

Contents

1 Organizational Structures	1
110 General Information	1
111 Purpose	1
111.1 Objectives	1
111.2 Chapter Content	1
111.3 Importance of Concepts	1
112 Responsibilities	2
112.1 Headquarters	2
112.2 Areas	2
112.3 Managers	2
113 Definitions	2
113.1 Organizational Terms	2
113.2 Basic Managerial Positions	3
113.3 Organizational Entities	3
114 Documentation in Organization Charts	4
120 Structures and Staffing	4
121 Overview	4
122 Structuring Principles	5
123 Standard Structures	5
123.1 Characteristics	5
123.2 Installations	5
124 Specialized Structures	6
125 Staffing	6
125.1 Staffing Overview	6
125.2 Staffing Criteria	6
125.3 Staffing Matrices	6
130 Organizational Change Criteria	7
131 Workload Increase or Decrease	7
131.1 Increased Work	7
131.2 Decreased Work	7
132 Change in Nature of Work	7
133 Duplication of Functional Responsibility	7
134 Inappropriate Reporting Relationships	7
134.1 Hierarchy of Responsibility	7
134.2 Contingent Work Relationships	8
135 Unconnected Work	8

- 136 Inappropriate Span of Control 8
 - 136.1 Factors 8
 - 136.2 Considerations 8
- 137 Change in Basic Mission 8
- 138 Reduction of Expenses 9
- 139 Completion of Transition 9
- 140 Organizational Change Analysis 9
 - 141 Analysis of Work Requirements 9
 - 141.1 Nature of Functions 9
 - 141.2 Volume of Work 9
 - 141.3 Performance Standards 10
 - 142 Analysis of Skill Requirements 10
 - 142.1 Purpose 10
 - 142.2 Method 10
 - 143 Analysis of Functional Relationships 11
 - 143.1 Basic Factors 11
 - 143.2 Additional Factors 11
 - 143.21 Administrative and Functional Reporting Relationships 11
 - 143.22 Line and Staff Relationships 12
 - 143.23 Responsibility and Authority 12
 - 144 Identification of Discrepancies 13
 - 144.1 Design of Model 13
 - 144.2 Comparison With Existing Organization 13
- 150 Organizational Change Process 13
 - 151 Performance Problems 13
 - 152 Reasons for Making Organizational Changes 13
 - 153 Types of Organizational Changes 14
 - 153.1 General 14
 - 153.2 Major Organizational Changes 14
 - 153.21 Field Units 14
 - 153.22 Headquarters Units 14
 - 153.3 Minor Organizational Changes 15
 - 153.31 Field Units 15
 - 153.32 Headquarters Units 15
 - 154 Submitting Requests 15
 - 154.1 Field Units 15
 - 154.2 Headquarters Units 15
 - 155 Documenting Requests 15
 - 155.1 Major Organizational Changes 15
 - 155.2 Minor Organizational Change 16

- 156 Approval Authority 16
 - 156.1 Field 16
 - 156.2 Headquarters 16
- 157 Disposition of Requests 17
 - 157.1 Customer Requirements, Employee Resource Management 17
 - 157.11 General 17
 - 157.12 Approval 17
 - 157.13 Denial 17
 - 157.2 Districts 17
 - 157.21 General 17
 - 157.22 Approval 17
 - 157.23 Denial 17
 - 157.3 Implementation Guidelines 17
- 160 Monitoring and Assessment 18
- 161 Organization Management Staffing System 18
 - 161.1 Explanation 18
 - 161.2 Reports Generated 18
 - 161.21 Management Organization Report 18
 - 161.22 Management Staffing Report 19
 - 161.23 Management Staffing Exception Report 19
 - 161.3 Administrative Responsibility 19
 - 161.31 Headquarters 19
 - 161.32 Districts 19
- 162 Organization, Staffing, and Position Reviews 19
 - 162.1 Responsibility 19
 - 162.2 Purpose 20
- 2 Job Evaluation 21**
 - 210 General Information 21
 - 211 Purpose 21
 - 212 Responsibilities 21
 - 212.1 Senior Vice President, Human Resources 21
 - 212.2 Customer Requirements, Employee Resource Management 21
 - 212.3 Initiating Offices 24
 - 212.4 District Offices 24
 - 212.5 Reviewing Offices 24
 - 213 Position Descriptions 24
 - 213.1 Maintenance 24
 - 213.11 Customer Requirements, Employee Resource Management
at Headquarters 24
 - 213.12 Field 24

- 213.2 Access to Job Descriptions 25
- 220 Nonbargaining Unit Positions 25
- 221 Standard Position Descriptions 25
- 222 Request for Job Evaluation Review 25
 - 222.1 Background Information 25
 - 222.11 Conditions 25
 - 222.12 Employee-Management Differences 25
 - 222.2 Documentation Requirements 25
 - 222.21 Preparing a Request for Review 25
 - 222.22 Signing Off at Management Review Levels 25
 - 222.3 Action by Districts 26
 - 222.4 Action by Areas 26
 - 222.5 Action by Customer Requirements 26
- 230 Bargaining Unit Positions Covered by a National Agreement 27
- 231 Unit Position Descriptions 27
- 232 Use of PS Form 820 27
 - 232.1 Background 27
 - 232.11 Purpose 27
 - 232.12 Conditions 28
 - 232.2 Documentation Requirements 28
 - 232.21 Preparing PS Form 820 28
 - 232.22 Signing Off at Management Review Levels 30
 - 232.3 Action by Districts 30
 - 232.4 Action by Areas 30
 - 232.5 Action by Customer Requirements 30
- 233 Evaluation of Bargaining Unit Positions 31
 - 233.1 Purpose 31
 - 233.2 Basis for Position Evaluation 31
 - 233.3 Criteria for Evaluating Mixed Assignments 31
- 234 Appeals 32
- 240 Other Bargaining Unit Positions 32
- 250 Position Reviews 32

3 Employment and Placement 33

- 310 General Provisions 33
- 311 Functional Responsibilities 33
 - 311.1 Basic Principles 33
 - 311.11 Best Qualified Personnel 33
 - 311.12 Prohibition of Discrimination 33
 - 311.13 Prohibition of Political Recommendations 33

311.2	Administrative Responsibilities	33
311.21	Vice President of Employee Resource Management	33
311.22	Area Manager of Human Resources	34
311.23	Diversity Development	34
312	Qualification Standards	34
312.1	General	34
312.2	Sources	34
312.21	Nonbargaining Positions	34
312.22	Bargaining Positions	34
320	Recruitment	35
321	General Provisions for Recruitment	35
321.1	Anticipating Recruitment Needs	35
321.2	Obtaining Recruiting Materials and Publicizing Job Opportunities	35
321.3	Administering Entrance Examinations	35
321.4	Reopening Entrance Examination to Replenish Register	35
321.5	Review of Rating	35
321.6	Register Preference Factors	35
321.7	Register Maintenance	35
322	Special Employment Programs (Employment of Individuals With Disabilities)	36
330	Examinations and Registers	36
331	Purpose of Examinations	36
332	Conducting Examinations	36
332.1	General	36
332.2	Entrance Examinations	36
332.3	Inservice Examinations	36
332.4	Examination Locations	36
333	Veterans' Preference	37
334	Establishing Registers	37
334.1	Definition	37
334.2	Required Actions	37
334.21	Appointing Official	37
334.22	Installation	37
334.3	Maintaining Adequate Registers	37
334.31	Responsibility	37
334.32	When Register Is Inadequate	37
334.33	Publicizing Job Opportunities	38
334.4	Restricted Records	38
340	Suitability, Selection, and Appointment	38
341	Positions Restricted to Preference Eligibles	38
342	Preemployment Suitability Determinations	38
343	Applicants Separated for Cause	38

- 344 Hiring Worksheets 39
 - 344.1 When to Issue Hiring Worksheets 39
 - 344.2 Interviewing Applicants 39
 - 344.3 Appointing Official Responsibilities 39
 - 344.4 Rule of Three 39
 - 344.5 Nonselection of a Veteran 39
- 345 Auditing Hiring Worksheets 39
- 346 Offer of Appointment 39
- 347 Former Postal or Federal Employees 40
- 348 Dual Employment 40
 - 348.1 Dual Employment Within the Postal Service 40
 - 348.11 General Explanation 40
 - 348.12 Consideration Factors 40
 - 348.13 Appointment Authority 41
 - 348.14 Appointment Requirements 41
 - 348.15 Compensation, Benefits, and Other Rights 41
 - 348.16 Change to Full-Time Status 41
 - 348.2 Between Postal Service and Other Federal Agencies 41
 - 348.3 Between Postal Service and Private Industry 41
- 350 Assignment, Reassignment, and Promotion 42
- 351 Introduction 42
 - 351.1 Purpose and Scope 42
 - 351.11 Employee Utilization 42
 - 351.12 Filling Postal Positions 42
 - 351.13 Eligibility for Promotion 42
 - 351.2 Positions Not to Be Filled on a Permanent Basis 42
 - 351.3 Qualification and Eligibility Requirements 42
 - 351.31 Qualification 42
 - 351.32 Eligibility for Consideration 43
 - 351.4 Equal Opportunity 43
 - 351.5 General Promotion Policies 43
 - 351.51 Merit Promotion Program 43
 - 351.52 Merit Promotion Program Objectives 43
 - 351.53 Policies 44
 - 351.54 Exceptions to Competitive Promotion Procedures 44
 - 351.55 Temporary Promotions 44
 - 351.6 Mutual Exchanges 45
 - 351.61 General Policy 45
 - 351.62 Rural Letter Carrier Employees 45
- 352 Selection for Bargaining Positions 45

353	Selection for Nonbargaining Positions	45
353.1	Promotion	45
353.2	Reassignment	46
353.21	Management Option	46
353.22	Employee Self-Nomination	46
353.23	Unassigned Employees	46
353.3	Temporary Assignment	46
353.4	Realignment or Reevaluation	46
354	Assignment of Unassigned Employees	46
354.1	Policy	46
354.11	Bargaining Employees	46
354.12	Nonbargaining Employees	47
354.2	Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force	47
354.21	General	47
354.211	Definition of Reduction in Force	47
354.212	Legal Basis for Reduction in Force	47
354.213	Management Responsibility	47
354.214	Coverage of Reduction in Force Procedures	48
354.215	Veterans' Preference Status	48
354.216	Veterans' Preference Entitlement	50
354.217	Definitions and Explanations	50
354.22	Processing Requests for Organizational Change	53
354.221	Evaluating the Need for Change	53
354.222	Implementing the Change	54
354.23	Implementing RIF Avoidance or Minimization Strategies	54
354.24	Providing Initial Notification and Making Preliminary Placements	55
354.241	Notifying Employees of a Potential RIF	55
354.242	Establishing Employee Qualifications	55
354.243	Making Preliminary Placements	55
354.25	Implementing RIF Procedures	55
354.251	Issuing General RIF Notices	55
354.252	Issuing Specific RIF Notices	56
354.253	Placing Unplaced or Displaced Employees	56
354.254	Advising Employees of Options	57
354.255	Separating Remaining Employees	58
354.26	Making Post-RIF Employee Placements	58
354.27	Establishing a Reinstatement List	58
354.271	Providing Priority Consideration to Employees	58
354.272	Determining Employee Eligibility	58
354.273	Considering Employees on a Reinstatement List	59

- 354.274 Removing Employees From a Reinstatement List 59
- 354.3 Actions for Nonbargaining Employees in Connection With the Discontinuance and Consolidation of Post Offices 60
 - 354.31 Background 60
 - 354.32 Definition of Terms 60
 - 354.33 Planning Considerations 60
 - 354.34 Postmaster and Supervisors 60
 - 354.341 Postmasters 60
 - 354.342 Supervisors 63
 - 354.343 Reassignment to Higher Grade Position 65
 - 354.344 Salary Protection 65
 - 354.345 Relocation Expenses 65
 - 354.346 Discussions With Postmasters and Supervisors 65
 - 354.347 Subsequent Personnel Actions 65
 - 354.348 Refusal of Reassignment Offer 65
- 355 Light Duty Assignments 66
 - 355.1 Voluntary Requests 66
 - 355.11 Circumstances 66
 - 355.12 Method 66
 - 355.13 Response 66
 - 355.14 No Guarantee 66
- 360 Other Personnel Actions 66
- 361 General Considerations 66
- 362 Change to Lower Level 67
 - 362.1 Purpose and Authority 67
 - 362.2 When Change to Lower Level May Be Made 67
 - 362.21 At Request of Employee 67
 - 362.22 Because of Performance 67
 - 362.23 Relegation of a Post Office 67
 - 362.24 Realignments 67
 - 362.3 Restrictions on Change to Lower Level 67
- 363 Conversions 68
 - 363.1 Definition 68
 - 363.2 Conversion to Career Appointment 68
 - 363.3 Restrictions on Conversion to Career Appointment 68
 - 363.31 Vacancies 68
 - 363.32 Positions Restricted to Veterans 68
- 364 Changes in Duty Status 68
- 365 Separation 69
 - 365.1 Administrative Considerations 69
 - 365.11 Definition 69

365.12	Effective Date of Separation	69
365.13	Standard Terminology	69
365.14	Notice to Federal Employee About Unemployment Insurance	69
365.2	Separations — Voluntary	69
365.21	Resignation	69
365.211	Definition of Resignation	69
365.212	To Avoid Separation for Cause	69
365.213	Because of Illness	69
365.214	Notice and Acceptance	70
365.22	Separation-Transfer	70
365.221	Definition	70
365.222	Effective Date	70
365.223	Replying to Requests for Suitability Information	71
365.23	Separation, Retirement	71
365.3	Separations — Involuntary	71
365.31	Removal	71
365.311	Definition	71
365.312	Effective Date	71
365.32	Separation-Disqualification	71
365.321	Applicability	71
365.322	Reasons for Action	71
365.323	Probationary Period	71
365.324	Who Initiates Action	71
365.325	Procedure in Separating	71
365.326	Effective Date	72
365.33	Termination or Separation of Temporary or Casual Employees	72
365.34	Separation-Disability	72
365.341	Definition	72
365.342	Applicability	72
365.343	Notice to Employee	73
365.344	Effective Date	73
365.35	Separation, Reduction in Force	73
365.36	Death	73
365.361	Proof of Death	73
365.362	Effective Date	74
365.363	Expression of Condolence	74
370	Performance Evaluation	74
371	Introduction	74
372	Sound Supervision	74
373	Performance Evaluation Systems	74
373.1	Formal Evaluation	74

- 373.2 Informal Evaluation 74
- 374 Discussing Performance With Employees 74
- 375 Outstanding and Unsatisfactory Performance 75
 - 375.1 Outstanding Performance 75
 - 375.2 Unsatisfactory Performance 75
- 376 Performance Evaluation During Probation 75
- 380 Postal Career Executive Service 75
 - 381 Purpose 75
 - 382 Equal Opportunity 75
 - 383 Positions in the PCES 76
 - 383.1 Officer Positions 76
 - 383.2 Other Executive Positions 76
 - 384 Filling PCES Vacancies 76
 - 384.1 PCES II Vacancies 76
 - 384.2 PCES I Vacancies 76

4 Pay Administration 77

- 410 Pay Administration Policy for Nonbargaining Unit Employees 77
 - 411 General 77
 - 411.1 Scope 77
 - 411.2 Objectives 77
 - 411.3 Responsibility 78
 - 411.31 Assignment of Positions 78
 - 411.32 Policy and Procedural Changes 78
 - 411.33 Determination of Salaries 78
 - 411.331 Responsibility of Appointing Officer 78
 - 411.332 Approval Required 78
 - 411.333 EAS A–E Postmaster Rates 78
 - 411.4 Payment Procedures for Post Office Space 78
 - 411.41 Lease Agreement 78
 - 411.411 Basis for Payment 78
 - 411.412 Newly Appointed Postmaster 78
 - 411.413 Conversion to Rental Allowance 79
 - 411.42 Rental Allowance 79
 - 411.421 Allowance Amounts 79
 - 411.422 Change in Allowance 79
 - 411.423 Manner of Payment 79
 - 411.424 Absent Postmaster 79
 - 411.425 Vacant Postmaster Position 79
 - 411.426 Conversion to Lease Agreement 80

412	New Appointment	80
412.1	Career Appointment	80
412.2	Noncareer Appointment	81
413	Promotion to Nonbargaining Unit Positions	81
413.1	Definition	81
413.2	Promotion Increase	81
413.21	EAS Employees	81
413.22	Bargaining Unit Employees	82
413.3	Position Upgrade	82
413.4	EAS A–E Postmasters	82
414	Reassignment to Nonbargaining Unit Positions	82
414.1	Definition	82
414.2	Rate Adjustment	82
414.21	Nonbargaining Unit Employees	82
414.22	Bargaining Unit Employees	83
414.3	EAS A–E Postmasters	83
415	Rate Retention and Change to Lower EAS Grade	83
415.1	Rate Retention Types	83
415.11	Saved Grade	83
415.12	Veterans' Preference Saved Grade Under RIF	84
415.13	Saved Salary	84
415.14	Veterans' Preference Retained Salary Under RIF	84
415.15	Protected Salary	84
415.2	Changes to Lower Grade Using RIF Avoidance Procedures	84
415.3	Changes to Lower Grade Using RIF Procedures	85
415.31	Non-Veterans' Preference Eligibles	85
415.32	Veterans' Preference Eligibles	85
415.4	Post-RIF Placement to Lower Grade	85
415.5	Non-RIF-Related Changes to Lower Grade	85
415.51	Voluntary Change to Lower Grade, Demotion for Cause, or Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period	85
415.52	Position Reclassified to a Lower Grade	85
415.53	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position	86
415.6	Rate Retention Effect on Promotion	86
415.7	Termination of Salary Retention	86
415.71	Reason for Terminating	86
415.72	Salary Adjustment	87
415.73	Same Relative Percentile Point	87

- 416 Merit Pay Program 87
 - 416.1 Policy 87
 - 416.2 Eligibility Requirements 87
 - 416.21 General 87
 - 416.22 Association Officials 87
 - 416.23 Leave Without Pay 88
 - 416.3 Simultaneous Personnel Actions 88
- 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees) 88
 - 417.1 Definitions 88
 - 417.11 Temporary Assignment 88
 - 417.12 Pay Schedule and Premiums 88
 - 417.2 Rates of Pay 89
 - 417.21 Lower Grade 89
 - 417.22 Same or Equivalent Grade 89
 - 417.23 Higher Grade 89
 - 417.231 General Requirement 89
 - 417.232 Employee With Rate Retention 89
 - 417.233 Higher Level Pay Eligibility 89
 - 417.234 Higher Level Pay Conditions 89
 - 417.235 Payment Amount 90
 - 417.236 Payment Factors 90
 - 417.3 Postmaster Positions 91
 - 417.31 Officer in Charge 91
 - 417.311 Definition 91
 - 417.312 Basis for Rate of Pay 91
 - 417.32 Postal Operations Administrator 91
 - 417.321 Definition 91
 - 417.322 Basis for Rate of Pay 91
- 418 Assignment to a Different Salary Schedule 91
 - 418.1 Equivalent Grades 91
 - 418.2 Changes Between Nonbargaining Unit Schedules 93
 - 418.3 Changes From Nonbargaining Unit to Bargaining Unit Schedules 93
 - 418.4 Changes From Bargaining Unit to Nonbargaining Unit Schedules 93
- 419 Supplemental EAS Noncareer Workforce 93
 - 419.1 Casual Employee 93
 - 419.11 Definition 93
 - 419.12 Salary Grade 93
 - 419.2 Nonbargaining Temporary Employees 93
 - 419.21 Definition 93
 - 419.22 Salary Grades 93

419.3	Postmaster Relief/Leave Replacements	94
419.31	Definition	94
419.32	Salary Grades	94
420	Wage Administration Policy for Bargaining Unit Employees	95
421	General Principles and Terms	95
421.1	Scope	95
421.2	Objectives	95
421.3	Responsibilities	95
421.31	Assigning Positions to Salary Schedules	95
421.32	Setting Wages	96
421.4	Definitions	96
421.41	Appointments	96
421.42	Assignments	96
421.43	Change Actions	97
421.44	Terms	97
421.45	Wage Increases	98
421.5	Rate Retention Provisions	99
421.51	Protected Rate	99
421.511	Explanation	99
421.512	Rate Determination	99
421.513	Duration	100
421.514	Termination	100
421.515	Effect on Other Compensation	100
421.516	Documentation	100
421.517	Step Increases	101
421.52	Saved Rate	101
421.521	Explanation	101
421.522	Red-Circle Amount	101
421.523	Duration	102
421.524	Termination	102
421.525	Effect on Promotion	102
421.526	Documentation	102
421.53	Saved Grade	102
421.531	Explanation	102
421.532	Duration and Termination	103
421.533	Step Increases	103
421.6	Changes in Compensation Following Review or Audit	103
421.7	Rate Schedule Summary and References	103
421.8	Calculation Methods	103
421.81	Exhibit 421.81, Higher Level Pay	103
421.82	Exhibit 421.82, Promotional Increases	103

- 422 Salary Schedules Covered by Specific Agreements 107
 - 422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules 107
 - 422.11 Salary System 107
 - 422.111 Salary Schedules 107
 - 422.112 Basis of Rates 107
 - 422.113 Cost-of-Living Adjustment 107
 - 422.114 Setting Wages 107
 - 422.115 Employee Classifications 107
 - 422.12 Change Action Pay Rules 108
 - 422.121 Career Appointment 108
 - 422.122 Additional Appointment 109
 - 422.123 Promotion Rules 109
 - 422.124 Reassignment Rules 119
 - 422.125 Reductions in Grade 120
 - 422.13 Step Increases 121
 - 422.131 Eligibility Requirements 121
 - 422.132 Creditable Service 124
 - 422.133 Leave Without Pay 124
 - 422.134 Simultaneous Personnel Actions 125
 - 422.14 Higher Level Assignments 125
 - 422.141 Definitions 125
 - 422.142 Written Management Order 125
 - 422.143 Rate of Pay 125
 - 422.144 Adjustments and Increases 126
 - 422.145 Benefits 127
 - 422.15 Dual (Multiple) Employment 127
 - 422.151 Explanation 127
 - 422.152 Salary Determination 127
 - 422.153 Documentation 127
 - 422.154 Step Increases 127
 - 422.155 Leave 128
 - 422.156 Reassignment 128
 - 422.157 Promotion 128
 - 422.16 Change From Rural Carrier Schedules 128
 - 422.2 City Carrier Schedule 128
 - 422.21 Salary System 128
 - 422.211 Salary Schedule 128
 - 422.212 Basis of Rates 128
 - 422.213 Cost-of-Living Adjustments 128
 - 422.214 Setting Wages 128

