

# Contents

<b>1</b>	<b>Organizational Structures</b>	<b>1</b>
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
<b>2</b>	<b>Job Evaluation .....</b>	<b>21</b>
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 .....	80
413	Promotion to Nonbargaining Unit Positions .....	80
413.1	Definition .....	80
413.2	Promotion Increase .....	81
413.21	EAS Employees .....	81
413.22	Bargaining Unit Employees .....	81
413.3	Position Upgrade .....	81
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 .....	82
414.3	EAS A–E Postmasters .....	82
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 .....	83
415.13	Saved Salary .....	83
415.2	Changes to Lower Grade Using RIF Avoidance Procedures .....	83
415.3	Changes to Lower Grade Using RIF Procedures .....	84
415.31	Non-Veterans' Preference Eligibles .....	84
415.32	Veterans' Preference Eligibles .....	84
415.4	Post-RIF Placement to Lower Grade .....	84
415.5	Non-RIF-Related Changes to Lower Grade .....	84
415.51	Voluntary Change to Lower Grade .....	84
415.52	Position Reclassified to a Lower Grade .....	84
415.53	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position .....	85
415.54	Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period .....	85
415.55	Change to Lower Level Due to Demotion for Cause .....	85
415.6	Rate Retention Effect on Promotion .....	85
415.7	Termination of Salary Retention .....	86
415.71	Reason for Terminating .....	86
415.72	Salary Adjustment .....	86
416	Pay for Performance Program .....	86
416.1	Policy .....	86

- 416.2 Eligibility Requirements ..... 86
  - 416.21 General ..... 86
  - 416.22 Management Association Officials ..... 86
  - 416.23 Leave Without Pay ..... 87
- 416.3 Simultaneous Personnel Actions ..... 87
- 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees) ..... 87
  - 417.1 Definitions ..... 87
    - 417.11 Temporary Assignment ..... 87
    - 417.12 Pay Schedule and Premiums ..... 87
  - 417.2 Rates of Pay ..... 87
    - 417.21 Lower Grade ..... 87
    - 417.22 Same or Equivalent Grade ..... 88
    - 417.23 Higher Grade ..... 88
      - 417.231 General Requirement ..... 88
      - 417.232 Employee With Rate Retention ..... 88
      - 417.233 Higher Level Pay Eligibility ..... 88
      - 417.234 Higher Level Pay Conditions ..... 88
      - 417.235 Payment Amount ..... 88
      - 417.236 Payment Factors ..... 89
  - 417.3 Postmaster Positions ..... 89
    - 417.31 Officer in Charge ..... 89
      - 417.311 Definition ..... 89
      - 417.312 Basis for Rate of Pay ..... 89
    - 417.32 Postal Operations Administrator ..... 90
      - 417.321 Definition ..... 90
      - 417.322 Basis for Rate of Pay ..... 90
- 418 Assignment to a Different Salary Schedule ..... 90
  - 418.1 Equivalent Grades ..... 90
  - 418.2 Changes Between Nonbargaining Unit Schedules ..... 90
  - 418.3 Changes From Nonbargaining Unit to Bargaining Unit Schedules ..... 90
  - 418.4 Changes From Bargaining Unit to Nonbargaining Unit Schedules ..... 90
- 419 Supplemental EAS Noncareer Workforce ..... 92
  - 419.1 Casual Employee ..... 92
    - 419.11 Definition ..... 92
    - 419.12 Salary Grade ..... 92
  - 419.2 Nonbargaining Temporary Employees ..... 92
    - 419.21 Definition ..... 92
    - 419.22 Salary Grades ..... 92
  - 419.3 Postmaster Relief/Leave Replacements ..... 92
    - 419.31 Definition ..... 92
    - 419.32 Salary Grades ..... 92

420	Wage Administration Policy for Bargaining Unit Employees .....	93
421	General Principles and Terms .....	93
421.1	Scope .....	93
421.2	Objectives .....	93
421.3	Responsibilities .....	93
421.31	Assigning Positions to Salary Schedules .....	93
421.32	Setting Wages .....	94
421.4	Definitions .....	94
421.41	Appointments .....	94
421.42	Assignments .....	94
421.43	Change Actions .....	95
421.44	Terms .....	95
421.45	Wage Increases .....	96
421.5	Rate Retention Provisions .....	97
421.51	Protected Rate .....	97
421.511	Explanation .....	97
421.512	Rate Determination .....	97
421.513	Duration .....	98
421.514	Termination .....	98
421.515	Effect on Other Compensation .....	98
421.516	Documentation .....	98
421.517	Step Increases .....	99
421.52	Saved Rate .....	99
421.521	Explanation .....	99
421.522	Red-Circle Amount .....	99
421.523	Duration .....	100
421.524	Termination .....	100
421.525	Effect on Promotion .....	100
421.526	Documentation .....	100
421.53	Saved Grade .....	100
421.531	Explanation .....	100
421.532	Duration and Termination .....	101
421.533	Step Increases .....	101
421.6	Changes in Compensation Following Review or Audit .....	101
421.7	Rate Schedule Summary and References .....	101
421.8	Calculation Methods .....	101
421.81	Exhibit 421.81, Higher Level Pay .....	101
421.82	Exhibit 421.82, Promotional Increases .....	101

- 422 Salary Schedules Covered by Specific Agreements ..... 105
  - 422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules ..... 105
    - 422.11 Salary System ..... 105
      - 422.111 Salary Schedules ..... 105
      - 422.112 Basis of Rates ..... 105
      - 422.113 Cost-of-Living Adjustment ..... 105
      - 422.114 Setting Wages ..... 105
      - 422.115 Employee Classifications ..... 105
    - 422.12 Change Action Pay Rules ..... 106
      - 422.121 Career Appointment ..... 106
      - 422.122 Additional Appointment ..... 107
      - 422.123 Promotion Rules ..... 107
      - 422.124 Reassignment Rules ..... 117
      - 422.125 Reductions in Grade ..... 118
    - 422.13 Step Increases ..... 119
      - 422.131 Eligibility Requirements ..... 119
      - 422.132 Creditable Service ..... 122
      - 422.133 Leave Without Pay ..... 122
      - 422.134 Simultaneous Personnel Actions ..... 123
    - 422.14 Higher Level Assignments ..... 123
      - 422.141 Definitions ..... 123
      - 422.142 Written Management Order ..... 123
      - 422.143 Rate of Pay ..... 123
      - 422.144 Adjustments and Increases ..... 124
      - 422.145 Benefits ..... 125
    - 422.15 Dual (Multiple) Employment ..... 125
      - 422.151 Explanation ..... 125
      - 422.152 Salary Determination ..... 125
      - 422.153 Documentation ..... 125
      - 422.154 Step Increases ..... 125
      - 422.155 Leave ..... 126
      - 422.156 Reassignment ..... 126
      - 422.157 Promotion ..... 126
    - 422.16 Change From Rural Carrier Schedules ..... 126
  - 422.2 City Carrier Schedule ..... 126
    - 422.21 Salary System ..... 126
      - 422.211 Salary Schedule ..... 126
      - 422.212 Basis of Rates ..... 126
      - 422.213 Cost-of-Living Adjustments ..... 126
      - 422.214 Setting Wages ..... 126

422.215	Employee Classifications .....	126
422.22	Change Action Pay Rules .....	127
422.221	Career Appointment .....	127
422.222	Additional Appointment .....	127
422.223	Promotion .....	127
422.224	Reassignment .....	128
422.225	Reductions in Grade .....	128
422.23	Step Increases .....	128
422.231	Eligibility Requirements .....	128
422.232	Creditable Service .....	128
422.233	Leave Without Pay .....	129
422.234	Simultaneous Personnel Actions .....	129
422.24	Higher Level Assignments .....	129
422.241	Definitions .....	129
422.242	Written Management Order .....	129
422.243	Rate of Pay .....	129
422.244	Adjustments and Increases .....	129
422.245	Benefits .....	129
422.25	Dual (Multiple) Employment .....	129
422.26	Change From Rural Carrier Schedules .....	129
422.3	Mail Handlers Schedule .....	129
422.31	Salary System .....	129
422.311	Salary Schedule .....	129
422.312	Basis of Rates .....	129
422.313	Cost-of-Living .....	129
422.314	Setting Wages .....	129
422.315	Employee Classifications .....	129
422.32	Change Action Pay Rules .....	130
422.321	Career Appointment .....	130
422.322	Additional Appointment .....	130
422.323	Promotion .....	130
422.324	Reassignment .....	131
422.325	Reduction in Grade .....	131
422.33	Step Increases .....	131
422.331	Eligibility Requirements .....	131
422.332	Creditable Service .....	131
422.333	Leave Without Pay .....	132
422.334	Simultaneous Personnel Actions .....	132
422.34	Higher Level Assignments .....	132
422.341	Definitions .....	132
422.342	Written Management Order .....	132

- 422.343 Rate of Pay ..... 132
- 422.344 Adjustments and Increases ..... 132
- 422.345 Benefits ..... 132
- 422.35 Dual (Multiple) Employment ..... 132
- 422.36 Change From Rural Carrier Schedules ..... 132
- 422.4 Rural Carrier Schedules ..... 132
  - 422.41 Salary System ..... 132
    - 422.411 Salary Schedules ..... 132
    - 422.412 Basis of Rates ..... 133
    - 422.413 Cost-of-Living Adjustment ..... 133
    - 422.414 Setting Wages ..... 133
    - 422.415 Employee Classifications ..... 133
  - 422.42 Change Action Pay Rules ..... 133
    - 422.421 Career Appointment ..... 133
    - 422.422 Promotion ..... 134
    - 422.423 Transfer to Rural Carrier ..... 135
    - 422.424 Waiting Period for Step Increases ..... 135
    - 422.425 Adjusting Pay for Route Change ..... 135
  - 422.43 Step Increases ..... 135
    - 422.431 Eligibility and Procedure ..... 135
    - 422.432 Adjustment in Route Classification ..... 135
  - 422.44 Higher Level Pay ..... 135
  - 422.45 Dual (Multiple) Employment ..... 136
    - 422.451 Explanation ..... 136
    - 422.452 Salary Determination ..... 136
    - 422.453 Documentation ..... 136
    - 422.454 Step Increases ..... 136
    - 422.455 Leave ..... 136
    - 422.456 Reassignment ..... 136
    - 422.457 Promotion ..... 136
- 422.5 Postal Nurses Schedule ..... 136
  - 422.51 Salary System ..... 136
    - 422.511 Salary Schedule ..... 136
    - 422.512 Basis of Rates ..... 136
    - 422.513 Cost-of-Living Adjustment ..... 136
    - 422.514 Setting Wages ..... 136
    - 422.515 Employee Classifications ..... 137
  - 422.52 Change Action Pay Rules ..... 137
    - 422.521 Career Appointment ..... 137
    - 422.522 Additional Appointment ..... 137
    - 422.523 Promotion ..... 137

422.524	Reassignment	138
422.525	Reduction in Grade	139
422.53	Step Increases	139
422.531	Eligibility and Procedure	139
422.532	Creditable Service	141
422.533	Leave Without Pay	141
422.534	Simultaneous Personnel Actions	141
422.54	Higher Level Assignments	141
422.541	Definitions	141
422.542	Written Management Order	141
422.543	Rate of Pay	141
422.544	Adjustments and Increases	141
422.545	Benefits	141
422.55	Dual (Multiple) Employment	141
422.56	Change From Rural Carrier Schedules	141
422.6	Information Technology/Accounting Service Centers Schedule	141
422.61	Salary System	141
422.611	Salary Schedule	141
422.612	Part-Time Employees	141
422.613	Cost-of-Living Adjustment	141
422.614	Employee Classifications	142
422.62	Change Action Pay Rules	142
422.621	Career Appointment	142
422.622	Promotion	142
422.623	Reassignment	143
422.624	Demotion	143
422.625	Voluntary Reduction	144
422.626	Management Action Reduction	144
422.63	Step Increases	144
422.631	Eligibility Requirements	144
422.632	Creditable Service	144
422.633	Leave Without Pay	144
422.634	Simultaneous Personnel Actions	144
422.64	Higher Level Assignments	144
422.65	Dual (Multiple) Employment	144
422.66	[Reserved]	144
422.67	Change From Rural Carrier Schedules	144
422.7	Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA	144
422.71	Salary System	145
422.711	Salary Schedule	145

- 422.712 Basis of Rates . . . . . 145
- 422.713 Cost-of-Living Adjustment . . . . . 145
- 422.714 Determination of Salaries . . . . . 145
- 422.715 Employee Classifications . . . . . 145
- 422.72 Change Action Pay Rules . . . . . 145
  - 422.721 Career Appointment . . . . . 145
  - 422.722 Additional Appointment . . . . . 145
  - 422.723 Promotion . . . . . 145
  - 422.724 Reassignment . . . . . 147
  - 422.725 Demotion . . . . . 147
  - 422.726 Voluntary Reduction . . . . . 147
  - 422.727 Management Action Reduction . . . . . 147
- 422.73 Step Increases . . . . . 147
  - 422.731 Eligibility Requirements . . . . . 147
  - 422.732 Creditable Service . . . . . 147
  - 422.733 Leave Without Pay . . . . . 147
  - 422.734 Simultaneous Personnel Actions . . . . . 147
- 422.74 Higher Level Assignments . . . . . 148
  - 422.741 Definitions . . . . . 148
  - 422.742 Written Management Order . . . . . 148
  - 422.743 Rate of Pay . . . . . 148
  - 422.744 Adjustments and Increases . . . . . 148
  - 422.745 Benefits . . . . . 148
- 422.75 Dual (Multiple) Employment . . . . . 148
- 422.76 Change From Rural Carrier Schedules . . . . . 148
- 422.8 Postal Police Officers Schedule . . . . . 148
  - 422.81 Salary System . . . . . 148
    - 422.811 Salary Schedule . . . . . 148
    - 422.812 Basis of Rates . . . . . 148
    - 422.813 Cost-of-Living Adjustment . . . . . 148
    - 422.814 Setting Wages . . . . . 148
    - 422.815 Employee Classifications . . . . . 148
  - 422.82 Change Action Pay Rules . . . . . 148
    - 422.821 Career Appointment . . . . . 148
    - 422.822 Additional Appointment . . . . . 149
    - 422.823 Promotion . . . . . 149
    - 422.824 Reassignment . . . . . 150
    - 422.825 Reduction in Grade . . . . . 150
  - 422.83 Step Increases . . . . . 150
    - 422.831 Eligibility and Procedure . . . . . 150
    - 422.832 Creditable Service . . . . . 152

422.833	Leave Without Pay .....	152
422.834	Simultaneous Personnel Actions .....	152
422.84	Higher Level Assignments .....	152
422.841	Definitions .....	152
422.842	Written Management Order .....	153
422.843	Rate of Pay .....	153
422.844	Adjustments and Increases .....	153
422.845	Benefits .....	153
422.85	Dual (Multiple) Employment .....	153
422.86	Change From Rural Carrier Schedules .....	153
422.9	Tool and Die Shop Schedule .....	153
422.91	Salary System .....	153
422.911	Salary Schedule .....	153
422.912	Basis of Rates .....	153
422.913	Cost of Living Adjustment .....	153
422.914	Setting Wages .....	153
422.915	Employee Classifications .....	153
422.92	Change Action Pay Rules .....	153
422.921	Career Appointment .....	153
422.922	Additional Appointment .....	154
422.923	Promotion .....	154
422.924	Reassignment .....	155
422.925	Reduction in Grade .....	155
422.93	Step Increase .....	155
422.94	Temporary Assignments .....	155
422.941	Lower Level Assignments .....	155
422.942	Higher Level Assignments .....	155
422.95	Dual (Multiple) Employment .....	155
422.96	Change From Rural Carrier Schedule .....	155
430	Basic and Special Pay Provisions .....	157
431	Scope .....	157
432	General Definitions and Provisions .....	157
432.1	Employee Classifications .....	157
432.11	Regular Work Force .....	157
432.111	Bargaining Unit Employees .....	157
432.112	Nonbargaining Unit Employees .....	158
432.12	Supplemental Work Force .....	158
432.13	Transitional Work Force .....	159
432.2	Rates of Pay .....	159
432.21	Basic Rate .....	159
432.22	Regular Rate .....	160

- 432.23 Rounding of Rates ..... 160
- 432.3 Work Schedules and Overtime Limits ..... 160
  - 432.31 Basic Work Week ..... 160
  - 432.32 Maximum Hours Allowed ..... 160
  - 432.33 Mealtime ..... 160
  - 432.34 Postmasters ..... 160
- 432.4 Service Periods ..... 161
  - 432.41 Pay Period ..... 161
  - 432.42 Service Week ..... 161
  - 432.43 Service Day ..... 161
  - 432.44 FLSA Workweek ..... 161
  - 432.45 Work Assignments ..... 161
  - 432.46 Five-Minute Leeway Rule ..... 162
    - 432.461 Explanation ..... 162
    - 432.462 Applicability ..... 162
    - 432.463 Adjustment ..... 162
    - 432.464 Special Cases ..... 162
    - 432.465 Exception ..... 163
- 432.5 Work Credit ..... 163
  - 432.51 FLSA-Exempt Postmasters ..... 163
  - 432.52 Full-Time and Part-Time Employees ..... 163
  - 432.53 City Letter Carriers (7:01 Rule) ..... 163
  - 432.54 Rural Carriers ..... 163
- 432.6 Guaranteed Time ..... 163
  - 432.61 Explanation ..... 163
  - 432.62 Eligibility ..... 164
  - 432.63 Pay Computation ..... 165
- 432.7 Time Worked ..... 165
  - 432.71 Control ..... 165
    - 432.711 Disallowed Time ..... 165
    - 432.712 Allowed Time ..... 166
  - 432.72 Medical Release Time ..... 166
- 432.8 Compensation Due Deceased Employee ..... 166
  - 432.81 Definition ..... 166
  - 432.82 Recipient of Unpaid Compensation or Money Due ..... 167
    - 432.821 Order ..... 167
    - 432.822 Missing Beneficiaries ..... 167
- 433 Straight Time Pay ..... 167
  - 433.1 Definition ..... 167
  - 433.2 Full-Time Employees ..... 167
  - 433.3 Part-Time Employees ..... 168

433.4	Casual and Temporary Employees .....	168
433.5	Reemployed Annuitant .....	168
433.6	EAS A–E Postmasters .....	168
434	Overtime and Premium Pay .....	168
434.1	Overtime .....	168
434.11	General .....	168
434.12	Definitions .....	169
434.13	Types of Compensation .....	169
434.131	Postal Overtime .....	169
434.132	FLSA Overtime .....	169
434.133	Penalty Overtime .....	169
434.134	FLSA-Exempt EAS Additional Pay .....	170
434.14	Eligibility and Coverage .....	170
434.141	Eligible for Overtime Pay .....	170
434.142	Multiple Eligibility .....	173
434.143	Assignment of FLSA-Exempt and Nonexempt Work .....	173
434.144	Eligible for FLSA-Exempt EAS Additional Pay .....	173
434.2	Night Differential .....	173
434.21	Policy .....	173
434.22	Eligibility .....	174
434.221	Eligibility for Night Differential .....	174
434.222	Exempt Employees .....	175
434.23	Pay Computation .....	175
434.3	Sunday Premium .....	175
434.31	Policy .....	175
434.32	Eligibility .....	175
434.33	Leave .....	177
434.34	Pay Computation .....	177
434.4	Holiday Leave Pay .....	177
434.41	Policy .....	177
434.411	Holidays Observed .....	177
434.412	Application .....	178
434.42	Eligibility .....	178
434.421	Eligibility for Holiday Leave Pay .....	178
434.422	Eligibility for Annual Leave in Lieu of Holiday Leave Pay .....	179
434.43	Pay Computation for Holiday Leave Pay .....	179
434.5	Holiday-Worked Pay .....	180
434.51	Policy .....	180
434.52	Eligibility .....	180
434.53	Pay Computation .....	181

- 434.6 Out-of-Schedule Premium ..... 182
  - 434.61 Policy ..... 182
    - 434.611 General ..... 182
    - 434.612 Timely Notice ..... 182
    - 434.613 Application ..... 182
    - 434.614 Examples ..... 182
  - 434.62 Eligibility ..... 183
    - 434.621 Eligibility for Out-of-Schedule Premium ..... 183
    - 434.622 Exceptions ..... 183
  - 434.63 Pay Computation ..... 185
- 434.7 Nonbargaining Rescheduling Premium ..... 185
  - 434.71 Policy ..... 185
  - 434.72 Eligibility ..... 185
  - 434.73 Pay Computation ..... 185
- 434.8 Pyramiding of Premiums ..... 185
- 435 Severance Pay ..... 187
  - 435.1 Eligibility ..... 187
  - 435.2 Computing Severance Fund ..... 187
    - 435.21 Limitation ..... 187
    - 435.22 Creditable Service ..... 187
    - 435.23 Paid Allowances ..... 187
    - 435.24 Allowance to Age Over Forty ..... 188
  - 435.3 Pay Rate and Duration ..... 188
    - 435.31 Form 50 Information ..... 188
    - 435.32 Amount and Intervals ..... 188
  - 435.4 Effect of Reemployment ..... 188
    - 435.41 Permanent Employment ..... 188
    - 435.42 Temporary Employment ..... 188
- 436 Back Pay ..... 189
  - 436.1 Corrective Entitlement ..... 189
  - 436.2 Limitations ..... 189
  - 436.3 Corrective Action ..... 190
  - 436.4 Documents in Support of Claim ..... 190
    - 436.41 Statements by Local Official ..... 190
    - 436.42 Statements by Employee ..... 190
    - 436.43 Life Insurance Coverage ..... 192
  - 436.5 Erroneous Separation for Retirement ..... 192
    - 436.51 Explanation ..... 192
    - 436.52 Corrective Action ..... 193
  - 436.6 Interest on Back Pay ..... 193
    - 436.61 Purpose ..... 193

