

Contents

- 1 Organizational Structures 1**
- 110 General Information 1
 - 111 Purpose 1
 - 111.1 Objectives 1
 - 111.2 Chapter Content 1
 - 111.3 Importance of Concepts 1
 - 112 Responsibilities 2
 - 112.1 Headquarters 2
 - 112.2 Areas 2
 - 112.3 Managers 2
 - 113 Definitions 2
 - 113.1 Organizational Terms 2
 - 113.2 Basic Managerial Positions 3
 - 113.3 Organizational Entities 3
 - 114 Organization Charts 5
- 120 Structures and Staffing 5
 - 121 Overview 5
 - 122 Structuring Principles 6
 - 123 Standard Structures 6
 - 123.1 Characteristics 6
 - 123.2 Installations 6
 - 124 Specialized Structures 7
 - 125 Staffing 7
 - 125.1 Overview 7
 - 125.2 Criteria 7
 - 125.3 Matrices 7
- 130 Organizational Change Criteria 7
 - 131 Workload Increase or Decrease 7
 - 131.1 Increased Work 7
 - 131.2 Decreased Work 8
 - 132 Change in Nature of Work 8
 - 133 Duplication of Functional Responsibility 8
 - 134 Inappropriate Reporting Relationships 8
 - 134.1 Hierarchy of Responsibility 8
 - 134.2 Contingent Work Relationships 9
 - 135 Unconnected Work 9
 - 136 Inappropriate Span of Control 9

136.1	Factors	9
136.2	Considerations	9
137	Change in Mission	9
138	Reduction of Expenses	9
139	Completion of Transition	10
140	Organizational Change Analysis	10
141	Analysis of Work Requirements	10
141.1	Nature of Functions	10
141.2	Volume of Work	10
142	Analysis of Skill Requirements	10
142.1	Purpose	10
142.2	Method	11
142.3	Selection Criteria and Procedures	11
143	Analysis of Functional Relationships	11
143.1	Basic Factors	11
143.2	Reporting Relationships	12
143.21	Administrative	12
143.22	Functional	12
143.23	Management of Reporting Relationships	12
143.3	Line and Staff Relationships	13
143.4	Responsibility and Authority	13
144	Identification of Discrepancies	13
144.1	Design of Organizational Structure	13
144.2	Comparison With Existing Organization	13
150	Organizational Change	14
151	Performance Issues	14
152	Reasons for Making Organizational Changes	14
153	Types of Organizational Changes	14
153.1	General	14
153.2	Major Organizational Changes	15
153.3	Minor Organizational Changes	15
154	Submitting Requests	15
154.1	Field Units	15
154.2	Headquarters Units	16
155	Documenting Requests	16
156	Approval Authority and Disposition of Requests	16
156.1	Approval	17
156.2	Denial	17
157	Implementation	17
160	Monitoring and Assessment	18
161	Organizational Management System	18
161.1	Explanation	18

Contents

161.2	Reports Generated	18
161.21	Authorized Staffing Organization Report	18
161.22	Payroll Staffing Condition Report	18
161.221	Description	18
161.222	Identifying Discrepancies	18
161.3	Administrative Responsibility	19
161.31	Headquarters	19
161.32	Districts	19
161.33	Areas	19
162	Organization, Staffing, and Position Reviews	19
162.1	Responsibility	19
162.2	Purpose	19
2	Job Evaluation	21
210	General Information	21
211	Purpose	21
212	Responsibilities	21
212.1	Chief Human Resources Officer and Executive Vice President	21
212.2	Organizational Effectiveness	21
212.3	Initiating Offices	25
212.4	District Offices	25
212.5	Reviewing Offices	25
213	Job Descriptions	25
213.1	Maintenance	25
213.11	Organizational Effectiveness	25
213.12	Field	25
213.2	Access to Job Descriptions	25
220	Nonbargaining Unit Positions	26
221	Job Descriptions	26
222	Requesting a Job Evaluation Review	26
222.1	Background Information	26
222.11	Conditions	26
222.12	Employee-Management Differences	26
222.13	Change in FLSA-Exempt Status	26
222.2	Documentation Requirements	27
222.21	Preparing a Request for Review	27
222.22	Action at Management Review Levels	27
222.3	Action by Districts	27
222.4	Action by Areas	27
222.5	Action by Organizational Effectiveness	27
230	Bargaining Unit Positions Covered by a National Agreement	28
231	Job Descriptions	28
232	Using PS Form 820	28

- 232.1 Background 28
 - 232.11 Purpose 28
 - 232.12 Conditions 28
- 232.2 Documentation Requirements 29
 - 232.21 Preparing PS Form 820 29
 - 232.22 Action at Management Review Levels 30
- 232.3 Action by Districts 31
- 232.4 Action by Areas 31
- 232.5 Action by Organizational Effectiveness 31
- 233 Evaluating Bargaining Unit Positions 32
 - 233.1 Purpose 32
 - 233.2 Basis for Position Evaluation 32
 - 233.3 Criteria for Evaluating Mixed Assignments 32
- 234 Appeals 33
- 240 Other Bargaining Unit Positions 33
- 250 Position Reviews 33
 - 251 Qualification Standards 33
 - 251.1 General 33
 - 251.2 Sources 33
 - 251.21 Nonbargaining Unit and Bargaining Unit Positions 33
 - 251.22 Qualification Standards Online 34

3 Employment and Placement 35

- 310 General Provisions 35
 - 311 Functional Responsibilities 35
 - 311.1 Basic Principles 35
 - 311.11 Best Qualified Personnel 35
 - 311.12 Prohibition of Discrimination 35
 - 311.13 Prohibition of Political Recommendations 35
 - 311.2 Administrative Responsibilities 35
 - 311.21 Vice President of Employee Resource Management 35
 - 311.22 Area Manager of Human Resources 35
 - 311.23 Diversity and Inclusion 36
 - 311.24 District Manager of Human Resources 36
- 320 Recruitment 36
 - 321 General Provisions for Recruitment 36
 - 321.1 Anticipating Recruitment Needs 36
 - 321.2 Publicizing Job Opportunities 36
 - 321.3 Veterans’ Preference for Eligible Applicants 37
 - 321.4 Register Preference Factors 37
 - 321.5 Register Maintenance 37
 - 322 Special Employment Programs (Employment of Individuals With Disabilities) 37

Contents

330 Examinations	37
331 Purpose of Examinations	37
332 Conducting Examinations	37
332.1 General	37
332.2 Entrance and Inservice Examinations	37
332.3 Inservice Examinations	37
332.4 Examination Locations	38
333 Veterans' Preference	38
334 Establishing Hiring Lists	38
334.1 Applicants	38
334.2 Definition of Hiring List	38
340 Suitability, Selection, and Appointment	38
341 Positions Restricted to Preference Eligibles	38
342 Preemployment Suitability Determinations	38
343 Applicants Separated for Cause	39
344 Hiring Worksheets	39
344.1 When to Issue Hiring Lists	39
344.2 Interviewing Applicants	39
344.3 Appointing Official Responsibilities	39
344.4 Rule of Three	40
344.5 Nonselection of a Veterans' Preference Eligible	40
345 Auditing Hiring Lists	40
346 Conditional Offer of Appointment	40
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	41
348.13 Appointment Authority	41
348.14 Appointment Requirements	41
348.15 Compensation, Benefits, and Other Rights	42
348.16 Change to Full-time Status	42
348.2 Between Postal Service and Other Federal Agencies	42
348.3 Between Postal Service and Private Industry	42
349 Official Personnel Folder	42
349.1 Purpose	42
349.2 Contents	42
349.3 Electronic Official Personnel Folder System	43
350 Assignment, Reassignment, and Promotion	43
351 Introduction	43
351.1 Purpose and Scope	43
351.11 Employee Utilization	43
351.12 Filling Postal Positions	43

- 351.13 Eligibility for Promotion. 43
- 351.2 Positions Not to Be Filled on a Permanent Basis 43
- 351.3 Qualification and Eligibility Requirements 44
 - 351.31 Qualification 44
 - 351.32 Eligibility for Consideration. 44
- 351.4 Equal Opportunity 44
- 351.5 General Promotion Policies 45
 - 351.51 Merit Promotion Program. 45
 - 351.52 Merit Promotion Program Objectives. 45
 - 351.53 Policies 45
 - 351.54 Exceptions to Competitive Promotion Procedures 46
 - 351.55 Temporary Promotions. 46
- 351.6 Mutual Exchanges 46
 - 351.61 General Policy 46
 - 351.62 Rural Letter Carrier Employees 46
- 352 Selection for Bargaining Positions 46
- 353 Selection for Nonbargaining Positions 47
 - 353.1 Promotion 47
 - 353.2 Reassignment 47
 - 353.21 Management Option. 47
 - 353.22 Employee Self-Nomination. 47
 - 353.23 Unassigned Employees 47
 - 353.3 Temporary Assignment 47
 - 353.4 Realignment or Reevaluation. 47
- 354 Assignment of Unassigned Employees. 48
 - 354.1 Policy 48
 - 354.11 Bargaining Employees 48
 - 354.12 Nonbargaining Employees 48
 - 354.2 Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force. 48
 - 354.21 General 48
 - 354.211 Definition of Reduction in Force 48
 - 354.212 Legal Basis for Reduction in Force 49
 - 354.213 Management Responsibility 49
 - 354.214 Coverage of Reduction in Force Procedures 49
 - 354.215 Veterans' Preference Status 49
 - 354.216 Veterans' Preference Entitlement 51
 - 354.217 Definitions and Explanations 51
 - 354.22 Processing Requests for Organizational Change. 54
 - 354.221 Evaluating the Need for Change. 54
 - 354.222 Implementing the Change 54
 - 354.23 Implementing RIF Avoidance or Minimization Strategies. 55
 - 354.24 Providing Initial Notification and Making Preliminary Placements 56
 - 354.241 Notifying Employees of a Potential RIF 56
 - 354.242 Establishing Employee Qualifications. 56

Contents

354.243	Making Preliminary Placements	56
354.25	Implementing RIF Procedures	56
354.251	Issuing General RIF Notices	56
354.252	Issuing Specific RIF Notices	56
354.253	Placing Unplaced or Displaced Employees	57
354.254	Advising Employees of Options	58
354.255	Separating Remaining Employees	58
354.26	Making Post-RIF Employee Placements	58
354.27	Establishing a Reinstatement List	59
354.271	Providing Priority Consideration to Employees	59
354.272	Determining Employee Eligibility	59
354.273	Considering Employees on a Reinstatement List	59
354.274	Removing Employees From a Reinstatement List	60
354.3	Actions for Nonbargaining Employees in Connection With the Discontinuance, Consolidation, and Restaffing of Post Offices	60
354.31	Background	60
354.32	Definition of Terms	60
354.33	Planning Considerations	61
354.34	Postmaster and Supervisors	61
354.341	Postmasters	61
354.342	Supervisors	65
354.343	Reassignment to a Higher-Grade Position	68
354.344	Salary Protection	68
354.345	Relocation Expenses	68
354.346	Discussions With Postmasters and Supervisors	68
354.347	Subsequent Personnel Actions	68
354.348	Refusal of Reassignment Offer or Exhaustion of Options	68
355	Light Duty Assignments	69
355.1	Voluntary Requests	69
355.11	Circumstances	69
355.12	Method	69
355.13	Response	69
355.14	No Guarantee	69
360	Other Personnel Actions	69
361	General Considerations	69
362	Change to Lower Level	70
362.1	Purpose and Authority	70
362.2	When Change to Lower Level May Be Made	70
362.21	At Request of Employee	70
362.22	Because of Performance	70
362.23	Relegation of a Post Office	70
362.24	Realignments	70
362.3	Restrictions on Change to Lower Level	70
363	Conversions	70
363.1	Definition	70
363.2	Competitive and Noncompetitive Authority	71