422.215	Employee Classifications	128
422.22	Change Action Pay Rules	129
422.221	Career Appointment	129
422.222	Additional Appointment	129
422.223	Promotion	129
422.224	Reassignment	130
422.225	Reductions in Grade	130
422.23	Step Increases	130
422.231	Eligibility Requirements	130
422.232	Creditable Service	130
422.233	Leave Without Pay	131
422.234	Simultaneous Personnel Actions	131
422.24	Higher Level Assignments	131
422.241	Definitions	131
422.242	Written Management Order	131
422.243	Rate of Pay	131
422.244	Adjustments and Increases	131
422.245	Benefits	131
422.25	Dual (Multiple) Employment	131
422.26	Change From Rural Carrier Schedules	131
422.3	Mail Handlers Schedule	131
422.31	Salary System	131
422.311	Salary Schedule	131
422.312	Basis of Rates	131
422.313	Cost-of-Living	131
422.314	Setting Wages	131
422.315	Employee Classifications	131
422.32	Change Action Pay Rules	132
422.321	Career Appointment	132
422.322	Additional Appointment	132
422.323	Promotion	132
422.324	Reassignment	133
422.325	Reduction in Grade	133
422.33	Step Increases	133
422.331	Eligibility Requirements	133
422.332	Creditable Service	133
422.333	Leave Without Pay	134
422.334	Simultaneous Personnel Actions	134
422.34	Higher Level Assignments	134
422.341	Definitions	134
422.342	Written Management Order	134

- 422.343 Rate of Pay 134
- 422.344 Adjustments and Increases 134
- 422.345 Benefits 134
- 422.35 Dual (Multiple) Employment 134
- 422.36 Change From Rural Carrier Schedules 134
- 422.4 Rural Carrier Schedules 134
 - 422.41 Salary System 134
 - 422.411 Salary Schedules 134
 - 422.412 Basis of Rates 135
 - 422.413 Cost-of-Living Adjustment 135
 - 422.414 Setting Wages 135
 - 422.415 Employee Classifications 135
 - 422.42 Change Action Pay Rules 135
 - 422.421 Career Appointment 135
 - 422.422 Promotion 136
 - 422.423 Transfer to Rural Carrier 137
 - 422.424 Waiting Period for Step Increases 137
 - 422.425 Adjusting Pay for Route Change 137
 - 422.43 Step Increases 137
 - 422.431 Eligibility and Procedure 137
 - 422.432 Adjustment in Route Classification 137
 - 422.44 Higher Level Pay 137
 - 422.45 Dual (Multiple) Employment 138
 - 422.451 Explanation 138
 - 422.452 Salary Determination 138
 - 422.453 Documentation 138
 - 422.454 Step Increases 138
 - 422.455 Leave 138
 - 422.456 Reassignment 138
 - 422.457 Promotion 138
- 422.5 Postal Nurses Schedule 138
 - 422.51 Salary System 138
 - 422.511 Salary Schedule 138
 - 422.512 Basis of Rates 138
 - 422.513 Cost-of-Living Adjustment 138
 - 422.514 Setting Wages 138
 - 422.515 Employee Classifications 139
 - 422.52 Change Action Pay Rules 139
 - 422.521 Career Appointment 139
 - 422.522 Additional Appointment 139
 - 422.523 Promotion 139

422.524	Reassignment	140
422.525	Reduction in Grade	141
422.53	Step Increases	141
422.531	Eligibility and Procedure	141
422.532	Creditable Service	143
422.533	Leave Without Pay	143
422.534	Simultaneous Personnel Actions	143
422.54	Higher Level Assignments	143
422.541	Definitions	143
422.542	Written Management Order	143
422.543	Rate of Pay	143
422.544	Adjustments and Increases	143
422.545	Benefits	143
422.55	Dual (Multiple) Employment	143
422.56	Change From Rural Carrier Schedules	143
422.6	Information Technology/Accounting Service Centers Schedule	143
422.61	Salary System	143
422.611	Salary Schedule	143
422.612	Part-Time Employees	143
422.613	Cost-of-Living Adjustment	143
422.614	Employee Classifications	144
422.62	Change Action Pay Rules	144
422.621	Career Appointment	144
422.622	Promotion	144
422.623	Reassignment	145
422.624	Demotion	145
422.625	Voluntary Reduction	146
422.626	Management Action Reduction	146
422.63	Step Increases	146
422.631	Eligibility Requirements	146
422.632	Creditable Service	146
422.633	Leave Without Pay	146
422.634	Simultaneous Personnel Actions	146
422.64	Higher Level Assignments	146
422.65	Dual (Multiple) Employment	146
422.66	[Reserved]	146
422.67	Change From Rural Carrier Schedules	146
422.7	Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA	146
422.71	Salary System	147
422.711	Salary Schedule	147

- 422.712 Basis of Rates 147
- 422.713 Cost-of-Living Adjustment 147
- 422.714 Determination of Salaries 147
- 422.715 Employee Classifications 147
- 422.72 Change Action Pay Rules 147
 - 422.721 Career Appointment 147
 - 422.722 Additional Appointment 147
 - 422.723 Promotion 147
 - 422.724 Reassignment 149
 - 422.725 Demotion 149
 - 422.726 Voluntary Reduction 149
 - 422.727 Management Action Reduction 149
- 422.73 Step Increases 149
 - 422.731 Eligibility Requirements 149
 - 422.732 Creditable Service 149
 - 422.733 Leave Without Pay 149
 - 422.734 Simultaneous Personnel Actions 149
- 422.74 Higher Level Assignments 150
 - 422.741 Definitions 150
 - 422.742 Written Management Order 150
 - 422.743 Rate of Pay 150
 - 422.744 Adjustments and Increases 150
 - 422.745 Benefits 150
- 422.75 Dual (Multiple) Employment 150
- 422.76 Change From Rural Carrier Schedules 150
- 422.8 Postal Police Officers Schedule 150
 - 422.81 Salary System 150
 - 422.811 Salary Schedule 150
 - 422.812 Basis of Rates 150
 - 422.813 Cost-of-Living Adjustment 150
 - 422.814 Setting Wages 150
 - 422.815 Employee Classifications 150
 - 422.82 Change Action Pay Rules 150
 - 422.821 Career Appointment 150
 - 422.822 Additional Appointment 151
 - 422.823 Promotion 151
 - 422.824 Reassignment 152
 - 422.825 Reduction in Grade 152
 - 422.83 Step Increases 152
 - 422.831 Eligibility and Procedure 152
 - 422.832 Creditable Service 154

422.833	Leave Without Pay	154
422.834	Simultaneous Personnel Actions	154
422.84	Higher Level Assignments	154
422.841	Definitions	154
422.842	Written Management Order	155
422.843	Rate of Pay	155
422.844	Adjustments and Increases	155
422.845	Benefits	155
422.85	Dual (Multiple) Employment	155
422.86	Change From Rural Carrier Schedules	155
422.9	Tool and Die Shop Schedule	155
422.91	Salary System	155
422.911	Salary Schedule	155
422.912	Basis of Rates	155
422.913	Cost of Living Adjustment	155
422.914	Setting Wages	155
422.915	Employee Classifications	155
422.92	Change Action Pay Rules	155
422.921	Career Appointment	155
422.922	Additional Appointment	156
422.923	Promotion	156
422.924	Reassignment	157
422.925	Reduction in Grade	157
422.93	Step Increase	157
422.94	Temporary Assignments	157
422.941	Lower Level Assignments	157
422.942	Higher Level Assignments	157
422.95	Dual (Multiple) Employment	157
422.96	Change From Rural Carrier Schedule	157
430	Basic and Special Pay Provisions	159
431	Scope	159
432	General Definitions and Provisions	159
432.1	Employee Classifications	159
432.11	Regular Work Force	159
432.111	Bargaining Unit Employees	159
432.112	Nonbargaining Unit Employees	160
432.12	Supplemental Work Force	160
432.13	Transitional Work Force	161
432.2	Rates of Pay	161
432.21	Basic Rate	161
432.22	Regular Rate	162

- 432.23 Rounding of Rates 162
- 432.3 Work Schedules and Overtime Limits 162
 - 432.31 Basic Work Week 162
 - 432.32 Maximum Hours Allowed 162
 - 432.33 Mealtime 162
 - 432.34 Postmasters 162
- 432.4 Service Periods 163
 - 432.41 Pay Period 163
 - 432.42 Service Week 163
 - 432.43 Service Day 163
 - 432.44 FLSA Workweek 163
 - 432.45 Work Assignments 163
 - 432.46 Five-Minute Leeway Rule 164
 - 432.461 Explanation 164
 - 432.462 Applicability 164
 - 432.463 Adjustment 164
 - 432.464 Special Cases 164
 - 432.465 Exception 165
- 432.5 Work Credit 165
 - 432.51 FLSA-Exempt Postmasters 165
 - 432.52 Full-Time and Part-Time Employees 165
 - 432.53 City Letter Carriers (7:01 Rule) 165
 - 432.54 Rural Carriers 165
- 432.6 Guaranteed Time 165
 - 432.61 Explanation 165
 - 432.62 Eligibility 166
 - 432.63 Pay Computation 167
- 432.7 Time Worked 167
 - 432.71 Control 167
 - 432.711 Disallowed Time 167
 - 432.712 Allowed Time 168
 - 432.72 Medical Release Time 168
- 432.8 Compensation Due Deceased Employee 168
 - 432.81 Definition 168
 - 432.82 Recipient of Unpaid Compensation or Money Due 169
 - 432.821 Order 169
 - 432.822 Missing Beneficiaries 169
- 433 Straight Time Pay 169
 - 433.1 Definition 169
 - 433.2 Full-Time Employees 169
 - 433.3 Part-Time Employees 170

433.4	Casual and Temporary Employees	170
433.5	Reemployed Annuitant	170
433.6	EAS A–E Postmasters	170
434	Overtime and Premium Pay	170
434.1	Overtime	170
434.11	General	170
434.12	Definitions	171
434.13	Types of Compensation	171
434.131	Postal Overtime	171
434.132	FLSA Overtime	171
434.133	Penalty Overtime	171
434.134	FLSA-Exempt EAS Additional Pay	172
434.14	Eligibility and Coverage	172
434.141	Eligible for Overtime Pay	172
434.142	Multiple Eligibility	175
434.143	Assignment of FLSA-Exempt and Nonexempt Work	175
434.144	Eligible for FLSA-Exempt EAS Additional Pay	175
434.2	Night Differential	175
434.21	Policy	175
434.22	Eligibility	176
434.221	Eligibility for Night Differential	176
434.222	Exempt Employees	177
434.23	Pay Computation	177
434.3	Sunday Premium	177
434.31	Policy	177
434.32	Eligibility	177
434.33	Leave	179
434.34	Pay Computation	179
434.4	Holiday Leave Pay	179
434.41	Policy	179
434.411	Holidays Observed	179
434.412	Application	179
434.42	Eligibility	180
434.421	Eligibility for Holiday Leave Pay	180
434.422	Part-Time Regular Employees	180
434.423	Absences When Scheduled	181
434.43	Pay Computation	182
434.5	Holiday-Worked Pay	182
434.51	Policy	182
434.52	Eligibility	182
434.53	Pay Computation	184

- 434.6 Out-of-Schedule Premium 185
 - 434.61 Policy 185
 - 434.611 General 185
 - 434.612 Timely Notice 185
 - 434.613 Application 185
 - 434.614 Examples 185
 - 434.62 Eligibility 186
 - 434.621 Eligibility for Out-of-Schedule Premium 186
 - 434.622 Exceptions 188
 - 434.63 Pay Computation 188
- 434.7 Nonbargaining Rescheduling Premium 189
 - 434.71 Policy 189
 - 434.72 Eligibility 189
 - 434.73 Pay Computation 189
- 434.8 Pyramiding of Premiums 189
- 435 Severance Pay 191
 - 435.1 Eligibility 191
 - 435.2 Computing Severance Fund 191
 - 435.21 Limitation 191
 - 435.22 Creditable Service 191
 - 435.23 Paid Allowances 191
 - 435.24 Allowance to Age Over Forty 192
 - 435.3 Pay Rate and Duration 192
 - 435.31 Form 50 Information 192
 - 435.32 Amount and Intervals 192
 - 435.4 Effect of Reemployment 192
 - 435.41 Permanent Employment 192
 - 435.42 Temporary Employment 192
- 436 Back Pay 193
 - 436.1 Corrective Entitlement 193
 - 436.2 Limitations 193
 - 436.3 Corrective Action 194
 - 436.4 Documents in Support of Claim 194
 - 436.41 Statements by Local Official 194
 - 436.42 Statements by Employee 194
 - 436.43 Life Insurance Coverage 196
 - 436.5 Erroneous Separation for Retirement 196
 - 436.51 Explanation 196
 - 436.52 Corrective Action 197
 - 436.6 Interest on Back Pay 197
 - 436.61 Purpose 197

436.62	Availability of Interest	197
436.63	Determination of Rate of Interest	198
436.64	Responsibility	200
437	Waiver of Claims for Erroneous Payment of Pay	200
437.1	Purpose	200
437.2	Definitions	200
437.3	Submission of Request	201
437.31	Expiration Date	201
437.32	Form 3074	201
437.4	Review by Installation Head	201
437.5	Review by Human Resources	202
437.6	Action by Eagan Accounting Service Center	202
437.7	Appeal of Disallowed Request	202
437.71	Appeal Procedure	202
437.72	Final Decision	202
438	Pay During Travel or Training	203
438.1	Pay During Travel	203
438.11	Definitions	203
438.12	Commuting To and From Work	203
438.121	Regular Commuting	203
438.122	Commuting to a Different Worksite	203
438.123	Commuting With a Break in Duty Status	203
438.13	Types of Compensable Travel Time	203
438.131	General	203
438.132	Travel From Job Site to Job Site	204
438.133	One-Day Assignment Outside the Local Commuting Area	204
438.134	Travel Away From Home Overnight	205
438.14	Special Travel Provisions	205
438.141	Use of Private Automobile for Personal Convenience	205
438.142	Required Use of an Automobile	205
438.143	Work Performed While Traveling	206
438.15	Compensation Provisions	206
438.16	Effect on Other Travel Reimbursement	206
438.2	Pay During Training	206
438.21	General	206
438.22	Specific Rules on Compensation for Training Time	207
438.221	General	207
438.222	Training During Established Hours of Service	207
438.223	Training Outside Established Hours of Service	207
438.23	Special Training Provisions	207
438.24	Compensation Provisions	208

- 439 Territorial Cost-of-Living Allowance (TCOLA) 208
 - 439.1 Eligibility and Pay Factors 208
 - 439.11 Eligibility 208
 - 439.12 Pay Factors 208
 - 439.2 Allowance Categories 209
- 440 Fair Labor Standards Act Administration 210
 - 441 Overview 210
 - 441.1 Federal Statute 210
 - 441.2 Enforcement 210
 - 442 Postal Service Coverage 210
 - 442.1 Effective Date 210
 - 442.2 Exclusions 210
 - 442.3 FLSA Poster 210
 - 443 Equal Pay Provisions 210
 - 443.1 Sex Discrimination Policy 210
 - 443.2 Justified Wage Differentials 211
 - 443.3 Labor Organization Intervention 211
 - 443.4 Postal Service Coverage 211
 - 444 Overtime Pay 211
 - 444.1 Policy 211
 - 444.2 Explanation of Terms 211
 - 444.21 Regular Rate 211
 - 444.211 Definition 211
 - 444.212 Inclusions 211
 - 444.213 Exclusions 212
 - 444.214 Exclusions Not Creditable 212
 - 444.215 Dual Employment Rate 212
 - 444.22 Actual Work 212
 - 444.221 Definition 212
 - 444.222 Exclusions 212
 - 444.223 Unauthorized Time 213
 - 444.23 FLSA Work Week (see 432.42 for Service Week) 213
 - 444.231 Explanation 213
 - 444.232 Permanent Change 213
 - 444.233 Full-Time Employees 213
 - 444.234 Part-Time Employees 214
 - 444.3 Exemptions 214
 - 444.31 Policy 214
 - 444.311 General 214
 - 444.312 Postal Service Administration 214
 - 444.313 Dual Assignments 215

444.32	Exempt Positions	215
444.321	Executive Employee	215
444.322	Administrative Employee	216
444.323	Professional Employee	216
444.324	Pay on a Salary Basis	217
445	Rural Letter Carrier Compensation	217
445.1	Regular Rural Carriers	217
445.11	Guaranteed Annual Wage	217
445.12	Base Rate of Pay	217
445.2	Other Rural Carriers	217
446	Compliance Investigations	218
446.1	DOL On-Site Visit	218
446.2	DOL Findings	218
446.3	Postal Service Actions	218
450	Collection of Postal Debts From Nonbargaining Unit Employees	220
451	General	220
451.1	Scope	220
451.2	Representation	220
451.3	Debts Due Other Federal Agencies	220
451.4	Definitions	220
451.5	Time Computation	221
451.6	Effect of Waiver Request	221
451.7	Service of Notice, Delivery of Records	221
452	Procedures Governing Administrative Salary Offsets	222
452.1	Determination and Collection of Debt	222
452.11	Establishment of Accounts Receivable	222
452.12	Collection by Postmaster or Installation Head	222
452.2	Voluntary Repayment Procedures	222
452.21	General	222
452.22	Notice to Employee	222
452.23	Employee Response to Notice	227
452.231	Request for Copies of Postal Records	227
452.232	Payment in Full	227
452.233	Consent to Salary Offsets	227
452.234	Request for Consideration of Alternative Offset Schedule	229
452.235	Request for Reconsideration of Debt	230
452.24	Action Following Reconsideration of Debt and/or Offset Schedule	230
452.241	Consideration and Response	230
452.242	Reconsideration of Debt	230
452.243	Consideration of Alternative Offset Schedule	231

- 452.25 Voluntary Repayment Following Reconsideration 231
 - 452.251 Payment in Full 231
 - 452.252 Consent to Salary Offsets 231
- 452.26 Failure to Resolve or Repay Debt 232
- 452.3 Statutory Offset Procedures 232
 - 452.31 Authority 232
 - 452.32 Notifying the Employee 232
 - 452.321 Notice 232
 - 452.322 Contents 232
 - 452.33 Procedures Governing the Exercise of Employee Rights 241
 - 452.331 Employee Options 241
 - 452.332 Requests for Postal Records 241
 - 452.333 Payment in Full 241
 - 452.334 Consent to Salary Offsets 241
 - 452.335 Alternative Offset Schedule 242
 - 452.336 Debt Collection Hearing 243
 - 452.34 Employee Failure to Respond 243
- 452.4 Collection of Amounts Due Under Federal Benefits Programs 244
- 453 Court Judgment Salary Offsets 244
 - 453.1 Authority 244
 - 453.2 Applicable Collection Procedures 244
 - 453.21 Notice 244
 - 453.22 Implementing Offsets 246
- 454 Multiple Offsets 246
 - 454.1 Administrative Salary Offsets 246
 - 454.2 Court Judgment Salary Offsets 246
 - 454.3 Administrative and Court Judgment Salary Offsets 246
 - 454.4 Priority of Postal Service Indebtedness 247
 - 454.5 Garnishments 247
- 455 Action Upon Transfer or Separation 247
 - 455.1 Withholdings From Any Amount Due 247
 - 455.2 Transfer to Another Federal Agency 247
 - 455.3 Collection of Debt Upon Separation 248
- 460 Collection of Postal Debts From Bargaining Unit Employees 250
 - 461 General 250
 - 461.1 Scope 250
 - 461.2 Debts Due Other Federal Agencies 250
 - 461.3 Definitions 250
 - 461.4 Effect of Waiver Request 250

462	Procedures Governing Administrative Salary Offsets	250
462.1	Determination and Collection of Debt	250
462.11	Establishment of Accounts Receivable	250
462.12	Collection by Postmaster or Installation Head	251
462.2	Applicable Collection Procedures	251
462.21	Right to Grieve Letters of Demand	251
462.22	Right to Petition for Hearing	251
462.3	Statutory Offset Procedures	252
462.31	Authority	252
462.32	Initiation of Statutory Offset Procedure	252
462.33	Hearing Officials Under 39 CFR Part 961	253
462.34	Limit of Right to Petition for Hearing	253
462.4	Collection of Debt	253
462.41	Stay of Collection of Debt	253
462.42	Limit on Amount of Salary Offset to Collect Debt	253
462.5	Implementing Offsets	253
463	Court Judgment Salary Offsets	253
463.1	Authority	253
463.2	Applicable Collection Procedures	254
463.21	General	254
463.22	Notice	254
463.23	Implementing Offsets	254
464	Multiple Offsets	254
464.1	Administrative Salary Offsets	254
464.2	Court Judgment Salary Offsets	255
464.3	Administrative and Court Judgment Salary Offsets	255
464.4	Priority of Postal Service Indebtedness	255
464.5	Garnishments	255
465	Action Upon Transfer or Separation	256
465.1	Withholdings From Any Amount Due	256
465.2	Transfer to Another Federal Agency	256
465.3	Collection of Debt Upon Separation	256
470	Incentive Awards and Service Recognition	258
471	Overview	258
471.1	Policy	258
471.2	Management	258
471.3	Awards	258
471.31	Cash Amounts	258
471.32	Payment and Report of Taxable Awards	258
471.4	Privacy Act Considerations	262
471.5	Presentation Ceremonies	262