436.62	Availability of Interest .....	193
436.63	Determination of Rate of Interest .....	194
436.64	Responsibility .....	196
437	Waiver of Claims for Erroneous Payment of Pay .....	196
437.1	Purpose .....	196
437.2	Definitions .....	196
437.3	Submission of Request .....	197
437.31	Expiration Date .....	197
437.32	Form 3074 .....	197
437.4	Review by Installation Head .....	197
437.5	Review by Human Resources .....	198
437.6	Action by Eagan Accounting Service Center .....	198
437.7	Appeal of Disallowed Request .....	198
437.71	Appeal Procedure .....	198
437.72	Final Decision .....	198
438	Pay During Travel or Training .....	199
438.1	Pay During Travel .....	199
438.11	Definitions .....	199
438.12	Commuting To and From Work .....	199
438.121	Regular Commuting .....	199
438.122	Commuting to a Different Worksite .....	199
438.123	Commuting With a Break in Duty Status .....	199
438.13	Types of Compensable Travel Time .....	199
438.131	General .....	199
438.132	Travel From Job Site to Job Site .....	200
438.133	One-Day Assignment Outside the Local Commuting Area .....	200
438.134	Travel Away From Home Overnight .....	201
438.14	Special Travel Provisions .....	201
438.141	Use of Private Automobile for Personal Convenience .....	201
438.142	Required Use of an Automobile .....	201
438.143	Work Performed While Traveling .....	202
438.15	Compensation Provisions .....	202
438.16	Effect on Other Travel Reimbursement .....	202
438.2	Pay During Training .....	202
438.21	General .....	202
438.22	Specific Rules on Compensation for Training Time .....	203
438.221	General .....	203
438.222	Training During Established Hours of Service .....	203
438.223	Training Outside Established Hours of Service .....	203
438.23	Special Training Provisions .....	203
438.24	Compensation Provisions .....	204

- 439 Territorial Cost-of-Living Allowance (TCOLA) ..... 204
  - 439.1 Eligibility and Pay Factors ..... 204
    - 439.11 Eligibility ..... 204
    - 439.12 Pay Factors ..... 204
  - 439.2 Allowance Categories ..... 205
- 440 Fair Labor Standards Act Administration ..... 207
  - 441 Overview ..... 207
    - 441.1 Federal Statute ..... 207
    - 441.2 Enforcement ..... 207
  - 442 Postal Service Coverage ..... 207
    - 442.1 Effective Date ..... 207
    - 442.2 Exclusions ..... 207
    - 442.3 FLSA Poster ..... 207
  - 443 Equal Pay Provisions ..... 207
    - 443.1 Sex Discrimination Policy ..... 207
    - 443.2 Justified Wage Differentials ..... 208
    - 443.3 Labor Organization Intervention ..... 208
    - 443.4 Postal Service Coverage ..... 208
  - 444 Overtime Pay ..... 208
    - 444.1 Policy ..... 208
    - 444.2 Explanation of Terms ..... 208
      - 444.21 Regular Rate ..... 208
        - 444.211 Definition ..... 208
        - 444.212 Inclusions ..... 208
        - 444.213 Exclusions ..... 209
        - 444.214 Exclusions Not Creditable ..... 209
        - 444.215 Dual Employment Rate ..... 209
      - 444.22 Actual Work ..... 209
        - 444.221 Definition ..... 209
        - 444.222 Exclusions ..... 209
        - 444.223 Unauthorized Time ..... 210
      - 444.23 FLSA Work Week (see 432.42 for Service Week) ..... 210
        - 444.231 Explanation ..... 210
        - 444.232 Permanent Change ..... 210
        - 444.233 Full-Time Employees ..... 210
        - 444.234 Part-Time Employees ..... 211
    - 444.3 Exemptions ..... 211
      - 444.31 Policy ..... 211
        - 444.311 General ..... 211
        - 444.312 Postal Service Administration ..... 211
        - 444.313 Dual Assignments ..... 212

444.32	Exempt Positions .....	212
444.321	Executive Employee .....	212
444.322	Administrative Employee .....	213
444.323	Professional Employee .....	213
444.324	Pay on a Salary Basis .....	214
445	Rural Letter Carrier Compensation .....	214
445.1	Regular Rural Carriers .....	214
445.11	Guaranteed Annual Wage .....	214
445.12	Base Rate of Pay .....	214
445.2	Other Rural Carriers .....	214
446	Compliance Investigations .....	215
446.1	DOL On-Site Visit .....	215
446.2	DOL Findings .....	215
446.3	Postal Service Actions .....	215
450	Collection of Postal Debts From Nonbargaining Unit Employees .....	217
451	General .....	217
451.1	Scope .....	217
451.2	Representation .....	217
451.3	Debts Due Other Federal Agencies .....	217
451.4	Definitions .....	217
451.5	Time Computation .....	218
451.6	Effect of Waiver Request .....	218
451.7	Service of Notice, Delivery of Records .....	218
452	Procedures Governing Administrative Salary Offsets .....	219
452.1	Determination and Collection of Debt .....	219
452.11	Establishment of Accounts Receivable .....	219
452.12	Collection by Postmaster or Installation Head .....	219
452.2	Voluntary Repayment Procedures .....	219
452.21	General .....	219
452.22	Notice to Employee .....	219
452.23	Employee Response to Notice .....	224
452.231	Request for Copies of Postal Records .....	224
452.232	Payment in Full .....	224
452.233	Consent to Salary Offsets .....	224
452.234	Request for Consideration of Alternative Offset Schedule .....	226
452.235	Request for Reconsideration of Debt .....	227
452.24	Action Following Reconsideration of Debt and/or Offset Schedule .....	227
452.241	Consideration and Response .....	227
452.242	Reconsideration of Debt .....	227
452.243	Consideration of Alternative Offset Schedule .....	228

- 452.25 Voluntary Repayment Following Reconsideration ..... 228
  - 452.251 Payment in Full ..... 228
  - 452.252 Consent to Salary Offsets ..... 228
- 452.26 Failure to Resolve or Repay Debt ..... 229
- 452.3 Statutory Offset Procedures ..... 229
  - 452.31 Authority ..... 229
  - 452.32 Notifying the Employee ..... 229
    - 452.321 Notice ..... 229
    - 452.322 Contents ..... 229
  - 452.33 Procedures Governing the Exercise of Employee Rights ..... 238
    - 452.331 Employee Options ..... 238
    - 452.332 Requests for Postal Records ..... 238
    - 452.333 Payment in Full ..... 238
    - 452.334 Consent to Salary Offsets ..... 238
    - 452.335 Alternative Offset Schedule ..... 239
    - 452.336 Debt Collection Hearing ..... 240
  - 452.34 Employee Failure to Respond ..... 240
- 452.4 Exceptions to Procedures Found in Sections 452.2 and 452.3 ..... 241
- 453 Court Judgment Salary Offsets ..... 241
  - 453.1 Authority ..... 241
  - 453.2 Applicable Collection Procedures ..... 241
    - 453.21 Notice ..... 241
    - 453.22 Implementing Offsets ..... 243
- 454 Multiple Offsets ..... 243
  - 454.1 Administrative Salary Offsets ..... 243
  - 454.2 Court Judgment Salary Offsets ..... 243
  - 454.3 Administrative and Court Judgment Salary Offsets ..... 243
  - 454.4 Priority of Postal Service Indebtedness ..... 244
  - 454.5 Garnishments ..... 244
- 455 Action Upon Transfer or Separation ..... 244
  - 455.1 Withholdings From Any Amount Due ..... 244
  - 455.2 Transfer to Another Federal Agency ..... 244
  - 455.3 Collection of Debt Upon Separation ..... 245
- 460 Collection of Postal Debts From Bargaining Unit Employees ..... 247
  - 461 General ..... 247
    - 461.1 Scope ..... 247
    - 461.2 Debts Due Other Federal Agencies ..... 247
    - 461.3 Definitions ..... 247
    - 461.4 Effect of Waiver Request ..... 247

462	Procedures Governing Administrative Salary Offsets .....	247
462.1	Determination and Collection of Debt .....	247
462.11	Establishment of Accounts Receivable .....	247
462.12	Collection by Postmaster or Installation Head .....	248
462.2	Applicable Collection Procedures .....	248
462.21	Right to Grieve Letters of Demand .....	248
462.22	Right to Petition for Hearing .....	248
462.3	Statutory Offset Procedures .....	249
462.31	Authority .....	249
462.32	Initiation of Statutory Offset Procedure .....	249
462.33	Hearing Officials Under 39 CFR Part 961 .....	250
462.34	Limit of Right to Petition for Hearing .....	250
462.4	Collection of Debt .....	250
462.41	Stay of Collection of Debt .....	250
462.42	Limit on Amount of Salary Offset to Collect Debt .....	250
462.5	Implementing Offsets .....	250
463	Court Judgment Salary Offsets .....	250
463.1	Authority .....	250
463.2	Applicable Collection Procedures .....	251
463.21	General .....	251
463.22	Notice .....	251
463.23	Implementing Offsets .....	251
464	Multiple Offsets .....	251
464.1	Administrative Salary Offsets .....	251
464.2	Court Judgment Salary Offsets .....	252
464.3	Administrative and Court Judgment Salary Offsets .....	252
464.4	Priority of Postal Service Indebtedness .....	252
464.5	Garnishments .....	252
465	Action Upon Transfer or Separation .....	253
465.1	Withholdings From Any Amount Due .....	253
465.2	Transfer to Another Federal Agency .....	253
465.3	Collection of Debt Upon Separation .....	253
470	Recognition and Awards .....	255
471	Overview .....	255
471.1	Policy .....	255
471.2	Management Control .....	256
471.3	Awards .....	256
471.31	Noncash .....	256
471.32	Cash and Cash Equivalent .....	256
471.4	Budgeting Considerations .....	256
471.5	Privacy Act Considerations .....	256

- 471.6 Presentation Ceremonies ..... 257
- 471.7 Documenting Awards ..... 257
- 472 Certificate of Appreciation ..... 257
  - 472.1 Overview ..... 257
  - 472.2 Purpose ..... 257
  - 472.3 Description ..... 257
  - 472.4 Eligibility ..... 257
  - 472.5 Basis ..... 257
  - 472.6 Responsibility ..... 258
    - 472.61 Headquarters and Headquarters-Related Units ..... 258
    - 472.62 Areas, Districts, and Plants ..... 258
  - 472.7 Approval Authority ..... 258
    - 472.71 Headquarters and Headquarters-Related Units ..... 258
    - 472.72 Areas ..... 258
    - 472.73 Field ..... 258
  - 472.8 Ordering Certificates ..... 258
  - 472.9 Presenting Awards ..... 259
- 473 Service Awards ..... 259
  - 473.1 Overview ..... 259
  - 473.2 Service Award Pin ..... 259
    - 473.21 Description ..... 259
    - 473.22 Basis ..... 259
    - 473.23 Responsibility ..... 260
      - 473.231 Headquarters ..... 260
      - 473.232 Areas ..... 260
      - 473.233 Districts and Plants ..... 260
      - 473.234 Inspection Service ..... 260
    - 473.24 Providing Lists of Eligible Employees ..... 260
    - 473.25 Ordering Pins ..... 260
    - 473.26 Preparing Letters of Appreciation ..... 261
    - 473.27 Presenting Awards ..... 261
  - 473.3 Service Award Certificate ..... 264
    - 473.31 Description ..... 264
    - 473.32 Basis ..... 264
      - 473.321 Retirement ..... 264
      - 473.322 Death ..... 264
    - 473.33 Responsibility ..... 264
      - 473.331 Headquarters ..... 264
      - 473.332 Areas ..... 264
      - 473.333 Field ..... 264
    - 473.34 Ordering Certificates ..... 265

473.35	Preparing Letters of Appreciation .....	265
473.351	Retiring Employees .....	265
473.352	Deceased Employees .....	265
473.36	Presenting Awards .....	265
473.361	Retirement Award Certificates .....	265
473.362	Posthumous Award Certificates .....	265
473.4	Benjamin Franklin Award .....	268
473.41	Description .....	268
473.42	Eligibility .....	268
473.43	Basis .....	268
473.44	Approval Authority .....	268
474	Informal Award .....	268
474.1	Overview .....	268
474.2	Purpose .....	268
474.3	Description .....	268
474.4	Eligibility .....	269
474.5	Basis .....	269
474.6	Approval Authority .....	269
475	Formal Awards .....	269
475.1	Overview .....	269
475.2	Spot Award .....	269
475.21	Purpose .....	269
475.22	Description .....	269
475.23	Eligibility .....	270
475.24	Basis .....	270
475.25	Approval Authority .....	270
475.251	Headquarters and Headquarters-Related Units .....	270
475.252	Areas .....	270
475.253	Field .....	270
475.26	Recommending an Award .....	270
475.27	Evaluating and Approving the Award .....	271
475.28	Processing the Award .....	271
475.29	Ordering Certificates .....	271
475.3	Quality Step Increase Award .....	271
475.31	Description .....	271
475.32	Eligibility .....	271
475.33	Basis .....	271
475.34	Comparisons .....	272
475.341	Comparison to Regular Within-Grade Increases .....	272
475.342	Comparison to Spot Awards .....	272

- 475.35 Approval Authority . . . . . 273
  - 475.351 Headquarters and Headquarters-Related Units . . . . . 273
  - 475.352 Areas, Districts, and Plants . . . . . 273
- 475.36 Recommending an Award . . . . . 273
- 475.37 Initiating Documentation . . . . . 273
- 475.38 Initiating a Personnel Action . . . . . 273
- 476 Special Awards . . . . . 273
  - 476.1 Overview . . . . . 273
  - 476.2 Team Award . . . . . 274
    - 476.21 Purpose . . . . . 274
    - 476.22 Description . . . . . 274
    - 476.23 Eligibility . . . . . 274
    - 476.24 Award Limits Ceilings . . . . . 274
    - 476.25 Approval Authority . . . . . 274
    - 476.26 Processing the Award . . . . . 274
  - 476.3 Vice President Award . . . . . 274
    - 476.31 Purpose . . . . . 274
    - 476.32 Description . . . . . 274
    - 476.33 Eligibility . . . . . 275
    - 476.34 Approval Authority . . . . . 275
    - 476.35 Processing the Award . . . . . 275
  - 476.4 Postmaster General Award . . . . . 275
    - 476.41 Purpose . . . . . 275
    - 476.42 Description . . . . . 275
    - 476.43 Eligibility . . . . . 275
    - 476.44 Approval . . . . . 275
    - 476.45 Processing the Award . . . . . 275

**5 Employee Benefits . . . . . 277**

- 510 Leave . . . . . 277
  - 511 General . . . . . 277
    - 511.1 Administration Policy . . . . . 277
    - 511.2 Responsibilities . . . . . 277
      - 511.21 Postal Officials . . . . . 277
      - 511.22 Eagan Accounting Service Center . . . . . 277
      - 511.23 Postal Employees . . . . . 277
    - 511.3 Eligibility . . . . . 278
      - 511.31 Covered . . . . . 278
      - 511.32 Not Covered . . . . . 278

511.4	Unscheduled Absence	278
511.41	Definition	278
511.42	Management Responsibilities	278
511.43	Employee Responsibilities	278
512	Annual Leave	278
512.1	General	278
512.11	Purpose	278
512.12	Definitions	279
512.2	Determining Annual Leave Category	279
512.21	General Policy	279
512.22	Federal Civilian Service Counted	279
512.221	Service in the Postal Service	279
512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	279
512.23	Military Service Counted	280
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	280
512.232	Service of an Employee Eligible for Military Retirement Annuity	280
512.24	Service Not Counted	288
512.3	Accrual and Crediting	288
512.31	Employee Categories	288
512.311	Full-Time Employees	288
512.312	Part-Time Employees	289
512.313	Appointees	291
512.32	Maximum Carryover	292
512.321	Maximum Carryover Amounts	292
512.322	Nonbargaining Unit to Bargaining Unit	292
512.4	Authorizing Annual Leave	292
512.41	Requests for Annual Leave	292
512.411	General	292
512.412	Emergencies	292
512.42	PS Form 3971 Request for or Notification of Absence	293
512.421	Purpose	293
512.422	Approval or Disapproval	293
512.423	Retention and Disposal Period	293
512.43	Insufficient Leave Balance	293
512.5	Leave Charge Information	293
512.51	Full-Time Employees	293
512.511	Minimum Unit Charge	293
512.512	Holidays	294
512.513	Leave for Postmasters and Installation Heads	294
512.514	Rural Carriers (Regular and Substitute)	294

- 512.52 Part-Time Employees ..... 294
  - 512.521 Minimum Unit Charge ..... 294
  - 512.522 Part-Time Regular ..... 294
  - 512.523 Part-Time Flexible ..... 294
  - 512.524 A-E Postmasters ..... 295
- 512.53 Regular Rural Carriers ..... 295
  - 512.531 General ..... 295
  - 512.532 Saturday Absences ..... 295
- 512.54 Triweekly Rural Carriers ..... 296
  - 512.541 Week’s Absence ..... 296
  - 512.542 Absences Less Than a Week ..... 296
  - 512.543 Leave Carryover ..... 296
- 512.55 Leave Replacements for Rural Carriers ..... 296
  - 512.551 General ..... 296
  - 512.552 Ninety-Day Qualifying Period ..... 296
  - 512.553 Lump Sum Payment ..... 296
- 512.56 Auxiliary Rural Carriers ..... 297
- 512.6 Vacation Planning and Special Programs ..... 297
  - 512.61 Bargaining Unit Employees Vacation Planning ..... 297
  - 512.62 Nonbargaining Unit Employees Vacation Planning ..... 297
  - 512.63 Annual Leave Exchange ..... 297
    - 512.631 General ..... 297
    - 512.632 Bargaining Unit Annual Leave Exchange ..... 297
    - 512.633 Nonbargaining Unit Annual Leave Exchange ..... 297
    - 512.634 Processing Annual Leave Exchange Options ..... 298
  - 512.64 Annual Leave Sharing ..... 298
- 512.7 Separation Adjustments ..... 298
  - 512.71 Terminal Leave Worksheet ..... 298
  - 512.72 Collection for Unearned Leave ..... 298
    - 512.721 Refund ..... 298
    - 512.722 Exception ..... 298
  - 512.73 Payment for Accumulated Leave ..... 298
- 512.8 Transfers ..... 299
  - 512.81 Transfer Without a Break in Service ..... 299
    - 512.811 From the Postal Service to a Federal Agency ..... 299
    - 512.812 From a Federal Agency to the Postal Service ..... 300
  - 512.82 Transfer With a Break in Service ..... 300
- 512.9 Recrediting Annual Leave ..... 300
  - 512.91 Policy ..... 300
  - 512.92 Procedures ..... 300
    - 512.921 Leave Earned in Prior Service in the Postal Service ..... 300

512.922	Leave Earned at Another Agency .....	301
512.923	Leave Buy-Back — OWCP .....	301
513	Sick Leave .....	301
513.1	Purpose .....	301
513.2	Accrual and Crediting .....	302
513.21	Accrual Chart .....	302
513.22	Crediting .....	302
513.221	General .....	302
513.222	Part-Time Employees .....	302
513.223	Leave Replacements for Rural Carriers .....	302
513.224	Auxiliary Rural Carriers .....	302
513.225	Substitute Rural Carriers in Dual Appointment .....	302
513.226	Leave Credit Adjustment for LWOP .....	302
513.3	Authorizing Sick Leave .....	302
513.31	Policy .....	302
513.311	General .....	302
513.312	Restriction .....	303
513.32	Conditions for Authorization .....	303
513.33	Requests for Sick Leave .....	304
513.331	General .....	304
513.332	Unexpected Illness or Injury .....	304
513.34	PS Form 3971, Request for or Notification of Absence .....	304
513.341	General .....	304
513.342	Approval or Disapproval .....	304
513.35	Postmaster Absences .....	304
513.36	Sick Leave Documentation Requirements .....	305
513.361	Three Days or Less .....	305
513.362	Over Three Days .....	305
513.363	Extended Periods .....	305
513.364	Medical Documentation or Other Acceptable Evidence .....	305
513.365	Failure to Furnish Required Documentation .....	305
513.37	Return to Duty .....	305
513.38	Performance Ability Questioned .....	305
513.39	Restricted Sick Leave .....	306
513.391	Reasons for Restriction .....	306
513.392	Notice and Listing .....	306
513.393	Recision of Restriction .....	306
513.4	Charging Sick Leave .....	306
513.41	Full-Time Employees .....	306
513.411	General .....	306
513.412	Minimum Unit Charge .....	307

- 513.413 Special Situations ..... 307
- 513.42 Part-Time Employees ..... 307
  - 513.421 General ..... 307
  - 513.422 Minimum Unit Charge ..... 308
- 513.5 Advanced Sick Leave ..... 308
  - 513.51 Policy ..... 308
    - 513.511 May Not Exceed Thirty Days ..... 308
    - 513.512 Medical Document Required ..... 308
  - 513.52 Administration ..... 308
    - 513.521 Installation Heads' Approval ..... 308
    - 513.522 Forms Forwarded ..... 308
  - 513.53 Additional Sick Leave ..... 308
    - 513.531 Thirty-Day Maximum ..... 308
    - 513.532 Liquidating Advanced Sick Leave ..... 309
- 513.6 Leave Charge Adjustments ..... 309
  - 513.61 Insufficient Sick Leave ..... 309
  - 513.62 Insufficient Sick and Annual Leave ..... 309
  - 513.63 Disapproved Sick Leave ..... 309
  - 513.64 Absence Without Leave ..... 309
  - 513.65 Annual Leave Changed to Sick Leave ..... 309
- 513.7 Transfer or Reemployment ..... 309
  - 513.71 Transfer ..... 309
    - 513.711 Crediting ..... 309
    - 513.712 Recrediting ..... 309
  - 513.72 Reemployment ..... 310
  - 513.73 Reemployment — OWCP ..... 310
- 513.8 Retirements or Separations ..... 310
  - 513.81 General ..... 310
  - 513.82 Retirement ..... 310
    - 513.821 Credit for Sick Leave ..... 310
    - 513.822 Disability Retirement ..... 310
  - 513.83 Separation by Death ..... 311
- 513.9 Collection for Unearned Sick Leave ..... 311
- 514 Leave Without Pay ..... 311
  - 514.1 Definitions ..... 311
  - 514.2 Policy ..... 311
    - 514.21 Restriction ..... 311
    - 514.22 Administrative Discretion ..... 311
    - 514.23 Condition ..... 312
    - 514.24 Leave Credit Adjustment ..... 312
    - 514.25 Other Employment ..... 312

