

# Exhibits

Exhibit 212.2	
PS Form 820, Ranking of Position Request . . . . .	22
Exhibit 354.215a	
Veterans' Preference for Retired Military. . . . .	48
Exhibit 354.215b	
Officer Personnel by Pay Grades and Titles (Ranks). . . . .	49
Exhibit 412.1b	
Position Groups Eligible for Supervisory Differential Adjustment Rate (effective January 22, 2005) . . . . .	80
Exhibit 418.1	
Equivalent Grades . . . . .	91
Exhibit 421.7	
Rate Schedule Summary and References . . . . .	102
Exhibit 421.81	
Higher Level Pay Effective November 20, 1999 . . . . .	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 . . . . .	121
Exhibit 432.62	
Guaranteed Time Pay Eligibility Table. . . . .	163
Exhibit 434.141a	
Postal Overtime Pay Eligibility Table. . . . .	169
Exhibit 434.141b	
FLSA Overtime Pay Eligibility Table . . . . .	170
Exhibit 434.141c	
Penalty Overtime Pay Eligibility Table. . . . .	170
Exhibit 434.2	
Night Differential Pay Eligibility Table . . . . .	172
Exhibit 434.3	
Sunday Premium Pay Eligibility Table. . . . .	174
Exhibit 434.52	
Holiday-Worked Pay Eligibility Table. . . . .	178

Exhibit 434.614	
Computing Out-of-Schedule Premium Hours . . . . .	180
Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table . . . . .	181
Exhibit 434.8	
Pyramiding of Premiums . . . . .	184
Exhibit 436.73a	
Interest on Back Pay Decisions. . . . .	195
Exhibit 436.73b	
Interest on Back Pay Settlements. . . . .	195
Exhibit 438.13	
Eligibility for Travel Time Compensation. . . . .	200
Exhibit 452.22	
Sample Letter of Debt Determination — Nonbargaining. . . . .	217
Exhibit 452.233	
PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness . . . . .	221
Exhibit 452.322	
Sample Notice of Involuntary Administrative Salary Offsets. . . . .	226
Exhibit 453.21	
Sample Letter of Salary Offsets Based on Federal Court Judgment . . . . .	236
Exhibit 471.1	
Service Recognition and Incentive Awards . . . . .	246
Exhibit 473.1	
Service Awards . . . . .	253
Exhibit 473.27a	
Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service . . . . .	256
Exhibit 473.27b	
Sample Letter of Appreciation — Employee With 50 Years of Service. . . . .	257
Exhibit 473.351a	
Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service . . . . .	261
Exhibit 473.351b	
Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service . . . . .	262
Exhibit 475.1	
Formal Awards . . . . .	264
Exhibit 476.1	
Special Awards . . . . .	271
Exhibit 477.1	
Other Awards . . . . .	275
Exhibit 477.22	
Ideas Program Awards . . . . .	276
Exhibit 478.1	
Inspection Service Awards . . . . .	279
Exhibit 512.232	
Wars, Campaigns, and Expenditures of the Armed Forces Since 1937 . . . . .	288

## Exhibits

Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Career Employees . . . . .	293
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP . . . . .	316
Exhibit 516.11	
Absences for Court-Related Service. . . . .	325
Exhibit 521.423	
Certification of Foster Children . . . . .	356
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act . . . . .	367
Exhibit 525.132	
PS Form 202, Health Benefits Refund Payment Authorization. . . . .	387
Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP. . . . .	390
Exhibit 525.422	
Memorandum About FEHB Enrollment. . . . .	398
Exhibit 531.3	
Exclusions . . . . .	410
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim . . . . .	476
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government's Lien . . . . .	480
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information . . . . .	481
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery . . . . .	482
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government's Lien . . . . .	484
Exhibit 547.58b	
Sample Letter D, Notice to Third Party of Government's Lien . . . . .	485
Exhibit 547.58c	
PS Form 2557, Employee's Third Party Recovery Statement. . . . .	486
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government's Lien . . . . .	489
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request . . . . .	490
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS . . . . .	491
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material . . . . .	492
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee's Claim and Request for Settlement . . . . .	493

Exhibit 547.73	
Sample Letter G .....	497
Exhibit 547.83	
Third Party Court Appearance Sheet .....	499
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity .....	541
Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities .....	542
Exhibit 615.34	
Sample Constitution .....	621
Exhibit 615.35	
Sample Bylaws .....	622
Exhibit 615.5	
Instructions for Keeping Records and Files for the Employee Social and Recreational Committee .....	627
Exhibit 615.62	
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds) .....	630
Exhibit 637.1	
Idea Proposal Processing Summary .....	647
Exhibit 743.1	
Roles and Responsibilities .....	715
Exhibit 743.2	
Nonpostal Training Application Form .....	716
Exhibit 743.43	
Continued Service Agreement and Certification Statement .....	718
Exhibit 925.1	
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings .....	812