurance, 533.225
 - of insurance acquired during reemployment, 537.161
 - of salary retention, 415.7
 - of a saved grade, 421.532
 - of a saved rate, 421.524
 - of a temporary or casual employee, 365.33
- Termination dates
 - of FEHB enrollment, 524.74

Index

- of FEHB family member coverage, 524.75
- Terms, 421.44
- Territorial cost-of-living allowance (see TCOLA)
- TEs (see Transitional employees)
- Testifying for additional transportation services, 667.18
- Thanksgiving Day, 518.1
- Third opinion by a health care provider, 515.54
- Third party
 - action required against, 547.21
 - court action, 547.81
 - definition of, 547.23
 - liability for injuries to a postal employee, 547
 - recoveries from, 641.43
 - recovery action from, 547.5
 - settlement of claims, 547.7
- Third party action, employees not pursuing, 547.59
- Third Party Claim — Information Request*, PS Form 2559, 547.59, [Exhibit 547.59b](#)
- Third Party Court Appearance Sheet, 547.83, [Exhibit 547.83](#)
- Third party funds, disbursement of recovered, 547.73
- Third party recovery cases
 - common circumstances of, 547.53
 - information requested by interested persons, 547.63
 - Injury Compensation control office responsible for, 547.4
- Third Party Statement of Recovery*, PS Form 2556, 547.57, [Exhibit 547.57c](#)
- Thrift Savings Plan (see TSP)
- Thrift Savings Plan Election Form*, Form TSP-1, 591.51, 595.2
 - determining TSP contributions and fund allocations, 591.36
 - effective dates of, 591.53
- Thrift Savings Plan Loan Application*, Form TSP-20, 596.31
- Thrift Savings Plan — Request for Retroactive Contributions*, PS Form 6886, 594.42, 594.43, 594.451, 594.46
- Ties, resolving for contests, 625.22
- Time
 - allowed for presenting employee claims, 641.51
 - required to be eligible for a CSRS annuity, 563.12
 - required to be eligible for a FERS annuity, 583.12
- Time clocks, congestion at, 432.461
- Time computation for the collection of postal debts, 451.5
- Time credit for government service, 562.12, 582.13
- Time Disallowance Record*, PS Form 1017-A, 432.711
- Time frame for contests, 624.2
- Time limitation on FEGLI adjustment due to life status changes, 535.911

Time limits
 on FECA reporting procedures, 544.2
 for filing accidental death or dismemberment claims, 538.35

Time worked, 432.7

Timely notice of temporary schedule change, 434.612

Time-off suspensions
 appeal of, 652.3
 letters of warning in lieu of, 651.61
 mediation for, 652.53

Time-over-8 status, 432.711

Titles (ranks) of military officer personnel, [Exhibit 354.215a](#), [Exhibit 354.215b](#)

Tool and Die Shop (TDS) Schedule
 basis of rates, 422.912
 change action pay rules, 422.92
 grades, 422.911
 promotion from, 422.923
 promotion to, 422.923
 promotion within, 422.923
 reduction in grade, 422.925
 temporary assignments, 422.94

Tort, 547.23

Total disability, requirements and procedures for a CSRS annuity, 563.232, 563.233

Total FQCs, 574.24

Total length of service for a CSRS annuity, 562.5

Toxic substances, exposure to, 868.12

Tracking system for training, 732.2

Tractor-trailer operators, uniforms worn by, 932.11, 933.111

Trade secrets, disclosing, 667.323

Training
 assignment after, 713.3
 beyond four consecutive weeks, 743.4
 certificates of, 732.15
 compensation guidelines, 712
 delivery modes, 714.21
 delivery sources, 714.22
 double payment for, 743.2
 drivers, 831.32
 of EETs, 853.15
 during established hours of service, 438.222
 expenses for, 716
 facilities expenses, 716.2
 failure to enroll in or complete approved, 743.1
 medical, 742.22, 868.4
 nomination and registration procedures, 731