- 472 Certificates of Appreciation for Private Citizens, Noncareer Postal Employees,
and Contract Employees 262
 - 472.1 Purpose 262
 - 472.2 Description 262
 - 472.3 Eligibility 262
 - 472.4 Basic 262
 - 472.5 Responsibility 263
 - 472.51 Headquarters and Headquarters-Related Units 263
 - 472.52 Areas, Districts, and Plants 263
 - 472.6 Approval Authority 263
 - 472.61 Headquarters and Headquarters-Related Units 263
 - 472.62 Areas 263
 - 472.63 Field 263
 - 472.7 Ordering Certificates 263
 - 472.8 Presenting Awards 264
- 473 Awards and Service Recognition for All Career Employees 264
 - 473.1 Certificates of Appreciation 264
 - 473.11 Purpose 264
 - 473.12 Description 264
 - 473.13 Eligibility 264
 - 473.14 Basic 264
 - 473.15 Responsibility 265
 - 473.151 Headquarters and Headquarters-Related Units 265
 - 473.152 Areas, Districts, and Plants 265
 - 473.16 Approval Authority 265
 - 473.161 Headquarters and Headquarters-Related Units 265
 - 473.162 Areas 265
 - 473.163 Field 265
 - 473.17 Ordering Certificates 265
 - 473.18 Presenting Awards 265
 - 473.2 Service Award Pins 265
 - 473.21 Description 265
 - 473.22 Basic 265
 - 473.23 Responsibility 266
 - 473.231 Headquarters 266
 - 473.232 Areas 266
 - 473.233 Districts and Plants 266
 - 473.234 Inspection Service 266
 - 473.24 Providing Lists of Eligible Employees 266
 - 473.25 Ordering Pins 266
 - 473.26 Presenting Awards 267

473.3	Service Award Certificates	267
473.31	Basic	267
473.311	Retirement	267
473.312	Death	267
473.32	Responsibility	267
473.321	Headquarters	267
473.322	Areas	267
473.323	Field	267
473.33	Ordering Certificates	268
473.34	Preparing Commendatory Letters	268
473.341	Retirees	268
473.342	Deceased Employees	270
473.35	Presenting Awards	270
473.351	Retirement Award Certificates	270
473.352	Posthumous Awards	270
473.36	Documenting Awards	270
473.4	Benjamin Franklin Awards	270
473.41	Description	270
473.42	Eligibility	270
473.43	Basic	270
473.44	Approval Authority	271
473.45	Documenting Awards	271
474	Awards for Career Bargaining Unit Employees Only	271
474.1	Special Achievement Awards	271
474.11	Description	271
474.12	Eligibility	271
474.13	Basic	271
474.14	Approval Authority	272
474.141	Headquarters and Headquarters-Related Units	272
474.142	Areas	272
474.143	Field	272
474.15	Recommending an Award	272
474.16	Initiating Documentation	273
474.17	Evaluating and Approving the Award	273
474.2	Quality Step Increase	273
474.21	Description	273
474.22	Eligibility	273
474.23	Basic	273
474.24	Comparisons	274
474.241	Comparison to Regular Within-Grade Increases	274
474.242	Comparison to Special Achievement Awards	275

- 474.25 Approval Authority 275
 - 474.251 Headquarters and Headquarters-Related Units 275
 - 474.252 Areas, Districts, and Plants 275
- 474.26 Recommending an Award 275
- 474.27 Initiating Documentation 275
- 474.28 Evaluating and Approving the Award 275
- 474.29 Initiating a Personnel Action 275
- 474.3 Meritorious Service Awards 276
 - 474.31 Description 276
 - 474.32 Eligibility 276
 - 474.33 Basic 276
 - 474.34 Approval Authority 276
 - 474.341 Headquarters and Headquarters-Related Units 276
 - 474.342 Areas, Districts, and Plants 276
 - 474.35 Recommending an Award 276
 - 474.36 Initiating Documentation 277
 - 474.37 Evaluating and Approving the Award 277
 - 474.38 Ordering Certificates 277
- 474.4 Distinguished Service Awards 277
 - 474.41 Description 277
 - 474.42 Eligibility 277
 - 474.43 Basic 278
 - 474.431 General 278
 - 474.432 Other 278
 - 474.44 Recommending an Award 278
 - 474.45 Evaluating the Award 278
 - 474.46 Approving the Award 278
 - 474.47 Obtaining Certificates 278
- 475 Awards for Career EAS and PCES Employees Only 278
 - 475.1 Informal Awards 278
 - 475.11 Purpose 278
 - 475.12 Description 279
 - 475.13 Eligibility 279
 - 475.14 Expenditure Limitation 279
 - 475.15 Approval Authority 279
 - 475.16 Documenting and Processing the Award 279
 - 475.2 Spot Awards 279
 - 475.21 Purpose 279
 - 475.22 Description 279
 - 475.23 Eligibility 280
 - 475.24 Award Limit Ceilings 280

475.25	Expenditure Limitation	280
475.26	Approval Authority	280
475.27	Documenting and Processing the Award	281
475.3	Vice President Awards	281
475.31	Purpose	281
475.32	Description	281
475.33	Eligibility	281
475.34	Expenditure Limitation	281
475.35	Approval Authority	281
475.36	Documenting and Processing the Award	282
475.4	Team Awards	282
475.41	Purpose	282
475.42	Description	282
475.43	Eligibility	282
475.44	Award Limits Ceilings	282
475.45	Expenditure Limitation	282
475.46	Approval Authority	282
475.47	Documenting and Processing the Award	283
475.5	Exceptional Performance Awards	283
475.51	Purpose	283
475.52	Description	283
475.53	Eligibility	283
475.54	Expenditure Limitation	283
475.55	Approval	283
475.56	Documenting and Processing the Award	283
5	Employee Benefits	285
510	Leave	285
511	General	285
511.1	Administration Policy	285
511.2	Responsibilities	285
511.21	Postal Officials	285
511.22	Eagan Accounting Service Center	285
511.23	Postal Employees	285
511.3	Eligibility	286
511.31	Covered	286
511.32	Not Covered	286
511.4	Unscheduled Absence	286
511.41	Definition	286
511.42	Management Responsibilities	286

- 511.43 Employee Responsibilities 286
- 512 Annual Leave 286
 - 512.1 General 286
 - 512.11 Purpose 286
 - 512.12 Definitions 287
 - 512.2 Determining Annual Leave Category 287
 - 512.21 General Policy 287
 - 512.22 Federal Civilian Service Counted 287
 - 512.221 Service in the Postal Service 287
 - 512.222 Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University 287
 - 512.23 Military Service Counted 288
 - 512.231 Service of an Employee Not Eligible for Military Retirement Annuity 288
 - 512.232 Service of an Employee Eligible for Military Retirement Annuity 288
 - 512.24 Service Not Counted 296
 - 512.3 Accrual and Crediting 296
 - 512.31 Employee Categories 296
 - 512.311 Full-Time Employees 296
 - 512.312 Part-Time Employees 297
 - 512.313 Appointees 299
 - 512.32 Maximum Carryover 300
 - 512.321 Maximum Carryover Amounts 300
 - 512.322 Nonbargaining Unit to Bargaining Unit 300
 - 512.4 Authorizing Annual Leave 300
 - 512.41 Requests for Annual Leave 300
 - 512.411 General 300
 - 512.412 Emergencies 300
 - 512.42 PS Form 3971 Request for or Notification of Absence 301
 - 512.421 Purpose 301
 - 512.422 Approval or Disapproval 301
 - 512.423 Retention and Disposal Period 301
 - 512.43 Insufficient Leave Balance 301
 - 512.5 Leave Charge Information 301
 - 512.51 Full-Time Employees 301
 - 512.511 Minimum Unit Charge 301
 - 512.512 Holidays 302
 - 512.513 Leave for Postmasters and Installation Heads 302
 - 512.514 Rural Carriers (Regular and Substitute) 302
 - 512.52 Part-Time Employees 302
 - 512.521 Minimum Unit Charge 302
 - 512.522 Part-Time Regular 302

512.523	Part-Time Flexible	302
512.524	A-E Postmasters	303
512.53	Regular Rural Carriers	303
512.531	General	303
512.532	Saturday Absences	303
512.54	Triweekly Rural Carriers	304
512.541	Week's Absence	304
512.542	Absences Less Than a Week	304
512.543	Leave Carryover	304
512.55	Leave Replacements for Rural Carriers	304
512.551	General	304
512.552	Ninety-Day Qualifying Period	304
512.553	Lump Sum Payment	304
512.56	Auxiliary Rural Carriers	305
512.6	Vacation Planning and Special Programs	305
512.61	Bargaining Unit Employees Vacation Planning	305
512.62	Nonbargaining Unit Employees Vacation Planning	305
512.63	Annual Leave Exchange	305
512.631	General	305
512.632	Bargaining Unit Annual Leave Exchange	305
512.633	Nonbargaining Unit Annual Leave Exchange	305
512.634	Processing Annual Leave Exchange Options	306
512.64	Annual Leave Sharing	306
512.7	Separation Adjustments	306
512.71	Terminal Leave Worksheet	306
512.72	Collection for Unearned Leave	306
512.721	Refund	306
512.722	Exception	306
512.73	Payment for Accumulated Leave	306
512.8	Transfers	307
512.81	Transfer Without a Break in Service	307
512.811	From the Postal Service to a Federal Agency	307
512.812	From a Federal Agency to the Postal Service	308
512.82	Transfer With a Break in Service	308
512.9	Recrediting Annual Leave	308
512.91	Policy	308
512.92	Procedures	308
512.921	Leave Earned in Prior Service in the Postal Service	308
512.922	Leave Earned at Another Agency	309
512.923	Leave Buy-Back — OWCP	309

- 513 Sick Leave 309
 - 513.1 Purpose 309
 - 513.2 Accrual and Crediting 310
 - 513.21 Accrual Chart 310
 - 513.22 Crediting 310
 - 513.221 General 310
 - 513.222 Part-Time Employees 310
 - 513.223 Leave Replacements for Rural Carriers 310
 - 513.224 Auxiliary Rural Carriers 310
 - 513.225 Substitute Rural Carriers in Dual Appointment 310
 - 513.226 Leave Credit Adjustment for LWOP 310
 - 513.3 Authorizing Sick Leave 310
 - 513.31 Policy 310
 - 513.311 General 310
 - 513.312 Restriction 311
 - 513.32 Conditions for Authorization 311
 - 513.33 Requests for Sick Leave 312
 - 513.331 General 312
 - 513.332 Unexpected Illness or Injury 312
 - 513.34 PS Form 3971, Request for or Notification of Absence 312
 - 513.341 General 312
 - 513.342 Approval or Disapproval 312
 - 513.35 Postmaster Absences 312
 - 513.36 Sick Leave Documentation Requirements 313
 - 513.361 Three Days or Less 313
 - 513.362 Over Three Days 313
 - 513.363 Extended Periods 313
 - 513.364 Medical Documentation or Other Acceptable Evidence 313
 - 513.365 Failure to Furnish Required Documentation 313
 - 513.37 Return to Duty 313
 - 513.38 Performance Ability Questioned 313
 - 513.39 Restricted Sick Leave 314
 - 513.391 Reasons for Restriction 314
 - 513.392 Notice and Listing 314
 - 513.393 Recision of Restriction 314
 - 513.4 Charging Sick Leave 314
 - 513.41 Full-Time Employees 314
 - 513.411 General 314
 - 513.412 Minimum Unit Charge 315
 - 513.413 Special Situations 315

513.42	Part-Time Employees	315
513.421	General	315
513.422	Minimum Unit Charge	316
513.5	Advanced Sick Leave	316
513.51	Policy	316
513.511	May Not Exceed Thirty Days	316
513.512	Medical Document Required	316
513.52	Administration	316
513.521	Installation Heads' Approval	316
513.522	Forms Forwarded	316
513.53	Additional Sick Leave	316
513.531	Thirty-Day Maximum	316
513.532	Liquidating Advanced Sick Leave	317
513.6	Leave Charge Adjustments	317
513.61	Insufficient Sick Leave	317
513.62	Insufficient Sick and Annual Leave	317
513.63	Disapproved Sick Leave	317
513.64	Absence Without Leave	317
513.65	Annual Leave Changed to Sick Leave	317
513.7	Transfer or Reemployment	317
513.71	Transfer	317
513.711	Crediting	317
513.712	Recrediting	317
513.72	Reemployment	318
513.73	Reemployment — OWCP	318
513.8	Retirements or Separations	318
513.81	General	318
513.82	Retirement	318
513.821	Credit for Sick Leave	318
513.822	Disability Retirement	318
513.83	Separation by Death	319
513.9	Collection for Unearned Sick Leave	319
514	Leave Without Pay	319
514.1	Definitions	319
514.2	Policy	319
514.21	Restriction	319
514.22	Administrative Discretion	319
514.23	Condition	320
514.24	Leave Credit Adjustment	320
514.25	Other Employment	320

- 514.3 Authority to Approve 320
 - 514.31 Installation Head 320
 - 514.32 District Managers 320
- 514.4 Acceptable Reasons and Instructions 320
- 514.5 Forms Required 323
 - 514.51 PS Form 3971 323
 - 514.52 PS Form 50 323
- 515 Absence for Family Care or Serious Health Condition of Employee 323
 - 515.1 Purpose 323
 - 515.2 Definitions 323
 - 515.3 Eligibility 325
 - 515.4 Leave Requirements 325
 - 515.41 Conditions 325
 - 515.42 Leave Type 325
 - 515.43 Authorized Hours 325
 - 515.5 Documentation 326
 - 515.51 General 326
 - 515.52 New Son or Daughter 326
 - 515.53 Care of Others for Medical Reasons 326
 - 515.54 Additional Medical Opinions 326
 - 515.55 Employee Incapacitation 327
 - 515.56 Return to Work After Employee Incapacitation 327
 - 515.6 Intermittent Leave or Reduced Schedule 327
 - 515.61 New Son or Daughter 327
 - 515.62 Care of Others for Medical Reasons or Employee Incapacitation 327
 - 515.63 Temporary Change in Duty Assignment 327
 - 515.64 Fair Labor Standards Act Status 328
 - 515.7 Return to Position 328
 - 515.8 Benefits 328
 - 515.9 Family Leave Poster 328
- 516 Absences for Court-Related Service 329
 - 516.1 General 329
 - 516.11 Determining Nature of Court-Related Service 329
 - 516.12 Explanation of Terms 330
 - 516.2 Court Leave 330
 - 516.21 Definition 330
 - 516.22 Eligibility 330
 - 516.23 Recording Court Leave 330
 - 516.3 Conditions Affecting Court-Related Service 331
 - 516.31 Employee on Annual Leave 331
 - 516.32 Combination of Court Leave and Postal Duty 331

516.33	Accommodation of Employees Called for Court Service	331
516.4	Fees	332
516.41	General	332
516.42	Court Service Outside of Regular Working Hours or Regular Working Days	333
516.43	Holidays	333
516.44	Annual Leave or LWOP	333
516.45	Recording and Reporting of Fees	333
516.5	Official Duty	333
516.51	Definition	333
516.52	Compensation	334
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	334
517	Paid Military Leave	334
517.1	General	334
517.11	Postal Service Support	334
517.12	Definition	334
517.13	Types of Duty	334
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	334
517.132	Duty Covered for Members of the D.C. National Guard	335
517.133	Duty Not Covered	335
517.2	Eligibility	335
517.21	Eligible Employees	335
517.22	Ineligible Employees	335
517.3	Procedures	336
517.31	Approval	336
517.32	Use of Mixed Leave	336
517.33	Use of Leave Intermittently	336
517.34	Return From Duty	336
517.4	Military Leave Allowances	336
517.41	General Allowance	336
517.42	Previous Service	337
517.43	Law Enforcement Allowance	337
517.431	State or Jurisdiction Duty	337
517.432	Allowance for Federal Duty	337
517.5	Leave Charge Information	337
517.51	Pay Status Requirement	337
517.52	Minimum Units	338
517.53	Continuance of Night Differential Pay	338
517.54	Absence Beyond the General Military Leave Allowance	338
517.541	Training Periods	338

- 517.542 Choice of Annual Leave or LWOP 338
- 517.6 Conflict With Work Schedule 338
 - 517.61 Employee Alternatives 338
 - 517.62 Administrative Policy 338
 - 517.621 Reassignments 338
 - 517.622 Rescheduling 339
- 517.7 Records Control 339
 - 517.71 PS Form 3973 339
 - 517.72 General Paid Military Leave 339
 - 517.73 Paid Military Leave for Law Enforcement 339
- 518 Holiday Leave 340
 - 518.1 Observed Holidays 340
 - 518.2 Holidays on Nonscheduled Workdays 340
 - 518.21 Saturday 340
 - 518.22 Sunday 340
 - 518.23 Nonscheduled Workday 340
 - 518.3 Holidays on Scheduled Workdays 340
 - 518.4 Eligibility for Holiday Pay 340
 - 518.5 Provisions for Rural Carriers and Substitutes 341
 - 518.51 Rural Carriers 341
 - 518.52 Substitute Rural Carriers 341
 - 518.6 Provisions for Postmasters 341
- 519 Administrative Leave 341
 - 519.1 Definition 341
 - 519.2 Special Conditions 341
 - 519.21 Acts of God 341
 - 519.211 General 341
 - 519.212 Authorizing Administrative Leave for Acts of God 341
 - 519.213 Determining the Cause of Absence 342
 - 519.214 Early Dismissal Due to Acts of God 342
 - 519.215 Employees Prevented From Reporting 342
 - 519.216 Employees on Annual Leave, Sick Leave, or LWOP 342
 - 519.217 Substitute Rural Carriers and Rural Carrier Associates 342
 - 519.22 Civil Disorders 343
 - 519.221 Decision to Curtail or Terminate Postal Operations 343
 - 519.222 Civil Disorder Extends Beyond Three Days 343
 - 519.223 Early Dismissal 343
 - 519.224 Employees Prevented From Reporting 343
 - 519.23 Relocation 343
 - 519.231 Policy 343
 - 519.232 Requirements 343

519.233	Notation on PS Form 50	344
519.234	Limitations	344
519.24	Adverse Action Investigation and Decision	344
519.3	Civil Participation	344
519.31	State and Local Civil Defense Programs	344
519.311	No Charge to Leave	344
519.312	Annual or LWOP	344
519.313	Availability for Civil Defense Assignment	344
519.314	Key Role Restriction	345
519.315	Statement Requirement	345
519.32	Voting or Registering to Vote	345
519.321	Policy	345
519.322	Administrative Determination	345
519.323	Voting	345
519.324	Registration	346
519.325	Restrictions	346
519.33	Funeral Services	346
519.331	Absence of Veterans to Attend Funeral Services	346
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	346
519.4	Medical Events	346
519.41	Blood Donations	346
519.411	Policy	346
519.412	Time Allowed	347
519.413	Restrictions	347
519.414	Facility Arrangements	347
519.42	Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations	347
519.421	Policy	347
519.422	Time Limitations	347
519.43	Physical Examination for Entry Into Armed Forces	348
519.44	First-Aid Examination and Treatment for On-the-Job Injury or Illness	348
519.441	Employee on Regular Tour	348
519.442	Employee in Overtime Status	348
519.45	Day of Death	348
519.5	Special Events	348
519.51	Postal Service Invitation	348
519.52	Postmaster Organization Conventions	349
519.521	Conventions	349
519.522	Recording Leave at Time Card Offices	349
519.523	Travel or Per Diem	349
519.6	Nonbargaining Unit Personal Absence	350
519.61	Definition	350

- 519.62 Policy 350
- 519.63 Limitations and Exceptions 350
 - 519.631 Full-Day Absences 350
 - 519.632 Partial-Day Absences 350
 - 519.633 Directed to Work 350
- 519.64 Administration 350
 - 519.641 General 350
 - 519.642 Approval 351
 - 519.643 Full-Day Leave 351
- 519.65 Management Controls 351
 - 519.651 Responsibility 351
 - 519.652 Administration 351
- 520 Health Benefits Program 353
 - 521 Administration and Eligibility 353
 - 521.1 General 353
 - 521.2 Eligible Employees 353
 - 521.3 Employees Not Eligible 354
 - 521.4 Family Member Eligibility 355
 - 521.41 General 355
 - 521.411 Responsibility of Employing Office 355
 - 521.412 Family Members Eligible 355
 - 521.42 Determining Family Membership Status of Children 355
 - 521.421 Adopted Children 355
 - 521.422 Stepchildren 356
 - 521.423 Foster Children 356
 - 521.424 Child's Temporary Absence on "Living-With" Requirement 357
 - 521.425 Effect of Child's Marriage on Family Member Status 357
 - 521.5 Relatives Not Eligible 357
 - 521.6 Former Spouses 359
 - 521.61 Eligibility Determination 359
 - 521.611 Requirements 359
 - 521.612 Office of Personnel Management Responsibility 359
 - 521.613 Employing Office Responsibility 359
 - 521.62 Documentation of Eligibility 360
 - 521.621 Eligible for Coverage 360
 - 521.622 Ineligible for Coverage 360
 - 521.63 Request for Reconsideration 360
 - 521.7 Temporary Continuation of Coverage 361
 - 521.71 Eligibility 361
 - 521.711 Eligible for Coverage 361
 - 521.712 Ineligible for Coverage 362

