



## Employee and Labor Relations Manual

Issue 17

July 2002  
Transmittal Letter

### A. Introduction

The Postal Service's *Transformation Plan* is about enabling the Postal Service to successfully carry out its long-standing mission of providing affordable, universal service. A key goal of the Plan is maintaining an effective, diverse, and highly motivated workforce whose members know what is expected of them and who are recognized for individual and team accomplishments. The *Employee and Labor Relations Manual* (ELM) is a critical tool for understanding and implementing the programs and processes that contribute to this goal.

### B. Explanation. Issue 17 of the ELM includes the following changes:

- Chapter 3 has an addition and substantial modifications and deletions.
- Modifications, additions, and deletions have also been made to subchapters 430, 440, 470, 510, 680, 810, 820, 840, 850, 930, and item 14 of the Appendix.

Issue 16 of the ELM is now obsolete but can be accessed through the Postal Service Intranet (see Online copy in C below).

Changes published in ELM 17 are listed in a summary of changes. Except for deletions, substantive changes are identified in the text by a bold bar in the margin or by bold text within an exhibit. ELM 17 also includes information published in the online incremental update of ELM 16.1.

### C. Availability

1. **Online copy.** The ELM is located on the Postal Service Intranet and Internet. On the Intranet, go to *blue.usps.gov* and click on:

- Policies & Procedures,
- Manuals, and then
- Employee and Labor Relations Manual.

On the Internet, go to *www.usps.com* and click on:

- Info,
- Postal Periodicals and Publications,
- Manuals, and then
- Employee and Labor Relations Manual.

The online ELM is updated immediately following published ELM changes in the *Postal Bulletin*. Online incremental updates of ELM 17 will be designated as ELM 17.1, 17.2, etc. Starting with the 1996 online publication of ELM 12.1, all online issuances have been archived. These can be accessed from the main ELM menu. The Postal Service

memoranda identified in the boxes marked "Reference Note" are available on the Intranet via the Postal Service PolicyNet home page. Most referenced documents published by other agencies can be found through the Human Resources home page.

**2. Hard copy.** Employees may order copies of ELM 17 in the following ways:

- **Touch Tone Order Entry:** Call 800-332-0317, select option 1, then option 2.
- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (either manually or by F3Fill) and send it as an attachment to the e-mail address *MDC Customer Service*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS  
MATERIAL DISTRIBUTION CENTER  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9702

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

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

MGR FIELD POLICIES AND PROGRAMS  
EMPLOYEE RESOURCE MANAGEMENT  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4226



DeWitt Harris  
Vice President  
Employee Resource Management