Index

- outside established hours of service, 438.223
- pay during, 438.2
- to perform new or changed job duties, 422.925
- records and reports, 732
- selection of employees to participate in, 713
- tracking system, 732.2
- travel expenses for, 716.1
- Training and development, 710–750
 - categories of, 711.4
 - methods of, 711.12
 - objectives of, 711.3
 - purpose and goals of, 711.2
 - responsibilities and functions, 720
 - responsibility for, 711.13
- Training delivery, 714, 714.11, 714.21, 714.22
- Training periods, absence beyond the general military leave allowances, 517.541
- Training Program on retirement counseling, 569.122
- Training provisions, special, 438.23
- Training Request and Authorization*, PS Form 1782, 714.122, 715.43, 732.13, 742.1
 - distribution of copies, 742.3
 - payment of nonpostal training expenses, 742.4
 - for professional meetings or conferences, 754.6
- Training sessions, intermediate travel home during extended, 716.121
- Training source, choices of, 714.12
- Training sponsors
 - payment to, 742.412
 - prohibited, 741.232
- Training systems, 715
- Training time
 - compensation for, 438.22
 - scheduling compensable, 438.24
- Transactions, types of TSP, 593.34
- Transcript of a Step 1 hearing, 652.246
- Transfer clerks, uniforms worn by, 932.11, 933.111
- Transfer employees
 - acquiring basic insurance, 535.111
 - advancing paid military leave, 517.72
 - setting the salary of, 412.1
- Transfer of FEHB Enrollment to OWCP, 525.142, [Exhibit 525.142](#)
- Transfer of function, bargaining unit pay rules, 422.121
- Transfer of Information Between Agencies*, Form TSP-19, 591.35
- Transfer under the Operating Services Division Schedule, 422.721
- Transfers
 - of annual leave, 512.8

- crediting sick leave, 513.71
- to FERS, 582.8, 586.4
- Transition, completion of, 139
- Transitional employees (TEs), 432.13
 - basic hourly rate, 432.2
 - dues withholding for, 925.21
 - eligibility for guarantee time, 432.62
 - not covered by the leave program, 511.31
 - SF 1187 of, 925.122
- Transitional provisions for computing the Primary Insurance Amount, 575.53
- Transitional work force, 432.13
- Transmittal and Summary Report to Carrier*, SF 2811, 526.52
- Transportation, acceptance of, 662.1
- Transportation of mail, contracts for, 662.1
- Transportation services, testifying or campaigning for additional, 667.18
- Traumatic injury, 541.2h, 541.2r
 - authorizing examination or treatment, 545.21
 - claims for, 542.11
 - disability resulting from, 545.811
 - eligibility for COP, 545.721
 - report criteria and time limit for, 544.21
 - supervisor's responsibilities in the event of, 544.112
 - third party recovery action, 547.51
- Travel
 - away from home overnight, 438.134
 - compensation provisions for, 438.15
 - from job site to job site, 438.133
 - pay during, 438.1
 - scheduling away from home overnight, 438.134
 - work performed during, 438.143
- Travel and Relocation* (Handbook F-15), 716.11
- Travel expenses
 - for nonpostal training, 742.42
 - for training, 716.1
- Travel provisions, special, 438.14
- Travel time
 - definition of, 438.11
 - types of compensable, 438.13, [Exhibit 438.13](#)
- Travel Voucher*, PS Form 1012, 716.11
- Travel-for-training account, 716.11
- Treatment
 - initial under FECA, 545.42
 - for on-the-job injury or illness, 519.54
- Trial period for a new EAS schedule employee, 412.1

Index

- Triweekly route, rural carrier serving, 422.421
- Triweekly rural carriers
 - absences of, 512.54
 - charging with sick leave, 513.413
 - leave carryover, 512.543
- Trusts, designating for proceeds of the life insurance benefits, 538.113
- TSP (Thrift Savings Plan), 590–598
 - account balance, 596.8
 - adjustments, 594
 - allocating contributions among funds, 593.21
 - automatic contributions to, 592.4
 - belated elections, 591.55
 - booklets, 591.7
 - break in service, 591.34
 - claim procedure for adjustments, 594.7
 - completing election forms after an erroneous retirement system classification, 594.5
 - contribution rates, 592.2
 - contributions based on reduced earnings, 592.92
 - contributions to, 592
 - effect of court orders on withdrawal options, 598.4
 - election period, 591.54
 - elections, 591.5
 - elections not processed, 594.2
 - eligibility to contribute, 591.3
 - funds available, 593.1
 - in-service withdrawals, 597.3
 - insufficient earnings for contributions, 592.9
 - interfund transfers, 591.42
 - investment options, 593.2
 - investments, 593
 - loans, 596
 - mandatory automatic cashout, 597.22
 - matching contributions to, 592.5
 - maximum contribution amount, 592.7
 - maximum contribution rates, 592.3
 - open season, 591.2
 - open season permitted actions, 591.41
 - permitted actions, 591.4
 - required minimum distribution, 597.23
 - rights to spouses of participants, 596.56
 - termination of contributions, 595
 - transactions, 593.34
 - verification of account balance, 596.8
 - vesting of contributions, 592.6
 - withdrawal of funds, 597