514.3	Authority to Approve .....	312
514.31	Installation Head .....	312
514.32	District Managers .....	312
514.4	Acceptable Reasons and Instructions .....	312
514.5	Forms Required .....	315
514.51	PS Form 3971 .....	315
514.52	PS Form 50 .....	315
515	Absence for Family Care or Serious Health Condition of Employee .....	315
515.1	Purpose .....	315
515.2	Definitions .....	315
515.3	Eligibility .....	317
515.4	Leave Requirements .....	317
515.41	Conditions .....	317
515.42	Leave Type .....	317
515.43	Authorized Hours .....	317
515.5	Documentation .....	318
515.51	General .....	318
515.52	New Son or Daughter .....	318
515.53	Care of Others for Medical Reasons .....	318
515.54	Additional Medical Opinions .....	318
515.55	Employee Incapacitation .....	319
515.56	Return to Work After Employee Incapacitation .....	319
515.6	Intermittent Leave or Reduced Schedule .....	319
515.61	New Son or Daughter .....	319
515.62	Care of Others for Medical Reasons or Employee Incapacitation .....	319
515.63	Temporary Change in Duty Assignment .....	319
515.64	Fair Labor Standards Act Status .....	320
515.7	Return to Position .....	320
515.8	Benefits .....	320
515.9	Family Leave Poster .....	320
516	Absences for Court-Related Service .....	320
516.1	General .....	320
516.11	Determining Nature of Court-Related Service .....	320
516.12	Explanation of Terms .....	322
516.2	Court Leave .....	322
516.21	Definition .....	322
516.22	Eligibility .....	322
516.23	Recording Court Leave .....	322
516.3	Conditions Affecting Court-Related Service .....	323
516.31	Employee on Annual Leave .....	323
516.32	Combination of Court Leave and Postal Duty .....	323

516.33	Accommodation of Employees Called for Court Service .....	323
516.4	Fees .....	324
516.41	General .....	324
516.42	Court Service Outside of Regular Working Hours or Regular Working Days ...	324
516.43	Holidays .....	325
516.44	Annual Leave or LWOP .....	325
516.45	Recording and Reporting of Fees .....	325
516.5	Official Duty .....	325
516.51	Definition .....	325
516.52	Compensation .....	325
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party .....	326
517	Paid Military Leave .....	326
517.1	General .....	326
517.11	Postal Service Support .....	326
517.12	Definition .....	326
517.13	Types of Duty .....	326
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard .....	326
517.132	Duty Covered for Members of the D.C. National Guard .....	326
517.133	Duty Not Covered .....	326
517.2	Eligibility .....	327
517.21	Eligible Employees .....	327
517.22	Ineligible Employees .....	327
517.3	Procedures .....	327
517.31	Approval .....	327
517.32	Use of Mixed Leave .....	328
517.33	Use of Leave Intermittently .....	328
517.34	Return From Duty .....	328
517.4	Military Leave Allowances .....	328
517.41	General Allowance .....	328
517.42	Previous Service .....	328
517.43	Law Enforcement Allowance .....	329
517.431	State or Jurisdiction Duty .....	329
517.432	Allowance for Federal Duty .....	329
517.5	Leave Charge Information .....	329
517.51	Pay Status Requirement .....	329
517.52	Minimum Units .....	329
517.53	Continuance of Night Differential Pay .....	330
517.54	Absence Beyond the General Military Leave Allowance .....	330
517.541	Training Periods .....	330
517.542	Choice of Annual Leave or LWOP .....	330

517.6	Conflict With Work Schedule	330
517.61	Employee Alternatives	330
517.62	Administrative Policy	330
517.621	Reassignments	330
517.622	Rescheduling	330
517.7	Records Control	331
517.71	PS Form 3973	331
517.72	General Paid Military Leave	331
517.73	Paid Military Leave for Law Enforcement	331
518	Holiday Leave	332
518.1	Observed Holidays	332
518.2	Holidays on Nonscheduled Workdays	332
518.21	Saturday	332
518.22	Sunday	332
518.23	Nonscheduled Workday	332
518.3	Holidays on Scheduled Workdays	332
518.4	Eligibility for Holiday Pay	332
518.5	Provisions for Rural Carriers and Substitutes	333
518.51	Rural Carriers	333
518.52	Substitute Rural Carriers	333
518.6	Provisions for Postmasters	333
519	Administrative Leave	333
519.1	Definition	333
519.2	Special Conditions	333
519.21	Acts of God	333
519.211	General	333
519.212	Authorizing Administrative Leave for Acts of God	333
519.213	Determining the Cause of Absence	334
519.214	Early Dismissal Due to Acts of God	334
519.215	Employees Prevented From Reporting	334
519.216	Employees on Annual Leave, Sick Leave, or LWOP	334
519.217	Substitute Rural Carriers and Rural Carrier Associates	334
519.22	Civil Disorders	335
519.221	Decision to Curtail or Terminate Postal Operations	335
519.222	Civil Disorder Extends Beyond Three Days	335
519.223	Early Dismissal	335
519.224	Employees Prevented From Reporting	335
519.23	Relocation	335
519.231	Policy	335
519.232	Requirements	335
519.233	Notation on PS Form 50	336

- 519.234 Limitations ..... 336
- 519.24 Adverse Action Investigation and Decision ..... 336
- 519.3 Civil Participation ..... 336
  - 519.31 State and Local Civil Defense Programs ..... 336
    - 519.311 No Charge to Leave ..... 336
    - 519.312 Annual or LWOP ..... 336
    - 519.313 Availability for Civil Defense Assignment ..... 336
    - 519.314 Key Role Restriction ..... 337
    - 519.315 Statement Requirement ..... 337
  - 519.32 Voting or Registering to Vote ..... 337
    - 519.321 Policy ..... 337
    - 519.322 Administrative Determination ..... 337
    - 519.323 Voting ..... 337
    - 519.324 Registration ..... 338
    - 519.325 Restrictions ..... 338
  - 519.33 Funeral Services ..... 338
    - 519.331 Absence of Veterans to Attend Funeral Services ..... 338
    - 519.332 Funeral of Immediate Relatives Who Died in Combat Zone ..... 338
- 519.4 Medical Events ..... 338
  - 519.41 Blood Donations ..... 338
    - 519.411 Policy ..... 338
    - 519.412 Time Allowed ..... 339
    - 519.413 Restrictions ..... 339
    - 519.414 Facility Arrangements ..... 339
  - 519.42 Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations ..... 339
    - 519.421 Policy ..... 339
    - 519.422 Time Limitations ..... 339
  - 519.43 Physical Examination for Entry Into Armed Forces ..... 340
  - 519.44 First-Aid Examination and Treatment for On-the-Job Injury or Illness ..... 340
    - 519.441 Employee on Regular Tour ..... 340
    - 519.442 Employee in Overtime Status ..... 340
  - 519.45 Day of Death ..... 340
- 519.5 Special Events ..... 340
  - 519.51 Postal Service Invitation ..... 340
  - 519.52 Postmaster Organization Conventions ..... 341
    - 519.521 Conventions ..... 341
    - 519.522 Recording Leave at Time Card Offices ..... 341
    - 519.523 Travel or Per Diem ..... 341
- 519.6 Nonbargaining Unit Personal Absence ..... 342
  - 519.61 Definition ..... 342
  - 519.62 Policy ..... 342

519.63	Limitations and Exceptions .....	342
519.631	Full-Day Absences .....	342
519.632	Partial-Day Absences .....	342
519.633	Directed to Work .....	342
519.64	Administration .....	342
519.641	General .....	342
519.642	Approval .....	343
519.643	Full-Day Leave .....	343
519.65	Management Controls .....	343
519.651	Responsibility .....	343
519.652	Administration .....	343
520	Health Benefits Program .....	345
521	Administration and Eligibility .....	345
521.1	General .....	345
521.2	Eligible Employees .....	345
521.3	Employees Not Eligible .....	346
521.4	Family Member Eligibility .....	347
521.41	General .....	347
521.411	Responsibility of Employing Office .....	347
521.412	Family Members Eligible .....	347
521.42	Determining Family Membership Status of Children .....	347
521.421	Adopted Children .....	347
521.422	Stepchildren .....	348
521.423	Foster Children .....	348
521.424	Child's Temporary Absence on "Living-With" Requirement .....	349
521.425	Effect of Child's Marriage on Family Member Status .....	349
521.5	Relatives Not Eligible .....	349
521.6	Former Spouses .....	351
521.61	Eligibility Determination .....	351
521.611	Requirements .....	351
521.612	Office of Personnel Management Responsibility .....	351
521.613	Employing Office Responsibility .....	351
521.62	Documentation of Eligibility .....	352
521.621	Eligible for Coverage .....	352
521.622	Ineligible for Coverage .....	352
521.63	Request for Reconsideration .....	352
521.7	Temporary Continuation of Coverage .....	353
521.71	Eligibility .....	353
521.711	Eligible for Coverage .....	353
521.712	Ineligible for Coverage .....	354

- 521.72 Agency Responsibilities ..... 354
  - 521.721 Office of Personnel Management Responsibility ..... 354
  - 521.722 National Finance Center Responsibility ..... 354
  - 521.723 Employing Office Responsibility ..... 354
- 521.73 Time Limitations for Enrollment ..... 354
- 521.74 Length of Coverage ..... 355
- 521.75 Premiums ..... 355
- 522 Health Insurance Plans Available ..... 355
  - 522.1 Types of Participating Plans ..... 355
    - 522.11 Service Benefit Plan ..... 355
    - 522.12 Employee Organization Plans ..... 355
    - 522.13 Comprehensive Medical Plans ..... 356
  - 522.2 Description of Participating Plans ..... 356
- 523 Registration ..... 356
  - 523.1 Initial ..... 356
  - 523.2 Employee Declines to Enroll ..... 356
  - 523.3 Late Enrollment or Change in Enrollment ..... 357
    - 523.31 Accepting Late Enrollment ..... 357
    - 523.32 Causes Beyond Employee’s Control ..... 357
    - 523.33 Procedures for Documenting Late Enrollment ..... 357
    - 523.34 Effective Date of Late Enrollment ..... 358
      - 523.341 Belated FEHB Open Season Enrollment ..... 358
      - 523.342 Late Enrollment Other Than FEHB Open Season ..... 358
  - 523.4 Enrollment by Proxy ..... 358
  - 523.5 Enrollment in an Employee Organization Plan ..... 359
  - 523.6 Enrollment by a Former Spouse ..... 359
    - 523.61 Enrollment Form ..... 359
    - 523.62 Statement Signed by Former Spouse ..... 359
    - 523.63 Employing Office Records on Former Spouse ..... 361
      - 523.631 Establishing File ..... 361
      - 523.632 Contents of File ..... 361
      - 523.633 Access to File ..... 361
      - 523.634 Disposition of File ..... 362
- 524 Enrollment ..... 362
  - 524.1 Types of Enrollment ..... 362
    - 524.11 Self Only ..... 362
    - 524.12 Self and Family ..... 362
  - 524.2 Husband and Wife Both Eligible to Enroll ..... 363
  - 524.3 Dual Coverage Restriction ..... 363
    - 524.31 General ..... 363
    - 524.32 Procedures to Be Followed by Employing Office ..... 363

524.4	Correction of Erroneous Enrollment .....	363
524.5	Enrollment or Change in Enrollment .....	364
524.51	General .....	364
524.52	Events Permitting .....	364
524.521	New Appointment .....	364
524.522	Change in Employment Status .....	364
524.523	FEHB Open Season .....	364
524.524	Reemployment After Break in Service of More Than 3 Days .....	364
524.525	Return to Duty After 365 Days in Nonpay Status .....	364
524.526	Return From Military Service .....	365
524.527	Loss of Coverage Under Federal Programs .....	365
524.528	Eligible for Medicare .....	365
524.529	Change to Self Only .....	365
524.53	Family Changes Affecting Enrollment .....	366
524.531	Change in Marital Status .....	366
524.532	Change in Family Status .....	367
524.533	Change in Spouse's Employment Status .....	367
524.534	Employee Loses Coverage as Family Member .....	368
524.535	Loss of Coverage Under Parent's Nonfederal Plan .....	368
524.536	Loss of Dependent Coverage Under Spouse or Other Parent's Nonfederal Plan .....	369
524.537	Employee Reaches Age 19 .....	369
524.54	Family Changes Not Affecting Enrollment .....	369
524.541	General .....	369
524.542	Name Change .....	369
524.6	Effective Date of Enrollment or Enrollment Change .....	370
524.61	FEHB Open Season .....	370
524.611	New Enrollment .....	370
524.612	Change of Enrollment .....	370
524.62	Change to Self Only .....	370
524.63	Change to Self and Family to Provide Coverage to Child .....	370
524.64	All Other Enrollments or Changes in Enrollment .....	371
524.7	Termination of Enrollment .....	371
524.71	Cancellation by Employee .....	371
524.72	Discontinuance of Plan or Part .....	371
524.721	Because of Service Limitations .....	371
524.722	Because of Leave Without Pay .....	371
524.73	Membership Termination in Employee Organization .....	372
524.74	Effective Termination Dates of Employee Enrollment .....	372
524.75	Effective Termination Dates of Family Member Coverage .....	373

- 524.76 Temporary Extension of Coverage ..... 373
  - 524.761 For Enrolled Employee ..... 373
  - 524.762 For Family Member ..... 373
  - 524.763 For Confined Employee or Family Member ..... 373
- 524.77 Conversion Rights ..... 373
  - 524.771 Employee's and Family Member's Right to Convert ..... 373
  - 524.772 Employing Office Responsibility ..... 373
  - 524.773 Application for Conversion ..... 374
  - 524.774 Late Conversion ..... 374
  - 524.775 Effective Date of Conversion ..... 374
  - 524.776 Benefits and Costs of Conversion Contract ..... 374
- 524.78 Reinstatement of Enrollment After Conversion ..... 374
  - 524.781 Refund of Premiums ..... 374
  - 524.782 Adjustment of Difference in Benefits ..... 375
- 524.8 Cost of Enrollment ..... 375
  - 524.81 Postal Service Contribution ..... 375
  - 524.82 Employee Withholding ..... 375
  - 524.83 Pre-Tax and After-Tax Premiums ..... 375
    - 524.831 Tax Benefits ..... 375
    - 524.832 Career Employees ..... 376
    - 524.833 Certain Noncareer and Transitional Employees ..... 376
    - 524.834 Further Information ..... 376
  - 524.84 Health Benefits Schedule ..... 376
- 524.9 Enrollments for Former Spouses ..... 376
  - 524.91 Type of Enrollment ..... 376
  - 524.92 Effective Date of Enrollment ..... 377
    - 524.921 New Enrollment ..... 377
    - 524.922 Change in Enrollment ..... 377
  - 524.93 Payment of Premiums ..... 377
  - 524.94 Opportunities to Change Enrollment ..... 377
    - 524.941 Change to Self Only ..... 377
    - 524.942 FEHB Open Season ..... 377
    - 524.943 Other Events That Permit Changes in Enrollment ..... 377
  - 524.95 Cancellation of Enrollment ..... 378
  - 524.96 Termination of Enrollment ..... 378
    - 524.961 Events Terminating Coverage ..... 378
    - 524.962 Temporary Extension of Coverage ..... 379
    - 524.963 Termination Due to Failure to Pay Premiums ..... 379
    - 524.964 Termination of Coverage for Family Members ..... 379
    - 524.965 Former Spouse Responsibility ..... 379
    - 524.966 National Finance Center Responsibility ..... 379

525	Special Circumstances Affecting Health Insurance Coverage .....	380
525.1	Office of Workers' Compensation Programs .....	380
525.11	Requirements to Continue Enrollment .....	380
525.111	Employee .....	380
525.112	Survivor .....	381
525.12	Transfer of Enrollment .....	381
525.121	Transfer to OWCP .....	381
525.122	Transfer Back to Employing Office .....	381
525.13	Withholding and Contribution by OWCP .....	381
525.131	Effective Dates .....	381
525.132	Health Benefits Refund Program .....	381
525.14	Procedures for Continuation of Enrollment .....	383
525.141	Reporting to OWCP .....	383
525.142	Eligibility for Transfer .....	383
525.143	Pending OWCP's Request for Transfer .....	383
525.144	Employee Not Eligible to Continue .....	385
525.145	OWCP Determines Not Eligible .....	385
525.146	On LWOP Ten Months, But Enrollment Not Transferred .....	385
525.147	OWCP Terminates Compensation .....	386
525.148	Employee Returns to Duty .....	386
525.149	Employee Elects Retirement .....	386
525.2	Employees in Nonpay Status .....	387
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation .....	387
525.22	Payment Required for Periods of Nonpay Status .....	387
525.221	Responsibility .....	387
525.222	Procedures to Be Followed by Employing Office .....	387
525.223	Procedures to Be Followed by Employee .....	388
525.23	Employee Granted LWOP to Serve in Employee Organization .....	388
525.231	Policy .....	388
525.232	Procedures to Be Followed by Employing Office .....	388
525.233	Procedures to Be Followed by Employee .....	388
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment .....	389
525.25	Employee in Nonpay Status Pending Removal .....	389
525.251	Removal Upheld .....	389
525.252	Restored to Duty .....	389
525.3	Military Service .....	390
525.31	Entry Into Military Service .....	390
525.311	Thirty Days or Less .....	390
525.312	More Than Thirty Days .....	390
525.32	Return From Military Service .....	390
525.321	Return Not in Exercise of Reemployment Rights .....	390

- 525.322 Return in Exercise of Reemployment Rights ..... 391
- 525.33 Death During Military Service ..... 391
- 525.34 Loss of Coverage Under the Uniformed Services Health Benefits Program ... 391
- 525.35 Continuous Enrollment ..... 391
- 525.4 Coverage Into Retirement ..... 392
  - 525.41 Employee Requirements for Continuation ..... 392
  - 525.42 Procedures to Be Followed by Employing Office ..... 392
    - 525.421 Determining Eligibility for Continued Enrollment ..... 392
    - 525.422 Transferring Enrollment to OPM ..... 392
    - 525.423 Reinstating Terminated Enrollments ..... 394
  - 525.43 Benefits and Cost ..... 394
  - 525.44 Employee Separates and Subsequently Retires ..... 394
    - 525.441 Terminating Enrollment ..... 394
    - 525.442 Encouraging Conversion to Individual Contract ..... 394
  - 525.45 Reemployed Annuitant ..... 395
    - 525.451 Enrolled ..... 395
    - 525.452 Nonenrolled ..... 395
    - 525.453 Reemployed Without Break in Service ..... 395
    - 525.454 FEHB Open Season Opportunities for Reemployed Annuitant ..... 395
- 525.5 Death of an Employee ..... 396
  - 525.51 Transfer of Enrollment to Eligible Survivor ..... 396
    - 525.511 Requirements ..... 396
    - 525.512 Procedures to Be Followed by Employing Office ..... 396
    - 525.513 Benefits and Cost ..... 396
  - 525.52 Enrollment Eligibility Both as an Employee and as a Survivor Annuitant ..... 396
- 525.6 Transfer To or From Overseas Post of Duty ..... 397
- 525.7 Move Outside Service Area of a Comprehensive Plan ..... 397
- 525.8 Employment Transfer ..... 397
  - 525.81 Within Postal Service or To Another Federal Agency ..... 397
  - 525.82 Outside Comprehensive Area ..... 398
  - 525.83 Congressional Office ..... 398
    - 525.831 From Postal Service To Senate or House ..... 398
    - 525.832 From Senate or House To Postal Service ..... 398
- 526 Self-Support Determinations ..... 399
  - 526.1 Physical and Mental Incapacity Requirement ..... 399
    - 526.11 Incapable of Self-Support ..... 399
    - 526.12 Capable of Self-Support ..... 399
  - 526.2 Financial Dependency ..... 399
    - 526.21 Dependency Requirement ..... 399
    - 526.22 Automatic Dependency ..... 399
    - 526.23 Proof of Dependency ..... 400

526.3	Medical Requirement	400
526.31	Authority	400
526.32	Medical Certificate	400
526.321	Submission	400
526.322	Time Limitation	400
526.323	Renewal	401
526.324	Failure to Renew	401
526.325	Late Submission	401
526.4	Medical Determinations	401
526.5	Procedures for Notifying the Health Benefits Plan	401
526.51	Employing Office	401
526.511	Existing Enrollment	401
526.512	New Enrollment	402
526.52	Postal Data Center	402
527	Privacy Act Considerations	402
527.1	Disclosure	402
527.2	Maintenance	402
527.3	Privacy Act Requests	402
527.31	Employees	402
527.32	Former Employees	402
527.33	Retired Employees	402
528	Employee Appeals	403
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	403
528.2	Appeal of Claim Denial	403
528.21	Initial Appeal Rights	403
528.211	Request for Reconsideration	403
528.212	Health Plan Responsibility	403
528.22	Request for Office of Personnel Management Review	404
528.221	Cause for Request to Review	404
528.222	Time Limit	404
528.223	Authorization for Release of Medical Information	404
528.224	Office of Personnel Management Responsibility	404
530	Life Insurance Program	405
531	Administration and Eligibility	405
531.1	General	405
531.2	Eligible Employees	405
531.3	Exclusions	405
532	Coverage	407
532.1	Based on Pay	407
532.11	Full-Time Employees	407
532.12	Part-Time Employees	407

- 532.13 Employees Serving in More Than One Position ..... 407
  - 532.131 Part-Time Flexible ..... 407
  - 532.132 Others ..... 407
- 532.2 Amount ..... 408
  - 532.21 Basic Insurance ..... 408
    - 532.211 Minimum ..... 408
    - 532.212 Maximum ..... 408
    - 532.213 Extra Benefit ..... 408
    - 532.214 Automatic Change ..... 408
    - 532.215 Accidental Dismemberment Provision ..... 408
  - 532.22 Optional Insurance ..... 409
    - 532.221 Option A — Standard ..... 409
    - 532.222 Option B — Additional ..... 410
    - 532.223 Option C — Family ..... 410
- 533 Cost, Payment, Withholdings ..... 410
  - 533.1 Basic Insurance Cost ..... 410
  - 533.2 Optional Insurance ..... 410
    - 533.21 Cost ..... 410
    - 533.22 Withholdings ..... 410
      - 533.221 Option A — Standard ..... 410
      - 533.222 Option B — Additional ..... 411
      - 533.223 Option C — Family ..... 411
      - 533.224 Birthdays and Pay Periods ..... 411
      - 533.225 Insufficient Pay to Cover Optional Insurance Withholdings ..... 411
- 534 Special Circumstances Affecting Coverage ..... 413
  - 534.1 LWOP ..... 413
    - 534.11 Twelve-Month Maximum ..... 413
    - 534.12 Notice of Right of Conversion ..... 413
    - 534.13 Return to Duty ..... 413
    - 534.14 Appointment to Temporary Position ..... 413
      - 534.141 Coverage ..... 413
      - 534.142 New Twelve-Month Maximum ..... 413
      - 534.143 Optional Insurance Withholdings ..... 413
    - 534.15 Retirement Annuity Pending ..... 413
  - 534.2 Service in Employee Organization ..... 414
    - 534.21 Election ..... 414
      - 534.211 General ..... 414
      - 534.212 Employee Elects to Continue ..... 414
      - 534.213 Employee Does Not Elect to Continue ..... 414
    - 534.22 Installation Head Responsibility ..... 414
      - 534.221 Notify Employee of Right to Elect ..... 414