- 363.3 Restrictions on Conversion to Career Appointment 71
 - 363.31 Vacancies 71
 - 363.32 Positions Restricted to Veterans 71
- 364 Changes in Duty Status. 71
- 365 Separation. 72
 - 365.1 Administrative Considerations. 72
 - 365.11 Definition. 72
 - 365.12 Effective Date of Separation. 72
 - 365.13 Standard Terminology 72
 - 365.14 Notice to Federal Employee About Unemployment Insurance 72
 - 365.2 Separations - Voluntary 72
 - 365.21 Resignation. 72
 - 365.211 Definition of Resignation. 72
 - 365.212 To Avoid Separation for Cause 72
 - 365.213 Because of Illness. 72
 - 365.214 To Perform Military Service 73
 - 365.215 Notice and Acceptance 73
 - 365.22 Separation-Transfer 73
 - 365.221 Definition. 73
 - 365.222 Effective Date 74
 - 365.223 Replying to Requests for Suitability Information 74
 - 365.23 Separation, Retirement. 74
 - 365.3 Separations - Involuntary. 74
 - 365.31 Removal 74
 - 365.311 Definition. 74
 - 365.312 Effective Date 74
 - 365.32 Separation-Disqualification 74
 - 365.321 Applicability 74
 - 365.322 Reasons for Action 74
 - 365.323 Probationary Period 74
 - 365.324 Who Initiates Action 75
 - 365.325 Procedure in Separating. 75
 - 365.326 Effective Date 75
 - 365.33 Termination or Separation of Non-Career Employees 75
 - 365.34 Separation-Disability 75
 - 365.341 Definition. 75
 - 365.342 Applicability 75
 - 365.343 Notice to Employee 76
 - 365.344 Effective Date 76
 - 365.35 Separation, Reduction in Force 77
 - 365.36 Death 77
 - 365.361 Proof of Death 77
 - 365.362 Effective Date 77
 - 365.363 Expression of Condolence 77

Contents

365.37	Separation — Ineligibility for Reemployment Under USERRA	77
365.371	Definition	77
365.372	Effective Date	77
370	Performance Evaluation	77
371	Introduction	77
372	Sound Supervision	78
373	Performance Evaluation Systems	78
373.1	Formal Evaluation	78
373.2	Informal Evaluation	78
374	Discussing Performance With Employees	78
375	Outstanding and Unsatisfactory Performance	78
375.1	Outstanding Performance	78
375.2	Unsatisfactory Performance	78
376	Performance Evaluation During Probation	79
380	Postal Career Executive Service	79
381	Purpose	79
382	Equal Opportunity	79
383	Positions in the PCES	79
383.1	Officer Positions	79
383.2	Other Executive Positions	79
384	Filling PCES Vacancies	79
384.1	PCES II Vacancies	79
384.2	PCES I Vacancies	79
4	Pay Administration	81
410	Pay Administration Policy for Nonbargaining Unit Employees	81
411	General	81
411.1	Scope	81
411.2	Objectives	81
411.3	Responsibility	82
411.31	Assignment of Positions	82
411.32	Policy and Procedural Changes	82
411.33	Determination of Salaries	82
411.331	Responsibility of Appointing Officer	82
411.332	Approval Required	82
411.333	EAS A–E Postmaster Rates	82
411.4	Payment Procedures for Post Office Space	82
411.41	Lease Agreement	82
411.411	Basis for Payment	82
411.412	Newly Appointed Postmaster	82
411.413	Conversion to Rental Allowance	82
411.42	Rental Allowance	83
411.421	Allowance Amounts	83
411.422	Change in Allowance	83

- 411.423 Manner of Payment 83
- 411.424 Absent Postmaster 83
- 411.425 Vacant Postmaster Position 83
- 411.426 Conversion to Lease Agreement 83
- 412 New Appointment 83
 - 412.1 Career Appointment 83
 - 412.2 Noncareer Appointment 84
- 413 Promotion to Nonbargaining Unit Positions 84
 - 413.1 Definition 84
 - 413.2 Promotion Increase 84
 - 413.21 Nonbargaining Unit Employees 84
 - 413.22 Bargaining Unit Employees 85
 - 413.3 Position Upgrade 85
 - 413.4 EAS A–E Postmasters 85
- 414 Reassignment 86
 - 414.1 Reassignment to Nonbargaining Unit Positions 86
 - 414.11 Definition 86
 - 414.12 Rate Adjustment 86
 - 414.121 Nonbargaining Unit Employees 86
 - 414.122 Bargaining Unit Employees 86
 - 414.13 A–E Postmasters 86
 - 414.2 Reassignment to Bargaining Unit Positions 87
 - 414.21 Definition 87
 - 414.22 Rate Adjustment 87
 - 414.221 Former Bargaining Unit Service in an Equivalent Grade 87
 - 414.222 No Former Bargaining Unit Service in an Equivalent Grade 87
- 415 Rate Retention and Change to Lower Nonbargaining Unit Grade 87
 - 415.1 Rate Retention Types 87
 - 415.11 Saved Grade 87
 - 415.12 Saved Salary 87
 - 415.2 Changes to Lower Grade 88
 - 415.21 Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF 88
 - 415.22 Voluntary Change to Lower Grade 88
 - 415.23 Position Reclassified to a Lower Grade 88
 - 415.24 Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position 89
 - 415.25 Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period 89
 - 415.26 Change to Lower Level Due to Demotion for Cause 89
 - 415.3 Rate Retention Effect on Promotion 89
 - 415.4 Termination of Salary Retention 90
 - 415.41 Reason for Terminating 90

Contents

416	Pay for Performance Program	90
416.1	Policy	90
416.2	Eligibility Requirements	90
416.21	General	90
416.22	Management Association Officials	90
416.23	Leave Without Pay	91
416.3	Simultaneous Personnel Actions	91
417	Temporary Assignment to Nonbargaining Unit Positions (Career Employees)	91
417.1	Definitions	91
417.11	Temporary Assignment	91
417.12	Pay Schedule and Premiums	91
417.2	Assigning FLSA Status	91
417.3	Rates of Pay	92
417.31	Lower Grade	92
417.32	Same or Equivalent Grade	92
417.33	Higher Grade	92
417.331	General Requirement	92
417.332	Employee With Rate Retention	92
417.333	Higher Level Pay Eligibility	92
417.334	Higher Level Pay Conditions	92
417.335	Payment Amount	93
417.336	Payment Factors	93
417.4	Postmaster Positions	94
417.41	Officer in Charge	94
417.411	Definition	94
417.412	Basis for Rate of Pay	94
417.42	Postal Operations Administrator	94
417.421	Definition	94
417.422	Basis for Rate of Pay	94
418	Assignment to a Different Salary Schedule	94
418.1	Equivalent Grades	94
418.2	Changes Between Nonbargaining Unit Schedules	96
418.3	Changes From Nonbargaining Unit to Bargaining Unit Schedules	96
418.4	Changes From Bargaining Unit to Nonbargaining Unit Schedules	96
419	Supplemental EAS Noncareer Workforce	96
419.1	Casual Employee	96
419.11	Definition	96
419.12	Salary Grade	96
419.2	Nonbargaining Temporary Employees	96
419.21	Definition	96
419.22	Salary Grades	96
419.3	Postmaster Relief/Leave Replacements	97
419.31	Definition	97
419.32	Salary Grades	97

- 420 Wage Administration Policy for Bargaining Unit Employees 97
 - 421 General Principles and Terms 97
 - 421.1 Scope 97
 - 421.2 Objectives 98
 - 421.3 Responsibilities 98
 - 421.31 Assigning Positions to Salary Schedules 98
 - 421.32 Setting Wages 98
 - 421.4 Definitions 98
 - 421.41 Appointments 98
 - 421.42 Assignments 99
 - 421.43 Change Actions 99
 - 421.44 Terms 100
 - 421.45 Wage Increases 101
 - 421.5 Rate Retention Provisions 101
 - 421.51 Protected Rate 101
 - 421.511 Explanation 101
 - 421.512 Rate Determination 102
 - 421.513 Duration 102
 - 421.514 Termination 102
 - 421.515 Effect on Other Compensation 103
 - 421.516 Documentation 103
 - 421.517 Step Increases 103
 - 421.52 Saved Rate 103
 - 421.521 Explanation 103
 - 421.522 Red-Circle Amount 104
 - 421.523 Duration 104
 - 421.524 Termination 104
 - 421.525 Effect on Promotion 104
 - 421.526 Documentation 105
 - 421.53 Saved Grade 105
 - 421.531 Explanation 105
 - 421.532 Duration and Termination 105
 - 421.533 Step Increases 105
 - 421.6 Changes in Compensation Following Review or Audit 105
 - 421.7 Rate Schedule Summary and References 105
 - 421.8 Calculation Methods 106
 - 421.81 Exhibit 421.81, Higher Level Pay 106
 - 421.82 Exhibit 421.82, Promotional Increases 106
 - 422 Salary Schedules Covered by Specific Agreements 108
 - 422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules 108
 - 422.11 Salary System 108
 - 422.111 Salary Schedules 108
 - 422.112 Basis of Rates 109
 - 422.113 Cost-of-Living Adjustment 109
 - 422.114 Setting Wages 109

Contents

422.115	Employee Classifications	109
422.12	Change Action Pay Rules	109
422.121	Career Appointment	109
422.122	Additional Appointment	110
422.123	Promotion Rules	110
422.124	Reassignment Rules	120
422.125	Reductions in Grade	122
422.13	Step Increases	124
422.131	Eligibility Requirements	124
422.132	Creditable Service	127
422.133	Leave Without Pay	127
422.134	Simultaneous Personnel Actions	128
422.14	Higher Level Assignments	128
422.141	Definitions	128
422.142	Written Management Order	129
422.143	Rate of Pay	129
422.144	Adjustments and Increases	130
422.145	Benefits	130
422.15	Dual (Multiple) Employment	130
422.151	Explanation	130
422.152	Salary Determination	130
422.153	Documentation	130
422.154	Step Increases	131
422.155	Leave	131
422.156	Reassignment	131
422.157	Promotion	131
422.16	Change From Rural Carrier Schedules	131
422.2	City Carrier Schedule	131
422.21	Salary System	132
422.211	Salary Schedule	132
422.212	Basis of Rates	132
422.213	Cost-of-Living Adjustments	132
422.214	Setting Wages	132
422.215	Employee Classifications	132
422.22	Change Action Pay Rules	132
422.221	Career Appointment	132
422.222	Additional Appointment	132
422.223	Promotion Rules	132
422.224	Reassignment Rules	134
422.225	Reductions in Grade	134
422.23	Step Increases	135
422.231	Eligibility Requirements	135
422.232	Creditable Service	135
422.233	Leave Without Pay	136
422.234	Simultaneous Personnel Actions	136
422.24	Higher Level Assignments	136
422.241	Definitions	136
422.242	Written Management Order	136