521.72	Agency Responsibilities	362
521.721	Office of Personnel Management Responsibility	362
521.722	National Finance Center Responsibility	362
521.723	Employing Office Responsibility	362
521.73	Time Limitations for Enrollment	362
521.74	Length of Coverage	363
521.75	Premiums	363
522	Health Insurance Plans Available	363
522.1	Types of Participating Plans	363
522.11	Service Benefit Plan	363
522.12	Employee Organization Plans	363
522.13	Comprehensive Medical Plans	364
522.2	Description of Participating Plans	364
523	Registration	364
523.1	Initial	364
523.2	Employee Declines to Enroll	364
523.3	Late Enrollment or Change in Enrollment	365
523.31	Accepting Late Enrollment	365
523.32	Causes Beyond Employee's Control	365
523.33	Procedures for Documenting Late Enrollment	365
523.34	Effective Date of Late Enrollment	366
523.341	Belated FEHB Open Season Enrollment	366
523.342	Late Enrollment Other Than FEHB Open Season	366
523.4	Enrollment by Proxy	366
523.5	Enrollment in an Employee Organization Plan	367
523.6	Enrollment by a Former Spouse	367
523.61	Enrollment Form	367
523.62	Statement Signed by Former Spouse	367
523.63	Employing Office Records on Former Spouse	369
523.631	Establishing File	369
523.632	Contents of File	369
523.633	Access to File	369
523.634	Disposition of File	370
524	Enrollment	370
524.1	Types of Enrollment	370
524.11	Self Only	370
524.12	Self and Family	370
524.2	Husband and Wife Both Eligible to Enroll	371
524.3	Dual Coverage Restriction	371
524.31	General	371
524.32	Procedures to Be Followed by Employing Office	371

- 524.4 Correction of Erroneous Enrollment 371
- 524.5 Enrollment or Change in Enrollment 372
 - 524.51 General 372
 - 524.52 Events Permitting 372
 - 524.521 New Appointment 372
 - 524.522 Change in Employment Status 372
 - 524.523 FEHB Open Season 372
 - 524.524 Reemployment After Break in Service of More Than 3 Days 372
 - 524.525 Return to Duty After 365 Days in Nonpay Status 372
 - 524.526 Return From Military Service 373
 - 524.527 Loss of Coverage Under Federal Programs 373
 - 524.528 Eligible for Medicare 373
 - 524.529 Change to Self Only 373
 - 524.53 Family Changes Affecting Enrollment 374
 - 524.531 Change in Marital Status 374
 - 524.532 Change in Family Status 375
 - 524.533 Change in Spouse's Employment Status 375
 - 524.534 Employee Loses Coverage as Family Member 376
 - 524.535 Loss of Coverage Under Parent's Nonfederal Plan 376
 - 524.536 Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan 377
 - 524.537 Employee Reaches Age 19 377
 - 524.54 Family Changes Not Affecting Enrollment 377
 - 524.541 General 377
 - 524.542 Name Change 377
- 524.6 Effective Date of Enrollment or Enrollment Change 378
 - 524.61 FEHB Open Season 378
 - 524.611 New Enrollment 378
 - 524.612 Change of Enrollment 378
 - 524.62 Change to Self Only 378
 - 524.63 Change to Self and Family to Provide Coverage to Child 378
 - 524.64 All Other Enrollments or Changes in Enrollment 379
- 524.7 Termination of Enrollment 379
 - 524.71 Cancellation by Employee 379
 - 524.72 Discontinuance of Plan or Part 379
 - 524.721 Because of Service Limitations 379
 - 524.722 Because of Leave Without Pay 379
 - 524.73 Membership Termination in Employee Organization 380
 - 524.74 Effective Termination Dates of Employee Enrollment 380
 - 524.75 Effective Termination Dates of Family Member Coverage 381

524.76	Temporary Extension of Coverage	381
524.761	For Enrolled Employee	381
524.762	For Family Member	381
524.763	For Confined Employee or Family Member	381
524.77	Conversion Rights	381
524.771	Employee's and Family Member's Right to Convert	381
524.772	Employing Office Responsibility	381
524.773	Application for Conversion	382
524.774	Late Conversion	382
524.775	Effective Date of Conversion	382
524.776	Benefits and Costs of Conversion Contract	382
524.78	Reinstatement of Enrollment After Conversion	382
524.781	Refund of Premiums	382
524.782	Adjustment of Difference in Benefits	383
524.8	Cost of Enrollment	383
524.81	Postal Service Contribution	383
524.82	Employee Withholding	383
524.83	Pre-Tax and After-Tax Premiums	383
524.831	Tax Benefits	383
524.832	Career Employees	384
524.833	Certain Noncareer and Transitional Employees	384
524.834	Further Information	384
524.84	Health Benefits Schedule	384
524.9	Enrollments for Former Spouses	384
524.91	Type of Enrollment	384
524.92	Effective Date of Enrollment	385
524.921	New Enrollment	385
524.922	Change in Enrollment	385
524.93	Payment of Premiums	385
524.94	Opportunities to Change Enrollment	385
524.941	Change to Self Only	385
524.942	FEHB Open Season	385
524.943	Other Events That Permit Changes in Enrollment	385
524.95	Cancellation of Enrollment	386
524.96	Termination of Enrollment	386
524.961	Events Terminating Coverage	386
524.962	Temporary Extension of Coverage	387
524.963	Termination Due to Failure to Pay Premiums	387
524.964	Termination of Coverage for Family Members	387
524.965	Former Spouse Responsibility	387
524.966	National Finance Center Responsibility	387

- 525 Special Circumstances Affecting Health Insurance Coverage 388
 - 525.1 Office of Workers' Compensation Programs 388
 - 525.11 Requirements to Continue Enrollment 388
 - 525.111 Employee 388
 - 525.112 Survivor 389
 - 525.12 Transfer of Enrollment 389
 - 525.121 Transfer to OWCP 389
 - 525.122 Transfer Back to Employing Office 389
 - 525.13 Withholding and Contribution by OWCP 389
 - 525.131 Effective Dates 389
 - 525.132 Health Benefits Refund Program 389
 - 525.14 Procedures for Continuation of Enrollment 391
 - 525.141 Reporting to OWCP 391
 - 525.142 Eligibility for Transfer 391
 - 525.143 Pending OWCP's Request for Transfer 391
 - 525.144 Employee Not Eligible to Continue 393
 - 525.145 OWCP Determines Not Eligible 393
 - 525.146 On LWOP Ten Months, But Enrollment Not Transferred 393
 - 525.147 OWCP Terminates Compensation 394
 - 525.148 Employee Returns to Duty 394
 - 525.149 Employee Elects Retirement 394
 - 525.2 Employees in Nonpay Status 395
 - 525.21 Three Hundred Sixty-Five-Day Enrollment Limitation 395
 - 525.22 Payment Required for Periods of Nonpay Status 395
 - 525.221 Responsibility 395
 - 525.222 Procedures to Be Followed by Employing Office 395
 - 525.223 Procedures to Be Followed by Employee 396
 - 525.23 Employee Granted LWOP to Serve in Employee Organization 396
 - 525.231 Policy 396
 - 525.232 Procedures to Be Followed by Employing Office 396
 - 525.233 Procedures to Be Followed by Employee 396
 - 525.24 Enrolled Employee in Nonpay Status Accepts Temporary Appointment 397
 - 525.25 Employee in Nonpay Status Pending Removal 397
 - 525.251 Removal Upheld 397
 - 525.252 Restored to Duty 397
 - 525.3 Military Service 398
 - 525.31 Entry Into Military Service 398
 - 525.311 Thirty Days or Less 398
 - 525.312 More Than Thirty Days 398
 - 525.32 Return From Military Service 398
 - 525.321 Return Not in Exercise of Reemployment Rights 398

525.322	Return in Exercise of Reemployment Rights	399
525.33	Death During Military Service	399
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program ...	399
525.35	Continuous Enrollment	399
525.4	Coverage Into Retirement	400
525.41	Employee Requirements for Continuation	400
525.42	Procedures to Be Followed by Employing Office	400
525.421	Determining Eligibility for Continued Enrollment	400
525.422	Transferring Enrollment to OPM	400
525.423	Reinstating Terminated Enrollments	402
525.43	Benefits and Cost	402
525.44	Employee Separates and Subsequently Retires	402
525.441	Terminating Enrollment	402
525.442	Encouraging Conversion to Individual Contract	402
525.45	Reemployed Annuitant	403
525.451	Enrolled	403
525.452	Nonenrolled	403
525.453	Reemployed Without Break in Service	403
525.454	FEHB Open Season Opportunities for Reemployed Annuitant	403
525.5	Death of an Employee	404
525.51	Transfer of Enrollment to Eligible Survivor	404
525.511	Requirements	404
525.512	Procedures to Be Followed by Employing Office	404
525.513	Benefits and Cost	404
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant	404
525.6	Transfer To or From Overseas Post of Duty	405
525.7	Move Outside Service Area of a Comprehensive Plan	405
525.8	Employment Transfer	405
525.81	Within Postal Service or To Another Federal Agency	405
525.82	Outside Comprehensive Area	406
525.83	Congressional Office	406
525.831	From Postal Service To Senate or House	406
525.832	From Senate or House To Postal Service	406
526	Self-Support Determinations	407
526.1	Physical and Mental Incapacity Requirement	407
526.11	Incapable of Self-Support	407
526.12	Capable of Self-Support	407
526.2	Financial Dependency	407
526.21	Dependency Requirement	407
526.22	Automatic Dependency	407
526.23	Proof of Dependency	408

- 526.3 Medical Requirement 408
 - 526.31 Authority 408
 - 526.32 Medical Certificate 408
 - 526.321 Submission 408
 - 526.322 Time Limitation 408
 - 526.323 Renewal 409
 - 526.324 Failure to Renew 409
 - 526.325 Late Submission 409
- 526.4 Medical Determinations 409
- 526.5 Procedures for Notifying the Health Benefits Plan 409
 - 526.51 Employing Office 409
 - 526.511 Existing Enrollment 409
 - 526.512 New Enrollment 410
 - 526.52 Postal Data Center 410
- 527 Privacy Act Considerations 410
 - 527.1 Disclosure 410
 - 527.2 Maintenance 410
 - 527.3 Privacy Act Requests 410
 - 527.31 Employees 410
 - 527.32 Former Employees 410
 - 527.33 Retired Employees 410
- 528 Employee Appeals 411
 - 528.1 Appeal of Refusal to Allow Enrollment or Change of Enrollment 411
 - 528.2 Appeal of Claim Denial 411
 - 528.21 Initial Appeal Rights 411
 - 528.211 Request for Reconsideration 411
 - 528.212 Health Plan Responsibility 411
 - 528.22 Request for Office of Personnel Management Review 412
 - 528.221 Cause for Request to Review 412
 - 528.222 Time Limit 412
 - 528.223 Authorization for Release of Medical Information 412
 - 528.224 Office of Personnel Management Responsibility 412
- 530 Life Insurance Program 413
- 531 Administration and Eligibility 413
 - 531.1 General 413
 - 531.2 Eligible Employees 413
 - 531.3 Exclusions 413
- 532 Coverage 415
 - 532.1 Based on Pay 415
 - 532.11 Full-Time Employees 415
 - 532.12 Part-Time Employees 415

532.13	Employees Serving in More Than One Position	415
532.131	Part-Time Flexible	415
532.132	Others	415
532.2	Amount	416
532.21	Basic Insurance	416
532.211	Minimum	416
532.212	Maximum	416
532.213	Extra Benefit	416
532.214	Automatic Change	416
532.215	Accidental Dismemberment Provision	416
532.22	Optional Insurance	417
532.221	Option A — Standard	417
532.222	Option B — Additional	418
532.223	Option C — Family	418
533	Cost, Payment, Withholdings	418
533.1	Basic Insurance Cost	418
533.2	Optional Insurance	418
533.21	Cost	418
533.22	Withholdings	418
533.221	Option A — Standard	418
533.222	Option B — Additional	419
533.223	Option C — Family	419
533.224	Birthdays and Pay Periods	419
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	419
534	Special Circumstances Affecting Coverage	421
534.1	LWOP	421
534.11	Twelve-Month Maximum	421
534.12	Notice of Right of Conversion	421
534.13	Return to Duty	421
534.14	Appointment to Temporary Position	421
534.141	Coverage	421
534.142	New Twelve-Month Maximum	421
534.143	Optional Insurance Withholdings	421
534.15	Retirement Annuity Pending	421
534.2	Service in Employee Organization	422
534.21	Election	422
534.211	General	422
534.212	Employee Elects to Continue	422
534.213	Employee Does Not Elect to Continue	422
534.22	Installation Head Responsibility	422
534.221	Notify Employee of Right to Elect	422

- 534.222 Set Up Reminder System 422
- 534.223 Contact Employee 422
- 534.224 Document Action 422
- 534.225 Copy of Election Filed 422
- 534.3 Employees Receiving OWCP Benefits 423
 - 534.31 Eligibility 423
 - 534.311 Basic Life Insurance 423
 - 534.312 Optional Insurance 423
 - 534.32 Termination of Insurance 423
 - 534.33 Resumption of Insurance 423
 - 534.34 Notice of Right of Conversion or Continuation 423
 - 534.341 Choice 423
 - 534.342 Cost 424
 - 534.343 Procedures for Continuation 424
- 534.4 Living Benefits 424
- 534.5 Assignment of Life Insurance 425
- 534.6 Erroneous Enrollments 425
- 535 Actions 425
 - 535.1 Acquiring Coverage 425
 - 535.11 Basic Insurance 425
 - 535.111 Newly Eligible Employees 425
 - 535.112 Transfer Employees 425
 - 535.113 Previous Waiver 426
 - 535.12 Optional Insurance 426
 - 535.121 Eligibility 426
 - 535.122 Election/Declination Requirement 426
 - 535.123 Effective Date 426
 - 535.124 Belated Election 427
 - 535.2 Waiver of Basic Insurance 427
 - 535.21 Filing SF 2817 427
 - 535.22 Effective Date 427
 - 535.23 Employee Statement 427
 - 535.24 Sample Statement 428
 - 535.3 Declination of Optional Insurance 428
 - 535.4 Effect of Waiver or Declination 428
 - 535.41 Reappointment/Transfer 428
 - 535.42 Previous Filing 428
 - 535.421 Basic Life Insurance 428
 - 535.422 Optional Insurance 429
 - 535.5 Cancellation of Insurance Coverage 429
 - 535.51 Filing SF 2817 429

535.52	Effective Date	429
535.6	Termination	429
535.61	Effective Date	429
535.611	Basic Insurance	429
535.612	Optional Insurance	430
535.62	Temporary Continued Protection for Thirty-One Days	430
535.63	Notice of Termination and of Conversion Privilege	430
535.64	Requirement for Continuous Protection	431
535.7	Conversion	431
535.71	Converted Policy	431
535.711	Purchase of Individual Policy	431
535.712	Information Source	431
535.72	Time Limits for Conversions	431
535.721	Employing Office Responsibility	431
535.722	Employee Responsibilities	432
535.73	Conversion Privilege for Family Members	432
535.8	Canceling Waivers or Declinations	432
535.81	Conditions	432
535.82	Procedures	432
535.83	Coverage After Cancellation of Waiver or Declination	432
535.831	Basic Insurance	432
535.832	Optional Insurance	433
535.9	Exceptions for Canceling a Declination of Optional Insurance	433
535.91	Life Status Changes	433
535.911	Time Limitation	433
535.912	Limitation on Coverage	434
535.913	Effective Date	434
535.914	Proof Required	434
535.92	Reinstatement Actions	434
535.921	Conditions	434
535.922	Effective Date	434
536	Retirement	435
536.1	Requirements for Continuance	435
536.11	Basic Insurance	435
536.111	Eligibility	435
536.112	Election Requirement	435
536.12	Optional Insurance	435
536.2	Cost	436
536.21	Basic Insurance	436
536.211	Premiums	436
536.212	Withholdings	436

- 536.22 Optional Insurance 436
- 536.3 Reduction After Retirement 436
 - 536.31 Basic Insurance 436
 - 536.311 Seventy-Five Percent Reduction 436
 - 536.312 Fifty Percent Reduction 436
 - 536.313 No Reduction 437
 - 536.32 Optional Insurance 437
 - 536.321 Option A — Standard 437
 - 536.322 Option B — Additional and Option C — Family 437
- 536.4 Living Benefits 437
- 536.5 Assignment of Life Insurance 438
- 537 Reemployed Annuitants 438
 - 537.1 Coverage 438
 - 537.11 Terminated by Reemployment 438
 - 537.12 Retained During Reemployment 438
 - 537.121 Suspended 438
 - 537.122 Continued 439
 - 537.13 Automatic Coverage 439
 - 537.131 Optional Withholdings 439
 - 537.132 Additional Optional Coverage 439
 - 537.14 Waiver and/or Declination of Coverage 439
 - 537.141 Insurance Affected 439
 - 537.142 Effect 439
 - 537.143 Exception 440
 - 537.144 Employing Office Procedures 440
 - 537.15 Amount of Coverage 440
 - 537.16 Termination and Conversion 440
 - 537.161 Termination Date 440
 - 537.162 Conversion Privilege 440
 - 537.17 Continuance Upon Termination of Reemployment 441
 - 537.171 Retention 441
 - 537.172 Procedures 441
 - 537.173 Adjustment 441
 - 537.174 Withholdings 441
 - 537.2 Benefits 441
 - 537.21 Amounts/Conditions 441
 - 537.22 Greater Amount Paid 441
 - 537.3 Designation of Beneficiary 442
 - 537.31 Designation in Effect 442
 - 537.32 Change of Beneficiary 442
 - 537.321 Employee 442

537.322	Employing Office	442
538	Beneficiaries, Benefits Payable, Claims	443
538.1	Beneficiaries	443
538.11	No Named Beneficiary	443
538.111	Order of Precedence	443
538.112	Option C — Family	443
538.113	Designating Trusts	443
538.12	Specific Designation	443
538.121	SF 2823	443
538.122	Contingent Provisions	443
538.123	Agency as Beneficiary	443
538.124	Procedures for Filing	444
538.13	Employee Informed	444
538.131	Previous Designation Invalid	444
538.132	Order of Precedence	444
538.14	Change or Cancellation	444
538.15	Automatic Cancellation	444
538.16	Retiring Employee Designations	445
538.17	Reemployed Annuitant	445
538.18	Designation While Receiving OWCP Benefits	445
538.2	Benefits Payable	445
538.21	Amount	445
538.22	Accidental Dismemberment	445
538.221	Single Accident	445
538.222	Multiple Accidents	445
538.23	Accidental Death	445
538.24	Accidental Dismemberment and Accidental Death	445
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	446
538.3	Claims	446
538.31	Death of Insured Employee	446
538.311	Contacting Persons Entitled to Benefits	446
538.312	SF 2821	446
538.32	Death of Reemployed Annuitant	446
538.321	Addressing Claims	446
538.322	SF 2821	447
538.33	Requirements for Filing	447
538.34	Forms Used	447
538.341	Death Benefits	447
538.342	Accidental Dismemberment	447
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims	447
538.36	Settlement	447

- 539 Insurance Forms 448
 - 539.1 Filing 448
 - 539.11 SF 2817, Life Insurance Election (FEGLI) 448
 - 539.12 SF 2821, Agency Certification of Insurance Status 448
 - 539.13 SF 2823, Designation of Beneficiary 448
 - 539.14 SF 2822, Request for Insurance 448
 - 539.2 Privacy Act Considerations 448
 - 539.21 Handling and Disclosing Information 448
 - 539.22 Records Maintenance 448
 - 539.23 Employee Retires 449
- 540 Injury Compensation Program 451
 - 541 Overview 451
 - 541.1 Background 451
 - 541.11 Law 451
 - 541.12 Administration 451
 - 541.13 Coverage 451
 - 541.131 Disability 451
 - 541.132 Death 451
 - 541.133 Schedule Awards 451
 - 541.14 Privacy Act 451
 - 541.2 Definitions 452
 - 541.3 Forms 455
 - 542 FECA Claim Requirements 456
 - 542.1 Employee Claims for Injury or Illness 456
 - 542.11 Traumatic Injury 456
 - 542.111 Notice 456
 - 542.112 Time Limit 456
 - 542.12 Occupational Disease or Illness 456
 - 542.121 Notice 456
 - 542.122 Time Limit 456
 - 542.13 Recurrence 457
 - 542.131 Notice 457
 - 542.132 Time Limit 457
 - 542.14 Survivor Claim for Death Benefits 457
 - 542.141 Claim 457
 - 542.142 Time Limit 457
 - 542.2 Evidence Required 457
 - 542.21 General 457
 - 542.22 Medical Reports 458
 - 542.23 Disability 458

542.3	Penalties	458
542.31	Penalty for False Statement	458
542.32	Penalty for False Claim	458
542.33	Penalty for Refusal to Process Claim	458
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government	458
543	Employee Rights	459
543.1	Waiver of Compensation Rights	459
543.2	Withdrawal of Claim	459
543.3	Medical Care	459
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	459
543.41	Continuation of Regular Pay	459
543.42	Sick or Annual Leave	459
544	Reporting Procedures	460
544.1	Responsibilities	460
544.11	Immediate Supervisor Responsibility	460
544.111	General	460
544.112	Traumatic Injuries	460
544.12	Control Office or Control Point Responsibility	461
544.2	Criteria and Time Limits	461
544.21	Traumatic Injury and Occupational Disease or Illness	461
544.211	Report Criteria	461
544.212	Time Limit	461
544.22	Recurrence of Injury	461
544.221	Report Criteria	461
544.222	Time Limit	462
544.23	Death	462
544.231	Report Criteria	462
544.232	Time Limit	462
544.24	PCES Claims	462
545	Control Office or Control Point Claim Management Responsibility	462
545.1	General	462
545.11	Claim Management Relationships	462
545.12	Establishing Control Office and Control Points	463
545.2	Authorizing Examination and/or Treatment With Form CA-16	463
545.21	Traumatic Injury	463
545.22	Occupational Disease or Illness	463
545.23	Exposure to Workplace Hazards	463
545.24	Preventive Treatment	464
545.3	Return to Work Responsibility	464
545.31	Control Office or Control Point Responsibility	464
545.32	Suitable Work	464