534.222	Set Up Reminder System .....	414
534.223	Contact Employee .....	414
534.224	Document Action .....	414
534.225	Copy of Election Filed .....	414
534.3	Employees Receiving OWCP Benefits .....	415
534.31	Eligibility .....	415
534.311	Basic Life Insurance .....	415
534.312	Optional Insurance .....	415
534.32	Termination of Insurance .....	415
534.33	Resumption of Insurance .....	415
534.34	Notice of Right of Conversion or Continuation .....	415
534.341	Choice .....	415
534.342	Cost .....	416
534.343	Procedures for Continuation .....	416
534.4	Living Benefits .....	416
534.5	Assignment of Life Insurance .....	417
534.6	Erroneous Enrollments .....	417
535	Actions .....	417
535.1	Acquiring Coverage .....	417
535.11	Basic Insurance .....	417
535.111	Newly Eligible Employees .....	417
535.112	Transfer Employees .....	417
535.113	Previous Waiver .....	418
535.12	Optional Insurance .....	418
535.121	Eligibility .....	418
535.122	Election/Declination Requirement .....	418
535.123	Effective Date .....	418
535.124	Belated Election .....	419
535.2	Waiver of Basic Insurance .....	419
535.21	Filing SF 2817 .....	419
535.22	Effective Date .....	419
535.23	Employee Statement .....	419
535.24	Sample Statement .....	420
535.3	Declination of Optional Insurance .....	420
535.4	Effect of Waiver or Declination .....	420
535.41	Reappointment/Transfer .....	420
535.42	Previous Filing .....	420
535.421	Basic Life Insurance .....	420
535.422	Optional Insurance .....	421
535.5	Cancellation of Insurance Coverage .....	421
535.51	Filing SF 2817 .....	421

- 535.52 Effective Date ..... 421
- 535.6 Termination ..... 421
  - 535.61 Effective Date ..... 421
    - 535.611 Basic Insurance ..... 421
    - 535.612 Optional Insurance ..... 422
  - 535.62 Temporary Continued Protection for Thirty-One Days ..... 422
  - 535.63 Notice of Termination and of Conversion Privilege ..... 422
  - 535.64 Requirement for Continuous Protection ..... 423
- 535.7 Conversion ..... 423
  - 535.71 Converted Policy ..... 423
    - 535.711 Purchase of Individual Policy ..... 423
    - 535.712 Information Source ..... 423
  - 535.72 Time Limits for Conversions ..... 423
    - 535.721 Employing Office Responsibility ..... 423
    - 535.722 Employee Responsibilities ..... 424
  - 535.73 Conversion Privilege for Family Members ..... 424
- 535.8 Canceling Waivers or Declinations ..... 424
  - 535.81 Conditions ..... 424
  - 535.82 Procedures ..... 424
  - 535.83 Coverage After Cancellation of Waiver or Declination ..... 424
    - 535.831 Basic Insurance ..... 424
    - 535.832 Optional Insurance ..... 425
- 535.9 Exceptions for Canceling a Declination of Optional Insurance ..... 425
  - 535.91 Life Status Changes ..... 425
    - 535.911 Time Limitation ..... 425
    - 535.912 Limitation on Coverage ..... 426
    - 535.913 Effective Date ..... 426
    - 535.914 Proof Required ..... 426
  - 535.92 Reinstatement Actions ..... 426
    - 535.921 Conditions ..... 426
    - 535.922 Effective Date ..... 426
- 536 Retirement ..... 427
  - 536.1 Requirements for Continuance ..... 427
    - 536.11 Basic Insurance ..... 427
      - 536.111 Eligibility ..... 427
      - 536.112 Election Requirement ..... 427
    - 536.12 Optional Insurance ..... 427
  - 536.2 Cost ..... 428
    - 536.21 Basic Insurance ..... 428
      - 536.211 Premiums ..... 428
      - 536.212 Withholdings ..... 428

536.22	Optional Insurance	428
536.3	Reduction After Retirement	428
536.31	Basic Insurance	428
536.311	Seventy-Five Percent Reduction	428
536.312	Fifty Percent Reduction	428
536.313	No Reduction	429
536.32	Optional Insurance	429
536.321	Option A — Standard	429
536.322	Option B — Additional and Option C — Family	429
536.4	Living Benefits	429
536.5	Assignment of Life Insurance	430
537	Reemployed Annuitants	430
537.1	Coverage	430
537.11	Terminated by Reemployment	430
537.12	Retained During Reemployment	430
537.121	Suspended	430
537.122	Continued	431
537.13	Automatic Coverage	431
537.131	Optional Withholdings	431
537.132	Additional Optional Coverage	431
537.14	Waiver and/or Declination of Coverage	431
537.141	Insurance Affected	431
537.142	Effect	431
537.143	Exception	432
537.144	Employing Office Procedures	432
537.15	Amount of Coverage	432
537.16	Termination and Conversion	432
537.161	Termination Date	432
537.162	Conversion Privilege	432
537.17	Continuance Upon Termination of Reemployment	433
537.171	Retention	433
537.172	Procedures	433
537.173	Adjustment	433
537.174	Withholdings	433
537.2	Benefits	433
537.21	Amounts/Conditions	433
537.22	Greater Amount Paid	433
537.3	Designation of Beneficiary	434
537.31	Designation in Effect	434
537.32	Change of Beneficiary	434
537.321	Employee	434

- 537.322 Employing Office ..... 434
- 538 Beneficiaries, Benefits Payable, Claims ..... 435
  - 538.1 Beneficiaries ..... 435
    - 538.11 No Named Beneficiary ..... 435
      - 538.111 Order of Precedence ..... 435
      - 538.112 Option C — Family ..... 435
      - 538.113 Designating Trusts ..... 435
    - 538.12 Specific Designation ..... 435
      - 538.121 SF 2823 ..... 435
      - 538.122 Contingent Provisions ..... 435
      - 538.123 Agency as Beneficiary ..... 435
      - 538.124 Procedures for Filing ..... 436
    - 538.13 Employee Informed ..... 436
      - 538.131 Previous Designation Invalid ..... 436
      - 538.132 Order of Precedence ..... 436
    - 538.14 Change or Cancellation ..... 436
    - 538.15 Automatic Cancellation ..... 436
    - 538.16 Retiring Employee Designations ..... 437
    - 538.17 Reemployed Annuitant ..... 437
    - 538.18 Designation While Receiving OWCP Benefits ..... 437
  - 538.2 Benefits Payable ..... 437
    - 538.21 Amount ..... 437
    - 538.22 Accidental Dismemberment ..... 437
      - 538.221 Single Accident ..... 437
      - 538.222 Multiple Accidents ..... 437
    - 538.23 Accidental Death ..... 437
    - 538.24 Accidental Dismemberment and Accidental Death ..... 437
    - 538.25 Death During Thirty-One-Day Extension of Group Life Insurance ..... 438
  - 538.3 Claims ..... 438
    - 538.31 Death of Insured Employee ..... 438
      - 538.311 Contacting Persons Entitled to Benefits ..... 438
      - 538.312 SF 2821 ..... 438
    - 538.32 Death of Reemployed Annuitant ..... 438
      - 538.321 Addressing Claims ..... 438
      - 538.322 SF 2821 ..... 439
    - 538.33 Requirements for Filing ..... 439
    - 538.34 Forms Used ..... 439
      - 538.341 Death Benefits ..... 439
      - 538.342 Accidental Dismemberment ..... 439
    - 538.35 Time Limits for Filing Accidental Death or Dismemberment Claims ..... 439
    - 538.36 Settlement ..... 439

539	Insurance Forms .....	440
539.1	Filing .....	440
539.11	SF 2817, Life Insurance Election (FEGLI) .....	440
539.12	SF 2821, Agency Certification of Insurance Status .....	440
539.13	SF 2823, Designation of Beneficiary .....	440
539.14	SF 2822, Request for Insurance .....	440
539.2	Privacy Act Considerations .....	440
539.21	Handling and Disclosing Information .....	440
539.22	Records Maintenance .....	440
539.23	Employee Retires .....	441
540	Injury Compensation Program .....	443
541	Overview .....	443
541.1	Background .....	443
541.11	Law .....	443
541.12	Administration .....	443
541.13	Coverage .....	443
541.131	Disability .....	443
541.132	Death .....	443
541.133	Schedule Awards .....	443
541.14	Privacy Act .....	443
541.2	Definitions .....	444
541.3	Forms .....	447
542	FECA Claim Requirements .....	448
542.1	Employee Claims for Injury or Illness .....	448
542.11	Traumatic Injury .....	448
542.111	Notice .....	448
542.112	Time Limit .....	448
542.12	Occupational Disease or Illness .....	448
542.121	Notice .....	448
542.122	Time Limit .....	448
542.13	Recurrence .....	449
542.131	Notice .....	449
542.132	Time Limit .....	449
542.14	Survivor Claim for Death Benefits .....	449
542.141	Claim .....	449
542.142	Time Limit .....	449
542.2	Evidence Required .....	449
542.21	General .....	449
542.22	Medical Reports .....	450
542.23	Disability .....	450

- 542.3 Penalties ..... 450
  - 542.31 Penalty for False Statement ..... 450
  - 542.32 Penalty for False Claim ..... 450
  - 542.33 Penalty for Refusal to Process Claim ..... 450
  - 542.34 Loss of Benefits for Beneficiary Who Defrauds the Government ..... 450
- 543 Employee Rights ..... 451
  - 543.1 Waiver of Compensation Rights ..... 451
  - 543.2 Withdrawal of Claim ..... 451
  - 543.3 Medical Care ..... 451
  - 543.4 Continuation of Regular Pay or Leave for Disabling Injuries ..... 451
    - 543.41 Continuation of Regular Pay ..... 451
    - 543.42 Sick or Annual Leave ..... 451
- 544 Reporting Procedures ..... 452
  - 544.1 Responsibilities ..... 452
    - 544.11 Immediate Supervisor Responsibility ..... 452
      - 544.111 General ..... 452
      - 544.112 Traumatic Injuries ..... 452
    - 544.12 Control Office or Control Point Responsibility ..... 453
  - 544.2 Criteria and Time Limits ..... 453
    - 544.21 Traumatic Injury and Occupational Disease or Illness ..... 453
      - 544.211 Report Criteria ..... 453
      - 544.212 Time Limit ..... 453
    - 544.22 Recurrence of Injury ..... 453
      - 544.221 Report Criteria ..... 453
      - 544.222 Time Limit ..... 454
    - 544.23 Death ..... 454
      - 544.231 Report Criteria ..... 454
      - 544.232 Time Limit ..... 454
    - 544.24 PCES Claims ..... 454
- 545 Control Office or Control Point Claim Management Responsibility ..... 454
  - 545.1 General ..... 454
    - 545.11 Claim Management Relationships ..... 454
    - 545.12 Establishing Control Office and Control Points ..... 455
  - 545.2 Authorizing Examination and/or Treatment With Form CA-16 ..... 455
    - 545.21 Traumatic Injury ..... 455
    - 545.22 Occupational Disease or Illness ..... 455
    - 545.23 Exposure to Workplace Hazards ..... 455
    - 545.24 Preventive Treatment ..... 456
  - 545.3 Return to Work Responsibility ..... 456
    - 545.31 Control Office or Control Point Responsibility ..... 456
    - 545.32 Suitable Work ..... 456

545.33	Employee Responsibility .....	457
545.4	Implementing Medical Care .....	457
545.41	Emergency Treatment .....	457
545.42	Initial Medical Examination and/or Treatment .....	457
545.43	Postal Physician or Contract Equivalent .....	457
545.44	Outside Treatment in a Nonemergency Situation .....	457
545.45	Continuing Treatment With Postal Service or Contract Physician .....	458
545.5	Monitoring the Employee's Medical Care .....	458
545.51	Medical Report Requirements .....	459
545.52	Determining Return to Work Capability .....	459
545.53	Review of Medical Treatment .....	460
545.6	Fitness for Duty Examinations .....	460
545.61	General .....	460
545.62	Fitness-for-Duty Procedures .....	460
545.63	Fitness-for-Duty-Results .....	461
545.64	Difference in Medical Opinion .....	461
545.7	Continuation of Pay by the Postal Service .....	461
545.71	General .....	461
545.72	Eligibility .....	461
545.721	Initial Disability for a Traumatic Injury .....	461
545.722	Recurrence of Disability .....	461
545.723	Exclusions .....	461
545.724	Employee Responsibility .....	462
545.73	Controversion of COP .....	462
545.731	Definition of Controversion .....	462
545.732	Controversion With COP Withheld .....	462
545.733	Controversion With COP Provided .....	462
545.74	Stopping COP .....	463
545.741	Circumstances for Stopping COP .....	463
545.742	Relation to Disciplinary Action .....	463
545.743	Stopping Continuation of Pay for Temporary Employees .....	463
545.75	Controversion Package .....	464
545.76	Adjudication Process .....	464
545.77	Controversion Denied by OWCP .....	465
545.78	Overpayment Determination .....	465
545.8	Compensation by OWCP for Disability .....	465
545.81	Initial Period of Compensation .....	465
545.811	Traumatic Injury .....	465
545.812	Occupational Disease or Illness .....	465
545.82	Subsequent Periods of Compensation .....	465
545.83	Waiting Period .....	466

- 545.84 Leave Buy-Back ..... 466
- 545.9 Managing Extended Leave Cases ..... 466
  - 545.91 General ..... 466
  - 545.92 Deciding Appropriate Action ..... 467
  - 545.93 Separation — Disability ..... 467
- 546 Reassignment or Reemployment of Employees Injured on Duty ..... 467
  - 546.1 Law ..... 467
    - 546.11 General ..... 467
    - 546.12 Disability Fully Overcome Within One Year ..... 467
      - 546.121 Obligation ..... 467
      - 546.122 Rights and Benefits ..... 467
    - 546.13 Disability Fully Overcome After More Than One Year ..... 468
      - 546.131 Obligation ..... 468
      - 546.132 Rights and Benefits ..... 468
    - 546.14 Disability Partially Overcome ..... 468
      - 546.141 General ..... 468
      - 546.142 Obligation ..... 468
      - 546.143 Rights and Benefits Upon Partial Recovery ..... 469
      - 546.144 Relocation Consideration ..... 471
  - 546.2 Collective Bargaining Agreements ..... 472
    - 546.21 Compliance ..... 472
    - 546.22 Contractual Considerations ..... 472
      - 546.221 Scope ..... 472
      - 546.222 Reassignment or Reemployment ..... 472
    - 546.23 Types of Appointments ..... 472
  - 546.3 Restoration Rights ..... 473
  - 546.4 Employee Appeal Rights ..... 473
  - 546.5 Retirement Considerations ..... 473
  - 546.6 Reassignment and Reemployment Procedures ..... 473
    - 546.61 OWCP Referrals ..... 473
      - 546.611 Work Limitation Tolerances ..... 473
      - 546.612 OWCP Vocational Rehabilitation Services ..... 473
    - 546.62 Postal Service Medical Review ..... 474
      - 546.621 Physical Examination ..... 474
      - 546.622 Special Considerations ..... 474
    - 546.63 Offer of Appointment ..... 474
      - 546.631 Evaluation ..... 474
      - 546.632 Interview ..... 475
      - 546.633 Processing Personnel Actions ..... 475
    - 546.64 Employee’s Refusal of Job Offer ..... 475
    - 546.65 Management’s Refusal to Reemploy ..... 475

547	Third Party Liability .....	476
547.1	Purpose .....	476
547.2	Background .....	476
547.21	Requirement to Take Action .....	476
547.22	Penalty for Refusal .....	476
547.23	Postal Service Administrative Pursuit .....	476
547.3	Definitions and Use of Terms .....	477
547.4	Responsibility .....	477
547.5	Third Party Recovery Action .....	477
547.51	Traumatic Injury .....	477
547.52	Occupational Illness or Disease .....	477
547.53	Potential Third Party Injuries .....	478
547.54	Investigation .....	478
547.55	Notification .....	478
547.56	OWCP Responsibility .....	481
547.57	Postal Service Responsibility .....	481
547.58	Employee Not Represented by Attorney .....	482
547.59	Employee Not Pursuing Third Party Action .....	490
547.6	Release of Information .....	497
547.61	Privacy Act Protection .....	497
547.62	Release to Employee or Beneficiary .....	497
547.621	General .....	497
547.622	Release to Physician .....	497
547.623	Limitation to Germane Information .....	497
547.63	Release to Other Parties .....	497
547.64	Release to Court or Other Authority .....	497
547.7	Settlement of Claims .....	498
547.71	Employee Pursuing Collection of Damages From Third Party .....	498
547.72	Employee Not Pursuing Third Party Recovery .....	498
547.73	Disbursement of Recovered Third Party Funds .....	498
547.74	Settlement Verification .....	499
547.75	Control Point Supervisor Requirements .....	499
547.76	Recovery Assistance .....	499
547.77	Delegation of Authority .....	499
547.8	Third Party Recovery Action — Court Action .....	501
547.81	General .....	501
547.82	Compensation for Court Appearances .....	501
547.83	Documentation of Court Appearances .....	501
547.84	Case Preparation .....	501

- 550 Unemployment Compensation ..... 503
  - 551 Overview ..... 503
    - 551.1 Legal Guidelines ..... 503
      - 551.11 Administration ..... 503
      - 551.12 Liability ..... 503
      - 551.13 Illegal Claims ..... 503
    - 551.2 Qualification Factors ..... 503
    - 551.3 Disqualification Factors ..... 504
    - 551.4 Information to State Employment Security Agencies ..... 504
      - 551.41 Information Required ..... 504
      - 551.42 Privacy Act Requirements ..... 504
        - 551.421 Authority to Disclose ..... 504
        - 551.422 Accountability of Disclosure ..... 504
  - 552 Responsibilities ..... 505
    - 552.1 Headquarters ..... 505
      - 552.11 Functional Administration ..... 505
      - 552.12 Daily Administration ..... 505
    - 552.2 Areas ..... 505
    - 552.3 State Coordinators ..... 505
      - 552.31 Administration ..... 505
      - 552.32 Responsibilities ..... 505
    - 552.4 Installation Heads ..... 506
      - 552.41 Completion of Form 50, Notification of Personnel Action ..... 506
      - 552.42 Cooperation With Postal and State Authorities ..... 506
    - 552.5 Eagan Accounting Service Center ..... 507
      - 552.51 Initial Response ..... 507
      - 552.52 Additional Information ..... 507
  - 553 Explanation of Forms and Procedures ..... 507
    - 553.1 Postal Service Procedures ..... 507
      - 553.11 Form 50 ..... 507
      - 553.12 SF 8, Notice to Former Employee About Unemployment Insurance ..... 507
      - 553.13 Form 6803, Wage and Separation Information (ES 931) ..... 508
        - 553.131 Completion ..... 508
        - 553.132 Incomplete Information ..... 508
        - 553.133 Erroneous Findings ..... 509
    - 553.2 State Agency Forms and Procedures ..... 509
      - 553.21 Form ES 931 ..... 509
      - 553.22 Form ES 934 ..... 509
        - 553.221 Reason for Form ES 934 ..... 509
        - 553.222 Request for Wage Information ..... 509
        - 553.223 Request for Separation Information ..... 509

553.224	Request for Wage and Separation Information	509
553.23	Form ES 936, Verification of ES 931 (Form 6803)	510
554	Appeals	510
554.1	State Law Requirements	510
554.2	Initial Level Appeals by Claimants	510
554.3	Initial Level Appeals by the Postal Service	510
554.31	Cause to Appeal	510
554.32	Initiation of Appeal	511
554.4	Postal Service Participation in Appeals	511
554.41	Representation	511
554.411	Preparation for Appeal	511
554.412	Appearance As a Witness	511
554.413	Appearance As an Appellant	511
554.414	Appearance As an Appellee	511
554.42	New Evidence by Claimant	511
554.43	Disclosure of Information	512
554.431	Routine	512
554.432	Medical Records	512
554.433	Inspection Service Records	512
554.434	Managing Field Counsel	512
554.5	Appeals (Second Level) to State Appellate Board	512
554.6	Postal Service Appeals to State Courts	513
560	Civil Service Retirement Program	515
561	General	515
561.1	Scope	515
561.2	Administration	515
561.3	Employees Covered	515
561.4	CSRS Offset	516
561.5	Exclusions	516
562	Creditable Service	517
562.1	General	517
562.11	Types of Service	517
562.12	Time Credit	517
562.2	Federal Civilian Service	517
562.21	General	517
562.211	Federal/District of Columbia	517
562.212	Breaks In Service	517
562.213	Deductions Refunded	518
562.22	Service Covered by Social Security	518
562.23	Part-Time Employment	518
562.231	Part-Time Regular Employees	518

- 562.232 Part-Time Flexible Employees ..... 518
- 562.233 Annuity Proration ..... 518
- 562.24 Intermittent Service ..... 518
- 562.25 Special Circumstances ..... 518
  - 562.251 Japanese-American Employee ..... 518
  - 562.252 Employee Receiving OWCP Benefits ..... 519
  - 562.253 Employee Restored After Erroneous Removal or Suspension ..... 520
  - 562.254 Employee Granted LWOP to Serve in Employee Organizations ..... 520
  - 562.255 Employee on Leave of Absence ..... 521
- 562.3 Military Service ..... 521
  - 562.31 Types of Service ..... 521
    - 562.311 Military Groups ..... 521
    - 562.312 Reserve Components ..... 521
    - 562.313 Military Academies ..... 521
    - 562.314 National Guard Service ..... 522
    - 562.315 Military Service Prior to January 1957 ..... 522
    - 562.316 Military Service After December 31, 1956 ..... 522
  - 562.32 Required Conditions ..... 522
  - 562.33 Double Credit Not Permitted ..... 523
  - 562.34 Service Credit Deposit Required ..... 523
    - 562.341 Amount of Deposit ..... 523
    - 562.342 Charging Interest ..... 523
  - 562.35 Military Retired Pay ..... 523
    - 562.351 CSRS Annuity ..... 523
    - 562.352 Waiver of Military Retired Pay ..... 523
- 562.4 Credit For Unused Sick Leave ..... 524
  - 562.41 Eligibility ..... 524
  - 562.42 Method of Computing ..... 524
  - 562.43 Restrictions ..... 524
- 562.5 Computing Total Length of Service ..... 524
- 563 Annuities — Requirements and Procedures ..... 525
  - 563.1 General Requirements ..... 525
    - 563.11 Conduct ..... 525
    - 563.12 Time ..... 525
    - 563.13 Age and Service ..... 525
  - 563.2 Requirements and Procedures by Type of Separation ..... 526
    - 563.21 Involuntary Separation ..... 526
      - 563.211 Additional Requirements ..... 526
      - 563.212 Reduced Annuity ..... 526
    - 563.22 Mandatory Retirement ..... 526