- 422.243 Rate of Pay 136
- 422.244 Adjustments and Increases 136
- 422.245 Benefits 136
- 422.25 Dual (Multiple) Employment 136
- 422.26 Change From Rural Carrier Schedules 136
- 422.3 Mail Handlers Schedule 136
 - 422.31 Salary System 136
 - 422.311 Salary Schedule 136
 - 422.312 Basis of Rates 136
 - 422.313 Cost-of-Living 136
 - 422.314 Setting Wages 136
 - 422.315 Employee Classifications 136
 - 422.32 Change Action Pay Rules 136
 - 422.321 Career Appointment 136
 - 422.322 Additional Appointment 136
 - 422.323 Promotion Rules 136
 - 422.324 Reassignment Rules 138
 - 422.325 Reductions in Grade 138
 - 422.326 Eligibility Requirements 140
 - 422.327 Creditable Service 140
 - 422.328 Leave Without Pay 140
 - 422.329 Simultaneous Personnel Actions 140
 - 422.33 Higher Level Assignments 140
 - 422.331 Definitions 140
 - 422.332 Written Management Order 140
 - 422.333 Rate of Pay 140
 - 422.334 Adjustments and Increases 140
 - 422.335 Benefits 140
 - 422.34 Dual (Multiple) Employment 141
 - 422.35 Change From Rural Carrier Schedules 141
- 422.4 Rural Carrier Schedules 141
 - 422.41 Salary System 141
 - 422.411 Salary Schedules 141
 - 422.412 Basis of Rates 141
 - 422.413 Cost-of-Living Adjustment 141
 - 422.414 Setting Wages 141
 - 422.415 Employee Classifications 141
 - 422.42 Change Action Pay Rules 142
 - 422.421 Career Appointment 142
 - 422.422 Promotion Rules 142
 - 422.423 Transfer to Rural Carrier 143
 - 422.424 Waiting Period for Step Increases 143
 - 422.425 Adjusting Pay for Route Change 143
 - 422.43 Step Increases 144
 - 422.431 Eligibility and Procedure 144
 - 422.432 Adjustment in Route Classification 144
 - 422.44 Higher Level Pay 144

Contents

422.45	Dual (Multiple) Employment	144
422.451	Explanation	144
422.452	Salary Determination	144
422.453	Documentation	144
422.454	Step Increases	144
422.455	Leave	144
422.456	Reassignment	144
422.457	Promotion	144
422.5	Postal Nurses Schedule	144
422.51	Salary System	144
422.511	Salary Schedule	144
422.512	Basis of Rates	145
422.513	Cost-of-Living Adjustment	145
422.514	Setting Wages	145
422.515	Employee Classifications	145
422.52	Change Action Pay Rules	145
422.521	Career Appointment	145
422.522	Additional Appointment	145
422.523	Promotion Rules	145
422.524	Reassignment Rules	147
422.525	Reduction in Grade	147
422.53	Step Increases	147
422.531	Eligibility and Procedure	147
422.532	Creditable Service	149
422.533	Leave Without Pay	149
422.534	Simultaneous Personnel Actions	149
422.54	Higher Level Assignments	149
422.541	Definitions	149
422.542	Written Management Order	149
422.543	Rate of Pay	149
422.544	Adjustments and Increases	149
422.545	Benefits	149
422.55	Dual (Multiple) Employment	149
422.56	Change From Rural Carrier Schedules	150
422.6	Information Technology/Accounting Service Centers Schedule	150
422.61	Salary System	150
422.611	Salary Schedule	150
422.612	Part-time Employees	150
422.613	Cost-of-Living Adjustment	150
422.614	Employee Classifications	150
422.62	Change Action Pay Rules	150
422.621	Career Appointment	150
422.622	Promotion Rules	150
422.623	Reassignment Rules	152
422.624	Demotion	152
422.625	Voluntary Reduction	152
422.626	Management Action Reduction	152

- 422.63 Step Increases 152
 - 422.631 Eligibility Requirements 152
 - 422.632 Creditable Service 153
 - 422.633 Leave Without Pay 153
 - 422.634 Simultaneous Personnel Actions 153
- 422.64 Higher Level Assignments 153
- 422.65 Dual (Multiple) Employment 153
- 422.66 [Reserved]. 153
- 422.67 Change From Rural Carrier Schedules. 153
- 422.7 Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA 153
 - 422.71 Salary System. 153
 - 422.711 Salary Schedule 153
 - 422.712 Basis of Rates. 153
 - 422.713 Cost-of-Living Adjustment 153
 - 422.714 Determination of Salaries 153
 - 422.715 Employee Classifications 153
 - 422.72 Change Action Pay Rules. 153
 - 422.721 Career Appointment 153
 - 422.722 Additional Appointment 154
 - 422.723 Promotion Rules. 154
 - 422.724 Reassignment Rules. 155
 - 422.725 Demotion 155
 - 422.726 Voluntary Reduction 155
 - 422.727 Management Action Reduction 155
 - 422.73 Step Increases 156
 - 422.731 Eligibility Requirements 156
 - 422.732 Creditable Service 156
 - 422.733 Leave Without Pay 156
 - 422.734 Simultaneous Personnel Actions 156
 - 422.74 Higher Level Assignments 156
 - 422.741 Definitions. 156
 - 422.742 Written Management Order 156
 - 422.743 Rate of Pay 156
 - 422.744 Adjustments and Increases 156
 - 422.745 Benefits. 156
 - 422.75 Dual (Multiple) Employment 156
 - 422.76 Change From Rural Carrier Schedules. 156
- 422.8 Postal Police Officers Schedule 156
 - 422.81 Salary System. 156
 - 422.811 Salary Schedule 156
 - 422.812 Basis of Rates. 156
 - 422.813 Cost-of-Living Adjustment 157
 - 422.814 Setting Wages 157
 - 422.815 Employee Classifications 157
 - 422.82 Change Action Pay Rules. 157
 - 422.821 Career Appointment 157
 - 422.822 Additional Appointment 157

Contents

422.823	Promotion Rules	157
422.824	Reassignment Rules	158
422.825	Reduction in Grade	158
422.83	Step Increases	158
422.831	Eligibility and Procedure	158
422.832	Creditable Service	160
422.833	Leave Without Pay	161
422.834	Simultaneous Personnel Actions	161
422.84	Higher Level Assignments	161
422.841	Definitions	161
422.842	Written Management Order	161
422.843	Rate of Pay	161
422.844	Adjustments and Increases	161
422.845	Benefits	161
422.85	Dual (Multiple) Employment	161
422.86	Change From Rural Carrier Schedules	161
422.9	Tool and Die Shop Schedule	161
422.91	Salary System	161
422.911	Salary Schedule	161
422.912	Basis of Rates	161
422.913	Cost-of-Living Adjustment	161
422.914	Setting Wages	161
422.915	Employee Classifications	162
422.92	Change Action Pay Rules	162
422.921	Career Appointment	162
422.922	Additional Appointment	162
422.923	Promotion Rules	162
422.924	Reassignment Rules	163
422.925	Reduction in Grade	163
422.93	Step Increase	163
422.94	Temporary Assignments	163
422.941	Lower Level Assignments	163
422.942	Higher Level Assignments	163
422.95	Dual (Multiple) Employment	163
422.96	Change From Rural Carrier Schedule	163
430	Basic and Special Pay Provisions	164
431	Scope	164
432	General Definitions and Provisions	164
432.1	Employee Classifications	164
432.11	Regular Work Force	164
432.111	Bargaining Unit Employees	164
432.112	Nonbargaining Unit Employees	165
432.12	Supplemental Work Force	165
432.13	Transitional Work Force	165
432.2	Rates of Pay	166
432.21	Basic Rate	166

- 432.22 Regular Rate 166
- 432.23 Rounding of Rates 166
- 432.3 Work Schedules and Overtime Limits 166
 - 432.31 Basic Work Week 166
 - 432.32 Maximum Hours Allowed 167
 - 432.33 Mealtime 167
 - 432.34 Postmasters 167
- 432.4 Service Periods 167
 - 432.41 Pay Period 167
 - 432.42 Service Week 167
 - 432.43 Service Day 167
 - 432.44 FLSA Workweek 168
 - 432.45 Work Assignments 168
 - 432.46 Five-Minute Leeway Rule 168
 - 432.461 Explanation 168
 - 432.462 Applicability 168
 - 432.463 Adjustment 168
 - 432.464 Special Cases 169
 - 432.465 Exception 169
- 432.5 Work Credit 169
 - 432.51 FLSA-Exempt Postmasters 169
 - 432.52 Full-time and Part-time Employees 169
 - 432.53 City Letter Carriers (7:01 Rule) 170
 - 432.54 Rural Carriers 170
- 432.6 Guaranteed Time 170
 - 432.61 Explanation 170
 - 432.62 Eligibility 170
 - 432.63 Pay Computation 171
- 432.7 Time Worked 171
 - 432.71 Control 171
 - 432.711 Disallowed Time 172
 - 432.712 Allowed Time 172
 - 432.72 Medical Release Time 172
- 432.8 Compensation Due Deceased Employee 173
 - 432.81 Definition 173
 - 432.82 Recipient of Unpaid Compensation or Money Due 173
 - 432.821 Order 173
 - 432.822 Missing Beneficiaries 174
- 433 Straight Time Pay 174
 - 433.1 Definition 174
 - 433.2 Full-time Employees 174
 - 433.3 Part-time Employees 174
 - 433.4 Casual and Temporary Employees 174
 - 433.5 Reemployed Annuitant 174

Contents

433.6	EAS A–E Postmasters	175
434	Overtime and Premium Pay	175
434.1	Overtime	175
434.11	General	175
434.12	Definitions	175
434.13	Types of Compensation	176
434.131	Postal Overtime	176
434.132	FLSA Overtime	176
434.133	Penalty Overtime	176
434.134	FLSA Exempt EAS Additional Pay	176
434.14	Eligibility and Coverage	176
434.141	Eligible for Overtime Pay	176
434.142	Assignment of FLSA-Exempt and Nonexempt Work	179
434.143	Eligible for FLSA-Exempt EAS Additional Pay	179
434.2	Night Differential	179
434.21	Policy	179
434.22	Eligibility	180
434.221	Eligibility for Night Differential	180
434.222	Exempt Employees	180
434.23	Pay Computation	181
434.3	Sunday Premium	181
434.31	Policy	181
434.32	Eligibility	181
434.33	Leave	182
434.34	Pay Computation	182
434.4	Holiday Leave Pay	183
434.41	Policy	183
434.411	Holidays Observed	183
434.412	Application	183
434.42	Eligibility	184
434.421	Eligibility for Holiday Leave Pay	184
434.422	Eligibility for Annual Leave in Lieu of Holiday Leave Pay	184
434.43	Pay Computation for Holiday Leave Pay	185
434.5	Holiday-Worked Pay	185
434.51	Policy	185
434.52	Eligibility	185
434.53	Pay Computation	186
434.6	Out-of-Schedule Premium	187
434.61	Policy	187
434.611	General	187
434.612	Timely Notice	187
434.613	Application	188
434.614	Examples	188
434.62	Eligibility	189
434.621	Eligibility for Out-of-Schedule Premium	189
434.622	Exceptions	189