- 545.33 Employee Responsibility 465
- 545.4 Implementing Medical Care 465
 - 545.41 Emergency Treatment 465
 - 545.42 Initial Medical Examination and/or Treatment 465
 - 545.43 Postal Physician or Contract Equivalent 465
 - 545.44 Outside Treatment in a Nonemergency Situation 465
 - 545.45 Continuing Treatment With Postal Service or Contract Physician 466
- 545.5 Monitoring the Employee’s Medical Care 466
 - 545.51 Medical Report Requirements 467
 - 545.52 Determining Return to Work Capability 467
 - 545.53 Review of Medical Treatment 468
- 545.6 Fitness for Duty Examinations 468
 - 545.61 General 468
 - 545.62 Fitness-for-Duty Procedures 468
 - 545.63 Fitness-for-Duty-Results 469
 - 545.64 Difference in Medical Opinion 469
- 545.7 Continuation of Pay by the Postal Service 469
 - 545.71 General 469
 - 545.72 Eligibility 469
 - 545.721 Initial Disability for a Traumatic Injury 469
 - 545.722 Recurrence of Disability 469
 - 545.723 Exclusions 469
 - 545.724 Employee Responsibility 470
 - 545.73 Controversion of COP 470
 - 545.731 Definition of Controversion 470
 - 545.732 Controversion With COP Withheld 470
 - 545.733 Controversion With COP Provided 470
 - 545.74 Stopping COP 471
 - 545.741 Circumstances for Stopping COP 471
 - 545.742 Relation to Disciplinary Action 471
 - 545.743 Stopping Continuation of Pay for Temporary Employees 471
 - 545.75 Controversion Package 472
 - 545.76 Adjudication Process 472
 - 545.77 Controversion Denied by OWCP 473
 - 545.78 Overpayment Determination 473
- 545.8 Compensation by OWCP for Disability 473
 - 545.81 Initial Period of Compensation 473
 - 545.811 Traumatic Injury 473
 - 545.812 Occupational Disease or Illness 473
 - 545.82 Subsequent Periods of Compensation 473
 - 545.83 Waiting Period 474

545.84	Leave Buy-Back	474
545.9	Managing Extended Leave Cases	474
545.91	General	474
545.92	Deciding Appropriate Action	475
545.93	Separation — Disability	475
546	Reassignment or Reemployment of Employees Injured on Duty	475
546.1	Law	475
546.11	General	475
546.12	Disability Fully Overcome Within One Year	475
546.121	Obligation	475
546.122	Rights and Benefits	475
546.13	Disability Fully Overcome After More Than One Year	476
546.131	Obligation	476
546.132	Rights and Benefits	476
546.14	Disability Partially Overcome	476
546.141	General	476
546.142	Obligation	476
546.143	Rights and Benefits Upon Partial Recovery	477
546.144	Relocation Consideration	479
546.2	Collective Bargaining Agreements	480
546.21	Compliance	480
546.22	Contractual Considerations	480
546.221	Scope	480
546.222	Reassignment or Reemployment	480
546.23	Types of Appointments	480
546.3	Restoration Rights	481
546.4	Employee Appeal Rights	481
546.5	Retirement Considerations	481
546.6	Reassignment and Reemployment Procedures	481
546.61	OWCP Referrals	481
546.611	Work Limitation Tolerances	481
546.612	OWCP Vocational Rehabilitation Services	481
546.62	Postal Service Medical Review	482
546.621	Physical Examination	482
546.622	Special Considerations	482
546.63	Offer of Appointment	482
546.631	Evaluation	482
546.632	Interview	483
546.633	Processing Personnel Actions	483
546.64	Employee's Refusal of Job Offer	483
546.65	Management's Refusal to Reemploy	483

- 547 Third Party Liability 484
 - 547.1 Purpose 484
 - 547.2 Background 484
 - 547.21 Requirement to Take Action 484
 - 547.22 Penalty for Refusal 484
 - 547.23 Postal Service Administrative Pursuit 484
 - 547.3 Definitions and Use of Terms 485
 - 547.4 Responsibility 485
 - 547.5 Third Party Recovery Action 485
 - 547.51 Traumatic Injury 485
 - 547.52 Occupational Illness or Disease 485
 - 547.53 Potential Third Party Injuries 486
 - 547.54 Investigation 486
 - 547.55 Notification 486
 - 547.56 OWCP Responsibility 489
 - 547.57 Postal Service Responsibility 489
 - 547.58 Employee Not Represented by Attorney 490
 - 547.59 Employee Not Pursuing Third Party Action 498
 - 547.6 Release of Information 505
 - 547.61 Privacy Act Protection 505
 - 547.62 Release to Employee or Beneficiary 505
 - 547.621 General 505
 - 547.622 Release to Physician 505
 - 547.623 Limitation to Germane Information 505
 - 547.63 Release to Other Parties 505
 - 547.64 Release to Court or Other Authority 505
 - 547.7 Settlement of Claims 506
 - 547.71 Employee Pursuing Collection of Damages From Third Party 506
 - 547.72 Employee Not Pursuing Third Party Recovery 506
 - 547.73 Disbursement of Recovered Third Party Funds 506
 - 547.74 Settlement Verification 507
 - 547.75 Control Point Supervisor Requirements 507
 - 547.76 Recovery Assistance 507
 - 547.77 Delegation of Authority 507
 - 547.8 Third Party Recovery Action — Court Action 509
 - 547.81 General 509
 - 547.82 Compensation for Court Appearances 509
 - 547.83 Documentation of Court Appearances 509
 - 547.84 Case Preparation 509

550	Unemployment Compensation	511
551	Overview	511
551.1	Legal Guidelines	511
551.11	Administration	511
551.12	Liability	511
551.13	Illegal Claims	511
551.2	Qualification Factors	511
551.3	Disqualification Factors	512
551.4	Information to State Employment Security Agencies	512
551.41	Information Required	512
551.42	Privacy Act Requirements	512
551.421	Authority to Disclose	512
551.422	Accountability of Disclosure	512
552	Responsibilities	513
552.1	Headquarters	513
552.11	Functional Administration	513
552.12	Daily Administration	513
552.2	Areas	513
552.3	State Coordinators	513
552.31	Administration	513
552.32	Responsibilities	513
552.4	Installation Heads	514
552.41	Completion of Form 50, Notification of Personnel Action	514
552.42	Cooperation With Postal and State Authorities	514
552.5	Eagan Accounting Service Center	515
552.51	Initial Response	515
552.52	Additional Information	515
553	Explanation of Forms and Procedures	515
553.1	Postal Service Procedures	515
553.11	Form 50	515
553.12	SF 8, Notice to Former Employee About Unemployment Insurance	515
553.13	Form 6803, Wage and Separation Information (ES 931)	516
553.131	Completion	516
553.132	Incomplete Information	516
553.133	Erroneous Findings	517
553.2	State Agency Forms and Procedures	517
553.21	Form ES 931	517
553.22	Form ES 934	517
553.221	Reason for Form ES 934	517
553.222	Request for Wage Information	517
553.223	Request for Separation Information	517

- 553.224 Request for Wage and Separation Information 517
- 553.23 Form ES 936, Verification of ES 931 (Form 6803) 518
- 554 Appeals 518
 - 554.1 State Law Requirements 518
 - 554.2 Initial Level Appeals by Claimants 518
 - 554.3 Initial Level Appeals by the Postal Service 518
 - 554.31 Cause to Appeal 518
 - 554.32 Initiation of Appeal 519
 - 554.4 Postal Service Participation in Appeals 519
 - 554.41 Representation 519
 - 554.411 Preparation for Appeal 519
 - 554.412 Appearance As a Witness 519
 - 554.413 Appearance As an Appellant 519
 - 554.414 Appearance As an Appellee 519
 - 554.42 New Evidence by Claimant 519
 - 554.43 Disclosure of Information 520
 - 554.431 Routine 520
 - 554.432 Medical Records 520
 - 554.433 Inspection Service Records 520
 - 554.434 Managing Field Counsel 520
 - 554.5 Appeals (Second Level) to State Appellate Board 520
 - 554.6 Postal Service Appeals to State Courts 521
- 560 Civil Service Retirement Program 523
- 561 General 523
 - 561.1 Scope 523
 - 561.2 Administration 523
 - 561.3 Employees Covered 523
 - 561.4 CSRS Offset 524
 - 561.5 Exclusions 524
- 562 Creditable Service 525
 - 562.1 General 525
 - 562.11 Types of Service 525
 - 562.12 Time Credit 525
 - 562.2 Federal Civilian Service 525
 - 562.21 General 525
 - 562.211 Federal/District of Columbia 525
 - 562.212 Breaks In Service 525
 - 562.213 Deductions Refunded 526
 - 562.22 Service Covered by Social Security 526
 - 562.23 Part-Time Employment 526
 - 562.231 Part-Time Regular Employees 526

562.232	Part-Time Flexible Employees	526
562.233	Annuity Proration	526
562.24	Intermittent Service	526
562.25	Special Circumstances	526
562.251	Japanese-American Employee	526
562.252	Employee Receiving OWCP Benefits	527
562.253	Employee Restored After Erroneous Removal or Suspension	528
562.254	Employee Granted LWOP to Serve in Employee Organizations	528
562.255	Employee on Leave of Absence	529
562.3	Military Service	529
562.31	Types of Service	529
562.311	Military Groups	529
562.312	Reserve Components	529
562.313	Military Academies	529
562.314	National Guard Service	530
562.315	Military Service Prior to January 1957	530
562.316	Military Service After December 31, 1956	530
562.32	Required Conditions	530
562.33	Double Credit Not Permitted	531
562.34	Service Credit Deposit Required	531
562.341	Amount of Deposit	531
562.342	Charging Interest	531
562.35	Military Retired Pay	531
562.351	CSRS Annuity	531
562.352	Waiver of Military Retired Pay	531
562.4	Credit For Unused Sick Leave	532
562.41	Eligibility	532
562.42	Method of Computing	532
562.43	Restrictions	532
562.5	Computing Total Length of Service	532
563	Annuities — Requirements and Procedures	533
563.1	General Requirements	533
563.11	Conduct	533
563.12	Time	533
563.13	Age and Service	533
563.2	Requirements and Procedures by Type of Separation	534
563.21	Involuntary Separation	534
563.211	Additional Requirements	534
563.212	Reduced Annuity	534
563.22	Mandatory Retirement	534

- 563.23 Disability Retirement Requirements 535
 - 563.231 Service 535
 - 563.232 Total Disability 535
 - 563.233 Conduct 535
- 563.3 Deferred Annuity 535
- 564 Types of Annuities 536
 - 564.1 Annuity Without Survivor Benefits 536
 - 564.2 Annuity with Survivor Benefits 536
 - 564.21 Annuity to Current and/or Former Spouse(s) 536
 - 564.211 General 536
 - 564.212 Current Spouse Eligibility 536
 - 564.213 Election of Former Spouse Annuity 536
 - 564.214 Annuity Limitation 536
 - 564.215 Reduction in Employee's Annuity 537
 - 564.216 Effective Date 537
 - 564.22 Annuity to Former Spouse Based on Court Order 537
 - 564.221 General 537
 - 564.222 Current Spouse Election 537
 - 564.223 Protection of Current Spouse's Entitlement 537
 - 564.23 Annuity to Person with Insurable Interest 538
 - 564.231 General 538
 - 564.232 Eligibility 538
 - 564.233 Reduced Rate 538
 - 564.24 Current Spouse's Consent 538
 - 564.25 Surviving Child 538
 - 564.3 Election of Annuity 539
 - 564.31 Application 539
 - 564.32 Election Changes After Retirement 539
 - 564.321 18-Month Reelection Period 539
 - 564.322 Marriage Terminated 539
 - 564.323 Marriage Terminated and Remarriage 539
 - 564.324 Marriage After Retirement 539
- 565 Employee's Retirement Account 540
 - 565.1 Deductions from Current Earnings 540
 - 565.2 Deposits for Prior Service 540
 - 565.21 Employee Deposits 540
 - 565.211 Percentages of Basic Pay 540
 - 565.212 Reduction for Periods of No Deposit 541
 - 565.22 Survivor Deposits 541
 - 565.23 Deposit/Redeposit Application 541

565.3	Redeposits	541
565.31	Employee Redeposits	541
565.32	Amount of Redeposit	542
565.33	Impact on Annuity	542
565.34	Exception	542
565.35	Survivor Redeposits	542
565.36	Form Used	542
565.4	Voluntary Contributions	542
565.41	Application	543
565.42	Restrictions	543
565.43	Amount of Contributions	543
565.44	Amount of Additional Annuity	543
565.45	Type of Annuity Election	543
565.46	Withdrawal of Voluntary Contribution	543
565.461	Conditions	543
565.462	Application	544
565.47	Death Before Retirement	544
565.5	Refund of Deductions	544
565.51	Less Than 5 Years Civilian Service	544
565.511	Refund	544
565.512	Eligibility	544
565.513	Interest	544
565.514	Application	544
565.52	Five Years or More Civilian Service	544
565.521	Choice	544
565.522	Value	545
565.523	Eligibility	545
565.524	Refund	545
565.525	Interest	545
565.526	Repayment	545
566	Annuity Computation	545
566.1	Effective Dates	545
566.11	Commencement	545
566.12	Ending	546
566.13	Employee's Work and Leave Status	546
566.131	Use of Annual Leave Balance	546
566.132	Continuing Leave Status	546
566.2	Factors Affecting Annuity Computations	546
566.21	Primary Factors	546
566.22	Other Factors	546
566.23	Determining Length of Service	546

- 566.24 Determining High 3-Year Period 547
 - 566.241 Dates Included 547
 - 566.242 Consecutive 547
 - 566.243 Refunded Deductions 547
- 566.25 Determining High-3 Average Pay 547
 - 566.251 Computation 547
 - 566.252 Basic Pay 547
- 566.3 General Formula 547
 - 566.31 Computation 547
 - 566.32 Substitution 547
 - 566.33 Guides for Applying the General Formula 548
 - 566.34 Maximum Annuity Benefits 548
 - 566.341 Eighty Percent Limitation 548
 - 566.342 Excess Service 548
- 566.4 Disability Retirement 549
 - 566.41 Guaranteed Minimum 549
 - 566.411 Employee Under Age Sixty 549
 - 566.412 Employee Past Age Sixty 549
 - 566.413 Exceptions 549
 - 566.42 Application of Guaranteed Minimum Principle 550
 - 566.421 Computations 550
 - 566.422 Examples Resulting From Applying Guaranteed Minimum 552
 - 566.423 Concept 552
- 566.5 Reemployed Annuitants, Additional Annuity 552
 - 566.51 Supplemental Annuity 552
 - 566.511 Eligibility 552
 - 566.512 Computation 552
 - 566.52 Redetermination of Annuity 553
- 566.6 Alternative Form of Annuity/Payment of Lump-Sum Credit 553
 - 566.61 Alternative Option 553
 - 566.62 Computation 554
 - 566.63 Survivor Annuity 554
- 567 Death Benefits — Death in Service 554
 - 567.1 Survivor Annuity 554
 - 567.11 Conditions to Be Met by the Employee 554
 - 567.12 Conditions to Be Met by the Current (Former) Spouse 554
 - 567.121 Current Spouse 554
 - 567.122 Former Spouse — Court Ordered Annuity 555
 - 567.13 Conditions to Be Met by the Child 555
 - 567.131 General 555
 - 567.132 Child incapable of Self-Support 555

567.133	Stepchild or Illegitimate Child	555
567.14	Computation of Annuity for Survivors	555
567.141	Current and/or Former Spouse	555
567.142	Current and/or Former Spouse of a Law Enforcement Employee	556
567.143	Payment of Child's Annuity	556
567.15	Beginning Date for Survivor Annuity	557
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity	557
567.17	Election of Annuity by Survivor	558
567.171	Election of Survivor Annuity or Employees' Compensation Benefits	558
567.172	Election of Survivor Annuity or Social Security Benefits	558
567.18	Election by Annuitants and Resultant Survivor Annuities	558
567.19	Deceased Annuitant Survived by Child	559
567.2	Lump-Sum Benefit	559
567.21	Conditions for Payment	559
567.22	Person(s) Entitled to Payment	559
567.221	Order of Precedence	559
567.222	Former Spouse	559
567.23	Designations of Beneficiaries	559
567.231	Employee Informed	559
567.232	Employee Reminder	560
567.3	Procedure Upon Death of an Employee or Annuitant	560
567.31	Contacting Next of Kin	560
567.32	Notifying OPM	560
567.33	Filing Death Claim Applications	560
567.331	SF 2800	560
567.332	Minor Children	560
567.333	One Application	560
567.334	SF 1153	560
567.34	Evidence	561
567.341	Required	561
567.342	Additional	561
568	Management-Initiated Disability Retirement Procedures	561
568.1	General	561
568.11	Basis for Filing	561
568.12	Medical Examination	562
568.121	Notifying the Employee	562
568.122	Designating a Physician	562
568.123	Information Provided Examining Physician	562
568.124	Psychiatric Evaluation	562
568.125	Cost of Medical Examination	563
568.126	Management Decision	563

- 568.13 Filing Application 563
 - 568.131 Employing Office Action 563
 - 568.132 Notice to Employee 563
 - 568.133 Notice to OPM 563
- 568.2 OPM Action 563
 - 568.21 Processing by OPM 563
 - 568.22 Decision 564
 - 568.23 Cancellation of Retirement 564
 - 568.24 Employee’s Status Pending OPM’s Decision 564
- 569 General Retirement Information 564
 - 569.1 Retirement Counseling 564
 - 569.11 Responsibility 564
 - 569.12 National Retirement Counseling System (NARECS) 564
 - 569.121 Purpose 564
 - 569.122 Content 564
 - 569.123 Individual Counseling 565
 - 569.124 Interview 565
 - 569.125 Check List for Pre-Retirement Interviews 565
 - 569.126 Certified Summary of Federal Service 565
 - 569.127 Information Reference 565
 - 569.128 Advice to Employee 565
 - 569.13 Survivor Counseling and Assistance 566
 - 569.14 Group Counseling and Assistance 566
 - 569.141 Objectives and Responsibility 566
 - 569.142 Location and Participation 566
 - 569.143 Suggestions for Program Content 566
 - 569.2 Retirement Forms 567
 - 569.21 Guidelines for Processing Personnel Actions 567
 - 569.22 Requisitioning Forms 567
 - 569.3 Retirement Account Information 567
 - 569.4 Information Source for Separated or Retired Employees 567
 - 569.5 Information Source for Employees 568
 - 569.6 Federal Income Tax 568
 - 569.61 Taxable Annuities 568
 - 569.62 Federal Income Tax Withholding 568
 - 569.63 Federal Income Tax Questions 568
 - 569.7 Privacy Act Considerations 568
 - 569.71 General 568
 - 569.72 OPM Records 569
 - 569.73 Postal Service Records 569

570	Social Security and Medicare	571
571	General Information	571
571.1	Overview	571
571.2	Social Security	571
571.21	Objectives	571
571.22	Programs	571
571.3	Medicare	571
572	Coverage	572
572.1	Employees Covered	572
572.11	Social Security	572
572.12	Medicare	572
572.2	Exclusions From Social Security and Medicare	572
572.3	FERS Employees	572
573	Social Security and Medicare Contributions	573
573.1	Federal Insurance Contributions Act (FICA) Taxes	573
573.11	Employee/Employer Payments	573
573.12	Effective Percentage Rate	573
573.121	Full Coverage	573
573.122	Medicare Coverage Only	573
573.13	Base Earnings	573
573.14	FICA Inquiries	573
573.2	Allowances Not Subject to FICA Taxes	573
574	Quarters of Coverage	574
574.1	Social Security Quarter of Coverage	574
574.2	Federal Quarter of Coverage (Medicare)	574
574.21	CSRS Employees	574
574.22	Earned Federal Quarters of Coverage	574
574.23	Deemed (Credited) FQCs	574
574.24	Combining Earned and Deemed FQCs	574
574.25	Establishing Deemed FQCs	575
574.251	Using Form 1528	575
574.252	Using Other Evidence	575
574.253	By Special Request	575
574.3	Insured Status	575
574.4	Coverage Requirements for Benefits	576
575	Benefits	577
575.1	Social Security	577
575.11	Application Required	577
575.12	Retirement Benefits	577
575.13	Disability Benefits	577
575.131	Worker Receiving Benefits	577

- 575.132 Dependents Receiving Benefits 577
- 575.14 Survivor’s Benefits 577
- 575.2 Medicare (Hospital and Medical) 578
 - 575.21 Coverage 578
 - 575.22 Eligibility 578
 - 575.221 Age Sixty-Five or Older 578
 - 575.222 Under Age Sixty-Five 579
 - 575.23 If an Employee Works After Age Sixty-Five 579
 - 575.231 Same Health Benefits Offered 579
 - 575.232 Written Explanation 579
 - 575.233 Election in Writing 579
- 575.3 Events That Can Affect Benefits 579
 - 575.31 Social Security 579
 - 575.32 Medicare 579
- 575.4 Elimination of Retirement Windfall Benefits 580
 - 575.41 Purpose 580
 - 575.42 When the Modified Benefit Formula Applies 580
- 575.5 Computation of Benefits 580
 - 575.51 Step 1 — General Computation of Average Indexed Monthly Earnings 580
 - 575.52 Step 2 — General Computation of Primary Insurance Amount 581
 - 575.521 Without Modified Benefit Formula 581
 - 575.522 With Modified Benefit Formula 581
 - 575.53 Transitional Provisions 581
 - 575.54 Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA) 582
 - 575.541 General Formula 582
 - 575.542 Computation Example Using General Formula — Employee Without Noncovered Pension Benefit 582
 - 575.543 Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits 582
- 575.6 Government Pension Offset 583
 - 575.61 Purpose 583
 - 575.62 Exceptions 583
 - 575.63 Amount of Offset 584
- 580 Federal Employees Retirement System 585
- 581 General 585
 - 581.1 Scope 585
 - 581.2 Administration 585
 - 581.3 Employees Covered 585
 - 581.4 Exclusions 585