TSP accounts, order of precedence for distribution of, 597.41

TSP loans

- duration of, 596.52
- effect of court orders on, 598.5
- number of outstanding, 596.55
- restrictions on, 596.5

TSP ThriftLine, 591.12

TSP Web Site, 591.12

TSP Withdrawal Packages, 597.611

- materials included in, 597.62
- providing to representatives of deceased participating employees, 597.612

TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, 591.7

Tuberculosis, exposure to, 545.24

Tuition expenses

- payment for nonpostal training, 742.411
- for training, 716.3

Type 1 combinations, 933.12

Type 1 items, 933.11

Type 1 uniforms, 931.13, 933.1

Type 1a uniforms, 933.111

Type 1b uniforms, 933.112

Type 2 combinations, 933.22

Type 2 items, 933.21

Type 2 uniforms, 931.13, 933.2

Type 3 uniforms, 931.13, 933.3

Type 4 uniforms, 931.13, 933.4

Type 5 uniforms, 931.13

Type 5a uniforms, 933.51

Type 5b uniforms, 933.52

Type 6 uniform items, 933.6

Type 6 uniforms, 931.13

U

UCFE (Unemployment Compensation for Federal Employees Program), 551.11

Unacceptable awards for contests, 626.2

Unacceptable conduct, 665.16

Unassigned employees, assignment of, 354

Unauthorized time, 444.223

Unavailable postmaster vacancy, under a discontinuance, 354.341

Unconnected work, 135

Underdeductions of TSP contributions, 594.4

Undue influence, immediate reporting of, 664

Unearned annual leave, collection for, 512.72

Index

- Unearned sick leave, collection for, 513.9
- Unemployment compensation, 550–554
 - administration of programs, 552.11, 552.12
 - appeals, 554
 - coordinating activities for a state, 552.31
 - disqualification factors, 551.3
 - program responsibilities for, 552
 - qualification factors for, 551.2
- Unemployment compensation code, 553.11
- Unemployment Compensation for Federal Employees Program (UCFE), 551.11
- Unexpected illness or injury, 513.332
- Uniform allowance
 - determining eligibility for, 935.261
 - suspending, 935.212
 - terminating, 935.21
- Uniform Allowance Code Sheet (For Regular, Contract, or Work Clothes Program)*, PS Form 8006, 935.212
- Uniform Allowance Stop Payment Notice*, PS Form 6375, 936.56
- Uniform cap, employees required to wear, 932.21
- Uniform category, changing, 935.251
- Uniform headgear, 934.1
- Uniform items
 - authorized by installation, 931.25
 - wearing of, 934
- Uniform policy, administration of, 931.24
- Uniform Program, types of clothing, 931.13
- Uniform Quality Control Office, 932.31
- Uniform reimbursement card for nurses, 936.61
- Uniform vendors
 - access to postal premises, 937.2
 - communication with, 937.1
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 514.22
- Uniformed Services Health Benefits Program, loss of FEHB coverage under, 525.34
- Uniformed services, retired members of, 354.215
- Uniforms, 931
 - allowances for, 935
 - authorized items and combinations, 933
 - contract, 932.12
 - drinking intoxicating beverages in a public place while in, 665.26
 - entitlements and allowances for, 931.1
 - 90-day requirement for eligibility, 932.22
 - not required, 932.2
 - payment after separation,
 - payments for, 936