434.63	Pay Computation	190
434.7	Nonbargaining Rescheduling Premium	190
434.71	Policy	190
434.72	Eligibility	190
434.73	Pay Computation	191
434.8	Pyramiding of Premiums	191
435	Severance Pay	193
435.1	Eligibility	193
435.2	Computing Severance Fund	193
435.21	Limitation	193
435.22	Creditable Service	193
435.23	Paid Allowances	193
435.24	Allowance to Age Over Forty	194
435.3	Pay Rate and Duration	194
435.31	PS Form 50 Information	194
435.32	Amount and Intervals	194
435.4	Effect of Reemployment	194
435.41	Permanent Employment	194
435.42	Temporary Employment	194
436	Back Pay	194
436.1	Corrective Entitlement	194
436.2	Limitations	195
436.3	Corrective Action	195
436.4	Documents in Support of Claim	196
436.41	Statements by Local Official	196
436.42	Statements by Employee	197
436.5	Life Insurance Coverage	198
436.6	Erroneous Separation for Retirement	200
436.61	Explanation	200
436.62	Corrective Action	200
436.7	Interest on Back Pay	200
436.71	Purpose	200
436.72	Availability of Interest	200
436.73	Determination of Rate of Interest	201
436.74	Responsibility	204
437	Waiver of Claims for Erroneous Payment of Pay	204
437.1	Purpose	204
437.2	Definitions	204
437.3	Submission of Request	204
437.31	Expiration Date	204
437.32	PS Form 3074	204
437.4	Review by Installation Head	205
437.5	Review by Human Resources	205

Contents

437.6	Action by Eagan Accounting Service Center	206
437.7	Appeal of Disallowed Request	206
437.71	Appeal Procedure	206
437.72	Final Decision	206
438	Pay During Travel or Training	206
438.1	Pay During Travel	206
438.11	Definitions	206
438.12	Commuting To and From Work	206
438.121	Regular Commuting	206
438.122	Commuting to a Different Worksite	207
438.123	Commuting With a Break in Duty Status	207
438.13	Types of Compensable Travel Time	207
438.131	General	207
438.132	Travel From Job Site to Job Site	207
438.133	One-Day Assignment Outside the Local Commuting Area	208
438.134	Travel Away From Home Overnight	208
438.14	Special Travel Provisions	209
438.141	Use of Private Automobile for Personal Convenience	209
438.142	Required Use of an Automobile	209
438.143	Work Performed While Traveling	209
438.15	Compensation Provisions	209
438.16	Effect on Other Travel Reimbursement	210
438.2	Pay During Training	210
438.21	General	210
438.22	Specific Rules on Compensation for Training Time	210
438.221	General	210
438.222	Training During Established Hours of Service	210
438.223	Training Outside Established Hours of Service	211
438.23	Special Training Provisions	211
438.24	Compensation Provisions	211
439	Territorial Cost-of-Living Allowance	212
439.1	Eligibility and Pay Factors	212
439.11	Eligibility	212
439.12	Pay Factors	212
439.2	Allowance Categories	212
440	Fair Labor Standards Act Administration	213
441	Overview	213
441.1	Federal Statute	213
441.2	Enforcement	213
441.3	FLSA Poster	213
442	Equal Pay Provisions	213
442.1	Sex Discrimination Policy	213
442.2	Justified Wage Differentials	213
442.3	Labor Organization Intervention	213
443	Overtime Pay	214

443.1	Overtime Requirement	214
443.2	Explanation of Terms	214
443.21	Regular Rate	214
443.211	Definitions	214
443.212	Inclusions	214
443.213	Exclusions	214
443.214	Exclusions Not Creditable	215
443.215	Dual Employment Rate	215
443.22	Actual Work	215
443.221	Definition	215
443.222	Exclusions	215
443.223	Unauthorized Time	215
443.23	FLSA Workweek	215
443.231	Explanation	215
443.232	Permanent Change	216
443.233	Full-time Employees	216
443.234	Part-time Employees	216
443.3	Exemptions	217
443.31	Policy	217
443.311	General	217
443.312	Postal Service Administration	217
444	Rural Letter Carrier Compensation	217
444.1	Regular Rural Carriers	217
444.11	Guaranteed Annual Wage	217
444.12	Base Rate of Pay	217
444.2	Other Rural Carriers	218
445	Compliance Investigations	218
445.1	DOL On-site Visit	218
445.2	DOL Findings	218
445.3	Postal Service Actions	218
450	Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset	219
451	General	219
451.1	Scope	219
451.2	Issues Not Covered in the Subchapter	219
451.3	Representation	219
451.4	Salary Offsets From Other Federal Employees	219
451.5	Definitions	220
451.6	Time Computation	220
451.7	Effect of Waiver Request	221
451.8	Service of Notice and Delivery of Records	221
452	Procedures Governing Administrative Salary Offsets	221
452.1	Determination and Collection of Debt	221
452.11	Establishment of Accounts Receivable	221
452.12	Collection by Postmaster or Installation Head	221

Contents

452.2	Voluntary Repayment Procedures	221
452.21	General	221
452.22	Notice to Employee	222
452.23	Employee Response to Notice	226
452.231	Request for Copies of Postal Records	226
452.232	Payment in Full	226
452.233	Consent to Salary Offsets	226
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	228
452.241	Consideration and Response	228
452.242	Reconsideration of Debt	228
452.243	Consideration of Alternative Offset Schedule	229
452.25	Voluntary Repayment Following Reconsideration	229
452.251	Payment in Full	229
452.252	Consent to Salary Offsets	229
452.26	Failure to Resolve or Repay Debt	229
452.3	Statutory Offset Procedures	229
452.31	Authority	229
452.32	Notifying the Employee	230
452.321	Notice	230
452.322	Contents	230
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	Withholding Funds From 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 by Salary Offset 245
- 461 General 245
 - 461.1 Scope 245
 - 461.2 Issues Not Covered in the Subchapter 245
 - 461.3 Definitions 245
- 462 Procedures Governing Administrative Salary Offsets 246
 - 462.1 Determination and Collection of Debt 246
 - 462.11 Establishment of Accounts Receivable 246
 - 462.12 Collection by Postmaster or Installation Head 246
 - 462.2 Applicable Collection Procedures 246
 - 462.21 Right to Grieve Letters of Demand 246
 - 462.22 Right to Petition for Hearing 247
 - 462.3 Statutory Offset Procedures 247
 - 462.31 Authority 247
 - 462.32 Initiation of Statutory Offset Procedure 248
 - 462.33 Hearing Officials Under 39 CFR Part 961 248
 - 462.34 Limit of Right to Petition for Hearing 248
 - 462.4 Collection of Debt 248
 - 462.41 Stay of Collection of Debt 248
 - 462.42 Limit on Amount of Salary Offset to Collect Debt 248
 - 462.5 Implementing Offsets 249
- 463 Court Judgment Salary Offsets 249
 - 463.1 Authority 249
 - 463.2 Applicable Collection Procedures 249
 - 463.21 General 249
 - 463.22 Notice 249
 - 463.23 Implementing Offsets 249
- 464 Multiple Offsets 250
 - 464.1 Administrative Salary Offsets 250
 - 464.2 Court Judgment Salary Offsets 250
 - 464.3 Administrative and Court Judgment Salary Offsets 250
 - 464.4 Priority of Postal Service Indebtedness 251
 - 464.5 Garnishments 251
- 465 Action Upon Transfer or Separation 251
 - 465.1 Withholding Funds From Amount Due 251
 - 465.2 Transfer to Another Federal Agency 251
 - 465.3 Collection of Debt Upon Separation 252
- 470 Administrative Offsets for Former Postal Service Nonbargaining Unit Employees 252
- 471 General 252
 - 471.1 Definitions 252
 - 471.2 Scope 252
 - 471.3 Authority 253

Contents

472	Federal Claims Collection Standards Adopted	253
472.1	Notice and Opportunity for Review	253
472.11	Procedures	253
472.12	Exceptions	253
472.2	Request for Review	253
472.3	Administrative Offset Programs.	254
473	Collection by Administrative Wage Garnishment	254
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees	255
481	Definitions	255
482	Right to Grieve Letters of Demand	255
483	Referral and Administrative Wage Garnishment	255
483.1	Referral to Treasury	255
483.2	Collection by Administrative Wage Garnishment	255
484	Application of Administrative Offset Provisions	255
484.1	Procedures	255
484.2	Exceptions.	256
485	Stay of Collection of Debt	256
490	Recognition and Awards.	257
491	Overview	257
491.1	Policy and Scope.	257
491.11	Scope	257
491.12	Policy	257
491.2	Management Control.	258
491.3	Awards.	258
491.31	Cash Awards	258
491.32	Cash Equivalent Awards.	259
491.33	Noncash Tangible Awards	259
491.331	Authorized	259
491.332	Prohibited	260
491.34	Gift Certificates.	260
491.4	Privacy Act Considerations	260
491.5	Presentation Ceremonies	260
491.6	Documenting Awards	261
492	Certificate of Appreciation	261
492.1	Overview	261
492.2	Purpose	261
492.3	Description.	261
492.4	Eligibility.	261
492.5	Basis	261
492.6	Responsibility	262
492.61	Headquarters and Headquarters-Related Field Units	262
492.62	Areas, Districts, and Plants	262
492.7	Approval Authority	262

492.71	Headquarters and Headquarters-Related Field Units	262
492.72	Areas	262
492.73	Field	262
492.8	Ordering Certificates	262
492.9	Presenting Awards.	263
493	Service Awards	263
493.1	Overview	263
493.2	Service Award Pin	263
493.21	Description	263
493.22	Basis.	264
493.23	Responsibility	264
493.231	Headquarters	264
493.232	Areas.	264
493.233	Districts and Plants.	264
493.234	Inspection Service	264
493.24	Providing Lists of Eligible Employees.	264
493.25	Ordering Pins and Service Award Folders	264
493.26	Preparing Letters of Appreciation	265
493.27	Presenting Awards	265
493.3	Service Award Certificates	268
493.31	Description	268
493.32	Basis.	268
493.321	Retirement	268
493.322	Death	268
493.33	Responsibility	268
493.331	Headquarters	268
493.332	Areas.	269
493.333	Districts and Plants.	269
493.34	Ordering Certificates	269
493.35	Preparing Letters of Appreciation	269
493.351	Retiring Employees.	269
493.352	Deceased Employees.	269
493.36	Presenting Awards	270
493.361	Retirement Award Certificates	270
493.362	Posthumous Award Certificates.	270
494	Informal Award	273
494.1	Overview	273
494.2	Purpose	273
494.3	Description.	273
494.4	Eligibility.	273
494.5	Basis	273
494.6	Approval Authority	273
494.7	Documentation	273
495	Formal Awards	274
495.1	Overview	274

Contents

495.11	Presenting Awards	275
495.2	Spot Award	275
495.21	Purpose	275
495.22	Description	275
495.23	Eligibility	275
495.24	Basis	276
495.25	Approval Authority	276
495.251	Headquarters and Headquarters-Related Field Units	276
495.252	Areas	276
495.253	Field	276
495.26	Recommending an Award	276
495.27	Evaluating and Approving the Award	277
495.28	Processing	277
495.3	Noncareer Gift Certificate	277
495.31	Purpose	277
495.32	Description	277
495.33	Eligibility	278
495.34	Basis	278
495.35	Approval Authority	278
495.351	Headquarters and Headquarters-Related Field Units	278
495.352	Areas	278
495.353	Field	278
495.36	Recommending an Award	278
495.37	Evaluating and Approving the Award	279
495.38	Processing	279
495.4	Quality Step Increase Award	279
495.41	Description	279
495.42	Eligibility	279
495.43	Basis	279
495.44	Comparisons	280
495.441	Comparison to Regular Within-Grade Increases	280
495.442	Comparison to Spot Awards	280
495.45	Approval Authority	281
495.451	Headquarters and Headquarters-Related Field Units	281
495.452	Areas, Districts, and Plants	281
495.46	Recommending an Award	281
495.47	Initiating Documentation	281
495.48	Initiating a Personnel Action	281
496	Special Awards	281
496.1	Overview	281
496.2	Team Award	282
496.21	Purpose	282
496.22	Description	282
496.23	Eligibility	282