582	Creditable Service	586
582.1	General	586
582.11	Types of Service	586
582.12	Specific Creditable Civilian Service	586
582.13	Time Credit	586
582.14	Breaks in Service	586
582.2	Deductions Refunded	587
582.3	Part-Time Service	587
582.4	Employee Receiving OWCP Benefits	587
582.41	Employee on Leave Without Pay (LWOP)	587
582.42	Employee Separated	587
582.5	Employee Restored After Erroneous Removal or Suspension	588
582.51	Polic	588
582.52	Determining Retirement Credit	588
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	588
582.7	Military Service	589
582.71	Types of Service	589
582.72	Military Service Prior to January 1, 1957	589
582.73	Military Service After December 31, 1956	589
582.74	Required Conditions	589
582.75	Double Credit Not Permitted	589
582.76	Service Credit Deposit Required	590
582.761	Amount of Deposit	590
582.762	Charging Interest	590
582.77	Military Retired Pay	590
582.78	Waiver of Military Retired Pay	590
582.781	General	590
582.782	Procedures	590
582.8	Transfers to FERS	591
583	Annuities	591
583.1	General Requirements	591
583.11	Conduct	591
583.12	Time	591
583.13	Age and Service	592
583.14	Minimum Retirement Age	592
583.15	Immediate Reduced Annuity	592
583.2	Requirements and Procedures by Types of Separations	593
583.21	Involuntary Separation	593
583.22	Mandatory Retirement	593
583.23	Disability Retirement Requirements	593
583.231	Service	593

583.232	Disability	593
583.233	Duration	593
583.3	Deferred Annuity	594
583.31	Eligibility	594
583.32	Commencement Date	594
583.33	Restriction	594
584	Types of Annuities	594
584.1	Annuity Without Survivor Benefits	594
584.2	Annuity With Survivor Benefits	594
584.21	General	594
584.22	Spouse Eligibility	595
584.221	Current Spouse Eligibility	595
584.222	Election of Annuity for Former Spouses(s)	595
584.23	Maximum Survivor Annuity	595
584.24	Reduction in Annuity	595
584.25	Effective Date	595
584.26	Annuity to Former Spouse(s) Based on a Court Order	595
584.261	General	595
584.262	Current Spouse Election	596
584.263	Protection of Current Spouse's Entitlement	596
584.27	Annuity to Person With Insurable Interest	596
584.271	General	596
584.272	Eligibility	596
584.273	Insurable Interest — Presumed	596
584.274	Insurable Interest — Other	597
584.275	Reduced Rate	597
584.276	Amount	597
584.28	Current Spouse's Consent	597
584.29	Surviving Child	597
584.3	Election of Annuity	597
584.31	Application	597
584.32	Election Coverage After Retirement	598
584.321	Eighteen-Month Reelection Period	598
584.322	Marriage Terminated	598
584.323	Marriage Terminated and Remarriage	598
584.324	Marriage After Retirement	598
585	Employee's Retirement Account	599
585.1	Deduction From Current Earnings	599
585.2	Percentages Withheld	599
585.3	Service Credit Deposit	599
585.31	General	599

585.32	Amount of Deposit	599
585.33	Reductions for Periods of No Deposit	599
585.34	Survivor Deposits	600
585.35	Deposit Applications	600
585.4	Redeposits	600
585.5	Refund of Deductions	600
585.51	Eligibility	600
585.52	Interest	600
585.53	Repayment	601
586	Annuity Computation	601
586.1	Effective Date	601
586.11	Commencement	601
586.12	Ending	601
586.13	Employee's Work and Leave Status	601
586.131	Use of Annual Leave Balance	601
586.132	Continuing Leave Status	601
586.2	Factors Affecting Annuity Computations	601
586.21	Primary Factors	601
586.22	Other Factors	602
586.23	Determining Length of Service	602
586.24	Determining High-Three-Year Period	602
586.241	Dates Included	602
586.242	Consecutive	602
586.25	Determining High-Three Average Pay Computation	602
586.251	Computation	602
586.252	Basic Pay	602
586.3	Formula	602
586.31	Basic	602
586.32	At Age Sixty-Two	603
586.33	Annuity Supplement	603
586.331	Eligibility	603
586.332	Amount	603
586.333	Reduction Based on Excess Earnings	603
586.4	Transferees to FERS	603
586.5	Disability Retirement	604
586.51	Initial Computation — Under Age Sixty-Two	604
586.511	First Year of Disability	604
586.512	Second and Succeeding Years	604
586.513	Exceptions	604
586.52	Computation — Age Sixty-Two and Over	604
586.53	Recomputation — Age Sixty-Two	604

- 586.6 Reemployed Annuitants — Additional Annuity 605
 - 586.61 Salary Payable 605
 - 586.62 Eligibility 605
 - 586.63 Reemployed Less Than One Year 605
 - 586.64 Reemployed One Year or More 605
 - 586.65 Reemployed Five Years or More 605
- 586.7 Alternative Form of Annuity 606
 - 586.71 Eligibility 606
 - 586.72 Computation 606
 - 586.73 Survivor Annuity 606
- 586.8 Cost-of-Living Adjustments (COLA) 607
 - 586.81 Amount 607
 - 586.82 Eligibility 607
 - 586.821 Optional Retirement 607
 - 586.822 Involuntary Separation 607
 - 586.823 Disability 607
 - 586.824 Law Enforcement 607
 - 586.825 Transfers to FERS 607
- 587 Death Benefits — Death in Service 608
 - 587.1 Basic Employee Death Benefit 608
 - 587.11 General 608
 - 587.12 Amount 608
 - 587.13 Payment 608
 - 587.2 Survivor Benefit — Spousal 608
 - 587.21 General 608
 - 587.22 Beginning and Ending Date 608
 - 587.221 Beginning 608
 - 587.222 Ending 609
 - 587.223 Reinstatement 609
 - 587.3 Refund of Contributions 609
 - 587.31 Eligibility 609
 - 587.32 Normal Order of Precedence 609
 - 587.4 Former Spouse(s) 609
 - 587.5 Child Annuities 609
 - 587.51 Eligibility 609
 - 587.52 Rates of Annuities 609
 - 587.53 Beginning and Ending Dates 610
 - 587.531 Beginning Date 610
 - 587.532 Ending Date 610
 - 587.54 Disabilities 610

587.6	Procedures Upon Death of an Employee	610
587.61	Contacting Next of Kin	610
587.62	Filing Death Claim Applications	610
588	Management Initiated Disability Retirement Procedures	611
588.1	General	611
588.2	Procedures	611
588.21	Basis for Filing	611
588.22	Notice to Employee	611
588.23	Notice to OPM	611
588.3	Processing by OPM	612
588.31	Required Documentation	612
588.32	Decision	612
588.4	Cancellation of Retirement	612
588.5	Employee's Status Pending OPM's Decision	612
589	General Retirement Information	612
589.1	Retirement Counseling	612
589.11	Responsibility	612
589.12	National Retirement Counseling System (NARECS)	613
589.121	Purpose	613
589.122	Contents	613
589.123	Individual Counseling	613
589.124	Advice to Employee	613
589.13	Group Counseling and Assistance	613
589.131	Objectives and Responsibility	613
589.132	Frequency	613
589.133	Location and Participation	614
589.134	Suggestions for Program Content	614
589.2	Retirement Forms	615
589.21	Processing	615
589.22	Requisitioning Forms	615
589.3	Information Source for Separated or Retired Employees	615
589.4	Information Source for Employees	615
589.5	Federal Income Tax	615
589.51	Taxable Annuities	615
589.52	Federal Income Tax Withholding	615
589.53	Federal Income Tax Questions	616
589.6	Privacy Act Considerations	616
589.61	General	616
589.62	OPM Records	616
589.63	Postal Service Records	616

- 590 Thrift Savings Plan 617
 - 591 Overview 617
 - 591.1 Description 617
 - 591.11 Administration 617
 - 591.12 Further Information 617
 - 591.2 Open Season 617
 - 591.3 Eligibility to Contribute 617
 - 591.31 General 617
 - 591.32 New Career Employees 617
 - 591.33 Rehired Employees 618
 - 591.34 Reemployed Annuitants 618
 - 591.341 Eligibility 618
 - 591.342 Contributions 619
 - 591.35 Transfers From Another Agency 619
 - 591.36 Dual Appointments 619
 - 591.4 Permitted Actions 619
 - 591.41 Open Season 619
 - 591.42 Interfund Transfers 620
 - 591.5 Elections 620
 - 591.51 Form Required 620
 - 591.52 Number Permitted 620
 - 591.53 Effective Dates 620
 - 591.54 Election Period 620
 - 591.55 Belated Elections 620
 - 591.6 CSRS Transfers to FERS 620
 - 591.7 Booklets 621
 - 592 Contributions 621
 - 592.1 Basic Pay 621
 - 592.2 Contribution Rates 621
 - 592.3 Maximum Contribution Rates 621
 - 592.31 FERS Employees 621
 - 592.32 CSRS Employees 621
 - 592.4 Automatic Contributions 621
 - 592.41 FERS Employees 621
 - 592.42 CSRS Employees 621
 - 592.5 Matching Contributions 621
 - 592.51 FERS Employees 621
 - 592.52 CSRS Employees 622
 - 592.6 Vesting of Contributions 622
 - 592.61 CSRS Employees 622
 - 592.62 FERS Employees 622

592.7	Maximum Contribution Amount	622
592.8	Taxes	622
592.81	Federal Income Taxes	622
592.82	State Income Taxes	623
592.9	Insufficient Earnings	623
592.91	Employees on LWOP	623
592.92	Reduced Earnings	623
593	Investments	623
593.1	Funds Available	623
593.2	Investment Options	624
593.21	Fund Allocation	624
593.22	Changing Investments	624
593.3	Participant Statements	624
593.31	Frequency	624
593.32	Contents	624
593.33	Distribution	624
593.34	Transactions	625
593.341	Types of Transactions	625
593.342	Information Concerning Transactions	625
594	Adjustments	625
594.1	Responsibility	625
594.2	Elections Not Processed	625
594.21	Reason Beyond Employee Control	625
594.22	Administrative Error	625
594.3	Overdeductions	626
594.31	Correction	626
594.32	Excess Contributions	626
594.33	Amount of Adjustment	626
594.34	Earnings	626
594.4	Underdeductions	626
594.41	Correction	626
594.42	Form 6886, Thrift Savings Plan Request for Retroactive Contributions	626
594.43	Preparation	626
594.44	Decision	627
594.45	Disposition	627
594.451	No Return of Form 6886	627
594.452	No Make-Up Contributions	627
594.453	Make-Up Contributions	627
594.46	Processing	627
594.5	Erroneous Retirement System	628

- 594.6 Back Pay Awards 628
 - 594.61 General Rule 628
 - 594.62 Erroneous Separation 629
 - 594.63 Continuous Service 629
- 594.7 Claim Procedure 629
 - 594.71 General Rule 629
 - 594.72 Review of Claim 629
 - 594.73 Postal Service Decision 629
 - 594.74 Employee Appeal Rights 629
 - 594.75 Final Decision 630
 - 594.76 Time Limitation 630
- 595 Termination of Contributions 630
 - 595.1 Definition 630
 - 595.2 Submissions 630
 - 595.3 Effective Date 630
 - 595.4 Subsequent Elections 630
 - 595.41 Submitted During Open Season 630
 - 595.42 Submitted Other Than Open Season 630
 - 595.43 Effective Date for Subsequent Elections 631
- 596 Loans 631
 - 596.1 Eligibility 631
 - 596.2 Types of Loans 631
 - 596.21 Residential Loans 631
 - 596.22 General Purpose Loans 631
 - 596.3 Applications 631
 - 596.31 TSP-20, Thrift Savings Plan Loan Application 631
 - 596.32 Documentation 631
 - 596.4 Interest 631
 - 596.41 Rate 631
 - 596.42 Guarantee 632
 - 596.43 Duration 632
 - 596.44 Payment 632
 - 596.45 Taxes 632
 - 596.5 Restrictions 632
 - 596.51 Amounts 632
 - 596.511 Minimum Amount 632
 - 596.512 Maximum Amount 632
 - 596.52 Duration 632
 - 596.521 Minimum Duration 632
 - 596.522 Maximum Duration 632
 - 596.53 Collateral 632

596.54	Basic Pay Test	633
596.55	Number of Loans	633
596.56	Spousal Rights	633
596.57	Court Orders	633
596.6	Loan Repayment	633
596.7	Additional Information	633
596.8	Verification of Participant's Account	633
597	Withdrawal of Funds	634
597.1	Eligibility	634
597.2	Withdrawals Upon Separation	634
597.21	Withdrawal Options	634
597.22	Mandatory Automatic Cashout	634
597.23	Required Minimum Distribution	634
597.24	Spousal Rights	635
597.241	Vested Account Balances of More Than \$3,500	635
597.242	Vested Account Balances of \$3,500 or Less	635
597.3	In-Service Withdrawals	635
597.31	Type of Withdrawal	635
597.32	Application	635
597.33	Restrictions	635
597.331	Pay Period Contributions	635
597.332	Spousal Rights	636
597.333	Court Orders	636
597.4	Death	636
597.41	Prior to Separating	636
597.42	After Separation	636
597.5	Spousal Rights	636
597.6	Withdrawal Packages	636
597.61	Personnel Services Office Responsibilities	636
597.611	Separations and Retirements	636
597.612	Deaths	637
597.62	Contents	637
597.7	Additional Information	637
597.8	Return to Federal Service	637
598	Court Orders	638
598.1	Types	638
598.2	Requirements	638
598.3	Notification	638
598.4	Effect on Withdrawal Options	638
598.5	Effect on Loans	638
598.6	Address	639
598.7	Additional Information	639

6 Employee Relations 641

- 610 Employee Services 641
 - 611 Scope 641
 - 612 Information Media 641
 - 612.1 Responsibility 641
 - 612.2 Methods 641
 - 612.21 Official Directives 641
 - 612.22 Unofficial Communications 641
 - 612.23 Bulletin Boards 641
 - 612.231 Utility and Convenience 641
 - 612.232 Suitability 642
 - 612.24 Employee Lockers 642
 - 612.241 Issuance 642
 - 612.242 Maintenance and Inspection 643
- 613 Credit Unions 643
 - 613.1 Authority 643
 - 613.2 Space Allowance 643
 - 613.3 Employees With Credit Union Duties 643
- 614 Food Services 643
 - 614.1 Policy 643
 - 614.2 Operation 644
 - 614.21 Responsibility 644
 - 614.22 Management 644
 - 614.3 Types 644
 - 614.4 Funds 644
- 615 Social Recreational Program 645
 - 615.1 Policy 645
 - 615.2 Discrimination 645
 - 615.3 Committees 645
 - 615.31 Membership 645
 - 615.32 Requirements 645
 - 615.321 Income From Vending Operations 645
 - 615.322 Meetings and Duties 645
 - 615.33 Responsibilities 646
 - 615.34 Constitution 646
 - 615.35 Bylaws 646
 - 615.4 Employee Social and Recreational Fund 649
 - 615.41 Purpose 649
 - 615.42 Source of Funds 649
 - 615.43 Funds Excluded 649

615.44	Prohibited Activities	649
615.45	Safekeeping of Funds	650
615.451	Records	650
615.452	Single Fund	650
615.453	Balance Under \$100	650
615.454	Balance Over \$100	650
615.46	Requirements for Banking and Investment of Funds	650
615.461	One Checking Account	650
615.462	Reserve Funds	650
615.463	No Long-Term Accumulation	651
615.47	Expenditures of Funds	651
615.471	General Benefit	651
615.472	Appropriate Expenditures	651
615.473	Inappropriate Expenditures	651
615.5	Records and Files	652
615.51	Ledger	652
615.52	Checkbook	652
615.53	Record of Assets	652
615.54	Supplies Inventory	652
615.55	Unpaid Obligations	652
615.56	Files	652
615.6	Reports	655
615.61	Frequency	655
615.62	Report Format	655
615.7	Audits	658
615.71	Frequency	658
615.72	Recommendation for Audit	658
615.721	Installation Head	658
615.722	District Finance Manager	658
615.73	Internal Audit	658
615.74	Independent Audit	658
615.75	Audit Requirements	658
615.76	Audit Report	659
615.761	Content	659
615.762	Distribution	659
615.77	Follow-Up Action	659
615.78	Review and Comments by District Finance Manager	659
615.79	Inspection Service Audit	660
615.8	Tax Status of Social and Recreational Funds	660
615.81	Exemption	660
615.82	Liability	660

- 616 Savings Bond Program 660
 - 616.1 Payroll Savings Plan 660
 - 616.2 Notification 660
 - 616.21 Annual Savings Bond Drive 660
 - 616.211 Organization 660
 - 616.212 Participation 660
 - 616.213 Supplies 660
 - 616.22 Sustaining Program 661
 - 616.3 Enrollment 661
 - 616.31 Authorization for Payroll Allotment 661
 - 616.32 Cancellation of Allotment 661
 - 616.33 Issuance and Refunds 661
 - 616.34 Privacy of Records 661
 - 616.4 Reports 661
- 617 Combined Federal Campaign Program 662
 - 617.1 Annual Campaign 662
 - 617.11 Purpose 662
 - 617.12 Authorization 662
 - 617.2 Organization 662
 - 617.21 Local Federal Coordinating Committee 662
 - 617.22 Postal Service Organization 662
 - 617.23 Loaned Executive Program 662
 - 617.3 Solicitation 662
 - 617.31 Participation 662
 - 617.32 Time Frame 663
 - 617.33 Supplies 663
 - 617.4 Contributions 663
 - 617.41 General 663
 - 617.42 Authorization for Payroll Allotment 663
 - 617.43 Cancellation of Allotment 663
 - 617.44 Cash Payments 663
 - 617.45 Privacy of Records 663
 - 617.5 Reports 664
 - 617.6 Recognition 664
 - 617.61 Plaques 664
 - 617.62 Certificates 664
 - 617.7 Further Information 664
- 620 Contests 665
 - 621 Scope 665
 - 622 Objective 665

623	Responsibilities	665
623.1	Approval Authorities	665
623.2	Districts and Plants	665
623.3	Areas	665
623.31	Area Vice President	665
623.32	Other Personnel	665
623.4	Senior Management Committee	666
624	Establishment	666
624.1	Criteria	666
624.2	Structure	666
624.3	Contest Rules	666
625	Implementation	667
625.1	Eligibility	667
625.2	Evaluation	667
625.21	Winners	667
625.22	Ties	667
626	Types of Awards	667
626.1	Acceptable	667
626.2	Unacceptable	667
627	Limitations	667
627.1	Numbers and Types of Contests	667
627.2	Expenditures	668
627.21	District and Plant Contests	668
627.22	Area Contests	668
627.23	National Contests	668
630	Ideas Program	669
631	Policy	669
632	Eligibility	669
633	Criteria	669
633.1	General Criteria	669
633.2	Engineering Criteria	669
634	Awards	670
634.1	General	670
634.2	Nonmonetary Awards	670
634.3	Cash Awards	670
634.31	Amounts	670
634.32	Multiple-Level Awards	670
634.33	Deductions	670
634.34	Acceptance	671
635	Records	671

- 636 Processing 671
 - 636.1 Summary of Steps 671
 - 636.2 Payment 671
 - 636.3 Presentation Ceremonies 671
- 640 Employee Claims 675
- 641 Nonbargaining Unit Employees 675
 - 641.1 Policy 675
 - 641.2 Requirements 675
 - 641.3 Claimants 675
 - 641.31 Valid 675
 - 641.32 Fraudulent 675
 - 641.4 Compensation 676
 - 641.41 Lost or Destroyed Property 676
 - 641.42 Damaged Property 676
 - 641.43 Third Party Recoveries 676
 - 641.431 Insurance 676
 - 641.432 Supplement 676
 - 641.433 Refunds 676
 - 641.5 Procedures 676
 - 641.51 Time 676
 - 641.52 Documentation 676
 - 641.53 Submission and Initial Decisions 677
 - 641.54 Disposition 677
 - 641.55 Appeal 677
- 642 Bargaining Unit Employees 677
- 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures 679
- 651 Disciplinary and Emergency Procedures 679
 - 651.1 Scope 679
 - 651.2 Representation 679
 - 651.3 Nondisciplinary Corrective Measures 679
 - 651.4 Emergency Placement in Off-Duty Status 679
 - 651.5 Letters of Warning 680
 - 651.6 Letters of Warning in Lieu of Time-Off Suspensions 680
 - 651.61 Policy 680
 - 651.62 Implementation 680
 - 651.63 Notice 680
 - 651.64 Response 680
 - 651.65 Decision 680
 - 651.66 Retention 681
 - 651.7 Adverse Actions 681
 - 651.71 Definition 681

651.72	Policy	681
651.73	Notice	681
651.74	Response	681
651.75	Decision	681
651.76	Duty Status	682
651.77	Exceptions to Thirty-Day Notice	682
652	Appeal Procedures	682
652.1	Scope	682
652.2	Appeal of Adverse Actions	682
652.21	Coverage	682
652.22	Exclusion	683
652.23	Appeal to Step 1	683
652.231	Field Employees	683
652.232	Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees	683
652.233	Exceptions	683
652.24	Hearings	683
652.241	Action If No Hearing Requested	683
652.242	Action When Hearing Requested	683
652.243	Management Obligation for Witnesses	684
652.244	Workhours Compensation	684
652.245	Noninterference Rule	684
652.246	Transcript	684
652.247	Attorney Fees	684
652.25	Post Hearing	685
652.251	Hearing Officer Action	685
652.252	Step 1 Official Action	685
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees	685
652.31	Procedure	685
652.4	Other Appealable Actions	686
652.41	Coverage	686
652.42	Step A	686
652.43	Step B	686
652.44	Review	686
652.5	Alternative Dispute Resolution	687
652.51	Exceptions	687
652.52	Mediation	687
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	687
652.54	Mediation for Adverse Actions	687