- presenting purchases for inspection, 936.31
 - prohibitions against wearing, 934.6
 - purchases exceeding allowances, 936.15
 - purchases not meeting regulations, 936.32
 - purchasing exceeding allowances, 936.34
 - reasons for providing, 931.21
 - regular, 932.11
 - requirements, 932
 - seasonal changes of, 934.4
 - when to wear, 931.263
 - Uninjured eye, examination of, 545.24
 - Union officials, creditable service for, 422.132
 - Union representatives
 - accompanying CSHOs during inspections, 825.453
 - participating in safety and health inspections, 824.312, 824.322, 824.332
 - Unions (see Labor organizations)
 - Unit position descriptions, 231
 - University attendance as an acceptable reason for LWOP, [Exhibit 514.4](#)
 - Unofficial communications, 612.22
 - Unofficial use of government property or services, 667.331
 - Unpaid compensation
 - due a deceased postal employee, 432.81
 - recipients of, 432.82
 - Unpaid obligations of the employee social and recreational fund, 615.55, [Exhibit 615.5](#)
 - Unplaced employees, placing, 354.253
 - Unsafe conditions alleged, 825.433
 - Unsatisfactory performance, 375.2
 - under the Postal Nurses Schedule, 422.531
 - under the Postal Police Officer (PPO) Schedule, 422.831
 - Unscheduled absences, 511.41, 511.42
 - Unsolicited advertising and promotional items, acceptance of, 662.1
 - Unused sick leave
 - CSRS retirement credit for, 562.4
 - extending the separation-disability date, 365.344
 - Upgrading positions, 413.3
 - U.S. Savings Bond Authorization for Purchase and Request for Change*, PS Form 1192, 616.31
 - U.S. Savings Bond Program (see Savings Bond Program)
 - USPS – NRLCA National Agreement, 422.412
- V**
- VA disability payments, 512.231
 - Vacancies, filling PCES, 384
 - Vacant bargaining positions, placement in, 354.26

Index

- Vacation planning
 - bargaining unit employees, 512.61
 - nonbargaining unit employees, 512.62
- Vaccines not authorized under FECA, 545.24
- Valid claimants for reimbursement, 641.31
- Vehicle maintenance employees
 - contract uniforms for, 932.12
 - uniforms worn by, 933.3
- Vehicles (see Motor vehicles)
- Vending facilities, operation of, 614.1
- Vending machines in work areas, 614.3
- Vending operations, income from, 615.321
- Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions*, SF 813, 512.232, [Exhibit 512.232c](#)
- Vesting of TSP contributions, 592.6
- Veterans
 - absence to attend funeral services, 519.331
 - nonselection of, 344.5
 - positions restricted to, 363.32
 - protection of the rights of, 674.23
- Veterans Affairs (VA) disability payments, 512.231
- Veterans' Day, 518.1
- Veterans' preference, 333
 - for Postal Service employment, 321.6
 - retained salary under RIF, 415.14
 - for RIF purposes, 354.215
 - subgroups definition of, 354.217e
- Veterans' Preference Act of 1944, 333, 341, 354.215
- Veterans' preference eligible employees
 - bargaining unit pay rules, 422.121
 - changing to a lower grade in a RIF, 415.32
 - entitlements of, 354.216
 - rate of interest for back pay, 436.63, [Exhibit 436.63](#)
 - saved grade under RIF, 415.12
- Vice president
 - of Area Operations, 682.2, 682.31, 812.12
 - of Employee Resource Management, 311.21, 365.35, 411.31, 471.2, 552.11, 611, 674.23, 721.1, 812.14
 - of Labor Relations, 674.22, 682.2, 682.31
 - of Purchasing and Materials, 753.3
- Vice President Awards, 476.3
 - approval authority for, 476.34
 - documenting and processing, 476.35
 - eligibility for, 476.33

Vice president organization, 113.3

Violations, reporting of, 665.14

VISTA service

- counted toward annual leave years of service, 512.222
- not counted toward annual leave years of service, 512.24

Vocational rehabilitation services, provided by OWCP, 546.612

Voidable marriage, 521.425

Voided enrollments, FEHB, 524.4

Voluntary acceptance of a lower grade management-initiated, 415.53

Voluntary bargaining position placement, 354.26

Voluntary cancellations of dues withholding, 925.1

Voluntary change to lower grade, 415.51

Voluntary contribution accounts, crediting excess service to, 566.342

Voluntary contributions

- amount of, 565.43
- CSRS, 565.4
- restrictions on, 565.42
- withdrawal of, 565.46

Voluntary individual memberships, dues, and/or fees in professional associations, 753.1

Voluntary reduction, 421.43

Voluntary repayment, following reconsideration, 452.25

Voluntary requests for light duty assignments, 355.1

Voluntary retirement

- of a postmaster affected by a discontinuance, 354.341
- of a supervisor affected by a discontinuance, 354.342