- 496.24 Limits 282
- 496.25 Approval Authority 283
- 496.26 Processing 283
- 496.3 Vice President Award 283
 - 496.31 Purpose 283
 - 496.32 Description 283
 - 496.33 Eligibility 283
 - 496.34 Approval Authority 283
 - 496.35 Processing 283
- 496.4 Postmaster General Award 284
 - 496.41 Purpose 284
 - 496.42 Description 284
 - 496.43 Eligibility 284
 - 496.44 Approval Authority 284
- 496.5 ELT Award 284
 - 496.51 Purpose 284
 - 496.52 Description 284
 - 496.53 Eligibility 284
 - 496.54 Approval Authority 284
 - 496.55 Processing 285
- 496.6 Benjamin Franklin Award 285
 - 496.61 Description 285
 - 496.62 Eligibility 285
 - 496.63 Basis 285
 - 496.64 Approval Authority 285
- 497 Other Awards 285
 - 497.1 Overview 285
 - 497.2 Contest Award 286
 - 497.21 Purpose 286
 - 497.22 Description 286
 - 497.23 Eligibility 286
 - 497.24 Approval Authority 286
 - 497.25 Processing 287
 - 497.3 Safety Award 287
 - 497.31 Purpose 287
 - 497.32 Description 287
 - 497.33 Eligibility 287
 - 497.34 Approval Authority 287
 - 497.35 Processing 287
- 498 Inspection Service Awards 287
 - 498.1 Overview 287
 - 498.2 Informal Award 287
 - 498.21 Purpose 287

Contents

498.22	Description	288
498.23	Eligibility	288
498.24	Basis	288
498.25	Approval Authority	288
498.26	Processing	288
498.3	Non-Executive Award	288
498.31	Purpose	288
498.32	Description	288
498.33	Eligibility	288
498.34	Basis	288
498.35	Approval Authority	289
498.36	Processing	289
5	Employee Benefits	291
510	Leave	291
511	General	291
511.1	Administration Policy	291
511.2	Responsibilities	291
511.21	Postal Officials	291
511.22	Eagan Accounting Service Center	291
511.23	Postal Employees	291
511.3	Eligibility	292
511.31	Covered	292
511.32	Not Covered	292
511.4	Unscheduled Absence	292
511.41	Definition	292
511.42	Management Responsibilities	292
511.43	Employee Responsibilities	292
512	Annual Leave	292
512.1	General	292
512.11	Purpose	292
512.12	Definitions	293
512.2	Determining Annual Leave Category	293
512.21	General Policy	293
512.22	Federal Civilian Service Counted	293
512.221	Service in the Postal Service	293
512.222	Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University	293
512.23	Military Service Counted	294
512.231	Service of an Employee Not Eligible for Military Retirement Annuity	294
512.232	Service of an Employee Eligible for Military Retirement Annuity	294
512.24	Service Not Counted	299
512.3	Accrual and Crediting	299

512.31	Employee Categories	299
512.311	Full-Time Employees	299
512.312	Part-Time Employees	300
512.313	Appointees	302
512.32	Maximum Carryover	303
512.321	Maximum Carryover Amounts	303
512.322	Nonbargaining Unit to Bargaining Unit	303
512.4	Authorizing Annual Leave	303
512.41	Requests for Annual Leave	303
512.411	General	303
512.412	Emergencies	303
512.42	PS Form 3971 Request for or Notification of Absence	304
512.421	Purpose	304
512.422	Approval or Disapproval	304
512.423	Retention and Disposal Period	304
512.43	Insufficient Leave Balance	304
512.5	Leave Charge Information	304
512.51	Full-Time Employees	304
512.511	Minimum Unit Charge	304
512.512	Holidays	305
512.513	Leave for Postmasters and Installation Heads	305
512.514	Rural Carriers (Regular and Substitute)	305
512.52	Part-Time Employees	305
512.521	Minimum Unit Charge	305
512.522	Part-Time Regular	305
512.523	Part-Time Flexible	305
512.524	A-E Postmasters	306
512.53	Regular Rural Carriers	306
512.531	General	306
512.532	Saturday Absences	306
512.54	Triweekly Rural Carriers	307
512.541	Week's Absence	307
512.542	Absences Less Than a Week	307
512.543	Leave Carryover	307
512.55	Leave Replacements for Rural Carriers	307
512.551	General	307
512.552	Ninety-Day Qualifying Period	307
512.553	Lump Sum Payment	307
512.56	Auxiliary Rural Carriers	308
512.6	Vacation Planning and Special Programs	308
512.61	Bargaining Unit Employees Vacation Planning	308
512.62	Nonbargaining Unit Employees Vacation Planning	308
512.63	Annual Leave Exchange	308
512.631	General	308
512.632	Bargaining Unit Annual Leave Exchange	308
512.633	Nonbargaining Unit Annual Leave Exchange	308
512.634	Processing Annual Leave Exchange Options	308

Contents

512.64	Annual Leave Sharing	309
512.65	Annual Leave Credit in Lieu of Holiday Leave Pay	309
512.7	Separation Adjustments	309
512.71	Terminal Leave Worksheet	309
512.72	Collection for Unearned Leave	309
512.721	Refund	309
512.722	Exception	309
512.73	Lump Sum Terminal Leave Payment	309
512.731	General	309
512.732	Entitlement Amounts	310
512.733	Separation for Military Service	310
512.734	Separation Followed by Reemployment	310
512.735	Absence of Relationship to Annuity Payment	311
512.736	Payment to Beneficiaries or Estates of Employees Who Die in Service	311
512.8	Transfers	311
512.81	Transfer Without a Break in Service	311
512.811	From the Postal Service to a Federal Agency	311
512.812	From a Federal Agency to the Postal Service	311
512.82	Transfer With a Break in Service	312
512.9	Recrediting Annual Leave	312
512.91	Policy	312
512.92	Procedures	312
512.921	Leave Earned in Prior Service in the Postal Service	312
512.922	Leave Earned at Another Agency	312
512.923	Leave Buy-Back — OWCP	312
513	Sick Leave	313
513.1	Purpose	313
513.11	Sick Leave for Employee Incapacitation	313
513.12	Sick Leave for Dependent Care	313
513.2	Accrual and Crediting	313
513.21	Accrual Chart	313
513.22	Crediting	313
513.221	General	313
513.222	Part-Time Employees	313
513.223	Leave Replacements for Rural Carriers	314
513.224	Auxiliary Rural Carriers	314
513.225	Substitute Rural Carriers in Dual Appointment	314
513.226	Leave Credit Adjustment for LWOP	314
513.3	Authorizing Sick Leave	314
513.31	Policy	314
513.311	General	314
513.312	Restriction	314
513.32	Conditions for Authorization	314
513.33	Requests for Sick Leave	315
513.331	General	315

- 513.332 Unexpected Illness or Injury 315
- 513.34 PS Form 3971, Request for or Notification of Absence 316
 - 513.341 General 316
 - 513.342 Approval or Disapproval 316
- 513.35 Postmaster Absences 316
- 513.36 Sick Leave Documentation Requirements 316
 - 513.361 Three Days or Less 316
 - 513.362 Over Three Days 316
 - 513.363 Extended Periods 317
 - 513.364 Medical Documentation or Other Acceptable Evidence 317
 - 513.365 Failure to Furnish Required Documentation 317
- 513.37 Return to Duty 317
- 513.38 Performance Ability Questioned 317
- 513.39 Restricted Sick Leave 317
 - 513.391 Reasons for Restriction 317
 - 513.392 Notice and Listing 318
 - 513.393 Recision of Restriction 318
- 513.4 Charging Sick Leave 318
 - 513.41 Full-Time Employees 318
 - 513.411 General 318
 - 513.412 Minimum Unit Charge 318
 - 513.413 Special Situations 319
 - 513.42 Part-Time Employees 319
 - 513.421 General 319
 - 513.422 Minimum Unit Charge 320
- 513.5 Advanced Sick Leave 320
 - 513.51 Policy 320
 - 513.511 May Not Exceed Thirty Days 320
 - 513.512 Medical Document Required 320
 - 513.52 Administration 320
 - 513.521 Installation Heads' Approval 320
 - 513.522 Forms Forwarded 320
 - 513.53 Additional Sick Leave 320
 - 513.531 Thirty-Day Maximum 320
 - 513.532 Liquidating Advanced Sick Leave 320
- 513.6 Leave Charge Adjustments 321
 - 513.61 Insufficient Sick Leave 321
 - 513.62 Insufficient Sick and Annual Leave 321
 - 513.63 Disapproved Sick Leave 321
 - 513.64 Absence Without Leave 321
 - 513.65 Annual Leave Changed to Sick Leave 321
- 513.7 Transfer or Reemployment 321
 - 513.71 Transfer 321
 - 513.711 Crediting 321
 - 513.712 Recrediting 321
 - 513.72 Reemployment 321

Contents

513.73	Reemployment — OWCP.....	322
513.8	Retirements or Separations.....	322
513.81	General.....	322
513.82	Retirement.....	322
513.821	Credit for Sick Leave.....	322
513.822	Disability Retirement.....	322
513.83	Separation by Death.....	322
513.9	Collection for Unearned Sick Leave.....	323
514	Leave Without Pay.....	323
514.1	Essential Features.....	323
514.2	Policy.....	323
514.21	Restriction.....	323
514.22	Administrative Discretion.....	323
514.23	Condition.....	324
514.24	Leave Credit Adjustment.....	324
514.25	Other Employment.....	324
514.3	Authority to Approve.....	324
514.31	Installation Head.....	324
514.32	District Managers.....	324
514.4	Acceptable Reasons and Instructions.....	324
514.5	Forms Required.....	326
514.51	PS Form 3971.....	326
514.52	PS Form 50.....	326
515	Absence for Family Care or Illness of Employee.....	326
515.1	Purpose.....	326
515.2	Definitions.....	327
515.3	Eligibility.....	330
515.4	Leave Requirements.....	330
515.41	Conditions.....	330
515.42	Leave Type.....	330
515.43	Authorized Hours.....	330
515.5	Notice and Documentation.....	331
515.51	Notice.....	331
515.52	Documentation.....	331
515.53	Particular Circumstances.....	332
515.531	New Son or Daughter.....	332
515.532	Care of Others for Medical Reasons.....	332
515.533	Employee Incapacitation.....	333
515.534	Return to Work After Employee Incapacitation.....	333
515.535	Qualifying Exigency.....	333
515.54	Additional Medical Opinions.....	333
515.6	Intermittent Leave or Reduced Schedule.....	334
515.61	New Son or Daughter.....	334
515.62	Care of Others for Medical Reasons or Employee Incapacitation.....	334