- 660 Conduct 689
 - 661 Code of Ethical Conduct 689
 - 661.1 Purpose and Applicability 689
 - 661.2 Congressional Code of Ethics for Government Service 689
 - 661.3 Standards of Conduct 691
 - 661.4 Conflicts of Interest 691
 - 661.41 Conflicts of Interest — Financial 691
 - 661.42 Conflicts of Interest — Employment 693
 - 661.43 Conflicts of Interest — Gifts, Entertainment, and Favors 695
 - 661.5 Other Prohibited Conduct 697
 - 661.51 Discrimination 697
 - 661.52 Unofficial Use of Government Property or Services 697
 - 661.53 Unacceptable Conduct 697
 - 661.54 Use of Intoxicating Beverages 698
 - 661.55 Illegal Drug Use 698
 - 661.56 Gambling 698
 - 661.6 Indebtedness 698
 - 661.61 Financial Obligations 698
 - 661.62 Disputes With Creditors 698
 - 661.7 Provisions Concerning Special Postal Service Employees 698
 - 661.71 Private Gain 698
 - 661.72 Financial Benefit 699
 - 661.73 Use of Information 699
 - 661.74 Teaching, Lecturing, Writing Activities 699
 - 661.75 Acceptance of Gifts 699
 - 661.8 Ethical Conduct Advisory Service and Remedial Action 699
 - 661.81 Advisory Service 699
 - 661.811 Ethical Conduct Officer 699
 - 661.812 Associate Ethical Conduct Officers 700
 - 661.813 Advice and Guidance 700
 - 661.814 Appeals 700
 - 661.815 Employee Notification 700
 - 661.82 Remedial Action 701
 - 661.821 Procedures 701
 - 661.822 Types of Remedial Actions 701
 - 661.823 Compliance 701
 - 661.824 Postemployment Activities 701
 - 662 Statements of Employment and Financial Interests 705
 - 662.1 Employees Required to File Statements 705
 - 662.11 Categories of Employees 705
 - 662.12 Employee in Position Temporarily 705

662.13	Determination of Categories	705
662.14	Special Employee	705
662.15	Waivers	706
662.16	Employees Below EAS-24 Who Must File	706
662.17	Employees Improperly Included	706
662.2	Persons to Whom Statements Will Be Submitted	706
662.21	To the Ethical Conduct Officer	706
662.22	To the Division General Manager	706
662.23	To Associate Ethical Conduct Officer	706
662.3	Submission of Statements	706
662.31	Time for Submission	706
662.32	Changes	707
662.33	Disclosure of Amounts	707
662.34	Avoidance of Conflicts of Interest	707
662.4	Confidentiality and Retention of Statements	707
662.41	Restrictions Regarding Disclosure of Statements	707
662.42	Procedures for Transmittal Statements	707
662.43	Time of Retention	707
662.5	Information Not Known by Employees	708
662.51	Requests for Information From Others	708
662.52	Failure to Obtain Information	708
662.6	Information Not Required	708
662.61	Organizations Excluded From Information Requirements	708
662.62	Organizations Included in Information Requirements	708
662.63	Employees Excluded	708
662.7	Reviewing Statements and Remedial Action	709
662.8	Public Financial Disclosure Reports	709
663	Participation in Political and Community Activities	713
663.1	Political Activities	713
663.11	General	713
663.111	Employees Included	713
663.112	Employees Excluded	713
663.12	Additional Prohibited Political Activities	713
663.13	Investigation and Enforcement	713
663.2	Community Affairs	713
663.21	General	713
663.22	Holding of State or Local Office by Postal Service Employees	714
663.3	Nonparticipation in Segregated Meetings	715
664	Bribery, Undue Influence, or Coercion	715
665	Statutory Provisions	716
665.1	Laws Referenced in This Code	716

- 665.2 Application to Postal Employees 716
- 666 USPS Standards of Conduct 717
 - 666.1 Discharge of Duties 717
 - 666.2 Behavior and Personal Habits 718
 - 666.3 Loyalty 718
 - 666.4 Performance of Public Duties 718
 - 666.5 Obedience to Orders 718
 - 666.51 Protests 718
 - 666.52 Reporting of Violations 718
 - 666.6 Cooperation in Investigations 718
 - 666.7 Furnishing Address 718
 - 666.8 Attendance 718
 - 666.81 Requirement for Attendance 718
 - 666.82 Absence Without Permission 718
 - 666.83 Tardiness 719
 - 666.84 Falsification in Recording Time 719
 - 666.85 Incomplete Mail Disposition 719
 - 666.86 Disciplinary Action 719
- 667 Legal Assistance Provided by the Postal Service 719
 - 667.1 Defense of Civil Suits Against Postal Service Employees Arising Out of Their Operation of Motor Vehicles 719
 - 667.11 Coverage 719
 - 667.12 Employee Responsibilities 719
 - 667.13 Installation Head Responsibilities 720
 - 667.2 Representation of USPS Employees by the Department of Justice In Non-Motor Vehicle Cases 720
 - 667.21 General 720
 - 667.22 Procedure for Requesting Legal Representation by the Department of Justice 720
 - 667.221 Employee Responsibilities 720
 - 667.222 Installation Head or Higher Level Official Responsibilities 721
 - 667.223 Postal Inspection Service 721
 - 667.23 Criteria for Granting Representation 721
 - 667.3 Department of Justice Representation 721
 - 667.4 Reimbursement of Employees for Legal Fees, Judgments, and Settlements 721
 - 667.41 Legal Fees 721
 - 667.42 Judgment 721
 - 667.43 Criteria for Reimbursement 722
 - 667.5 USPS Governors, Officers, PCES Employees, and Headquarters Employees 722
 - 667.51 Request for Legal Representation 722
 - 667.52 Legal Fees 722

667.53	Judgments	722
668	Restrictions	722
668.1	Prohibited Personnel Practices	722
668.11	Restrictions	722
668.111	General	722
668.112	Prohibited Discrimination	722
668.113	Nepotism	723
668.114	Improper Employment and Placement Practices	723
668.115	Improper Recommendations	723
668.116	Coercion of Political Activity	723
668.117	Reprisal for Exercising Appeal Rights	723
668.118	Reprisal for Release of Information	723
668.12	Remedies	724
668.121	General	724
668.122	Equal Employment Opportunity Complaint Procedures	724
668.123	Grievance Procedure	724
668.124	Adverse Action Appeals to Merit Systems Protection Board	724
668.125	Nonbargaining Unit Appeals Procedure	724
668.126	Prohibited Personnel Practices	724
668.2	Service Matters	725
668.21	Compiling Directories	725
668.22	Engaging in Campaigns for Changes in Mail Service	725
668.23	Paying for Exchange of Positions	725
668.24	Manufacture of Rural Mailboxes	725
668.25	Loitering	725
668.26	Controversies With Public	725
668.27	Obstructing the Mail	725
668.28	Giving Testimony or Campaigning for Additional Transportation Services	725
668.29	Interception of Oral or Wire Communications by Postal Employees	726
668.3	Records, Information, and Associated Processing Systems and Equipment	726
668.31	Purpose	726
668.32	Prohibited Disclosures	726
668.33	Prohibited Uses	727
668.34	Protection Responsibilities	727
668.35	Reporting Violations	727
669	Definitions	727
670	Diversity, Equal Employment Opportunity, and Affirmative Action	729
671	Diversity Overview	729
672	Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action	729
672.1	Laws	729

- 672.2 Executive Orders and EEOC Regulations 730
- 672.3 Office of Personnel Management Guidance 730
- 673 Policy 730
 - 673.1 General EEO and Affirmative Action Goals 730
 - 673.2 Specific Commitments 730
 - 673.21 Ensuring the Representation of All Employee Groups in All Levels of Employment 730
 - 673.22 Prohibiting Discrimination and Harassment 731
 - 673.221 Discrimination 731
 - 673.222 Sexual Harassment 731
 - 673.223 Sexual Orientation Discrimination and Harassment 731
 - 673.3 Diversity, EEO, and Affirmative Action Accountability 731
 - 673.31 Employees 731
 - 673.32 Management 732
- 674 Organizational Responsibilities 732
 - 674.1 Deputy Postmaster General 732
 - 674.2 Functional Organizations 732
 - 674.21 Diversity Development 732
 - 674.22 Labor Relations 732
 - 674.23 Employee Resource Management 732
 - 674.3 Diversity and Affirmative Action Advisory Committees 733
- 675 Affirmative Action Activities 733
 - 675.1 Special Emphasis Programs 733
 - 675.11 Nature of Programs 733
 - 675.12 Objectives 733
 - 675.13 Additional Information 733
 - 675.2 Career and Diversity Awareness Conferences 734
 - 675.21 Objective 734
 - 675.22 Additional Information 734
- 676 On-Site EEO Evaluations 734
- 680 Participation in Supervisory and Managerial Organizations 735
- 681 Participation Rights 735
- 682 Postal Service Representation at Organization Gatherings 735
 - 682.1 Explanation 735
 - 682.2 National Conventions 735
 - 682.3 State Conventions and Other Management Association Conferences 736
 - 682.31 General Policies 736
 - 682.32 Request Channels 736
- 683 District Meetings for Postmasters 736
- 690 Inventions and Patents 737
- 691 Policy 737

692	Authority	737
693	Definitions	737
694	Reporting Inventions	738
694.1	Reports	738
694.11	What to Report	738
694.12	When to Send	738
694.13	Where to Send	738
694.14	What to Send	738
694.2	Review by Supervisor	739
695	Determination of Rights in and to an Invention	739
695.1	Responsibility	739
695.2	Instruments	739
696	Appeals and Petitions	740
697	Timeliness	740
698	Correspondence	740
7	Training and Development	741
710	Overview	741
711	Policy, Goals, Objectives, and Categories	741
711.1	General Policy	741
711.11	Strategy	741
711.12	Methods	741
711.13	Responsibility	741
711.2	Purpose and Goals	741
711.3	Objectives	742
711.4	Categories of Training and Development	742
711.41	Job Training	742
711.411	Description	742
711.412	Conditions	743
711.413	Examples	743
711.42	Self-Development Training	743
711.421	Description	743
711.422	Conditions	743
711.423	Job Relatedness	744
711.424	Examples	744
711.43	Job Experiences	744
711.431	General	744
711.432	Within Current Job Assignment	744
711.433	Outside Current Job Assignment	744

- 712 Training Compensation Guidelines 745
 - 712.1 General 745
 - 712.2 FLSA Considerations 745
 - 712.21 Coverage 745
 - 712.22 Scheduling 745
 - 712.23 Disclaimer 745
 - 712.24 Management Responsibilities 745
 - 712.25 Employee Responsibilities 745
- 713 Selection 746
 - 713.1 Equal Opportunity Policies 746
 - 713.2 Selection Considerations 746
 - 713.3 Assignment After Training 746
- 714 Training Delivery 747
 - 714.1 General 747
 - 714.11 Types of Training Delivery 747
 - 714.12 Choices of Training Source 747
 - 714.121 Considerations 747
 - 714.122 Justification 747
 - 714.2 Postal Training Delivery 747
 - 714.21 Delivery Modes 747
 - 714.22 Delivery Sources 747
 - 714.221 Headquarters 747
 - 714.222 Areas, Districts, and Plants 748
 - 714.223 National Center for Employee Development 748
 - 714.224 William F. Bolger Center for Leadership Development 748
 - 714.225 Inspection Service Career Development Branch 748
 - 714.226 Postal Satellite Training Network 748
 - 714.3 Nonpostal Training Delivery 748
- 715 Postal Training Systems 748
 - 715.1 Explanation 748
 - 715.2 Postal Orientation 748
 - 715.3 Craft Skills Training 748
 - 715.4 Technical Maintenance Training 749
 - 715.41 General 749
 - 715.42 Subjects 749
 - 715.43 Delivery 749
 - 715.5 Management and Professional Training 749
 - 715.51 General 749
 - 715.52 Curriculum Guides and Enrollment 749
 - 715.53 Executive Education 750
 - 715.54 Other 750

715.6	Inspection Service Training	750
715.61	General	750
715.62	Inspectors	750
715.63	Postal Police Officers	750
716	Expenses	750
716.1	Travel	750
716.11	General	750
716.12	Intermediate Travel Home	751
716.121	General	751
716.122	Scheduling	751
716.123	Trip Destination	751
716.124	Spouse Traveling in Lieu of Employee	751
716.2	Facilities	751
716.3	Tuition, Fees, Books, and Supplies	751
716.4	Injury Compensation and Student Welfare	751
717	Nonpostal Personnel Participation in Postal Training	752
720	Training and Development Responsibilities and Functions	752
721	Organizational Responsibilities and Functions	752
721.1	Headquarters	752
721.2	Areas	752
721.3	Districts	753
721.4	Supervisors and Managers	753
721.5	Employees	754
722	Postal Employee Development Center Organization and Operations	754
722.1	Purpose	754
722.2	PEDC Network Operating Procedures	754
722.21	Geographic Area of Responsibility	754
722.22	PEDC Reporting Relationships	754
722.23	Facilities	754
722.24	Reviews	755
730	Training Procedures	755
731	Nomination and Registration	755
732	Training Records and Reports	755
732.1	Individual Training Records	755
732.11	PS Form 2432, Individual Training Progress Report	755
732.12	PS Form 2548, Individual Training Record	755
732.13	PS Form 1782, Training Request and Authorization	755
732.14	(Reserved)	756
732.15	Certificates of Training	756
732.2	Training Tracking System	756

- 740 Nonpostal Training Policy 756
 - 741 Background 756
 - 741.1 Explanation 756
 - 741.2 General Payment Policies 756
 - 741.21 Salary Compensation and Travel Expenses 756
 - 741.22 Other Related Expenses 756
 - 741.23 Restrictions 757
 - 741.231 Authorization 757
 - 741.232 Prohibited Training Sponsors 757
 - 742 General Procedures 757
 - 742.1 PS Form 1782 757
 - 742.2 Request and Approval 757
 - 742.21 Standard Training 757
 - 742.22 Medical Training 757
 - 742.3 Distribution of Copies 758
 - 742.4 Payment 758
 - 742.41 Tuition, Fees, Books, and Supplies 758
 - 742.411 General 758
 - 742.412 Payment to the Training Sponsor 758
 - 742.413 Reimbursement to Employees 758
 - 742.414 Advance Payments 758
 - 742.42 Travel 759
 - 742.5 Documentation 759
 - 743 Special Factors 759
 - 743.1 Failure to Enroll in or Complete Approved Training 759
 - 743.2 Double Payment 760
 - 743.21 Policy 760
 - 743.22 Certification 760
 - 743.221 Conditions for Signing 760
 - 743.222 Text of Certification 760
 - 743.223 Procedure 760
 - 743.3 Contribution or Award 760
 - 743.31 Conditions for Acceptance 760
 - 743.32 Insufficient Payment of Expenses 761
 - 743.4 Training Beyond Four Consecutive Weeks 761
 - 743.41 Policy 761
 - 743.42 Agreement 761
 - 743.421 Conditions for Signing 761
 - 743.422 Text of Agreement 762
 - 743.423 Procedure 762
 - 743.43 Reimbursement 762

750 Professional Associations	763
751 Definition	763
751.1 Purpose	763
751.2 Membership	763
751.3 Exclusions	763
752 Policy	763
753 Payment of Membership Dues or Fees	764
753.1 Individual Memberships	764
753.11 Voluntary	764
753.12 Required	764
753.2 Institutional Membership	764
753.3 Procurement of Memberships	764
753.4 Periodicals	765
754 Attendance at Meetings and Conferences	765
754.1 Authorization	765
754.2 Full or Partial Attendance	765
754.3 Leave for Other Employees	765
754.4 Selection for Attendance	766
754.5 Payment of Expenses	766
754.6 Approval of Registration Fees	766
755 Privileges	766
8 Safety and Health	767
810 Occupational Safety and Health Program	767
811 General	767
811.1 Authority	767
811.2 Principles	767
811.21 Management Commitment, Involvement, and Accountability	767
811.22 Vision Statement	767
811.23 Guiding Principles	767
811.24 Safety Philosophy	768
811.3 Offsite Safety	768
811.4 Records Retention and Disposition	769
812 Management Responsibilities	769
812.1 Headquarters	769
812.11 Postmaster General	769
812.12 Chief Operating Officer	769
812.13 Officers	769
812.14 Vice President of Employee Resource Management	769

- 812.2 Area Offices 769
 - 812.21 Vice President of Area Operations 769
 - 812.22 Area Human Resources Managers 769
- 812.3 Installation Heads 769
- 812.4 Middle-Level Managers 770
- 812.5 Supervisors 770
- 812.6 Objectives and Action Plans 770
- 813 Safety and Health Staff Responsibilities 770
 - 813.1 Headquarters 770
 - 813.2 Area Offices 771
 - 813.3 Performance Clusters 771
 - 813.31 Safety Personnel 771
 - 813.32 Collateral Duty Facility Safety Coordinator 772
- 814 Employee Rights and Responsibilities 772
 - 814.1 Rights 772
 - 814.2 Responsibilities 772
- 815 Executive and Management Safety and Health Committees 773
 - 815.1 Structure and Responsibilities 773
 - 815.11 National Executive Safety and Health Committee 773
 - 815.12 Area Executive Safety and Health Committee 773
 - 815.13 Performance Cluster Executive Safety and Health Committees 773
 - 815.14 Plant* Executive Safety and Health Committee 774
 - 815.15 Other Levels 774
 - 815.2 Written Minutes 774
- 816 Joint Labor-Management Safety and Health Committees 774
- 817 Training and Education 775
 - 817.1 Management Training and Education 775
 - 817.11 Supervisors 775
 - 817.12 Executives and Managers 775
 - 817.2 Safety and Health Staff Training and Education 775
 - 817.3 Joint Labor-Management Safety and Health Committee Orientation 775
 - 817.4 Employee General Safety Orientation 776
 - 817.5 OSHA Required Training 776
 - 817.51 Standard Curriculum 776
 - 817.52 Special Emphasis Program Training 776
 - 817.53 Hazardous Materials Communication and Training 777
 - 817.6 Refresher Training 777
 - 817.7 New or Additional Equipment and Techniques Training 777
 - 817.8 OSHA Poster 2203, Job Safety and Health Protection 777
 - 817.9 Training Records 777
- 818 Safety and Health Program Budgeting 778

819	Accountability for Safety and Health Performance, Compliance, and Evaluations	778
820	Reports and Investigations, Program Evaluations, and Inspections	779
821	Actions in the Event of Accident, Injury, or Illness	779
821.1	Injury, Illness, and Accident Reporting	779
821.11	Overview of Overlapping Postal and OSHA Reporting and Logging Requirements	779
821.12	Reporting Requirements	779
821.121	General Requirements for Using Form 1769, Accident Report	779
821.122	OSHA Requirements	780
821.123	HRIS Requirements	780
821.13	Reporting Using Form 1769	780
821.131	Completing Form 1769	780
821.132	Reviewing Form 1769	780
821.133	Notifying the Safety Office of Controverted Claims	781
821.134	Notifying the Safety Office of Corrections	781
821.14	Maintaining Logs and Summaries	781
821.141	Postal Accident Log	781
821.142	OSHA Annual Summary of Injuries and Illnesses	781
821.2	Accident Investigation	782
821.21	Responsibility	782
821.22	Method	782
821.3	Accident Analysis	782
821.31	Purpose	782
821.32	Responsibility	782
821.33	Elements	782
821.34	Report 10, Safety and Health Subsystem, Accident Analysis Summary	783
821.4	Privacy Act Considerations	783
822	Supplementary Actions in the Event of Serious Accidents, Including Fatalities	783
822.1	Reporting Serious Accidents	783
822.11	Installation Head Preliminary Serious Accident Report	783
822.12	Performance Cluster Manager Report to Area and Headquarters	784
822.2	Investigating Serious Accidents	785
822.21	OSHA Investigations	785
822.22	Postal Serious Accident Investigation Board	785
822.221	Mandatory Composition	785
822.222	Optional Composition	785
822.223	Board Responsibilities	785
822.224	Board Investigation Report	786
822.225	Investigation Reporting and Response Requirements	787
823	Program Evaluations	787
823.1	Purpose	787

- 823.2 Responsibilities 787
 - 823.21 Headquarters 787
 - 823.22 Areas 788
 - 823.23 Performance Clusters 788
- 823.3 Program Evaluation Report 788
 - 823.31 Installations Greater Than 100 Workyears of Employment 788
 - 823.32 Installations Greater Than 50 and Less Than 100 Workyears of Employment 788
- 824 Safety and Health Inspections 789
 - 824.1 Purpose 789
 - 824.2 Methods 789
 - 824.3 Types of Inspections 789
 - 824.31 Area Oversight and Targeted Inspections 789
 - 824.311 Oversight 789
 - 824.312 Area Inspections 789
 - 824.32 PC Installations With One Hundred Workyears or More 789
 - 824.321 Requirement 789
 - 824.322 Teams 789
 - 824.33 PC Installations With Less Than One Hundred Workyears 790
 - 824.331 Requirement 790
 - 824.332 Teams 790
 - 824.4 Conduct of the Inspections 790
 - 824.41 Authority 790
 - 824.42 Inspection Procedures 791
 - 824.421 Opening Conference 791
 - 824.422 Inspection Rules 791
 - 824.423 Imminent Hazard Abatement 791
 - 824.424 Closing Conference 791
 - 824.425 Documentation and Reporting 792
 - 824.426 Notification 792
 - 824.5 Deficiency and Hazard Abatement 792
 - 824.51 Hazard Classifications 792
 - 824.52 Hazard Abatement Committee 792
 - 824.53 Abatement 793
 - 824.531 Within 20 Days 793
 - 824.532 More Than 20 and Fewer Than 45 Days 793
 - 824.533 More Than 45 Days 793
 - 824.534 Changes 793
 - 824.535 Submission of Abatement Record 793
 - 824.54 Reinspection and Followup 793