Voluntary separations, 365.2

Voluntary withholding of dues, 921

Voting

- administrative leave for, 519.32
- time allowed for, 519.323

Voting place, leave to travel to, 519.323

W

WAE (when actually employed) basis, 512.222

Wage administration policies

- for bargaining unit employees, 420–422
- objectives of, 421.2

Wage and Separation Information, PS Form 6803, 551.422, 553.13

- completing in response to state agency requests, 552.51
- completing the separation portion of, 553.132
- completion of, 553.131

Wage differentials, justifiable, 443.2

Wage increases, types of, 421.45

Wage information, requested for a separated employee, 553.222, 553.224

Index

- Wage terms, 421.44
- Wages, setting for bargaining unit employees, 421.32
- Waiting periods
 - before OWCP compensation, 545.83
 - for step increases, 422.13, 422.831
- Waiting time, 432.711
- Waiver
 - of basic insurance, 535.2
 - of claims for erroneous payment of pay, 437
 - of compensation rights under FECA, 543.1
 - definition of, 451.4
 - of FEGLI coverage by reemployed annuitants, 537.14
 - of insurance coverage, cancelling, 535.8
 - of military retired pay, 562.352, 582.78
- Waiver of Basic Life Insurance
 - automatically cancelled upon employment at the Postal Service, 535.421
 - cancellation of previously submitted, 535.113
- Waiver request for a debt, 451.6, 461.4
- Walk-around inspection, 825.435, 825.461
- Walking shorts, 934.31
- Warm weather items, 934.3
- Wars for which campaign badges were authorized, [Exhibit 512.232a](#)
- Wartime service, verifying, 512.232
- Washington's Birthday/President's Day, 518.1
- Wash-up time, 432.711
- Weekend trips home, during extended training sessions, 716.121
- Whistleblower protection, 666.3
- WH Publication 1420, *Your Rights Under the Family and Medical Leave Act of 1993*, 515.9
- "When actually employed" basis (see WAE basis)
- Widowed child, considered to be unmarried, 521.425
- William F. Bolger Center for Leadership Development, 714.224, 715.51
- Wine, drinking on duty, 665.26
- Winners of contests, 625.21
- Wire communication, interception by employees, 667.2
- Withdrawal
 - of claim under FECA, 543.2
 - of TSP funds, 597
 - of TSP funds while in-service, 597.31
- Withdrawal elections of separated TSP participants, 597.23
- Withdrawal packages for TSP participants, 597.6
- Withheld step increases under the Postal Nurses Schedule, 422.531
- Withholdings
 - from any amount due upon transfer or separation, 455.1, 465.1

- CSRS annuities subject to, 569.62
- for FEGLI after retirement, 536.22, 536.212
- FERS annuities subject to, 589.52
- for optional insurance, 537.174
- optional life insurance for reemployed annuitants, 537.131
- priority of, 533.225
- tables of FEGLI, 533.22

Within-grade increases, compared to QSIs, 475.341

Witness service, [Exhibit 516.11](#)
in a nonofficial capacity, 516.6

Witnesses at a Step 1 hearing, 652.243

Women's Program, 675.11, 675.13

Work

- assignments, 432.45
- change in nature of, 132
- decreased, 131.2
- fixing responsibility for, 142.2
- increased, 131.1
- suitable, 545.32
- unconnected, 135
- volume of, 141.2

Work clothes

- allowances for, 935, 938.1, 938.32
- provided to certain employees, 931.22
- replacement for supervisors, 938.324

Work clothes program, 932.13

Work clothing, acquisition by supervisors, 938.3

Work credit, 432.5

Work limitation tolerance, medically defined, 546.142

Work limitations, 546.611

Work performance problems, 872.21

Work relationships, contingent, 135

Work requirements, analysis of, 141

Work schedules

- changing temporarily to conform to court service, 516.33
- conflict of military leave with, 517.6
- of postal physicians, 863.332

Work week

- FLSA, 444.231
- permanent change in, 444.232

Workers (see Employees)

Workforce, diversity of, 671

Workhours, during, 693

Workload, increase or decrease, 131

Index

Workload Service Credit System (WSCS), 413.3, 415.52
Workplace hazards, exposure to, 545.23
Work-related injury or illness, rehabilitation after, 867
Work-related traumatic injury (see Traumatic injury)
Worksite, commuting to a different, 438.122
Writing, engaging in, 662.1
Written management order
 authorizing higher level pay for TDS schedule employees, 422.942
 for a higher level assignment, 422.142
Written referral, 871.2
Written resignation, 365.214
WSCS (Workload Service Credit System), 413.3, 415.52

This page intentionally left blank