- 515.63 Exigency Leave 334
- 515.64 Temporary Change in Duty Assignment. 334
- 515.65 Fair Labor Standards Act Status 334
- 515.7 Return to Position 334
- 515.8 Benefits 335
- 515.9 Family Leave Poster 335
- 516 Absences for Court-Related Service. 335
 - 516.1 General 335
 - 516.11 Determining Nature of Court-Related Service 335
 - 516.12 Explanation of Terms 336
 - 516.2 Court Leave 336
 - 516.21 Definition. 336
 - 516.22 Eligibility 336
 - 516.23 Recording Court Leave. 337
 - 516.3 Conditions Affecting Court-Related Service 337
 - 516.31 Employee on Annual Leave 337
 - 516.32 Combination of Court Leave and Postal Duty 337
 - 516.33 Accommodation of Employees Called for Court Service. 338
 - 516.4 Fees 338
 - 516.41 General 338
 - 516.42 Court Service Outside of Regular Working Hours or Regular Working Days 339
 - 516.43 Holidays 339
 - 516.44 Annual Leave or LWOP 339
 - 516.45 Recording and Reporting of Fees 339
 - 516.5 Official Duty 339
 - 516.51 Definition. 339
 - 516.52 Compensation 339
 - 516.6 Witness Service in a Nonofficial Capacity on Behalf of a Private Party 340
- 517 Paid Military Leave 340
 - 517.1 General 340
 - 517.11 Postal Service Support. 340
 - 517.12 Definition. 340
 - 517.13 Types of Duty 340
 - 517.131 Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard 340
 - 517.132 Duty Covered for Members of the D.C. National Guard. 341
 - 517.133 Duty Not Covered. 341
 - 517.2 Eligibility. 341
 - 517.21 Eligible Employees 341
 - 517.22 Ineligible Employees. 341
 - 517.3 Procedures 342
 - 517.31 Approval 342
 - 517.32 Use of Mixed Leave 342

Contents

517.33	Use of Leave Intermittently	342
517.34	Return From Duty	342
517.4	Military Leave Allowances	342
517.41	General Allowance	342
517.42	Previous Service	342
517.43	Law Enforcement Allowance	343
517.431	State or Jurisdiction Duty	343
517.432	Allowance for Federal Duty	344
517.5	Leave Charge Information	344
517.51	Pay Status Requirement	344
517.52	Minimum Units	344
517.53	Continuance of Night Differential Pay	344
517.54	Absence Beyond the General Military Leave Allowance	345
517.541	Training Periods	345
517.542	Choice of Annual Leave, Sick Leave, or LWOP	345
517.6	Conflict With Work Schedule	345
517.61	Employee Alternatives	345
517.62	Administrative Policy	345
517.621	Reassignments	345
517.622	Rescheduling	345
517.7	Records Control	346
517.71	General Paid Military Leave	346
517.72	Paid Military Leave for Law Enforcement	346
518	Holiday Leave	346
518.1	Observed Holidays	346
518.2	Holidays on Nonscheduled Workdays	347
518.21	Saturday	347
518.22	Sunday	347
518.23	Nonscheduled Workday	347
518.3	Holidays on Scheduled Workdays	347
518.4	Eligibility for Holiday Pay	347
518.5	Provisions for Rural Carriers and Substitutes	347
518.51	Rural Carriers	347
518.52	Substitute Rural Carriers	347
518.6	Provisions for Postmasters	347
519	Administrative Leave	347
519.1	Definition	347
519.2	Special Conditions	348
519.21	Acts of God	348
519.211	General	348
519.212	Authorizing Administrative Leave for Acts of God	348
519.213	Determining the Cause of Absence	348
519.214	Early Dismissal Due to Acts of God	348
519.215	Employees Prevented From Reporting	349
519.216	Employees on Annual Leave, Sick Leave, or LWOP	349

519.217	Substitute Rural Carriers and Rural Carrier Associates	349
519.22	Civil Disorders	349
519.221	Decision to Curtail or Terminate Postal Operations	349
519.222	Civil Disorder Extends Beyond Three Days	349
519.223	Early Dismissal	349
519.224	Employees Prevented From Reporting	349
519.23	Relocation.	350
519.231	Policy	350
519.232	Requirements	350
519.233	Notation on PS Form 50.	350
519.234	Limitations	350
519.24	Adverse Action Investigation and Decision	350
519.3	Civil Participation.	350
519.31	State and Local Civil Defense Programs	350
519.311	No Charge to Leave	350
519.312	Annual or LWOP.	351
519.313	Availability for Civil Defense Assignment	351
519.314	Key Role Restriction.	351
519.315	Statement Requirement	351
519.32	Voting or Registering to Vote	351
519.321	Policy	351
519.322	Administrative Determination	351
519.323	Voting	351
519.324	Registration	352
519.325	Restrictions.	352
519.33	Funeral Services	352
519.331	Absence of Veterans to Attend Funeral Services	352
519.332	Funeral of Immediate Relatives Who Died in Combat Zone	352
519.4	National Day of Observance	353
519.41	General.	353
519.42	Leave Granted	353
519.421	Full-Time Employees	353
519.422	Part-Time Regular Employees	354
519.423	Part-Time Flexible Employees	354
519.424	Transitional Employees.	354
519.425	Employees on Paid Leave	354
519.426	Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay	354
519.427	Employees Absent Without Leave, Suspended, or Pending Removal	355
519.428	Individuals Not Eligible for Administrative Leave	355
519.43	Leave Taken at a Future Date	355
519.5	Medical Events	355
519.51	Blood Donations.	355
519.511	Policy	355
519.512	Time Allowed	356
519.513	Restrictions.	356
519.514	Facility Arrangements.	356

Contents

519.52	Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations	356
519.521	Policy	356
519.522	Time Limitations	356
519.53	Physical Examination for Entry Into Armed Forces	357
519.54	First-Aid Examination and Treatment for On-the-Job Injury or Illness	357
519.541	Employee on Regular Tour	357
519.542	Employee in Overtime Status	357
519.55	Day of Death.	357
519.6	Special Events — Postal Service Invitation	357
519.7	Nonbargaining Unit Personal Absence	358
519.71	Definition.	358
519.72	Policy	358
519.73	Limitations and Exceptions	358
519.731	Full-Day Absences	358
519.732	Partial-Day Absences	358
519.733	Directed to Work.	358
519.74	Administration	358
519.741	General	358
519.742	Approval	359
519.743	Full-Day Leave	359
519.75	Management Controls	359
519.751	Responsibility	359
519.752	Administration.	359
520	Health Benefits Program.	360
521	Administration and Eligibility	360
521.1	General	360
521.2	Eligible Employees.	360
521.3	Employees Not Eligible	361
521.4	Family Member Eligibility.	362
521.41	General	362
521.411	Responsibility of Human Resources Shared Service Center	362
521.412	Family Members Eligible.	362
521.42	Determining Family Membership Status of Children	363
521.421	Adopted Children	363
521.422	Stepchildren	363
521.423	Foster Children	363
521.424	Child’s Temporary Absence on “Living-With” Requirement	364
521.425	Effect of Child’s Marriage on Family Member Status.	364
521.5	Relatives Not Eligible	364
521.6	Former Spouses	366
521.61	Eligibility Determination	366
521.611	Requirements	366
521.612	Office of Personnel Management Responsibility	366
521.613	Human Resources Shared Service Center Responsibility	367

521.62	Documentation of Eligibility	367
521.621	Eligible for Coverage	367
521.622	Ineligible for Coverage	367
521.63	Request for Reconsideration	367
521.7	Temporary Continuation of Coverage	368
521.71	Eligibility	368
521.711	Eligible for Coverage	368
521.712	Ineligible for Coverage	368
521.72	Agency Responsibilities	369
521.721	Office of Personnel Management Responsibility	369
521.722	National Finance Center Responsibility	369
521.723	Human Resources Shared Service Center's Responsibility	369
521.73	Time Limitations for Enrollment	369
521.74	Length of Coverage	370
521.75	Premiums	370
522	Health Insurance Plans Available	370
522.1	Types of Participating Plans	370
522.11	Fee-for-Service Plans with a Preferred Provider Organization	370
522.12	Fee-for-Service PPO Only Plans	371
522.13	Fee-for-Service Employee Organization Plans	371
522.14	Health Maintenance Organization and Point-of-Service Plans	371
522.15	High Deductible and Consumer-Driven Health Plans	371
522.2	Description of Participating Plans	371
523	Election Procedures	372
523.1	Initial	372
523.2	Employee Declines to Enroll	372
523.3	Late Enrollment or Change in Enrollment	372
523.31	Accepting Late Enrollment	372
523.32	Causes Beyond Employee's Control	372
523.33	Procedures for Documenting Late Enrollment	373
523.34	Effective Date of Late Enrollment	373
523.341	Belated FEHB Open Season Enrollment	373
523.342	Late Enrollment Other Than FEHB Open Season	373
523.4	Enrollment by Proxy	373
523.5	Enrollment in an Employee Organization Plan	374
523.6	Enrollment by a Former Spouse	374
523.61	Enrollment Form	374
523.62	Statement Signed by Former Spouse	374
523.63	Human Resources Shared Service Center Records on Former Spouse	375
523.631	Establishing File	375
523.632	Contents of File	375
523.633	Access to File	375
523.634	Disposition of File	376

Contents

524	Enrollment	378
524.1	Types of Enrollment	378
524.11	Self Only	378
524.12	Self and Family	378
524.2	Husband and Wife Both Eligible to Enroll	378
524.3	Dual Coverage Restriction	378
524.31	General	378
524.32	Procedures to Be Followed by the Human Resources Shared Service Center	378
524.33	Dual Enrollment Exceptions	379
524.4	Correction of Erroneous Enrollment	379
524.5	Enrollment or Change in Enrollment	380
524.51	General	380
524.52	Events Permitting	380
524.521	New Appointment	380
524.522	Change in Employment Status	380
524.523	FEHB Open Season	381
524.524	Reemployment After Break in Service of More Than 3 Days	381
524.525	Return to Duty After 365 Days in Nonpay Status	381
524.526	Return From Military Service	381
524.527	Loss of Coverage Under Federal Programs	381
524.528	Eligible for Medicare	381
524.529	Change to Self Only	381
524.53	Family Changes Affecting Enrollment	382
524.531	Change in Marital Status	382
524.532	Change in Family Status	382
524.533	Change in Spouse’s Employment Status	383
524.534	Employee Loses Coverage as Family Member	383
524.535	Loss of Coverage Under Parent’s Nonfederal Plan	384
524.536	Loss of Dependent Coverage Under Spouse or Other Parent’s Nonfederal Plan	384
524.54	Family Changes Not Affecting Enrollment	384
524.541	General	384
524.542	Name Change	385
524.6	Effective Date of Enrollment or Enrollment Change	385
524.61	FEHB Open Season	385
524.611	New Enrollment	385
524.612	Change of Enrollment	385
524.62	Change to Self Only	385
524.63	Change to Self and Family to Provide Coverage to Child	386
524.64	All Other Enrollments or Changes in Enrollment	386
524.7	Termination of Enrollment	386
524.71	Cancellation by Employee	386
524.72	Discontinuance of Plan or Part	386
524.721	Because of Service Limitations	386
524.722	Because of Leave Without Pay	387