563.23	Disability Retirement Requirements	527
563.231	Service	527
563.232	Total Disability	527
563.233	Conduct	527
563.3	Deferred Annuity	527
564	Types of Annuities	528
564.1	Annuity Without Survivor Benefits	528
564.2	Annuity with Survivor Benefits	528
564.21	Annuity to Current and/or Former Spouse(s)	528
564.211	General	528
564.212	Current Spouse Eligibility	528
564.213	Election of Former Spouse Annuity	528
564.214	Annuity Limitation	528
564.215	Reduction in Employee's Annuity	529
564.216	Effective Date	529
564.22	Annuity to Former Spouse Based on Court Order	529
564.221	General	529
564.222	Current Spouse Election	529
564.223	Protection of Current Spouse's Entitlement	529
564.23	Annuity to Person with Insurable Interest	530
564.231	General	530
564.232	Eligibility	530
564.233	Reduced Rate	530
564.24	Current Spouse's Consent	530
564.25	Surviving Child	530
564.3	Election of Annuity	531
564.31	Application	531
564.32	Election Changes After Retirement	531
564.321	18-Month Reelection Period	531
564.322	Marriage Terminated	531
564.323	Marriage Terminated and Remarriage	531
564.324	Marriage After Retirement	531
565	Employee's Retirement Account	532
565.1	Deductions from Current Earnings	532
565.2	Deposits for Prior Service	532
565.21	Employee Deposits	532
565.211	Percentages of Basic Pay	532
565.212	Reduction for Periods of No Deposit	533
565.22	Survivor Deposits	533
565.23	Deposit/Redeposit Application	533

- 565.3 Redeposits ..... 533
  - 565.31 Employee Redeposits ..... 533
  - 565.32 Amount of Redeposit ..... 534
  - 565.33 Impact on Annuity ..... 534
  - 565.34 Exception ..... 534
  - 565.35 Survivor Redeposits ..... 534
  - 565.36 Form Used ..... 534
- 565.4 Voluntary Contributions ..... 534
  - 565.41 Application ..... 535
  - 565.42 Restrictions ..... 535
  - 565.43 Amount of Contributions ..... 535
  - 565.44 Amount of Additional Annuity ..... 535
  - 565.45 Type of Annuity Election ..... 535
  - 565.46 Withdrawal of Voluntary Contribution ..... 535
    - 565.461 Conditions ..... 535
    - 565.462 Application ..... 536
  - 565.47 Death Before Retirement ..... 536
- 565.5 Refund of Deductions ..... 536
  - 565.51 Less Than 5 Years Civilian Service ..... 536
    - 565.511 Refund ..... 536
    - 565.512 Eligibility ..... 536
    - 565.513 Interest ..... 536
    - 565.514 Application ..... 536
  - 565.52 Five Years or More Civilian Service ..... 536
    - 565.521 Choice ..... 536
    - 565.522 Value ..... 537
    - 565.523 Eligibility ..... 537
    - 565.524 Refund ..... 537
    - 565.525 Interest ..... 537
    - 565.526 Repayment ..... 537
- 566 Annuity Computation ..... 537
  - 566.1 Effective Dates ..... 537
    - 566.11 Commencement ..... 537
    - 566.12 Ending ..... 538
    - 566.13 Employee’s Work and Leave Status ..... 538
      - 566.131 Use of Annual Leave Balance ..... 538
      - 566.132 Continuing Leave Status ..... 538
  - 566.2 Factors Affecting Annuity Computations ..... 538
    - 566.21 Primary Factors ..... 538
    - 566.22 Other Factors ..... 538
    - 566.23 Determining Length of Service ..... 538

566.24	Determining High 3-Year Period	539
566.241	Dates Included	539
566.242	Consecutive	539
566.243	Refunded Deductions	539
566.25	Determining High-3 Average Pay	539
566.251	Computation	539
566.252	Basic Pay	539
566.3	General Formula	539
566.31	Computation	539
566.32	Substitution	539
566.33	Guides for Applying the General Formula	540
566.34	Maximum Annuity Benefits	540
566.341	Eighty Percent Limitation	540
566.342	Excess Service	540
566.4	Disability Retirement	541
566.41	Guaranteed Minimum	541
566.411	Employee Under Age Sixty	541
566.412	Employee Past Age Sixty	541
566.413	Exceptions	541
566.42	Application of Guaranteed Minimum Principle	542
566.421	Computations	542
566.422	Examples Resulting From Applying Guaranteed Minimum	544
566.423	Concept	544
566.5	Reemployed Annuitants, Additional Annuity	544
566.51	Supplemental Annuity	544
566.511	Eligibility	544
566.512	Computation	544
566.52	Redetermination of Annuity	545
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	545
566.61	Alternative Option	545
566.62	Computation	546
566.63	Survivor Annuity	546
567	Death Benefits — Death in Service	546
567.1	Survivor Annuity	546
567.11	Conditions to Be Met by the Employee	546
567.12	Conditions to Be Met by the Current (Former) Spouse	546
567.121	Current Spouse	546
567.122	Former Spouse — Court Ordered Annuity	547
567.13	Conditions to Be Met by the Child	547
567.131	General	547
567.132	Child incapable of Self-Support	547

- 567.133 Stepchild or Illegitimate Child ..... 547
- 567.14 Computation of Annuity for Survivors ..... 547
  - 567.141 Current and/or Former Spouse ..... 547
  - 567.142 Current and/or Former Spouse of a Law Enforcement Employee ..... 548
  - 567.143 Payment of Child's Annuity ..... 548
- 567.15 Beginning Date for Survivor Annuity ..... 549
- 567.16 Conditions for Termination, Restoration, or Changes in Survivor Annuity ..... 549
- 567.17 Election of Annuity by Survivor ..... 550
  - 567.171 Election of Survivor Annuity or Employees' Compensation Benefits ..... 550
  - 567.172 Election of Survivor Annuity or Social Security Benefits ..... 550
- 567.18 Election by Annuitants and Resultant Survivor Annuities ..... 550
- 567.19 Deceased Annuitant Survived by Child ..... 551
- 567.2 Lump-Sum Benefit ..... 551
  - 567.21 Conditions for Payment ..... 551
  - 567.22 Person(s) Entitled to Payment ..... 551
    - 567.221 Order of Precedence ..... 551
    - 567.222 Former Spouse ..... 551
  - 567.23 Designations of Beneficiaries ..... 551
    - 567.231 Employee Informed ..... 551
    - 567.232 Employee Reminder ..... 552
- 567.3 Procedure Upon Death of an Employee or Annuitant ..... 552
  - 567.31 Contacting Next of Kin ..... 552
  - 567.32 Notifying OPM ..... 552
  - 567.33 Filing Death Claim Applications ..... 552
    - 567.331 SF 2800 ..... 552
    - 567.332 Minor Children ..... 552
    - 567.333 One Application ..... 552
    - 567.334 SF 1153 ..... 552
  - 567.34 Evidence ..... 553
    - 567.341 Required ..... 553
    - 567.342 Additional ..... 553
- 568 Management-Initiated Disability Retirement Procedures ..... 553
  - 568.1 General ..... 553
    - 568.11 Basis for Filing ..... 553
    - 568.12 Medical Examination ..... 554
      - 568.121 Notifying the Employee ..... 554
      - 568.122 Designating a Physician ..... 554
      - 568.123 Information Provided Examining Physician ..... 554
      - 568.124 Psychiatric Evaluation ..... 554
      - 568.125 Cost of Medical Examination ..... 555
      - 568.126 Management Decision ..... 555

568.13	Filing Application	555
568.131	Employing Office Action	555
568.132	Notice to Employee	555
568.133	Notice to OPM	555
568.2	OPM Action	555
568.21	Processing by OPM	555
568.22	Decision	556
568.23	Cancellation of Retirement	556
568.24	Employee's Status Pending OPM's Decision	556
569	General Retirement Information	556
569.1	Retirement Counseling	556
569.11	Responsibility	556
569.12	National Retirement Counseling System (NARECS)	556
569.121	Purpose	556
569.122	Content	556
569.123	Individual Counseling	557
569.124	Interview	557
569.125	Check List for Pre-Retirement Interviews	557
569.126	Certified Summary of Federal Service	557
569.127	Information Reference	557
569.128	Advice to Employee	557
569.13	Survivor Counseling and Assistance	558
569.14	Group Counseling and Assistance	558
569.141	Objectives and Responsibility	558
569.142	Location and Participation	558
569.143	Suggestions for Program Content	558
569.2	Retirement Forms	559
569.21	Guidelines for Processing Personnel Actions	559
569.22	Requisitioning Forms	559
569.3	Retirement Account Information	559
569.4	Information Source for Separated or Retired Employees	559
569.5	Information Source for Employees	560
569.6	Federal Income Tax	560
569.61	Taxable Annuities	560
569.62	Federal Income Tax Withholding	560
569.63	Federal Income Tax Questions	560
569.7	Privacy Act Considerations	560
569.71	General	560
569.72	OPM Records	561
569.73	Postal Service Records	561

- 570 Social Security and Medicare ..... 563
  - 571 General Information ..... 563
    - 571.1 Overview ..... 563
    - 571.2 Social Security ..... 563
      - 571.21 Objectives ..... 563
      - 571.22 Programs ..... 563
    - 571.3 Medicare ..... 563
  - 572 Coverage ..... 564
    - 572.1 Employees Covered ..... 564
      - 572.11 Social Security ..... 564
      - 572.12 Medicare ..... 564
    - 572.2 Exclusions From Social Security and Medicare ..... 564
    - 572.3 FERS Employees ..... 564
  - 573 Social Security and Medicare Contributions ..... 565
    - 573.1 Federal Insurance Contributions Act (FICA) Taxes ..... 565
      - 573.11 Employee/Employer Payments ..... 565
      - 573.12 Effective Percentage Rate ..... 565
        - 573.121 Full Coverage ..... 565
        - 573.122 Medicare Coverage Only ..... 565
      - 573.13 Base Earnings ..... 565
      - 573.14 FICA Inquiries ..... 565
    - 573.2 Allowances Not Subject to FICA Taxes ..... 565
  - 574 Quarters of Coverage ..... 566
    - 574.1 Social Security Quarter of Coverage ..... 566
    - 574.2 Federal Quarter of Coverage (Medicare) ..... 566
      - 574.21 CSRS Employees ..... 566
      - 574.22 Earned Federal Quarters of Coverage ..... 566
      - 574.23 Deemed (Credited) FQCs ..... 566
      - 574.24 Combining Earned and Deemed FQCs ..... 566
      - 574.25 Establishing Deemed FQCs ..... 567
        - 574.251 Using Form 1528 ..... 567
        - 574.252 Using Other Evidence ..... 567
        - 574.253 By Special Request ..... 567
    - 574.3 Insured Status ..... 567
    - 574.4 Coverage Requirements for Benefits ..... 568
  - 575 Benefits ..... 569
    - 575.1 Social Security ..... 569
      - 575.11 Application Required ..... 569
      - 575.12 Retirement Benefits ..... 569
      - 575.13 Disability Benefits ..... 569
        - 575.131 Worker Receiving Benefits ..... 569

575.132	Dependents Receiving Benefits .....	569
575.14	Survivor's Benefits .....	569
575.2	Medicare (Hospital and Medical) .....	570
575.21	Coverage .....	570
575.22	Eligibility .....	570
575.221	Age Sixty-Five or Older .....	570
575.222	Under Age Sixty-Five .....	571
575.23	If an Employee Works After Age Sixty-Five .....	571
575.231	Same Health Benefits Offered .....	571
575.232	Written Explanation .....	571
575.233	Election in Writing .....	571
575.3	Events That Can Affect Benefits .....	571
575.31	Social Security .....	571
575.32	Medicare .....	571
575.4	Elimination of Retirement Windfall Benefits .....	572
575.41	Purpose .....	572
575.42	When the Modified Benefit Formula Applies .....	572
575.5	Computation of Benefits .....	572
575.51	Step 1 — General Computation of Average Indexed Monthly Earnings .....	572
575.52	Step 2 — General Computation of Primary Insurance Amount .....	573
575.521	Without Modified Benefit Formula .....	573
575.522	With Modified Benefit Formula .....	573
575.53	Transitional Provisions .....	573
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA) .....	574
575.541	General Formula .....	574
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit .....	574
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits .....	574
575.6	Government Pension Offset .....	575
575.61	Purpose .....	575
575.62	Exceptions .....	575
575.63	Amount of Offset .....	576
580	Federal Employees Retirement System .....	577
581	General .....	577
581.1	Scope .....	577
581.2	Administration .....	577
581.3	Employees Covered .....	577
581.4	Exclusions .....	577

- 582 Creditable Service ..... 578
  - 582.1 General ..... 578
    - 582.11 Types of Service ..... 578
    - 582.12 Specific Creditable Civilian Service ..... 578
    - 582.13 Time Credit ..... 578
    - 582.14 Breaks in Service ..... 578
  - 582.2 Deductions Refunded ..... 579
  - 582.3 Part-Time Service ..... 579
  - 582.4 Employee Receiving OWCP Benefits ..... 579
    - 582.41 Employee on Leave Without Pay (LWOP) ..... 579
    - 582.42 Employee Separated ..... 579
  - 582.5 Employee Restored After Erroneous Removal or Suspension ..... 580
    - 582.51 Policy ..... 580
    - 582.52 Determining Retirement Credit ..... 580
  - 582.6 Employee Granted LWOP to Serve Full-Time in Employee Organizations ..... 580
  - 582.7 Military Service ..... 581
    - 582.71 Types of Service ..... 581
    - 582.72 Military Service Prior to January 1, 1957 ..... 581
    - 582.73 Military Service After December 31, 1956 ..... 581
    - 582.74 Required Conditions ..... 581
    - 582.75 Double Credit Not Permitted ..... 581
    - 582.76 Service Credit Deposit Required ..... 582
      - 582.761 Amount of Deposit ..... 582
      - 582.762 Charging Interest ..... 582
    - 582.77 Military Retired Pay ..... 582
    - 582.78 Waiver of Military Retired Pay ..... 582
      - 582.781 General ..... 582
      - 582.782 Procedures ..... 582
  - 582.8 Transfers to FERS ..... 583
- 583 Annuities ..... 583
  - 583.1 General Requirements ..... 583
    - 583.11 Conduct ..... 583
    - 583.12 Time ..... 583
    - 583.13 Age and Service ..... 584
    - 583.14 Minimum Retirement Age ..... 584
    - 583.15 Immediate Reduced Annuity ..... 584
  - 583.2 Requirements and Procedures by Types of Separations ..... 585
    - 583.21 Involuntary Separation ..... 585
    - 583.22 Mandatory Retirement ..... 585
    - 583.23 Disability Retirement Requirements ..... 585
      - 583.231 Service ..... 585

583.232	Disability .....	585
583.233	Duration .....	585
583.3	Deferred Annuity .....	586
583.31	Eligibility .....	586
583.32	Commencement Date .....	586
583.33	Restriction .....	586
584	Types of Annuities .....	586
584.1	Annuity Without Survivor Benefits .....	586
584.2	Annuity With Survivor Benefits .....	586
584.21	General .....	586
584.22	Spouse Eligibility .....	587
584.221	Current Spouse Eligibility .....	587
584.222	Election of Annuity for Former Spouses(s) .....	587
584.23	Maximum Survivor Annuity .....	587
584.24	Reduction in Annuity .....	587
584.25	Effective Date .....	587
584.26	Annuity to Former Spouse(s) Based on a Court Order .....	587
584.261	General .....	587
584.262	Current Spouse Election .....	588
584.263	Protection of Current Spouse's Entitlement .....	588
584.27	Annuity to Person With Insurable Interest .....	588
584.271	General .....	588
584.272	Eligibility .....	588
584.273	Insurable Interest — Presumed .....	588
584.274	Insurable Interest — Other .....	589
584.275	Reduced Rate .....	589
584.276	Amount .....	589
584.28	Current Spouse's Consent .....	589
584.29	Surviving Child .....	589
584.3	Election of Annuity .....	589
584.31	Application .....	589
584.32	Election Coverage After Retirement .....	590
584.321	Eighteen-Month Reelection Period .....	590
584.322	Marriage Terminated .....	590
584.323	Marriage Terminated and Remarriage .....	590
584.324	Marriage After Retirement .....	590
585	Employee's Retirement Account .....	591
585.1	Deduction From Current Earnings .....	591
585.2	Percentages Withheld .....	591
585.3	Service Credit Deposit .....	591
585.31	General .....	591

- 585.32 Amount of Deposit . . . . . 591
- 585.33 Reductions for Periods of No Deposit . . . . . 591
- 585.34 Survivor Deposits . . . . . 592
- 585.35 Deposit Applications . . . . . 592
- 585.4 Redeposits . . . . . 592
- 585.5 Refund of Deductions . . . . . 592
  - 585.51 Eligibility . . . . . 592
  - 585.52 Interest . . . . . 592
  - 585.53 Repayment . . . . . 593
- 586 Annuity Computation . . . . . 593
  - 586.1 Effective Date . . . . . 593
    - 586.11 Commencement . . . . . 593
    - 586.12 Ending . . . . . 593
    - 586.13 Employee’s Work and Leave Status . . . . . 593
      - 586.131 Use of Annual Leave Balance . . . . . 593
      - 586.132 Continuing Leave Status . . . . . 593
  - 586.2 Factors Affecting Annuity Computations . . . . . 593
    - 586.21 Primary Factors . . . . . 593
    - 586.22 Other Factors . . . . . 594
    - 586.23 Determining Length of Service . . . . . 594
    - 586.24 Determining High-Three-Year Period . . . . . 594
      - 586.241 Dates Included . . . . . 594
      - 586.242 Consecutive . . . . . 594
    - 586.25 Determining High-Three Average Pay Computation . . . . . 594
      - 586.251 Computation . . . . . 594
      - 586.252 Basic Pay . . . . . 594
  - 586.3 Formula . . . . . 594
    - 586.31 Basic . . . . . 594
    - 586.32 At Age Sixty-Two . . . . . 595
    - 586.33 Annuity Supplement . . . . . 595
      - 586.331 Eligibility . . . . . 595
      - 586.332 Amount . . . . . 595
      - 586.333 Reduction Based on Excess Earnings . . . . . 595
  - 586.4 Transferees to FERS . . . . . 595
  - 586.5 Disability Retirement . . . . . 596
    - 586.51 Initial Computation — Under Age Sixty-Two . . . . . 596
      - 586.511 First Year of Disability . . . . . 596
      - 586.512 Second and Succeeding Years . . . . . 596
      - 586.513 Exceptions . . . . . 596
    - 586.52 Computation — Age Sixty-Two and Over . . . . . 596
    - 586.53 Recomputation — Age Sixty-Two . . . . . 596

586.6	Reemployed Annuitants — Additional Annuity .....	597
586.61	Salary Payable .....	597
586.62	Eligibility .....	597
586.63	Reemployed Less Than One Year .....	597
586.64	Reemployed One Year or More .....	597
586.65	Reemployed Five Years or More .....	597
586.7	Alternative Form of Annuity .....	598
586.71	Eligibility .....	598
586.72	Computation .....	598
586.73	Survivor Annuity .....	598
586.8	Cost-of-Living Adjustments (COLA) .....	599
586.81	Amount .....	599
586.82	Eligibility .....	599
586.821	Optional Retirement .....	599
586.822	Involuntary Separation .....	599
586.823	Disability .....	599
586.824	Law Enforcement .....	599
586.825	Transfers to FERS .....	599
587	Death Benefits — Death in Service .....	600
587.1	Basic Employee Death Benefit .....	600
587.11	General .....	600
587.12	Amount .....	600
587.13	Payment .....	600
587.2	Survivor Benefit — Spousal .....	600
587.21	General .....	600
587.22	Beginning and Ending Date .....	600
587.221	Beginning .....	600
587.222	Ending .....	601
587.223	Reinstatement .....	601
587.3	Refund of Contributions .....	601
587.31	Eligibility .....	601
587.32	Normal Order of Precedence .....	601
587.4	Former Spouse(s) .....	601
587.5	Child Annuities .....	601
587.51	Eligibility .....	601
587.52	Rates of Annuities .....	601
587.53	Beginning and Ending Dates .....	602
587.531	Beginning Date .....	602
587.532	Ending Date .....	602
587.54	Disabilities .....	602

- 587.6 Procedures Upon Death of an Employee ..... 602
  - 587.61 Contacting Next of Kin ..... 602
  - 587.62 Filing Death Claim Applications ..... 602
- 588 Management Initiated Disability Retirement Procedures ..... 603
  - 588.1 General ..... 603
  - 588.2 Procedures ..... 603
    - 588.21 Basis for Filing ..... 603
    - 588.22 Notice to Employee ..... 603
    - 588.23 Notice to OPM ..... 603
  - 588.3 Processing by OPM ..... 604
    - 588.31 Required Documentation ..... 604
    - 588.32 Decision ..... 604
  - 588.4 Cancellation of Retirement ..... 604
  - 588.5 Employee’s Status Pending OPM’s Decision ..... 604
- 589 General Retirement Information ..... 604
  - 589.1 Retirement Counseling ..... 604
    - 589.11 Responsibility ..... 604
    - 589.12 National Retirement Counseling System (NARECS) ..... 605
      - 589.121 Purpose ..... 605
      - 589.122 Contents ..... 605
      - 589.123 Individual Counseling ..... 605
      - 589.124 Advice to Employee ..... 605
    - 589.13 Group Counseling and Assistance ..... 605
      - 589.131 Objectives and Responsibility ..... 605
      - 589.132 Frequency ..... 605
      - 589.133 Location and Participation ..... 606
      - 589.134 Suggestions for Program Content ..... 606
  - 589.2 Retirement Forms ..... 607
    - 589.21 Processing ..... 607
    - 589.22 Requisitioning Forms ..... 607
  - 589.3 Information Source for Separated or Retired Employees ..... 607
  - 589.4 Information Source for Employees ..... 607
  - 589.5 Federal Income Tax ..... 607
    - 589.51 Taxable Annuities ..... 607
    - 589.52 Federal Income Tax Withholding ..... 607
    - 589.53 Federal Income Tax Questions ..... 608
  - 589.6 Privacy Act Considerations ..... 608
    - 589.61 General ..... 608
    - 589.62 OPM Records ..... 608
    - 589.63 Postal Service Records ..... 608