824.6	Investigating Employee Reports of Hazard, Unsafe Condition or Practice	794
824.61	Purpose of Form 1767, Report of Hazard, Unsafe Condition or Practice	794
824.62	Availability of Form	794
824.63	Procedures and Responsibilities	794
824.631	Employee	794
824.632	Supervisor	794
824.633	Approving Official	795
824.634	Safety Personnel and Collateral Duty FSCs	795
824.635	Maintenance	795
824.636	Installation Head	795
825	OSHA Inspections	795
825.1	Purpose	795
825.2	Scope	796
825.3	Authority	796
825.4	Procedures	796
825.41	Arrival of Inspectors and Verification of Credentials	796
825.42	Consent to Entry and Cooperation	796
825.43	Opening Conference	797
825.431	Initiation	797
825.432	Attendance	797
825.433	Provision of Materials	797
825.434	Outline of Scope	797
825.435	Plan of Route Sequence	797
825.44	Records Review	797
825.441	Safety Records	797
825.442	Medical Records	797
825.45	Participation	798
825.451	Management Participation During Inspections	798
825.452	Interviews of Management and Supervisory Personnel	798
825.453	Employee Participation During Inspections	798
825.46	Methods	799
825.461	Walk-Around Inspection	799
825.462	Health Sampling	799
825.47	Immediate Correction of Imminent Dangers or Other Violations	800
825.48	Closing Conference	800
825.49	Post Conference Internal Communications	800
825.5	Citations	801
825.51	Issuance and Posting	801
825.52	Abatement	801
825.53	Informal Conference	801
825.54	Citation Management	801

- 825.6 Performance Cluster File of OSHA Inspections 802
- 830 Motor Vehicle and Industrial Safety 803
 - 831 Motor Vehicle Safety 803
 - 831.1 Objective 803
 - 831.2 Vehicle Maintenance 803
 - 831.3 Driver Selection, Training, and Supervision 803
 - 831.31 Driver Selection 803
 - 831.32 Driver Training 803
 - 831.33 Driver Supervision 803
 - 831.331 Supervisory Responsibility 803
 - 831.332 Driver Responsibility 804
 - 831.4 Accident Analysis 804
 - 832 Powered Industrial Truck Safety 804
 - 833 Safety and Health in Design, Procurement, and Construction 804
 - 833.1 Standards, Ergonomics, and Engineering 804
 - 833.2 Supplemental Standards 805
 - 833.3 Supplier (Contractor) Safety 805
- 840 Safety Awareness Programs 807
 - 841 Program Promotion 807
 - 841.1 Objectives 807
 - 841.2 Local Needs 807
 - 841.3 Media 807
 - 842 National Safety Awards and Contests 807
 - 842.1 Participation 807
 - 842.2 Safe Driver Award Program 807
 - 842.21 Recognition 807
 - 842.22 Performance 807
 - 842.23 Participation 808
 - 842.24 Preventability 808
 - 842.25 Safe Driver Award Rules 808
 - 842.26 Privacy Act Considerations 808
 - 843 Safety Incentive Programs 808
 - 843.1 Concept 808
 - 843.2 Selected Programs 809
 - 843.3 Administration 809
 - 843.4 Presentation Ceremonies 809
 - 844 Seatbelt Use Incentive 809
 - 844.1 Policy 809
 - 844.2 Determination 809
 - 844.3 Payment 810

850	Emergency Action Plans and Fire Prevention and Control	811
851	General Responsibilities	811
851.1	Installation Heads	811
851.2	Managers	811
852	Emergency Action Plan	811
852.1	Responsibility	811
852.2	Content	812
852.3	Posting	812
853	Emergency Evacuation Teams and Drills	812
853.1	Emergency Evacuation Teams	812
853.11	Organization	812
853.12	Size	812
853.13	Duties of EETs	812
853.14	Membership	813
853.15	Training	814
853.16	Exposure	814
853.17	Special Hazards	814
853.18	Installations Without EETs (Less Than 10,000 Square Feet)	815
853.2	Drills	815
854	Fire Prevention Plan	815
854.1	Responsibility	815
854.2	Content	815
854.3	Employee Training	816
854.31	General	816
854.32	Training for the Emergency Action Plan and Fire Prevention Plan	816
854.321	Emergency Action Plan	816
854.322	Fire Prevention Plan	816
854.323	Orientation	816
854.324	Review	816
855	Fire Inspections	817
855.1	Responsibility	817
855.2	Frequency	817
855.3	Procedures	817
855.4	Corrective Action	817
856	Alarm Systems and Extinguishers	817
856.1	Alarm Systems	817
856.2	Extinguisher	818
857	Vehicle Protection	818
858	Codes, Standards, and Ordinances	818

- 860 Medical and Occupational Health Services 819
 - 861 Scope 819
 - 861.1 Program Overview 819
 - 861.2 Mission 819
 - 861.3 Approach 819
 - 862 Policies 820
 - 862.1 General Policy 820
 - 862.2 Medical and Occupational Health Program Facilities 820
 - 862.21 District Administrative Office 820
 - 862.22 District Health Services Office 820
 - 862.23 Area Administrative Office 820
 - 863 Staffing and Functional Responsibilities 820
 - 863.1 General 820
 - 863.2 Staffing 821
 - 863.21 General 821
 - 863.22 Qualifications 821
 - 863.3 Administrative and Functional Responsibilities 821
 - 863.31 National Medical Director 821
 - 863.32 Area Medical Directors 821
 - 863.33 Postal Physicians 821
 - 863.331 Duty Assignments 821
 - 863.332 Work Schedules 821
 - 863.333 Duties 822
 - 863.34 Contract Physicians 822
 - 863.35 Occupational Health Nurse Administrators 823
 - 863.36 Health Services Office Staff Nurses 823
 - 864 Medical Assessments and Examinations 824
 - 864.1 Applicant Medical Assessments and Employee Examinations 824
 - 864.2 Determination of Suitability 824
 - 864.3 Fitness for Duty 824
 - 864.31 Purpose 824
 - 864.32 Requesting Examination 824
 - 864.33 Tests and Consultation 824
 - 865 Return to Duty After Extended Illness or Injury 825
 - 865.1 Certification After 21 Days 825
 - 865.2 Other Required Certification 825
 - 865.3 Contents of Certification 825
 - 865.4 Assignments 825
 - 865.5 Questionable Conditions 826
 - 865.51 Inability to Perform Duties 826
 - 865.52 Employee Claim of Inability to Perform Duties 826

866	Medical Emergencies	826
866.1	Requirement	826
866.2	Emergency Procedures	826
866.3	Posting Emergency Procedures	826
867	Rehabilitation After Work-Related Injury or Illness	827
868	General Procedures	827
868.1	Agreements	827
868.11	Special	827
868.12	Medical Surveillance and Surveys	827
868.13	Contract Medical Agreement	827
868.131	Initiating Medical Agreements	827
868.132	Certification for Payment of Invoices	828
868.133	Payment — Statement of Account Offices	828
868.134	Payment — Non-Statement of Account Offices	828
868.14	Health Agreements	829
868.2	Malpractice	829
868.3	Preservation of Privacy	829
868.4	Medical Training	830
868.41	Continuation of Training	830
868.42	Requests for Training	830
868.5	Conflict of Interest	830
868.51	Full-Time Medical Personnel	830
868.52	Part-Time and Contract Medical Personnel	830
868.53	Contract Medical Facilities and Providers	831
870	Employee Assistance Program	833
871	Introduction	833
871.1	Purpose	833
871.11	General	833
871.12	Alcohol or Drug Abuse	833
871.2	Definitions	833
871.3	Policy	834
871.31	Job Security	834
871.32	Limits to Protection	834
871.33	Confidentiality	834
871.34	Reasonable Access	834
871.35	Scheduling	834
872	Program Elements	835
872.1	Education	835
872.2	Problem Identification, Referrals, and Evaluation	835
872.21	Patterns of Behavior and Work Performance Problems	835

- 872.22 Referrals to EAP 835
 - 872.221 Management Referrals 835
 - 872.222 Referrals From Others 835
 - 872.223 Self-Referrals 835
 - 872.224 EAP Response 835
- 872.23 Problem Evaluation 836
- 872.3 Recovery Counseling and Resources 836
 - 872.31 EAP Counseling Units 836
 - 872.32 Residential and Community Resources 836
- 872.4 Follow-Up 836
 - 872.41 Progress 836
 - 872.42 Discontinuance of Participation 836
 - 872.43 Return to Work 836
- 872.5 Program Evaluation 837
 - 872.51 General 837
- 873 Reinstatement of Recovered Employees 837
 - 873.1 Policy 837
 - 873.11 Consideration of Request 837
 - 873.12 Consideration of Other Factors 837
 - 873.2 Eligibility 837
 - 873.21 Procedures 837
 - 873.22 Management Responsibilities 838
 - 873.3 Compliance With Agreements 838
- 874 EAP Counseling Records 838
 - 874.1 Policy 838
 - 874.2 Definition of Restricted Information 838
 - 874.3 Custodians of Records 838
 - 874.31 Postal Service Providers 838
 - 874.32 Private Providers 838
 - 874.4 Disclosure 839
 - 874.41 General 839
 - 874.411 Usual Recipients 839
 - 874.412 Limitation of Disclosure 839
 - 874.42 Criminal Activity 839
 - 874.421 EAP Records 839
 - 874.422 Limitation of Confidentiality 839
- 880 Smoking 841
- 881 Definition 841
- 882 Policy 841
 - 882.1 Buildings 841
 - 882.2 Vehicles 841

9 Labor Relations	843
910 Employee Organizations	843
911 Participation and Membership in Labor Organizations	843
911.1 Right to Participation	843
911.2 Right to Membership	843
911.3 Conflict of Interests	843
911.4 Postal Service Recognition	843
911.5 Employee Compensation During Negotiations	844
912 Participation and Membership in Supervisory and Managerial Organizations	844
912.1 Right to Participation	844
912.2 Right to Membership	844
920 Dues Withholding for Employee Organizations	844
921 Voluntary Withholding of Dues	844
922 Dues Collection Schedule	844
923 Eligible Organizations	845
924 Authorization for Dues Withholding	846
924.1 Authorization Forms	846
924.11 Supervisory or Managerial Organizations	846
924.12 Labor Organizations	846
924.2 Employee Eligibility	846
924.21 Employment Status Requirement	846
924.211 General	846
924.212 Exception	846
924.22 Multiple Dues Withholdings	847
924.3 Distribution of Authorization Forms	847
924.31 Function of Organization Representative	847
924.32 Limit on Time and Place	847
924.4 Submission of Completed Authorization Form	847
924.41 General	847
924.42 Exceptions	847
924.421 Postmasters	847
924.422 Rural Carriers	847
924.423 American Postal Workers Union	847
924.5 Implementation of Dues Withholdings	848
924.6 Certification of Amount to Be Withheld	848
924.61 Function of Organization Representative	848
924.62 Change by Organization	848
924.7 Confirmation of Correct Deduction	848
924.71 Notation or Earnings Statement	848
924.72 Procedure in Case of Error	848

- 925 Cancellation of Dues Withholding Authorization 849
 - 925.1 Voluntary Cancellations 849
 - 925.11 Form Used 849
 - 925.12 When Employees Can Cancel 849
 - 925.121 General 849
 - 925.122 Special Circumstances 849
 - 925.2 Discontinued Withholding 852
 - 925.21 Separation 852
 - 925.22 Organization Request 852
 - 925.3 Cancellation Notices 852
 - 925.4 Cancellation Procedures 852
 - 925.5 Filing Procedures 852
 - 925.6 Transfer or Reassignment 852
- 926 Coding Instructions 853
 - 926.1 Organization Codes 853
 - 926.2 Subdivision Codes 853
 - 926.3 Remote or District Locals 853
 - 926.4 Members at Large 853
- 930 Work Clothes and Uniforms 853
 - 931 Uniforms 853
 - 931.1 Entitlement and Allowances 853
 - 931.11 Entitlement 853
 - 931.12 Allowances 853
 - 931.13 Types of Clothing 854
 - 931.2 Purpose and Scope 854
 - 931.21 Uniforms 854
 - 931.22 Work Clothes 854
 - 931.23 Personal Appearance 855
 - 931.24 Administration of Uniform Policy 855
 - 931.25 Responsibility of Installation Heads 855
 - 931.26 Responsibility of Employees 855
 - 931.261 Appearance 855
 - 931.262 Conforming With Regulations 855
 - 931.263 When to Wear Uniforms 855
 - 931.264 Postal Service Emblem 856
 - 931.27 Employee Acting as Agent 856
 - 931.28 Payment for Fabric 856
 - 932 Uniform Requirements 856
 - 932.1 Employees Required to Wear Uniforms and Work Clothes 856
 - 932.11 Regular Uniforms 856
 - 932.12 Contract Uniforms 857

932.13	Work Clothes	858
932.14	Aprons	860
932.15	Alternative Protective Items	860
932.2	Uniforms Not Required	860
932.21	New, Part-Time, and Casual Employees	860
932.22	Ninety-Day Requirement Exemptions	861
932.3	Specifications and Quality Control Certification	861
932.31	Specifications	861
932.32	Quality Control Certification	861
933	Authorized Uniform Items and Combinations	862
933.1	Type 1 Uniforms	862
933.11	Type 1 Items	862
933.111	Type 1a	862
933.112	Type 1b	865
933.12	Type 1 Combinations	866
933.2	Type 2 Uniforms	869
933.21	Type 2 Items	869
933.22	Type 2 Combinations	871
933.3	Type 3 Uniform Items	872
933.4	Type 4 Uniform Items	873
933.5	Type 5 Uniform Items	875
933.51	Type 5a	875
933.52	Type 5b	875
933.6	Type 6 Uniform Items	876
933.7	Insignia	876
933.71	Stars	876
933.72	Other Insignia	876
933.8	Apparel Worn for Promotional Purposes	876
933.81	Authorized Use	876
933.811	Uniformed Employees	876
933.812	Nonuniformed Employees	877
933.813	Contract Uniform or Work Clothes Program	877
933.82	Source	877
933.83	Payment	877
933.84	Exceptions	877
934	Wearing of Uniform Items	877
934.1	Uniform Headgear	877
934.11	Optional Wear	877
934.12	Mandatory Wearing of Cap	877
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	877
934.21	Face Mask	877

- 934.22 Neck/Chest Protector 878
- 934.23 Sweaters 878
- 934.24 Outer Garments 878
- 934.3 Warm Weather Items (Does not apply to Type 2 Uniforms) 878
 - 934.31 Walking Shorts and Knee-Length Hose 878
 - 934.32 Summer Shirt and Tie 878
- 934.4 Seasonal Changes of Uniform 878
- 934.5 Employees in Nonuniform Categories 878
- 934.6 Prohibitions 879
- 935 Uniform and Work Clothes Allowances 879
 - 935.1 When Allowances Take Effect 879
 - 935.11 Anniversary Date 879
 - 935.12 Transfers 879
 - 935.2 Adjustment for Certain Absences During Allowance Year 879
 - 935.21 Absences From Uniform Category of 90 Days to 1 Year 879
 - 935.211 Policy 879
 - 935.212 Suspension Instructions 880
 - 935.22 Absences From Uniform Category Exceeding 1 Year 880
 - 935.23 Absences From Duty While in Uniform Category 880
 - 935.24 Reappointments 880
 - 935.25 Adjustment for Employees Who Transfer Crafts 880
 - 935.251 Change to Another Uniform Category 880
 - 935.252 Transfer or Separation in Excess of 1 Year 881
 - 935.26 Notification to Employee and Accounting Service Center 881
 - 935.261 Determination of Eligibility 881
 - 935.262 Change in Eligibility 881
- 936 Payments 881
 - 936.1 Limitations on Payments 881
 - 936.11 Total Yearly Payments 881
 - 936.12 Insufficient Funds for Claims 881
 - 936.13 Related Expenses 881
 - 936.14 Items Not Specified 882
 - 936.15 Purchases Exceeding Allowances 882
 - 936.2 Payment for Uniform Purchase After Separation of Employee 882
 - 936.3 Approval by Installation Head 882
 - 936.31 Inspection of Purchases 882
 - 936.32 Purchases Not Meeting Regulations 883
 - 936.33 Disallowing Payments 883
 - 936.34 Employee's Responsibility for Excesses 883
 - 936.35 Notification of Responsibility 883

936.4	Separating Employees	883
936.41	Conditions for Nonpayment	883
936.42	Addition to Form 337	883
936.43	Employee Submission of Invoices	883
936.5	Payment to Licensed Vendors	884
936.51	Direct Payment	884
936.52	Employee Reimbursement	884
936.53	Examination of Invoice	884
936.54	Evidence of Purchase	884
936.55	Submission of Invoice	884
936.56	Processing of Invoice	884
936.57	Processing of Stop Payment Notice	885
936.58	Restrictions of Payment	885
936.59	Posting Publication 136	885
936.6	Purchase Procedures for Nurses Program	885
936.61	Eligibility	885
936.62	Procedures	886
936.621	Standard	886
936.622	Optional	886
937	Uniform Vendors	886
937.1	Communication From Vendors	886
937.2	Access to Postal Premises	887
938	Supervisor Work Clothes Program	887
938.1	Purpose	887
938.2	Eligibility	887
938.21	Determined by Installation Head	887
938.3	Acquisition of Work Clothing	887
938.31	Alternative Protective Items	887
938.32	Work Clothes Allowance	887
938.321	Reimbursement Limit	887
938.322	Types of Work Clothes	887
938.323	Purchases Not Authorized	888
938.324	Replacements	888
938.4	Reimbursement Procedure	888
939	Authorized Exceptions	888
939.1	Footwear	888
939.11	Standard Specification	888
939.12	Exceptions	888
939.2	Nurses Uniforms	889
Appendix — Records Control Schedules		891

This page intentionally left blank

Exhibits

Exhibit 212.2 PS Form 820, Ranking of Position Request	22
Exhibit 354.215a Veterans' Preference for Retired Military	49
Exhibit 354.215b Officer Personnel by Pay Grades and Titles (Ranks)	49
Exhibit 412.1d Positions Eligible for Supervisory Differential	80
Exhibit 418.1 Equivalent Grades	92
Exhibit 421.7 Rate Schedule Summary and References	104
Exhibit 421.81 Higher Level Pay	104
Exhibit 421.82 Promotional Increase	105
Exhibit 422.123a Promotion Chart — PS Schedule 1 to PS Schedule 2	113
Exhibit 422.123b Promotion Chart — PS Schedule 2 to PS Schedule 2	116
Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods	122
Exhibit 432.62 Guaranteed Time Pay Eligibility Table	166
Exhibit 434.141a Postal Overtime Pay Eligibility Table	172
Exhibit 434.141b FLSA Overtime Pay Eligibility Table	173
Exhibit 434.141c Penalty Overtime Pay Eligibility Table	174
Exhibit 434.2 Night Differential Pay Eligibility Table	176
Exhibit 434.3 Sunday Premium Pay Eligibility Table	178
Exhibit 434.52 Holiday-Worked Pay Eligibility Table	183
Exhibit 434.614 Computing Out-of-Schedule Premium Hours	186

Exhibit 434.621
Out-of-Schedule Premium Pay Eligibility Table 187

Exhibit 434.8
Pyramiding of Premiums 190

Exhibit 436.63a
Interest on Back Pay Decisions 199

Exhibit 436.63b
Interest on Back Pay Settlements 200

Exhibit 438.13
Eligibility for Travel Time Compensation 204

Exhibit 452.22
Sample Letter of Debt Determination — Nonbargaining 224

Exhibit 452.233
PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness 228

Exhibit 452.322
Sample Notice of Involuntary Administrative Salary Offsets 234

Exhibit 453.21
Sample Letter of Salary Offsets Based on Federal Court Judgment 245

Exhibit 471
Overview of Recognition and Award Programs 259

Exhibit 473.341
Sample Commendatory Letter for Retiring Employees 269

Exhibit 512.232a
Wars, Campaigns, and Expeditions of the Armed Forces Since 1937 290

Exhibit 512.232b
Standard Form 180, Requests Pertaining to Military Records 292

Exhibit 512.232c
Standard Form 813, Verification of a Military Retiree’s Service in Nonwartime
Campaigns or Expeditions 94

Exhibit 512.312
Accrual and Crediting Chart for Part-Time Career Employees 298

Exhibit 514.4
Acceptable Reasons and Instructions for LWOP 320

Exhibit 516.11
Absences for Court-Related Service 329

Exhibit 521.423
Certification of Foster Children 358

Exhibit 523.62
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act 368

Exhibit 525.132
PS Form 202, Health Benefits Refund Payment Authorization 390

Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP	392
Exhibit 525.422	
Memorandum About FEHB Enrollment	401
Exhibit 531.3	
Exclusions	414
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim	487
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government's Lien	491
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information	492
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery	493
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government's Lien	495
Exhibit 547.58b	
Sample Letter D, Notice to Third Party of Government's Lien	496
Exhibit 547.58c	
PS Form 2557, Employee's Third Party Recovery Statement	497
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien	500
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request	501
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS	502
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material	503
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement ..	504
Exhibit 547.73	
Sample Letter G	508
Exhibit 547.83	
Third Party Court Appearance Sheet	510
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity	557
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities	558
Exhibit 615.34	
Sample Constitution	647
Exhibit 615.35	
Sample Bylaws	648

Exhibit 615.5
Instructions for Keeping Records and Files for the Employee Social and Recreational
Committee 653

Exhibit 615.62
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and
Recreational Funds) 56

Exhibit 636.1
Idea Proposal Processing Summary 672

Exhibit 661.21
Congressional Code of Ethics for Government Service 690

Exhibit 661.824
Postemployment Activities 702

Exhibit 662.8
Public Financial Disclosure Reports 710

Exhibit 925.1
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings 851