524.73	Membership Termination in Employee Organization	387
524.74	Effective Termination Dates of Employee Enrollment	387
524.75	Effective Termination Dates of Family Member Coverage	388
524.76	Temporary Extension of Coverage	388
524.761	For Enrolled Employee	388
524.762	For Family Member	388
524.763	For Confined Employee or Family Member	388
524.77	Conversion Rights	388
524.771	Employee’s and Family Member’s Right to Convert	388
524.772	Human Resources Shared Service Center Responsibility	389
524.773	Application for Conversion	389
524.774	Late Conversion	389
524.775	Effective Date of Conversion	389
524.776	Benefits and Costs of Conversion Contract	389
524.78	Reinstatement of Enrollment After Conversion	389
524.781	Refund of Premiums	389
524.782	Adjustment of Difference in Benefits	390
524.8	Cost of Enrollment	390
524.81	Postal Service Contribution	390
524.82	Employee Withholding	390
524.83	Pre-Tax and After-Tax Premiums	390
524.831	Tax Benefits	390
524.832	Career Employees	390
524.833	Certain Noncareer and Transitional Employees	391
524.834	Further Information	391
524.84	Health Benefits Schedule	391
524.9	Enrollments for Former Spouses	391
524.91	Type of Enrollment	391
524.92	Effective Date of Enrollment	391
524.921	New Enrollment	391
524.922	Change in Enrollment	392
524.93	Payment of Premiums	392
524.94	Opportunities to Change Enrollment	392
524.941	Change to Self Only	392
524.942	FEHB Open Season	392
524.943	Other Events That Permit Changes in Enrollment	392
524.95	Cancellation of Enrollment	393
524.96	Termination of Enrollment	393
524.961	Events Terminating Coverage	393
524.962	Temporary Extension of Coverage	394
524.963	Termination Due to Failure to Pay Premiums	394
524.964	Termination of Coverage for Family Members	394
524.965	Former Spouse Responsibility	394
524.966	National Finance Center Responsibility	394
525	Special Circumstances Affecting Health Insurance Coverage	395
525.1	Office of Workers’ Compensation Programs	395
525.11	Requirements to Continue Enrollment	395

Contents

525.111	Employee	395
525.112	Survivor	395
525.12	Transfer of Enrollment	396
525.121	Transfer to OWCP	396
525.122	Transfer Back to Employing Office	396
525.13	Withholding and Contribution by OWCP	396
525.131	Effective Dates	396
525.132	Health Benefits Refund Program	396
525.14	Procedures for Continuation of Enrollment	398
525.141	Reporting to OWCP	398
525.142	Eligibility for Transfer	398
525.143	Pending OWCP's Request for Transfer	398
525.144	Employee Not Eligible to Continue	399
525.145	OWCP Determines Not Eligible	401
525.146	On LWOP Ten Months, But Enrollment Not Transferred	401
525.147	OWCP Terminates Compensation	401
525.148	Employee Returns to Duty	401
525.149	Employee Elects Retirement	402
525.2	Employees in Nonpay Status	402
525.21	Three Hundred Sixty-Five-Day Enrollment Limitation	402
525.22	Payment Required for Periods of Nonpay Status	402
525.221	Responsibility	402
525.222	Procedures to Be Followed by Employing Office	402
525.223	Procedures to Be Followed by Employee	403
525.23	Employee Granted LWOP to Serve in Employee Organization	403
525.231	Policy	403
525.232	Procedures to Be Followed by Employing Office	403
525.233	Procedures to Be Followed by Employee	404
525.24	Enrolled Employee in Nonpay Status Accepts Temporary Appointment	404
525.25	Employee in Nonpay Status Pending Removal	404
525.251	Removal Upheld	404
525.252	Restored to Duty	404
525.3	Military Service	405
525.31	Entry Into Military Service	405
525.311	Thirty Days or Less	405
525.312	More Than Thirty Days	405
525.32	Return From Military Service	405
525.321	Return Not in Exercise of Reemployment Rights	405
525.322	Return in Exercise of Reemployment Rights	405
525.33	Death During Military Service	406
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program	406
525.35	Continuous Enrollment	406
525.4	Coverage Into Retirement	406
525.41	Employee Requirements for Continuation	406
525.42	Procedures to Be Followed by Employing Office	407

- 525.421 Determining Eligibility for Continued Enrollment 407
- 525.422 Transferring Enrollment to OPM. 407
- 525.423 Reinstating Terminated Enrollments. 409
- 525.43 Benefits and Cost. 409
- 525.44 Employee Separates and Subsequently Retires 409
 - 525.441 Terminating Enrollment. 409
 - 525.442 Encouraging Conversion to Individual Contract. 409
- 525.45 Reemployed Annuitant. 410
 - 525.451 Enrolled. 410
 - 525.452 Nonenrolled 410
 - 525.453 Reemployed Without Break in Service. 410
 - 525.454 FEHB Open Season Opportunities for Reemployed Annuitant 410
- 525.5 Death of an Employee 411
 - 525.51 Transfer of Enrollment to Eligible Survivor 411
 - 525.511 Requirements 411
 - 525.512 Procedures to Be Followed by Employing Office. 411
 - 525.513 Benefits and Cost. 411
 - 525.52 Enrollment Eligibility Both as an Employee and as a Survivor Annuitant 411
- 525.6 Transfer to or From Overseas Post of Duty. 412
- 525.7 Move Outside Service Area of a Comprehensive Plan 412
- 525.8 Employment Transfer 412
 - 525.81 Within Postal Service or to Another Federal Agency 412
 - 525.82 Outside Comprehensive Area. 413
 - 525.83 Congressional Office 413
 - 525.831 From Postal Service to Senate or House 413
 - 525.832 From Senate or House to Postal Service 413
- 526 Self-Support Determinations. 413
 - 526.1 Physical and Mental Incapacity Requirement 413
 - 526.11 Incapable of Self-Support 413
 - 526.12 Capable of Self-Support. 413
 - 526.2 Financial Dependency 414
 - 526.21 Dependency Requirement 414
 - 526.22 Automatic Dependency 414
 - 526.23 Proof of Dependency 414
 - 526.3 Medical Requirement. 414
 - 526.31 Authority 414
 - 526.32 Medical Certificate 415
 - 526.321 Submission 415
 - 526.322 Time Limitation 415
 - 526.323 Renewal 415
 - 526.324 Failure to Renew. 415
 - 526.325 Late Submission. 415
 - 526.4 Medical Determinations. 415
 - 526.5 Procedures for Notifying the Health Benefits Plan 416
 - 526.51 Employing Office 416

Contents

526.511	Existing Enrollment	416
526.512	New Enrollment	416
526.52	Postal Data Center	416
527	Privacy Act Considerations	416
527.1	Disclosure	416
527.2	Maintenance	416
527.3	Privacy Act Requests	416
527.31	Employees	416
527.32	Former Employees	417
527.33	Retired Employees	417
528	Employee Appeals	417
528.1	Appeal of Refusal to Allow Enrollment or Change of Enrollment	417
528.2	Appeal of Claim Denial	417
528.21	Initial Appeal Rights	417
528.211	Request for Reconsideration	417
528.212	Health Plan Responsibility	417
528.22	Request for Office of Personnel Management Review	418
528.221	Cause for Request to Review	418
528.222	Time Limit	418
528.223	Authorization for Release of Medical Information	418
528.224	Office of Personnel Management Responsibility	418
530	Life Insurance Program	419
531	Administration and Eligibility	419
531.1	General	419
531.2	Eligible Employees	419
531.3	Exclusions	419
532	Coverage	421
532.1	Based on Pay	421
532.11	Full-Time Employees	421
532.12	Part-Time Employees	421
532.13	Employees Serving in More Than One Position	421
532.131	Part-Time Flexible	421
532.132	Others	421
532.2	Amount	422
532.21	Basic Insurance	422
532.211	Minimum	422
532.212	Maximum	422
532.213	Extra Benefit	422
532.214	Automatic Change	422
532.215	Accidental Dismemberment Provision	422
532.22	Optional Insurance	423
532.221	Option A — Standard	423
532.222	Option B — Additional	423
532.223	Option C — Family	423

- 533 Cost, Payment, Withholdings 424
 - 533.1 Basic Insurance Cost. 424
 - 533.2 Optional Insurance. 424
 - 533.21 Cost 424
 - 533.22 Withholdings. 424
 - 533.221 Option A — Standard 424
 - 533.222 Option B — Additional 424
 - 533.223 Option C — Family 425
 - 533.224 Birthdays and Pay Periods 425
 - 533.225 Insufficient Pay to Cover Optional Insurance Withholdings 425
- 534 Special Circumstances Affecting Coverage 425
 - 534.1 LWOP 425
 - 534.11 Twelve-Month Maximum 425
 - 534.12 Notice of Right of Conversion 425
 - 534.13 Return to Duty 426
 - 534.14 Appointment to Temporary Position 426
 - 534.141 Coverage 426
 - 534.142 New Twelve-Month Maximum 426
 - 534.143 Optional Insurance Withholdings 426
 - 534.15 Retirement Annuity Pending. 426
 - 534.2 Service in Employee Organization. 426
 - 534.21 Election. 426
 - 534.211 General 426
 - 534.212 Employee Elects to Continue 427
 - 534.213 Employee Does Not Elect to Continue. 427
 - 534.22 Installation Head Responsibility 427
 - 534.221 Notify Employee of Right to Elect. 427
 - 534.222 Set Up Reminder System 427
 - 534.223 Contact Employee 427
 - 534.224 Document Action 427
 - 534.225 Copy of Election Filed 427
 - 534.3 Employees Receiving OWCP Benefits 427
 - 534.31 Eligibility 427
 - 534.311 Basic Life Insurance 427
 - 534.312 Optional Insurance 427
 - 534.32 Termination of Insurance 428
 - 534.33 Resumption of Insurance 428
 - 534.34 Notice of Right of Conversion or Continuation 428
 - 534.341 Choice 428
 - 534.342 Cost 428
 - 534.343 Procedures for Continuation 428
 - 534.4 Living Benefits 429
 - 534.5 Assignment of Life Insurance 429
 - 534.6 Erroneous Enrollments 429
- 535 Actions 430
 - 535.1 Acquiring Coverage 430

Contents

535.11	Basic Insurance	430
535.111	Newly Eligible Employees	430
535.112	Transfer Employees	430
535.113	Previous Waiver	430
535.12	Optional Insurance	430
535.121	Eligibility	430
535.122	Election/Declination Requirement	430
535.123	Effective Date	431
535.124	Belated Election	431
535.2	Waiver of Basic Insurance	431
535.21	Filing SF 2817	431
535.22	Effective Date	431
535.23	Employee Statement	431
535.24	Sample Statement	432
535.3	Declination of Optional Insurance	432
535.4	Effect of Waiver or Declination	432
535.41	Reappointment/Transfer	432
535.42	Previous Filing	432
535.421	Basic Life Insurance	432
535.422	Optional Insurance	432
535.5	Cancellation of Insurance Coverage	432
535.51	Filing SF 2817	432
535.52	Effective Date	433
535.6	Termination	433
535.61	Effective Date	433
535.611	Basic Insurance	433
535.612	Optional Insurance	433
535.62	Temporary Continued Protection for Thirty-One Days	433
535.63	Notice of Termination and of Conversion Privilege	434
535.64	Requirement for Continuous Protection	434
535.7	Conversion	434
535.71	Converted Policy	434
535.711	Purchase of Individual Policy	434
535.712	Information Source	435
535.72	Time Limits for Conversions	435
535.721	Employing Office Responsibility	435
535.722	Employee Responsibilities	435
535.73	Conversion Privilege for Family Members	435
535.8	Canceling Waivers or Declinations	435
535.81	Conditions	435
535.82	Procedures	436
535.83	Coverage After Cancellation of Waiver or Declination	436
535.831	Basic Insurance	436
535.832	Optional Insurance	436