590 Thrift Savings Plan .....	609
591 Overview .....	609
591.1 Description .....	609
591.11 Administration .....	609
591.12 Further Information .....	609
591.2 Open Season .....	609
591.3 Eligibility to Contribute .....	609
591.31 General .....	609
591.32 New Career Employees .....	609
591.33 Rehired Employees .....	610
591.34 Reemployed Annuitants .....	610
591.341 Eligibility .....	610
591.342 Contributions .....	611
591.35 Transfers From Another Agency .....	611
591.36 Dual Appointments .....	611
591.4 Permitted Actions .....	611
591.41 Open Season .....	611
591.42 Interfund Transfers .....	612
591.5 Elections .....	612
591.51 Form Required .....	612
591.52 Number Permitted .....	612
591.53 Effective Dates .....	612
591.54 Election Period .....	612
591.55 Belated Elections .....	612
591.6 CSRS Transfers to FERS .....	612
591.7 Booklets .....	613
592 Contributions .....	613
592.1 Basic Pay .....	613
592.2 Contribution Rates .....	613
592.3 Maximum Contribution Rates .....	613
592.31 FERS Employees .....	613
592.32 CSRS Employees .....	613
592.4 Automatic Contributions .....	613
592.41 FERS Employees .....	613
592.42 CSRS Employees .....	613
592.5 Matching Contributions .....	613
592.51 FERS Employees .....	613
592.52 CSRS Employees .....	614
592.6 Vesting of Contributions .....	614
592.61 CSRS Employees .....	614
592.62 FERS Employees .....	614

- 592.7 Maximum Contribution Amount ..... 614
- 592.8 Taxes ..... 614
  - 592.81 Federal Income Taxes ..... 614
  - 592.82 State Income Taxes ..... 615
- 592.9 Insufficient Earnings ..... 615
  - 592.91 Employees on LWOP ..... 615
  - 592.92 Reduced Earnings ..... 615
- 593 Investments ..... 615
  - 593.1 Funds Available ..... 615
  - 593.2 Investment Options ..... 616
    - 593.21 Fund Allocation ..... 616
    - 593.22 Changing Investments ..... 616
  - 593.3 Participant Statements ..... 616
    - 593.31 Frequency ..... 616
    - 593.32 Contents ..... 616
    - 593.33 Distribution ..... 616
    - 593.34 Transactions ..... 617
      - 593.341 Types of Transactions ..... 617
      - 593.342 Information Concerning Transactions ..... 617
- 594 Adjustments ..... 617
  - 594.1 Responsibility ..... 617
  - 594.2 Elections Not Processed ..... 617
    - 594.21 Reason Beyond Employee Control ..... 617
    - 594.22 Administrative Error ..... 617
  - 594.3 Overdeductions ..... 618
    - 594.31 Correction ..... 618
    - 594.32 Excess Contributions ..... 618
    - 594.33 Amount of Adjustment ..... 618
    - 594.34 Earnings ..... 618
  - 594.4 Underdeductions ..... 618
    - 594.41 Correction ..... 618
    - 594.42 Form 6886, Thrift Savings Plan Request for Retroactive Contributions ..... 618
    - 594.43 Preparation ..... 618
    - 594.44 Decision ..... 619
    - 594.45 Disposition ..... 619
      - 594.451 No Return of Form 6886 ..... 619
      - 594.452 No Make-Up Contributions ..... 619
      - 594.453 Make-Up Contributions ..... 619
    - 594.46 Processing ..... 619
  - 594.5 Erroneous Retirement System ..... 620

594.6	Back Pay Awards .....	620
594.61	General Rule .....	620
594.62	Erroneous Separation .....	621
594.63	Continuous Service .....	621
594.7	Claim Procedure .....	621
594.71	General Rule .....	621
594.72	Review of Claim .....	621
594.73	Postal Service Decision .....	621
594.74	Employee Appeal Rights .....	621
594.75	Final Decision .....	622
594.76	Time Limitation .....	622
595	Termination of Contributions .....	622
595.1	Definition .....	622
595.2	Submissions .....	622
595.3	Effective Date .....	622
595.4	Subsequent Elections .....	622
595.41	Submitted During Open Season .....	622
595.42	Submitted Other Than Open Season .....	622
595.43	Effective Date for Subsequent Elections .....	623
596	Loans .....	623
596.1	Eligibility .....	623
596.2	Types of Loans .....	623
596.21	Residential Loans .....	623
596.22	General Purpose Loans .....	623
596.3	Applications .....	623
596.31	TSP-20, Thrift Savings Plan Loan Application .....	623
596.32	Documentation .....	623
596.4	Interest .....	623
596.41	Rate .....	623
596.42	Guarantee .....	624
596.43	Duration .....	624
596.44	Payment .....	624
596.45	Taxes .....	624
596.5	Restrictions .....	624
596.51	Amounts .....	624
596.511	Minimum Amount .....	624
596.512	Maximum Amount .....	624
596.52	Duration .....	624
596.521	Minimum Duration .....	624
596.522	Maximum Duration .....	624
596.53	Collateral .....	624

- 596.54 Basic Pay Test ..... 625
- 596.55 Number of Loans ..... 625
- 596.56 Spousal Rights ..... 625
- 596.57 Court Orders ..... 625
- 596.6 Loan Repayment ..... 625
- 596.7 Additional Information ..... 625
- 596.8 Verification of Participant's Account ..... 625
- 597 Withdrawal of Funds ..... 626
  - 597.1 Eligibility ..... 626
  - 597.2 Withdrawals Upon Separation ..... 626
    - 597.21 Withdrawal Options ..... 626
    - 597.22 Mandatory Automatic Cashout ..... 626
    - 597.23 Required Minimum Distribution ..... 626
    - 597.24 Spousal Rights ..... 627
      - 597.241 Vested Account Balances of More Than \$3,500 ..... 627
      - 597.242 Vested Account Balances of \$3,500 or Less ..... 627
  - 597.3 In-Service Withdrawals ..... 627
    - 597.31 Type of Withdrawal ..... 627
    - 597.32 Application ..... 627
    - 597.33 Restrictions ..... 627
      - 597.331 Pay Period Contributions ..... 627
      - 597.332 Spousal Rights ..... 628
      - 597.333 Court Orders ..... 628
  - 597.4 Death ..... 628
    - 597.41 Prior to Separating ..... 628
    - 597.42 After Separation ..... 628
  - 597.5 Spousal Rights ..... 628
  - 597.6 Withdrawal Packages ..... 628
    - 597.61 Personnel Services Office Responsibilities ..... 628
      - 597.611 Separations and Retirements ..... 628
      - 597.612 Deaths ..... 629
    - 597.62 Contents ..... 629
  - 597.7 Additional Information ..... 629
  - 597.8 Return to Federal Service ..... 629
- 598 Court Orders ..... 630
  - 598.1 Types ..... 630
  - 598.2 Requirements ..... 630
  - 598.3 Notification ..... 630
  - 598.4 Effect on Withdrawal Options ..... 630
  - 598.5 Effect on Loans ..... 630
  - 598.6 Address ..... 631
  - 598.7 Additional Information ..... 631

<b>6 Employee Relations</b>	<b>633</b>
610 Employee Services	633
611 Scope	633
612 Information Media	633
612.1 Responsibility	633
612.2 Methods	633
612.21 Official Directives	633
612.22 Unofficial Communications	633
612.23 Bulletin Boards	633
612.231 Utility and Convenience	633
612.232 Suitability	634
612.24 Employee Lockers	634
612.241 Issuance	634
612.242 Maintenance and Inspection	635
613 Credit Unions	635
613.1 Authority	635
613.2 Space Allowance	635
613.3 Employees With Credit Union Duties	635
614 Food Services	635
614.1 Policy	635
614.2 Operation	636
614.21 Responsibility	636
614.22 Management	636
614.3 Types	636
614.4 Funds	636
615 Social Recreational Program	637
615.1 Policy	637
615.2 Discrimination	637
615.3 Committees	637
615.31 Membership	637
615.32 Requirements	637
615.321 Income From Vending Operations	637
615.322 Meetings and Duties	637
615.33 Responsibilities	638
615.34 Constitution	638
615.35 Bylaws	638
615.4 Employee Social and Recreational Fund	641
615.41 Purpose	641
615.42 Source of Funds	641
615.43 Funds Excluded	641

- 615.44 Prohibited Activities ..... 641
- 615.45 Safekeeping of Funds ..... 642
  - 615.451 Records ..... 642
  - 615.452 Single Fund ..... 642
  - 615.453 Balance Under \$100 ..... 642
  - 615.454 Balance Over \$100 ..... 642
- 615.46 Requirements for Banking and Investment of Funds ..... 642
  - 615.461 One Checking Account ..... 642
  - 615.462 Reserve Funds ..... 642
  - 615.463 No Long-Term Accumulation ..... 643
- 615.47 Expenditures of Funds ..... 643
  - 615.471 General Benefit ..... 643
  - 615.472 Appropriate Expenditures ..... 643
  - 615.473 Inappropriate Expenditures ..... 643
- 615.5 Records and Files ..... 644
  - 615.51 Ledger ..... 644
  - 615.52 Checkbook ..... 644
  - 615.53 Record of Assets ..... 644
  - 615.54 Supplies Inventory ..... 644
  - 615.55 Unpaid Obligations ..... 644
  - 615.56 Files ..... 644
- 615.6 Reports ..... 647
  - 615.61 Frequency ..... 647
  - 615.62 Report Format ..... 647
- 615.7 Audits ..... 650
  - 615.71 Frequency ..... 650
  - 615.72 Recommendation for Audit ..... 650
    - 615.721 Installation Head ..... 650
    - 615.722 District Finance Manager ..... 650
  - 615.73 Internal Audit ..... 650
  - 615.74 Independent Audit ..... 650
  - 615.75 Audit Requirements ..... 650
  - 615.76 Audit Report ..... 651
    - 615.761 Content ..... 651
    - 615.762 Distribution ..... 651
  - 615.77 Follow-Up Action ..... 651
  - 615.78 Review and Comments by District Finance Manager ..... 651
  - 615.79 Inspection Service Audit ..... 652
- 615.8 Tax Status of Social and Recreational Funds ..... 652
  - 615.81 Exemption ..... 652
  - 615.82 Liability ..... 652

616	Savings Bond Program .....	652
616.1	Payroll Savings Plan .....	652
616.2	Notification .....	652
616.21	Annual Savings Bond Drive .....	652
616.211	Organization .....	652
616.212	Participation .....	652
616.213	Supplies .....	652
616.22	Sustaining Program .....	653
616.3	Enrollment .....	653
616.31	Authorization for Payroll Allotment .....	653
616.32	Cancellation of Allotment .....	653
616.33	Issuance and Refunds .....	653
616.34	Privacy of Records .....	653
616.4	Reports .....	653
617	Combined Federal Campaign Program .....	654
617.1	Annual Campaign .....	654
617.11	Purpose .....	654
617.12	Authorization .....	654
617.2	Organization .....	654
617.21	Local Federal Coordinating Committee .....	654
617.22	Postal Service Organization .....	654
617.23	Loaned Executive Program .....	654
617.3	Solicitation .....	654
617.31	Participation .....	654
617.32	Time Frame .....	655
617.33	Supplies .....	655
617.4	Contributions .....	655
617.41	General .....	655
617.42	Authorization for Payroll Allotment .....	655
617.43	Cancellation of Allotment .....	655
617.44	Cash Payments .....	655
617.45	Privacy of Records .....	655
617.5	Reports .....	656
617.6	Recognition .....	656
617.61	Plaques .....	656
617.62	Certificates .....	656
617.7	Further Information .....	656
620	Contests .....	657
621	Scope .....	657
622	Objective .....	657

- 623 Responsibilities ..... 657
  - 623.1 Approval Authorities ..... 657
  - 623.2 Districts and Plants ..... 657
  - 623.3 Areas ..... 657
    - 623.31 Area Vice President ..... 657
    - 623.32 Other Personnel ..... 657
  - 623.4 Senior Management Committee ..... 658
- 624 Establishment ..... 658
  - 624.1 Criteria ..... 658
  - 624.2 Structure ..... 658
  - 624.3 Contest Rules ..... 658
- 625 Implementation ..... 659
  - 625.1 Eligibility ..... 659
  - 625.2 Evaluation ..... 659
    - 625.21 Winners ..... 659
    - 625.22 Ties ..... 659
- 626 Types of Awards ..... 659
  - 626.1 Acceptable ..... 659
  - 626.2 Unacceptable ..... 659
- 627 Limitations ..... 659
  - 627.1 Numbers and Types of Contests ..... 659
  - 627.2 Expenditures ..... 660
    - 627.21 District and Plant Contests ..... 660
    - 627.22 Area Contests ..... 660
    - 627.23 National Contests ..... 660
- 630 Ideas Program ..... 661
  - 631 Policy ..... 661
  - 632 Eligibility ..... 661
  - 633 Criteria ..... 661
    - 633.1 General Criteria ..... 661
    - 633.2 Engineering Criteria ..... 661
  - 634 Awards ..... 662
    - 634.1 General ..... 662
    - 634.2 Nonmonetary Awards ..... 662
    - 634.3 Cash Awards ..... 662
      - 634.31 Amounts ..... 662
      - 634.32 Multiple-Level Awards ..... 662
      - 634.33 Deductions ..... 662
      - 634.34 Acceptance ..... 663
  - 635 Records ..... 663

636	Processing	663
636.1	Summary of Steps	663
636.2	Payment	663
636.3	Presentation Ceremonies	663
640	Employee Claims	667
641	Nonbargaining Unit Employees	667
641.1	Policy	667
641.2	Requirements	667
641.3	Claimants	667
641.31	Valid	667
641.32	Fraudulent	667
641.4	Compensation	668
641.41	Lost or Destroyed Property	668
641.42	Damaged Property	668
641.43	Third Party Recoveries	668
641.431	Insurance	668
641.432	Supplement	668
641.433	Refunds	668
641.5	Procedures	668
641.51	Time	668
641.52	Documentation	668
641.53	Submission and Initial Decisions	669
641.54	Disposition	669
641.55	Appeal	669
642	Bargaining Unit Employees	669
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures	671
651	Disciplinary and Emergency Procedures	671
651.1	Scope	671
651.2	Representation	671
651.3	Nondisciplinary Corrective Measures	671
651.4	Emergency Placement in Off-Duty Status	671
651.5	Letters of Warning	672
651.6	Letters of Warning in Lieu of Time-Off Suspensions	672
651.61	Policy	672
651.62	Implementation	672
651.63	Notice	672
651.64	Response	672
651.65	Decision	672
651.66	Retention	673
651.7	Adverse Actions	673
651.71	Definition	673

- 651.72 Policy ..... 673
- 651.73 Notice ..... 673
- 651.74 Response ..... 673
- 651.75 Decision ..... 673
- 651.76 Duty Status ..... 674
- 651.77 Exceptions to Thirty-Day Notice ..... 674
- 652 Appeal Procedures ..... 674
  - 652.1 Scope ..... 674
  - 652.2 Appeal of Adverse Actions ..... 674
    - 652.21 Coverage ..... 674
    - 652.22 Exclusion ..... 675
    - 652.23 Appeal to Step 1 ..... 675
      - 652.231 Field Employees ..... 675
      - 652.232 Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees ..... 675
      - 652.233 Exceptions ..... 675
    - 652.24 Hearings ..... 675
      - 652.241 Action If No Hearing Requested ..... 675
      - 652.242 Action When Hearing Requested ..... 675
      - 652.243 Management Obligation for Witnesses ..... 676
      - 652.244 Workhours Compensation ..... 676
      - 652.245 Noninterference Rule ..... 676
      - 652.246 Transcript ..... 676
      - 652.247 Attorney Fees ..... 676
    - 652.25 Post Hearing ..... 677
      - 652.251 Hearing Officer Action ..... 677
      - 652.252 Step 1 Official Action ..... 677
  - 652.3 Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees ..... 677
    - 652.31 Procedure ..... 677
  - 652.4 Other Appealable Actions ..... 678
    - 652.41 Coverage ..... 678
    - 652.42 Step A ..... 678
    - 652.43 Step B ..... 678
    - 652.44 Review ..... 678
  - 652.5 Alternative Dispute Resolution ..... 679
    - 652.51 Exceptions ..... 679
    - 652.52 Mediation ..... 679
    - 652.53 Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions ..... 679
    - 652.54 Mediation for Adverse Actions ..... 679

660	Conduct	681
661	Code of Ethical Conduct	681
661.1	Purpose and Applicability	681
661.2	Congressional Code of Ethics for Government Service	681
661.3	Standards of Conduct	683
661.4	Conflicts of Interest	683
661.41	Conflicts of Interest — Financial	683
661.42	Conflicts of Interest — Employment	685
661.43	Conflicts of Interest — Gifts, Entertainment, and Favors	687
661.5	Other Prohibited Conduct	689
661.51	Discrimination	689
661.52	Unofficial Use of Government Property or Services	689
661.53	Unacceptable Conduct	689
661.54	Use of Intoxicating Beverages	690
661.55	Illegal Drug Use	690
661.56	Gambling	690
661.6	Indebtedness	690
661.61	Financial Obligations	690
661.62	Disputes With Creditors	690
661.7	Provisions Concerning Special Postal Service Employees	690
661.71	Private Gain	690
661.72	Financial Benefit	691
661.73	Use of Information	691
661.74	Teaching, Lecturing, Writing Activities	691
661.75	Acceptance of Gifts	691
661.8	Ethical Conduct Advisory Service and Remedial Action	691
661.81	Advisory Service	691
661.811	Ethical Conduct Officer	691
661.812	Associate Ethical Conduct Officers	692
661.813	Advice and Guidance	692
661.814	Appeals	692
661.815	Employee Notification	692
661.82	Remedial Action	693
661.821	Procedures	693
661.822	Types of Remedial Actions	693
661.823	Compliance	693
661.824	Postemployment Activities	693
662	Statements of Employment and Financial Interests	697
662.1	Employees Required to File Statements	697
662.11	Categories of Employees	697
662.12	Employee in Position Temporarily	697

- 662.13 Determination of Categories ..... 697
- 662.14 Special Employee ..... 697
- 662.15 Waivers ..... 698
- 662.16 Employees Below EAS-24 Who Must File ..... 698
- 662.17 Employees Improperly Included ..... 698
- 662.2 Persons to Whom Statements Will Be Submitted ..... 698
  - 662.21 To the Ethical Conduct Officer ..... 698
  - 662.22 To the Division General Manager ..... 698
  - 662.23 To Associate Ethical Conduct Officer ..... 698
- 662.3 Submission of Statements ..... 698
  - 662.31 Time for Submission ..... 698
  - 662.32 Changes ..... 699
  - 662.33 Disclosure of Amounts ..... 699
  - 662.34 Avoidance of Conflicts of Interest ..... 699
- 662.4 Confidentiality and Retention of Statements ..... 699
  - 662.41 Restrictions Regarding Disclosure of Statements ..... 699
  - 662.42 Procedures for Transmittal Statements ..... 699
  - 662.43 Time of Retention ..... 699
- 662.5 Information Not Known by Employees ..... 700
  - 662.51 Requests for Information From Others ..... 700
  - 662.52 Failure to Obtain Information ..... 700
- 662.6 Information Not Required ..... 700
  - 662.61 Organizations Excluded From Information Requirements ..... 700
  - 662.62 Organizations Included in Information Requirements ..... 700
  - 662.63 Employees Excluded ..... 700
- 662.7 Reviewing Statements and Remedial Action ..... 701
- 662.8 Public Financial Disclosure Reports ..... 701
- 663 Participation in Political and Community Activities ..... 705
  - 663.1 Political Activities ..... 705
    - 663.11 General ..... 705
      - 663.111 Employees Included ..... 705
      - 663.112 Employees Excluded ..... 705
    - 663.12 Additional Prohibited Political Activities ..... 705
    - 663.13 Investigation and Enforcement ..... 705
  - 663.2 Community Affairs ..... 705
    - 663.21 General ..... 705
    - 663.22 Holding of State or Local Office by Postal Service Employees ..... 706
  - 663.3 Nonparticipation in Segregated Meetings ..... 707
- 664 Bribery, Undue Influence, or Coercion ..... 707
- 665 Statutory Provisions ..... 708
  - 665.1 Laws Referenced in This Code ..... 708

665.2	Application to Postal Employees .....	708
666	USPS Standards of Conduct .....	709
666.1	Discharge of Duties .....	709
666.2	Behavior and Personal Habits .....	710
666.3	Loyalty .....	710
666.4	Performance of Public Duties .....	710
666.5	Obedience to Orders .....	710
666.51	Protests .....	710
666.52	Reporting of Violations .....	710
666.6	Cooperation in Investigations .....	710
666.7	Furnishing Address .....	710
666.8	Attendance .....	710
666.81	Requirement for Attendance .....	710
666.82	Absence Without Permission .....	710
666.83	Tardiness .....	711
666.84	Falsification in Recording Time .....	711
666.85	Incomplete Mail Disposition .....	711
666.86	Disciplinary Action .....	711
667	Legal Assistance Provided by the Postal Service .....	711
667.1	Defense of Civil Suits Against Postal Service Employees Arising Out of Their Operation of Motor Vehicles .....	711
667.11	Coverage .....	711
667.12	Employee Responsibilities .....	711
667.13	Installation Head Responsibilities .....	712
667.2	Representation of USPS Employees by the Department of Justice In Non-Motor Vehicle Cases .....	712
667.21	General .....	712
667.22	Procedure for Requesting Legal Representation by the Department of Justice .....	712
667.221	Employee Responsibilities .....	712
667.222	Installation Head or Higher Level Official Responsibilities .....	713
667.223	Postal Inspection Service .....	713
667.23	Criteria for Granting Representation .....	713
667.3	Department of Justice Representation .....	713
667.4	Reimbursement of Employees for Legal Fees, Judgments, and Settlements .....	713
667.41	Legal Fees .....	713
667.42	Judgment .....	713
667.43	Criteria for Reimbursement .....	714
667.5	USPS Governors, Officers, PCES Employees, and Headquarters Employees .....	714
667.51	Request for Legal Representation .....	714
667.52	Legal Fees .....	714

- 667.53 Judgments ..... 714
- 668 Restrictions ..... 714
  - 668.1 Prohibited Personnel Practices ..... 714
    - 668.11 Restrictions ..... 714
      - 668.111 General ..... 714
      - 668.112 Prohibited Discrimination ..... 714
      - 668.113 Nepotism ..... 715
      - 668.114 Improper Employment and Placement Practices ..... 715
      - 668.115 Improper Recommendations ..... 715
      - 668.116 Coercion of Political Activity ..... 715
      - 668.117 Reprisal for Exercising Appeal Rights ..... 715
      - 668.118 Reprisal for Release of Information ..... 715
    - 668.12 Remedies ..... 716
      - 668.121 General ..... 716
      - 668.122 Equal Employment Opportunity Complaint Procedures ..... 716
      - 668.123 Grievance Procedure ..... 716
      - 668.124 Adverse Action Appeals to Merit Systems Protection Board ..... 716
      - 668.125 Nonbargaining Unit Appeals Procedure ..... 716
      - 668.126 Prohibited Personnel Practices ..... 716
  - 668.2 Service Matters ..... 717
    - 668.21 Compiling Directories ..... 717
    - 668.22 Engaging in Campaigns for Changes in Mail Service ..... 717
    - 668.23 Paying for Exchange of Positions ..... 717
    - 668.24 Manufacture of Rural Mailboxes ..... 717
    - 668.25 Loitering ..... 717
    - 668.26 Controversies With Public ..... 717
    - 668.27 Obstructing the Mail ..... 717
    - 668.28 Giving Testimony or Campaigning for Additional Transportation Services ..... 717
    - 668.29 Interception of Oral or Wire Communications by Postal Employees ..... 718
  - 668.3 Records, Information, and Associated Processing Systems and Equipment ..... 718
    - 668.31 Purpose ..... 718
    - 668.32 Prohibited Disclosures ..... 718
    - 668.33 Prohibited Uses ..... 719
    - 668.34 Protection Responsibilities ..... 719
    - 668.35 Reporting Violations ..... 719

- 669 Definitions ..... 719
- 670 Diversity, Equal Employment Opportunity, and Affirmative Action ..... 721
- 671 Diversity Overview ..... 721
- 672 Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action ..... 721
- 672.1 Laws ..... 721

672.2	Executive Orders and EEOC Regulations .....	722
672.3	Office of Personnel Management Guidance .....	722
673	Policy .....	722
673.1	General EEO and Affirmative Action Goals .....	722
673.2	Specific Commitments .....	722
673.21	Ensuring the Representation of All Employee Groups in All Levels of Employment .....	722
673.22	Prohibiting Discrimination and Harassment .....	723
673.221	Discrimination .....	723
673.222	Sexual Harassment .....	723
673.223	Sexual Orientation Discrimination and Harassment .....	723
673.3	Diversity, EEO, and Affirmative Action Accountability .....	723
673.31	Employees .....	723
673.32	Management .....	724
674	Organizational Responsibilities .....	724
674.1	Deputy Postmaster General .....	724
674.2	Functional Organizations .....	724
674.21	Diversity Development .....	724
674.22	Labor Relations .....	724
674.23	Employee Resource Management .....	724
674.3	Diversity and Affirmative Action Advisory Committees .....	725
675	Affirmative Action Activities .....	725
675.1	Special Emphasis Programs .....	725
675.11	Nature of Programs .....	725
675.12	Objectives .....	725
675.13	Additional Information .....	725
675.2	Career and Diversity Awareness Conferences .....	726
675.21	Objective .....	726
675.22	Additional Information .....	726
676	On-Site EEO Evaluations .....	726
680	Participation in Supervisory and Managerial Organizations .....	727
681	Participation Rights .....	727
682	Postal Service Representation at Organization Gatherings .....	727
682.1	Explanation .....	727
682.2	National Conventions .....	727
682.3	State Conventions and Other Management Association Conferences .....	728
682.31	General Policies .....	728
682.32	Request Channels .....	728
683	District Meetings for Postmasters .....	728

- 690 Inventions and Patents ..... 729
  - 691 Policy ..... 729
  - 692 Authority ..... 729
  - 693 Definitions ..... 729
  - 694 Reporting Inventions ..... 730
    - 694.1 Reports ..... 730
      - 694.11 What to Report ..... 730
      - 694.12 When to Send ..... 730
      - 694.13 Where to Send ..... 730
      - 694.14 What to Send ..... 730
    - 694.2 Review by Supervisor ..... 731
  - 695 Determination of Rights in and to an Invention ..... 731
    - 695.1 Responsibility ..... 731
    - 695.2 Instruments ..... 731
  - 696 Appeals and Petitions ..... 732
  - 697 Timeliness ..... 732
  - 698 Correspondence ..... 732

**7 Training and Development ..... 733**

- 710 Overview ..... 733
  - 711 Policy, Goals, Objectives, and Categories ..... 733
    - 711.1 General Policy ..... 733
      - 711.11 Strategy ..... 733
      - 711.12 Methods ..... 733
      - 711.13 Responsibility ..... 733
    - 711.2 Purpose and Goals ..... 733
    - 711.3 Objectives ..... 734
    - 711.4 Categories of Training and Development ..... 734
      - 711.41 Job Training ..... 734
        - 711.411 Description ..... 734
        - 711.412 Conditions ..... 735
        - 711.413 Examples ..... 735
      - 711.42 Self-Development Training ..... 735
        - 711.421 Description ..... 735
        - 711.422 Conditions ..... 735
        - 711.423 Job Relatedness ..... 736
        - 711.424 Examples ..... 736
      - 711.43 Job Experiences ..... 736
        - 711.431 General ..... 736
        - 711.432 Within Current Job Assignment ..... 736

711.433	Outside Current Job Assignment .....	736
712	Training Compensation Guidelines .....	737
712.1	General .....	737
712.2	FLSA Considerations .....	737
712.21	Coverage .....	737
712.22	Scheduling .....	737
712.23	Disclaimer .....	737
712.24	Management Responsibilities .....	737
712.25	Employee Responsibilities .....	737
713	Selection .....	738
713.1	Equal Opportunity Policies .....	738
713.2	Selection Considerations .....	738
713.3	Assignment After Training .....	738
714	Training Delivery .....	739
714.1	General .....	739
714.11	Types of Training Delivery .....	739
714.12	Choices of Training Source .....	739
714.121	Considerations .....	739
714.122	Justification .....	739
714.2	Postal Training Delivery .....	739
714.21	Delivery Modes .....	739
714.22	Delivery Sources .....	739
714.221	Headquarters .....	739
714.222	Areas, Districts, and Plants .....	740
714.223	National Center for Employee Development .....	740
714.224	William F. Bolger Center for Leadership Development .....	740
714.225	Inspection Service Career Development Branch .....	740
714.226	Postal Satellite Training Network .....	740
714.3	Nonpostal Training Delivery .....	740
715	Postal Training Systems .....	740
715.1	Explanation .....	740
715.2	Postal Orientation .....	740
715.3	Craft Skills Training .....	740
715.4	Technical Maintenance Training .....	741
715.41	General .....	741
715.42	Subjects .....	741
715.43	Delivery .....	741
715.5	Management and Professional Training .....	741
715.51	General .....	741
715.52	Curriculum Guides and Enrollment .....	741
715.53	Executive Education .....	742

- 715.54 Other ..... 742
- 715.6 Inspection Service Training ..... 742
  - 715.61 General ..... 742
  - 715.62 Inspectors ..... 742
  - 715.63 Postal Police Officers ..... 742
- 716 Expenses ..... 742
  - 716.1 Travel ..... 742
    - 716.11 General ..... 742
    - 716.12 Intermediate Travel Home ..... 743
      - 716.121 General ..... 743
      - 716.122 Scheduling ..... 743
      - 716.123 Trip Destination ..... 743
      - 716.124 Spouse Traveling in Lieu of Employee ..... 743
  - 716.2 Facilities ..... 743
  - 716.3 Tuition, Fees, Books, and Supplies ..... 743
  - 716.4 Injury Compensation and Student Welfare ..... 743
- 717 Nonpostal Personnel Participation in Postal Training ..... 744
- 720 Training and Development Responsibilities and Functions ..... 744
  - 721 Organizational Responsibilities and Functions ..... 744
    - 721.1 Headquarters ..... 744
    - 721.2 Areas ..... 744
    - 721.3 Districts ..... 745
    - 721.4 Supervisors and Managers ..... 745
    - 721.5 Employees ..... 746
  - 722 Postal Employee Development Center Organization and Operations ..... 746
    - 722.1 Purpose ..... 746
    - 722.2 PEDC Network Operating Procedures ..... 746
      - 722.21 Geographic Area of Responsibility ..... 746
      - 722.22 PEDC Reporting Relationships ..... 746
      - 722.23 Facilities ..... 746
      - 722.24 Reviews ..... 747
- 730 Training Procedures ..... 747
  - 731 Nomination and Registration ..... 747
  - 732 Training Records and Reports ..... 747
    - 732.1 Individual Training Records ..... 747
      - 732.11 PS Form 2432, Individual Training Progress Report ..... 747
      - 732.12 PS Form 2548, Individual Training Record ..... 747
      - 732.13 PS Form 1782, Training Request and Authorization ..... 747
      - 732.14 (Reserved) ..... 748
      - 732.15 Certificates of Training ..... 748
    - 732.2 Training Tracking System ..... 748

740 Nonpostal Training Policy .....	748
741 Background .....	748
741.1 Explanation .....	748
741.2 General Payment Policies .....	748
741.21 Salary Compensation and Travel Expenses .....	748
741.22 Other Related Expenses .....	748
741.23 Restrictions .....	749
741.231 Authorization .....	749
741.232 Prohibited Training Sponsors .....	749
742 General Procedures .....	749
742.1 PS Form 1782 .....	749
742.2 Request and Approval .....	749
742.21 Standard Training .....	749
742.22 Medical Training .....	749
742.3 Distribution of Copies .....	750
742.4 Payment .....	750
742.41 Tuition, Fees, Books, and Supplies .....	750
742.411 General .....	750
742.412 Payment to the Training Sponsor .....	750
742.413 Reimbursement to Employees .....	750
742.414 Advance Payments .....	750
742.42 Travel .....	751
742.5 Documentation .....	751
743 Special Factors .....	751
743.1 Failure to Enroll in or Complete Approved Training .....	751
743.2 Double Payment .....	752
743.21 Policy .....	752
743.22 Certification .....	752
743.221 Conditions for Signing .....	752
743.222 Text of Certification .....	752
743.223 Procedure .....	752
743.3 Contribution or Award .....	752
743.31 Conditions for Acceptance .....	752
743.32 Insufficient Payment of Expenses .....	753
743.4 Training Beyond Four Consecutive Weeks .....	753
743.41 Policy .....	753
743.42 Agreement .....	753
743.421 Conditions for Signing .....	753
743.422 Text of Agreement .....	754
743.423 Procedure .....	754
743.43 Reimbursement .....	754

- 750 Professional Associations ..... 755
  - 751 Definition ..... 755
    - 751.1 Purpose ..... 755
    - 751.2 Membership ..... 755
    - 751.3 Exclusions ..... 755
  - 752 Policy ..... 755
  - 753 Payment of Membership Dues or Fees ..... 756
    - 753.1 Individual Memberships ..... 756
      - 753.11 Voluntary ..... 756
      - 753.12 Required ..... 756
    - 753.2 Institutional Membership ..... 756
    - 753.3 Procurement of Memberships ..... 756
    - 753.4 Periodicals ..... 757
  - 754 Attendance at Meetings and Conferences ..... 757
    - 754.1 Authorization ..... 757
    - 754.2 Full or Partial Attendance ..... 757
    - 754.3 Leave for Other Employees ..... 757
    - 754.4 Selection for Attendance ..... 758
    - 754.5 Payment of Expenses ..... 758
    - 754.6 Approval of Registration Fees ..... 758
  - 755 Privileges ..... 758

**8 Safety and Health ..... 759**

- 810 Occupational Safety and Health Program ..... 759
  - 811 General ..... 759
    - 811.1 Authority ..... 759
    - 811.2 Principles ..... 759
      - 811.21 Management Commitment, Involvement, and Accountability ..... 759
      - 811.22 Vision Statement ..... 759
      - 811.23 Guiding Principles ..... 759
      - 811.24 Safety Philosophy ..... 760
    - 811.3 Offsite Safety ..... 760
    - 811.4 Records Retention and Disposition ..... 761
  - 812 Management Responsibilities ..... 761
    - 812.1 Headquarters ..... 761
      - 812.11 Postmaster General ..... 761
      - 812.12 Chief Operating Officer ..... 761
      - 812.13 Officers ..... 761
      - 812.14 Vice President of Employee Resource Management ..... 761

812.2	Area Offices .....	761
812.21	Vice President of Area Operations .....	761
812.22	Area Human Resources Managers .....	761
812.3	Installation Heads .....	761
812.4	Middle-Level Managers .....	762
812.5	Supervisors .....	762
812.6	Objectives and Action Plans .....	762
813	Safety and Health Staff Responsibilities .....	762
813.1	Headquarters .....	762
813.2	Area Offices .....	763
813.3	Performance Clusters .....	763
813.31	Safety Personnel .....	763
813.32	Collateral Duty Facility Safety Coordinator .....	764
814	Employee Rights and Responsibilities .....	764
814.1	Rights .....	764
814.2	Responsibilities .....	764
815	Executive and Management Safety and Health Committees .....	765
815.1	Structure and Responsibilities .....	765
815.11	National Executive Safety and Health Committee .....	765
815.12	Area Executive Safety and Health Committee .....	765
815.13	Performance Cluster Executive Safety and Health Committees .....	765
815.14	Plant* Executive Safety and Health Committee .....	766
815.15	Other Levels .....	766
815.2	Written Minutes .....	766
816	Joint Labor-Management Safety and Health Committees .....	766
817	Training and Education .....	767
817.1	Management Training and Education .....	767
817.11	Supervisors .....	767
817.12	Executives and Managers .....	767
817.2	Safety and Health Staff Training and Education .....	767
817.3	Joint Labor-Management Safety and Health Committee Orientation .....	767
817.4	Employee General Safety Orientation .....	768
817.5	OSHA Required Training .....	768
817.51	Standard Curriculum .....	768
817.52	Special Emphasis Program Training .....	768
817.53	Hazardous Materials Communication and Training .....	769
817.6	Refresher Training .....	769
817.7	New or Additional Equipment and Techniques Training .....	769
817.8	OSHA Poster 2203, Job Safety and Health Protection .....	769
817.9	Training Records .....	769
818	Safety and Health Program Budgeting .....	770

- 819 Accountability for Safety and Health Performance, Compliance, and Evaluations . . . . . 770
- 820 Reports and Investigations, Program Evaluations, and Inspections . . . . . 771
- 821 Actions in the Event of Accident, Injury, or Illness . . . . . 771
  - 821.1 Injury, Illness, and Accident Reporting . . . . . 771
    - 821.11 Overview of Overlapping Postal and OSHA Reporting and Logging Requirements . . . . . 771
    - 821.12 Reporting Requirements . . . . . 771
      - 821.121 General Requirements for Using Form 1769, Accident Report . . . . . 771
      - 821.122 OSHA Requirements . . . . . 772
      - 821.123 HRIS Requirements . . . . . 772
    - 821.13 Reporting Using Form 1769 . . . . . 772
      - 821.131 Completing Form 1769 . . . . . 772
      - 821.132 Reviewing Form 1769 . . . . . 772
      - 821.133 Notifying the Safety Office of Controverted Claims . . . . . 773
      - 821.134 Notifying the Safety Office of Corrections . . . . . 773
    - 821.14 Maintaining Logs and Summaries . . . . . 773
      - 821.141 Postal Accident Log . . . . . 773
      - 821.142 OSHA Annual Summary of Injuries and Illnesses . . . . . 773
  - 821.2 Accident Investigation . . . . . 774
    - 821.21 Responsibility . . . . . 774
    - 821.22 Method . . . . . 774
  - 821.3 Accident Analysis . . . . . 774
    - 821.31 Purpose . . . . . 774
    - 821.32 Responsibility . . . . . 774
    - 821.33 Elements . . . . . 774
    - 821.34 Report 10, Safety and Health Subsystem, Accident Analysis Summary . . . . . 775
  - 821.4 Privacy Act Considerations . . . . . 775
- 822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities . . . . . 775
  - 822.1 Reporting Serious Accidents . . . . . 775
    - 822.11 Installation Head Preliminary Serious Accident Report . . . . . 775
    - 822.12 Performance Cluster Manager Report to Area and Headquarters . . . . . 776
  - 822.2 Investigating Serious Accidents . . . . . 777
    - 822.21 OSHA Investigations . . . . . 777
    - 822.22 Postal Serious Accident Investigation Board . . . . . 777
      - 822.221 Mandatory Composition . . . . . 777
      - 822.222 Optional Composition . . . . . 777
      - 822.223 Board Responsibilities . . . . . 777
      - 822.224 Board Investigation Report . . . . . 778
      - 822.225 Investigation Reporting and Response Requirements . . . . . 779
- 823 Program Evaluations . . . . . 779
  - 823.1 Purpose . . . . . 779

823.2	Responsibilities .....	779
823.21	Headquarters .....	779
823.22	Areas .....	780
823.23	Performance Clusters .....	780
823.3	Program Evaluation Report .....	780
823.31	Installations Greater Than 100 Workyears of Employment .....	780
823.32	Installations Greater Than 50 and Less Than 100 Workyears of Employment .....	780
824	Safety and Health Inspections .....	781
824.1	Purpose .....	781
824.2	Methods .....	781
824.3	Types of Inspections .....	781
824.31	Area Oversight and Targeted Inspections .....	781
824.311	Oversight .....	781
824.312	Area Inspections .....	781
824.32	PC Installations With One Hundred Workyears or More .....	781
824.321	Requirement .....	781
824.322	Teams .....	781
824.33	PC Installations With Less Than One Hundred Workyears .....	782
824.331	Requirement .....	782
824.332	Teams .....	782
824.4	Conduct of the Inspections .....	782
824.41	Authority .....	782
824.42	Inspection Procedures .....	783
824.421	Opening Conference .....	783
824.422	Inspection Rules .....	783
824.423	Imminent Hazard Abatement .....	783
824.424	Closing Conference .....	783
824.425	Documentation and Reporting .....	784
824.426	Notification .....	784
824.5	Deficiency and Hazard Abatement .....	784
824.51	Hazard Classifications .....	784
824.52	Hazard Abatement Committee .....	784
824.53	Abatement .....	785
824.531	Within 20 Days .....	785
824.532	More Than 20 and Fewer Than 45 Days .....	785
824.533	More Than 45 Days .....	785
824.534	Changes .....	785
824.535	Submission of Abatement Record .....	785
824.54	Reinspection and Followup .....	785

- 824.6 Investigating Employee Reports of Hazard, Unsafe Condition or Practice ..... 786
  - 824.61 Purpose of Form 1767, Report of Hazard, Unsafe Condition or Practice ..... 786
  - 824.62 Availability of Form ..... 786
  - 824.63 Procedures and Responsibilities ..... 786
    - 824.631 Employee ..... 786
    - 824.632 Supervisor ..... 786
    - 824.633 Approving Official ..... 787
    - 824.634 Safety Personnel and Collateral Duty FSCs ..... 787
    - 824.635 Maintenance ..... 787
    - 824.636 Installation Head ..... 787
- 825 OSHA Inspections ..... 787
  - 825.1 Purpose ..... 787
  - 825.2 Scope ..... 788
  - 825.3 Authority ..... 788
  - 825.4 Procedures ..... 788
    - 825.41 Arrival of Inspectors and Verification of Credentials ..... 788
    - 825.42 Consent to Entry and Cooperation ..... 788
    - 825.43 Opening Conference ..... 789
      - 825.431 Initiation ..... 789
      - 825.432 Attendance ..... 789
      - 825.433 Provision of Materials ..... 789
      - 825.434 Outline of Scope ..... 789
      - 825.435 Plan of Route Sequence ..... 789
    - 825.44 Records Review ..... 789
      - 825.441 Safety Records ..... 789
      - 825.442 Medical Records ..... 789
    - 825.45 Participation ..... 790
      - 825.451 Management Participation During Inspections ..... 790
      - 825.452 Interviews of Management and Supervisory Personnel ..... 790
      - 825.453 Employee Participation During Inspections ..... 790
    - 825.46 Methods ..... 791
      - 825.461 Walk-Around Inspection ..... 791
      - 825.462 Health Sampling ..... 791
    - 825.47 Immediate Correction of Imminent Dangers or Other Violations ..... 792
    - 825.48 Closing Conference ..... 792
    - 825.49 Post Conference Internal Communications ..... 792
  - 825.5 Citations ..... 793
    - 825.51 Issuance and Posting ..... 793
    - 825.52 Abatement ..... 793
    - 825.53 Informal Conference ..... 793
    - 825.54 Citation Management ..... 793

825.6	Performance Cluster File of OSHA Inspections .....	794
830	Motor Vehicle and Industrial Safety .....	795
831	Motor Vehicle Safety .....	795
831.1	Objective .....	795
831.2	Vehicle Maintenance .....	795
831.3	Driver Selection, Training, and Supervision .....	795
831.31	Driver Selection .....	795
831.32	Driver Training .....	795
831.33	Driver Supervision .....	795
831.331	Supervisory Responsibility .....	795
831.332	Driver Responsibility .....	796
831.4	Accident Analysis .....	796
832	Powered Industrial Truck Safety .....	796
833	Safety and Health in Design, Procurement, and Construction .....	796
833.1	Standards, Ergonomics, and Engineering .....	796
833.2	Supplemental Standards .....	797
833.3	Supplier (Contractor) Safety .....	797
840	Safety Awareness Programs .....	799
841	Program Promotion .....	799
841.1	Objectives .....	799
841.2	Local Needs .....	799
841.3	Media .....	799
842	National Safety Awards and Contests .....	799
842.1	Participation .....	799
842.2	Safe Driver Award Program .....	799
842.21	Recognition .....	799
842.22	Performance .....	799
842.23	Participation .....	800
842.24	Preventability .....	800
842.25	Safe Driver Award Rules .....	800
842.26	Privacy Act Considerations .....	800
843	Safety Incentive Programs .....	800
843.1	Concept .....	800
843.2	Selected Programs .....	801
843.3	Administration .....	801
843.4	Presentation Ceremonies .....	801
844	Seatbelt Use Incentive .....	801
844.1	Policy .....	801
844.2	Determination .....	801
844.3	Payment .....	802

- 850 Emergency Action Plans and Fire Prevention and Control ..... 803
  - 851 General Responsibilities ..... 803
    - 851.1 Installation Heads ..... 803
    - 851.2 Managers ..... 803
  - 852 Emergency Action Plan ..... 803
    - 852.1 Responsibility ..... 803
    - 852.2 Content ..... 804
    - 852.3 Posting ..... 804
  - 853 Emergency Evacuation Teams and Drills ..... 804
    - 853.1 Emergency Evacuation Teams ..... 804
      - 853.11 Organization ..... 804
      - 853.12 Size ..... 804
      - 853.13 Duties of EETs ..... 804
      - 853.14 Membership ..... 805
      - 853.15 Training ..... 806
      - 853.16 Exposure ..... 806
      - 853.17 Special Hazards ..... 806
      - 853.18 Installations Without EETs (Less Than 10,000 Square Feet) ..... 807
    - 853.2 Drills ..... 807
  - 854 Fire Prevention Plan ..... 807
    - 854.1 Responsibility ..... 807
    - 854.2 Content ..... 807
    - 854.3 Employee Training ..... 808
      - 854.31 General ..... 808
      - 854.32 Training for the Emergency Action Plan and Fire Prevention Plan ..... 808
        - 854.321 Emergency Action Plan ..... 808
        - 854.322 Fire Prevention Plan ..... 808
        - 854.323 Orientation ..... 808
        - 854.324 Review ..... 808
  - 855 Fire Inspections ..... 809
    - 855.1 Responsibility ..... 809
    - 855.2 Frequency ..... 809
    - 855.3 Procedures ..... 809
    - 855.4 Corrective Action ..... 809
  - 856 Alarm Systems and Extinguishers ..... 809
    - 856.1 Alarm Systems ..... 809
    - 856.2 Extinguisher ..... 810
  - 857 Vehicle Protection ..... 810
  - 858 Codes, Standards, and Ordinances ..... 810

860	Medical and Occupational Health Services .....	811
861	Scope .....	811
861.1	Program Overview .....	811
861.2	Mission .....	811
861.3	Approach .....	811
862	Policies .....	812
862.1	General Policy .....	812
862.2	Medical and Occupational Health Program Facilities .....	812
862.21	District Administrative Office .....	812
862.22	District Health Services Office .....	812
862.23	Area Administrative Office .....	812
863	Staffing and Functional Responsibilities .....	812
863.1	General .....	812
863.2	Staffing .....	813
863.21	General .....	813
863.22	Qualifications .....	813
863.3	Administrative and Functional Responsibilities .....	813
863.31	National Medical Director .....	813
863.32	Area Medical Directors .....	813
863.33	Postal Physicians .....	813
863.331	Duty Assignments .....	813
863.332	Work Schedules .....	813
863.333	Duties .....	814
863.34	Contract Physicians .....	814
863.35	Occupational Health Nurse Administrators .....	815
863.36	Health Services Office Staff Nurses .....	815
864	Medical Assessments and Examinations .....	816
864.1	Applicant Medical Assessments and Employee Examinations .....	816
864.2	Determination of Suitability .....	816
864.3	Fitness for Duty .....	816
864.31	Purpose .....	816
864.32	Requesting Examination .....	816
864.33	Tests and Consultation .....	816
865	Return to Duty After Extended Illness or Injury .....	817
865.1	Certification After 21 Days .....	817
865.2	Other Required Certification .....	817
865.3	Contents of Certification .....	817
865.4	Assignments .....	817
865.5	Questionable Conditions .....	818
865.51	Inability to Perform Duties .....	818
865.52	Employee Claim of Inability to Perform Duties .....	818

- 866 Medical Emergencies . . . . . 818
  - 866.1 Requirement . . . . . 818
  - 866.2 Emergency Procedures . . . . . 818
  - 866.3 Posting Emergency Procedures . . . . . 818
- 867 Rehabilitation After Work-Related Injury or Illness . . . . . 819
- 868 General Procedures . . . . . 819
  - 868.1 Agreements . . . . . 819
    - 868.11 Special . . . . . 819
    - 868.12 Medical Surveillance and Surveys . . . . . 819
    - 868.13 Contract Medical Agreement . . . . . 819
      - 868.131 Initiating Medical Agreements . . . . . 819
      - 868.132 Certification for Payment of Invoices . . . . . 820
      - 868.133 Payment — Statement of Account Offices . . . . . 820
      - 868.134 Payment — Non-Statement of Account Offices . . . . . 820
    - 868.14 Health Agreements . . . . . 821
  - 868.2 Malpractice . . . . . 821
  - 868.3 Preservation of Privacy . . . . . 821
  - 868.4 Medical Training . . . . . 822
    - 868.41 Continuation of Training . . . . . 822
    - 868.42 Requests for Training . . . . . 822
  - 868.5 Conflict of Interest . . . . . 822
    - 868.51 Full-Time Medical Personnel . . . . . 822
    - 868.52 Part-Time and Contract Medical Personnel . . . . . 822
    - 868.53 Contract Medical Facilities and Providers . . . . . 823
- 870 Employee Assistance Program . . . . . 825
  - 871 Introduction . . . . . 825
    - 871.1 Purpose . . . . . 825
      - 871.11 General . . . . . 825
      - 871.12 Alcohol or Drug Abuse . . . . . 825
    - 871.2 Definitions . . . . . 825
    - 871.3 Policy . . . . . 826
      - 871.31 Job Security . . . . . 826
      - 871.32 Limits to Protection . . . . . 826
      - 871.33 Confidentiality . . . . . 826
      - 871.34 Reasonable Access . . . . . 826
      - 871.35 Scheduling . . . . . 826
  - 872 Program Elements . . . . . 827
    - 872.1 Education . . . . . 827
    - 872.2 Problem Identification, Referrals, and Evaluation . . . . . 827
      - 872.21 Patterns of Behavior and Work Performance Problems . . . . . 827

872.22	Referrals to EAP	827
872.221	Management Referrals	827
872.222	Referrals From Others	827
872.223	Self-Referrals	827
872.224	EAP Response	827
872.23	Problem Evaluation	828
872.3	Recovery Counseling and Resources	828
872.31	EAP Counseling Units	828
872.32	Residential and Community Resources	828
872.4	Follow-Up	828
872.41	Progress	828
872.42	Discontinuance of Participation	828
872.43	Return to Work	828
872.5	Program Evaluation	829
872.51	General	829
873	Reinstatement of Recovered Employees	829
873.1	Policy	829
873.11	Consideration of Request	829
873.12	Consideration of Other Factors	829
873.2	Eligibility	829
873.21	Procedures	829
873.22	Management Responsibilities	830
873.3	Compliance With Agreements	830
874	EAP Counseling Records	830
874.1	Policy	830
874.2	Definition of Restricted Information	830
874.3	Custodians of Records	830
874.31	Postal Service Providers	830
874.32	Private Providers	830
874.4	Disclosure	831
874.41	General	831
874.411	Usual Recipients	831
874.412	Limitation of Disclosure	831
874.42	Criminal Activity	831
874.421	EAP Records	831
874.422	Limitation of Confidentiality	831
880	Smoking	833
881	Definition	833
882	Policy	833
882.1	Buildings	833
882.2	Vehicles	833

**9 Labor Relations . . . . . 835**

- 910 Employee Organizations . . . . . 835
  - 911 Participation and Membership in Labor Organizations . . . . . 835
    - 911.1 Right to Participation . . . . . 835
    - 911.2 Right to Membership . . . . . 835
    - 911.3 Conflict of Interests . . . . . 835
    - 911.4 Postal Service Recognition . . . . . 835
    - 911.5 Employee Compensation During Negotiations . . . . . 836
  - 912 Participation and Membership in Supervisory and Managerial Organizations . . . . . 836
    - 912.1 Right to Participation . . . . . 836
    - 912.2 Right to Membership . . . . . 836
- 920 Dues Withholding for Employee Organizations . . . . . 836
  - 921 Voluntary Withholding of Dues . . . . . 836
  - 922 Dues Collection Schedule . . . . . 836
  - 923 Eligible Organizations . . . . . 837
  - 924 Authorization for Dues Withholding . . . . . 838
    - 924.1 Authorization Forms . . . . . 838
      - 924.11 Supervisory or Managerial Organizations . . . . . 838
      - 924.12 Labor Organizations . . . . . 838
    - 924.2 Employee Eligibility . . . . . 838
      - 924.21 Employment Status Requirement . . . . . 838
        - 924.211 General . . . . . 838
        - 924.212 Exception . . . . . 838
      - 924.22 Multiple Dues Withholdings . . . . . 839
    - 924.3 Distribution of Authorization Forms . . . . . 839
      - 924.31 Function of Organization Representative . . . . . 839
      - 924.32 Limit on Time and Place . . . . . 839
    - 924.4 Submission of Completed Authorization Form . . . . . 839
      - 924.41 General . . . . . 839
      - 924.42 Exceptions . . . . . 839
        - 924.421 Postmasters . . . . . 839
        - 924.422 Rural Carriers . . . . . 839
        - 924.423 American Postal Workers Union . . . . . 839
    - 924.5 Implementation of Dues Withholdings . . . . . 840
    - 924.6 Certification of Amount to Be Withheld . . . . . 840
      - 924.61 Function of Organization Representative . . . . . 840
      - 924.62 Change by Organization . . . . . 840
    - 924.7 Confirmation of Correct Deduction . . . . . 840
      - 924.71 Notation or Earnings Statement . . . . . 840
      - 924.72 Procedure in Case of Error . . . . . 840

925	Cancellation of Dues Withholding Authorization .....	841
925.1	Voluntary Cancellations .....	841
925.11	Form Used .....	841
925.12	When Employees Can Cancel .....	841
925.121	General .....	841
925.122	Special Circumstances .....	841
925.2	Discontinued Withholding .....	844
925.21	Separation .....	844
925.22	Organization Request .....	844
925.3	Cancellation Notices .....	844
925.4	Cancellation Procedures .....	844
925.5	Filing Procedures .....	844
925.6	Transfer or Reassignment .....	844
926	Coding Instructions .....	845
926.1	Organization Codes .....	845
926.2	Subdivision Codes .....	845
926.3	Remote or District Locals .....	845
926.4	Members at Large .....	845
930	Work Clothes and Uniforms .....	845
931	Uniforms .....	845
931.1	Entitlement and Allowances .....	845
931.11	Entitlement .....	845
931.12	Allowances .....	845
931.13	Types of Clothing .....	846
931.2	Purpose and Scope .....	846
931.21	Uniforms .....	846
931.22	Work Clothes .....	846
931.23	Personal Appearance .....	847
931.24	Administration of Uniform Policy .....	847
931.25	Responsibility of Installation Heads .....	847
931.26	Responsibility of Employees .....	847
931.261	Appearance .....	847
931.262	Conforming With Regulations .....	847
931.263	When to Wear Uniforms .....	847
931.264	Postal Service Emblem .....	848
931.27	Employee Acting as Agent .....	848
931.28	Payment for Fabric .....	848
932	Uniform Requirements .....	848
932.1	Employees Required to Wear Uniforms and Work Clothes .....	848
932.11	Regular Uniforms .....	848
932.12	Contract Uniforms .....	849

- 932.13 Work Clothes ..... 850
- 932.14 Aprons ..... 852
- 932.15 Alternative Protective Items ..... 852
- 932.2 Uniforms Not Required ..... 852
  - 932.21 New, Part-Time, and Casual Employees ..... 852
  - 932.22 Ninety-Day Requirement Exemptions ..... 853
- 932.3 Specifications and Quality Control Certification ..... 853
  - 932.31 Specifications ..... 853
  - 932.32 Quality Control Certification ..... 853
- 933 Authorized Uniform Items and Combinations ..... 854
  - 933.1 Type 1 Uniforms ..... 854
    - 933.11 Type 1 Items ..... 854
      - 933.111 Type 1a ..... 854
      - 933.112 Type 1b ..... 857
    - 933.12 Type 1 Combinations ..... 858
  - 933.2 Type 2 Uniforms ..... 861
    - 933.21 Type 2 Items ..... 861
    - 933.22 Type 2 Combinations ..... 863
  - 933.3 Type 3 Uniform Items ..... 864
  - 933.4 Type 4 Uniform Items ..... 865
  - 933.5 Type 5 Uniform Items ..... 867
    - 933.51 Type 5a ..... 867
    - 933.52 Type 5b ..... 867
  - 933.6 Type 6 Uniform Items ..... 868
  - 933.7 Insignia ..... 868
    - 933.71 Stars ..... 868
    - 933.72 Other Insignia ..... 868
  - 933.8 Apparel Worn for Promotional Purposes ..... 868
    - 933.81 Authorized Use ..... 868
      - 933.811 Uniformed Employees ..... 868
      - 933.812 Nonuniformed Employees ..... 869
      - 933.813 Contract Uniform or Work Clothes Program ..... 869
    - 933.82 Source ..... 869
    - 933.83 Payment ..... 869
    - 933.84 Exceptions ..... 869
- 934 Wearing of Uniform Items ..... 869
  - 934.1 Uniform Headgear ..... 869
    - 934.11 Optional Wear ..... 869
    - 934.12 Mandatory Wearing of Cap ..... 869
  - 934.2 Cold Weather Items (Does not apply to Type 2 Uniforms) ..... 869
    - 934.21 Face Mask ..... 869

934.22	Neck/Chest Protector .....	870
934.23	Sweaters .....	870
934.24	Outer Garments .....	870
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms) .....	870
934.31	Walking Shorts and Knee-Length Hose .....	870
934.32	Summer Shirt and Tie .....	870
934.4	Seasonal Changes of Uniform .....	870
934.5	Employees in Nonuniform Categories .....	870
934.6	Prohibitions .....	871
935	Uniform and Work Clothes Allowances .....	871
935.1	When Allowances Take Effect .....	871
935.11	Anniversary Date .....	871
935.12	Transfers .....	871
935.2	Adjustment for Certain Absences During Allowance Year .....	871
935.21	Absences From Uniform Category of 90 Days to 1 Year .....	871
935.211	Policy .....	871
935.212	Suspension Instructions .....	872
935.22	Absences From Uniform Category Exceeding 1 Year .....	872
935.23	Absences From Duty While in Uniform Category .....	872
935.24	Reappointments .....	872
935.25	Adjustment for Employees Who Transfer Crafts .....	872
935.251	Change to Another Uniform Category .....	872
935.252	Transfer or Separation in Excess of 1 Year .....	873
935.26	Notification to Employee and Accounting Service Center .....	873
935.261	Determination of Eligibility .....	873
935.262	Change in Eligibility .....	873
936	Payments .....	873
936.1	Limitations on Payments .....	873
936.11	Total Yearly Payments .....	873
936.12	Insufficient Funds for Claims .....	873
936.13	Related Expenses .....	873
936.14	Items Not Specified .....	874
936.15	Purchases Exceeding Allowances .....	874
936.2	Payment for Uniform Purchase After Separation of Employee .....	874
936.3	Approval by Installation Head .....	874
936.31	Inspection of Purchases .....	874
936.32	Purchases Not Meeting Regulations .....	875
936.33	Disallowing Payments .....	875
936.34	Employee's Responsibility for Excesses .....	875
936.35	Notification of Responsibility .....	875

- 936.4 Separating Employees ..... 875
  - 936.41 Conditions for Nonpayment ..... 875
  - 936.42 Addition to Form 337 ..... 875
  - 936.43 Employee Submission of Invoices ..... 875
- 936.5 Payment to Licensed Vendors ..... 876
  - 936.51 Direct Payment ..... 876
  - 936.52 Employee Reimbursement ..... 876
  - 936.53 Examination of Invoice ..... 876
  - 936.54 Evidence of Purchase ..... 876
  - 936.55 Submission of Invoice ..... 876
  - 936.56 Processing of Invoice ..... 876
  - 936.57 Processing of Stop Payment Notice ..... 877
  - 936.58 Restrictions of Payment ..... 877
  - 936.59 Posting Publication 136 ..... 877
- 936.6 Purchase Procedures for Nurses Program ..... 877
  - 936.61 Eligibility ..... 877
  - 936.62 Procedures ..... 877
    - 936.621 Standard ..... 877
    - 936.622 Optional ..... 878
- 937 Uniform Vendors ..... 878
  - 937.1 Communication From Vendors ..... 878
  - 937.2 Access to Postal Premises ..... 878
- 938 Supervisor Work Clothes Program ..... 879
  - 938.1 Purpose ..... 879
  - 938.2 Eligibility ..... 879
    - 938.21 Determined by Installation Head ..... 879
  - 938.3 Acquisition of Work Clothing ..... 879
    - 938.31 Alternative Protective Items ..... 879
    - 938.32 Work Clothes Allowance ..... 879
      - 938.321 Reimbursement Limit ..... 879
      - 938.322 Types of Work Clothes ..... 879
      - 938.323 Purchases Not Authorized ..... 879
      - 938.324 Replacements ..... 879
  - 938.4 Reimbursement Procedure ..... 880
- 939 Authorized Exceptions ..... 880
  - 939.1 Footwear ..... 880
    - 939.11 Standard Specification ..... 880
    - 939.12 Exceptions ..... 880
  - 939.2 Nurses Uniforms ..... 880

**Appendix — Records Control Schedules ..... 881**

# 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 412.1b Position Groups Eligible for Supervisory Differential .....	80
Exhibit 418.1 Equivalent Grades .....	91
Exhibit 421.7 Rate Schedule Summary and References .....	102
Exhibit 421.81 Higher Level Pay .....	102
Exhibit 421.82 Promotional Increase .....	103
Exhibit 422.123a Promotion Chart — PS Schedule 1 to PS Schedule 2 .....	111
Exhibit 422.123b Promotion Chart — PS Schedule 2 to PS Schedule 2 .....	114
Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods .....	120
Exhibit 432.62 Guaranteed Time Pay Eligibility Table .....	164
Exhibit 434.141a Postal Overtime Pay Eligibility Table .....	170
Exhibit 434.141b FLSA Overtime Pay Eligibility Table .....	171
Exhibit 434.141c Penalty Overtime Pay Eligibility Table .....	172
Exhibit 434.2 Night Differential Pay Eligibility Table .....	174
Exhibit 434.3 Sunday Premium Pay Eligibility Table .....	176
Exhibit 434.52 Holiday-Worked Pay Eligibility Table .....	180
Exhibit 434.614 Computing Out-of-Schedule Premium Hours .....	183

Exhibit 434.621  
 Out-of-Schedule Premium Pay Eligibility Table ..... 184

Exhibit 434.8  
 Pyramiding of Premiums ..... 186

Exhibit 436.63a  
 Interest on Back Pay Decisions ..... 195

Exhibit 436.63b  
 Interest on Back Pay Settlements ..... 196

Exhibit 438.13  
 Eligibility for Travel Time Compensation ..... 200

Exhibit 452.22  
 Sample Letter of Debt Determination — Nonbargaining ..... 221

Exhibit 452.233  
 PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness ..... 225

Exhibit 452.322  
 Sample Notice of Involuntary Administrative Salary Offsets ..... 231

Exhibit 453.21  
 Sample Letter of Salary Offsets Based on Federal Court Judgment ..... 242

Exhibit 471.1  
 Service Recognition and Incentive Awards ..... 255

Exhibit 473.27a  
 Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service ..... 262

Exhibit 473.27b  
 Sample Letter of Appreciation — Employee With 50 Years of Service ..... 263

Exhibit 473.351a  
 Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service ..... 266

Exhibit 473.351b  
 Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service ..... 267

Exhibit 512.232a  
 Wars, Campaigns, and Expeditions of the Armed Forces Since 1937 ..... 282

Exhibit 512.232b  
 Standard Form 180, Requests Pertaining to Military Records ..... 284

Exhibit 512.232c  
 Standard Form 813, Verification of a Military Retiree’s Service in Nonwartime Campaigns  
 or Expeditions ..... 86

Exhibit 512.232c  
 Instructions for Completing Standard Form 813 ..... 287

Exhibit 512.312  
 Accrual and Crediting Chart for Part-Time Career Employees ..... 290

Exhibit 514.4  
 Acceptable Reasons and Instructions for LWOP ..... 313

Exhibit 516.11  
 Absences for Court-Related Service ..... 321

Exhibit 521.423	
Certification of Foster Children .....	350
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act .....	360
Exhibit 525.132	
PS Form 202, Health Benefits Refund Payment Authorization .....	382
Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP .....	384
Exhibit 525.422	
Memorandum About FEHB Enrollment .....	393
Exhibit 531.3	
Exclusions .....	406
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim .....	479
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government's Lien .....	483
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information .....	484
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery .....	485
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government's Lien .....	487
Exhibit 547.58b	
Sample Letter D, Notice to Third Party of Government's Lien .....	488
Exhibit 547.58c	
PS Form 2557, Employee's Third Party Recovery Statement .....	489
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien .....	492
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request .....	493
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS .....	494
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material .....	495
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement ..	496
Exhibit 547.73	
Sample Letter G .....	500
Exhibit 547.83	
Third Party Court Appearance Sheet .....	502
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity .....	549

Exhibit 567.18  
Election by Annuitants and Resultant Survivor Annuities ..... 550

Exhibit 615.34  
Sample Constitution ..... 639

Exhibit 615.35  
Sample Bylaws ..... 640

Exhibit 615.5  
Instructions for Keeping Records and Files for the Employee Social and Recreational  
Committee ..... 645

Exhibit 615.62  
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and  
Recreational Funds) ..... 48

Exhibit 636.1  
Idea Proposal Processing Summary ..... 664

Exhibit 661.21  
Congressional Code of Ethics for Government Service ..... 682

Exhibit 661.824  
Postemployment Activities ..... 694

Exhibit 662.8  
Public Financial Disclosure Reports ..... 702

Exhibit 925.1  
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings ..... 843