535.9	Exceptions for Canceling a Declination of Optional Insurance	437
535.91	Life Status Changes	437
535.911	Time Limitation	437
535.912	Limitation on Coverage	437
535.913	Effective Date	437
535.914	Proof Required	437
535.92	Reinstatement Actions	437
535.921	Conditions	437
535.922	Effective Date	438
536	Retirement	438
536.1	Requirements for Continuance	438
536.11	Basic Insurance	438
536.111	Eligibility	438
536.112	Election Requirement	438
536.12	Optional Insurance	438
536.2	Cost	439
536.21	Basic Insurance	439
536.211	Premiums	439
536.212	Withholdings	439
536.22	Optional Insurance	439
536.3	Reduction After Retirement	439
536.31	Basic Insurance	439
536.311	Seventy-Five Percent Reduction	439
536.312	Fifty Percent Reduction	439
536.313	No Reduction	439
536.32	Optional Insurance	440
536.321	Option A — Standard	440
536.322	Option B — Additional and Option C — Family	440
536.4	Living Benefits	440
536.5	Assignment of Life Insurance	440
537	Reemployed Annuitants	441
537.1	Coverage	441
537.11	Terminated by Reemployment	441
537.12	Retained During Reemployment	441
537.121	Suspended	441
537.122	Continued	442
537.13	Automatic Coverage	442
537.131	Optional Withholdings	442
537.132	Additional Optional Coverage	442
537.14	Waiver and/or Declination of Coverage	442
537.141	Insurance Affected	442
537.142	Effect	442
537.143	Exception	442
537.144	Employing Office Procedures	443
537.15	Amount of Coverage	443

Contents

537.16	Termination and Conversion	443
537.161	Termination Date	443
537.162	Conversion Privilege	443
537.17	Continuance Upon Termination of Reemployment	443
537.171	Retention	443
537.172	Procedures	444
537.173	Adjustment	444
537.174	Withholdings	444
537.2	Benefits	444
537.21	Amounts/Conditions	444
537.22	Greater Amount Paid	444
537.3	Designation of Beneficiary	445
537.31	Designation in Effect	445
537.32	Change of Beneficiary	445
537.321	Employee	445
537.322	Employing Office	445
538	Beneficiaries, Benefits Payable, Claims	445
538.1	Beneficiaries	445
538.11	No Named Beneficiary	445
538.111	Order of Precedence	445
538.112	Option C — Family	446
538.113	Designating Trusts	446
538.12	Specific Designation	446
538.121	SF 2823	446
538.122	Contingent Provisions	446
538.123	Agency as Beneficiary	446
538.124	Procedures for Filing	446
538.13	Employee Informed	446
538.131	Previous Designation Invalid	446
538.132	Order of Precedence	447
538.14	Change or Cancellation	447
538.15	Automatic Cancellation	447
538.16	Retiring Employee Designations	447
538.17	Reemployed Annuitant	447
538.18	Designation While Receiving OWCP Benefits	447
538.2	Benefits Payable	447
538.21	Amount	447
538.22	Accidental Dismemberment	448
538.221	Single Accident	448
538.222	Multiple Accidents	448
538.23	Accidental Death	448
538.24	Accidental Dismemberment and Accidental Death	448
538.25	Death During Thirty-One-Day Extension of Group Life Insurance	448
538.3	Claims	448
538.31	Death of Insured Employee	448
538.311	Contacting Persons Entitled to Benefits	448

- 538.312 SF 2821 448
- 538.32 Death of Reemployed Annuitant 449
 - 538.321 Addressing Claims 449
 - 538.322 SF 2821 449
- 538.33 Requirements for Filing 449
- 538.34 Forms Used 449
 - 538.341 Death Benefits 449
 - 538.342 Accidental Dismemberment 449
- 538.35 Time Limits for Filing Accidental Death or Dismemberment Claims 450
- 538.36 Settlement 450
- 539 Insurance Forms 450
 - 539.1 Filing 450
 - 539.11 SF 2817, Life Insurance Election (FELI) 450
 - 539.12 SF 2821, Agency Certification of Insurance Status 450
 - 539.13 SF 2823, Designation of Beneficiary 450
 - 539.14 SF 2822, Request for Insurance 450
 - 539.2 Privacy Act Considerations 450
 - 539.21 Handling and Disclosing Information 450
 - 539.22 Records Maintenance 451
 - 539.23 Employee Retires 451
- 540 Injury Compensation Program 451
- 541 Overview 451
 - 541.1 Background 451
 - 541.11 Law 451
 - 541.12 Administration 451
 - 541.13 Coverage 451
 - 541.131 Disability 451
 - 541.132 Death 452
 - 541.133 Schedule Awards 452
 - 541.14 Privacy Act 452
 - 541.2 Definitions 452
 - 541.3 Forms 455
- 542 FECA Claim Requirements 455
 - 542.1 Employee Claims for Injury or Illness 455
 - 542.11 Traumatic Injury 455
 - 542.111 Notice 455
 - 542.112 Time Limit 455
 - 542.12 Occupational Disease or Illness 456
 - 542.121 Notice 456
 - 542.122 Time Limit 456
 - 542.13 Recurrence 456
 - 542.131 Notice 456
 - 542.132 Time Limit 456
 - 542.14 Survivor Claim for Death Benefits 456
 - 542.141 Claim 456

Contents

542.142	Time Limit	456
542.2	Evidence Required.	457
542.21	General	457
542.22	Medical Reports	457
542.23	Disability	457
542.3	Penalties	457
542.31	Penalty for False Statement	457
542.32	Penalty for False Claim.	457
542.33	Penalty for Refusal to Process Claim.	457
542.34	Loss of Benefits for Beneficiary Who Defrauds the Government.	458
543	Employee Rights	458
543.1	Waiver of Compensation Rights	458
543.2	Withdrawal of Claim.	458
543.3	Medical Care	458
543.4	Continuation of Regular Pay or Leave for Disabling Injuries	458
543.41	Continuation of Regular Pay.	458
543.42	Sick or Annual Leave	459
544	Reporting Procedures	459
544.1	Responsibilities	459
544.11	Immediate Supervisor Responsibility	459
544.111	General	459
544.112	Traumatic Injuries	460
544.12	Control Office or Control Point Responsibility	460
544.2	Criteria and Time Limits.	460
544.21	Traumatic Injury and Occupational Disease or Illness	460
544.211	Report Criteria	460
544.212	Time Limit	460
544.22	Recurrence of Injury	461
544.221	Report Criteria	461
544.222	Time Limit	461
544.23	Death	461
544.231	Report Criteria	461
544.232	Time Limit	461
544.24	PCES Claims	461
545	Control Office or Control Point Claim Management Responsibility	461
545.1	General	461
545.11	Claim Management Relationships	461
545.12	Establishing Control Office and Control Points	462
545.2	Authorizing Examination and/or Treatment With Form CA-16	462
545.21	Traumatic Injury	462
545.22	Occupational Disease or Illness	462
545.23	Exposure to Workplace Hazards	462
545.24	Preventive Treatment	463

545.3	Return to Work Responsibility	463
545.31	Control Office or Control Point Responsibility	463
545.32	Suitable Work	463
545.33	Employee Responsibility	464
545.4	Implementing Medical Care.	464
545.41	Emergency Treatment	464
545.42	Initial Medical Examination and/or Treatment	464
545.43	Postal Physician or Contract Equivalent	464
545.44	Outside Treatment in a Nonemergency Situation	464
545.45	Continuing Treatment With Postal Service or Contract Physician.	465
545.5	Monitoring the Employee’s Medical Care	465
545.51	Medical Report Requirements	465
545.52	Determining Return to Work Capability	466
545.53	Review of Medical Treatment.	466
545.6	Fitness-for-Duty Examinations	467
545.61	General.	467
545.62	Fitness-for-Duty Procedures	467
545.63	Fitness-for-Duty Results.	467
545.64	Difference in Medical Opinion	467
545.7	Continuation of Pay by the Postal Service	468
545.71	General.	468
545.72	Eligibility	468
545.721	Initial Disability for a Traumatic Injury.	468
545.722	Recurrence of Disability	468
545.723	Exclusions.	468
545.724	Employee Responsibility	468
545.73	Controversion of COP	469
545.731	Definition of Controversion.	469
545.732	Controversion With COP Withheld.	469
545.733	Controversion With COP Provided.	469
545.74	Stopping COP	469
545.741	Circumstances for Stopping COP	469
545.742	Relation to Disciplinary Action	470
545.743	Stopping Continuation of Pay for Temporary Employees	470
545.75	Controversion Package	470
545.76	Adjudication Process	471
545.77	Controversion Denied by OWCP	471
545.78	Overpayment Determination	471
545.8	Compensation by OWCP for Disability	472
545.81	Initial Period of Compensation	472
545.811	Traumatic Injury	472
545.812	Occupational Disease or Illness	472
545.82	Subsequent Periods of Compensation	472
545.83	Waiting Period	472
545.84	Leave Buy-Back	473

Contents

545.9	Managing Extended Leave Cases	473
545.91	General	473
545.92	Deciding Appropriate Action	473
545.93	Separation — Disability	473
546	Reassignment or Reemployment of Employees Injured on Duty	474
546.1	Law	474
546.11	General	474
546.12	Disability Fully Overcome Within One Year	474
546.121	Obligation	474
546.122	Rights and Benefits	474
546.13	Disability Fully Overcome After More Than One Year	474
546.131	Obligation	474
546.132	Rights and Benefits	474
546.14	Disability Partially Overcome	474
546.141	General	474
546.142	Obligation	475
546.143	Rights and Benefits Upon Partial Recovery	476
546.144	Relocation Consideration	478
546.2	Collective Bargaining Agreements	478
546.21	Compliance	478
546.22	Contractual Considerations	478
546.221	Scope	478
546.222	Reassignment or Reemployment	478
546.23	Types of Appointments	479
546.3	Restoration Rights	479
546.4	Employee Appeal Rights	479
546.5	Retirement Considerations	479
546.6	Reassignment and Reemployment Procedures	479
546.61	OWCP Referrals	479
546.611	Work Limitation Tolerances	480
546.612	OWCP Vocational Rehabilitation Services	480
546.62	Postal Service Medical Review	480
546.621	Physical Examination	480
546.622	Special Considerations	480
546.63	Offer of Appointment	481
546.631	Evaluation	481
546.632	Interview	481
546.633	Processing Personnel Actions	481
546.64	Employee’s Refusal of Job Offer	481
546.65	Management’s Refusal to Reemploy	482
547	Third Party Liability	482
547.1	Purpose	482
547.2	Background	482
547.21	Requirement to Take Action	482
547.22	Penalty for Refusal	482

- 547.23 Postal Service Administrative Pursuit 482
- 547.3 Definitions and Use of Terms 483
- 547.4 Responsibility 483
- 547.5 Third Party Recovery Action 483
 - 547.51 Traumatic Injury 483
 - 547.52 Occupational Illness or Disease 483
 - 547.53 Potential Third Party Injuries. 484
 - 547.54 Investigation 484
 - 547.55 Notification 484
 - 547.56 OWCP Responsibility 487
 - 547.57 Postal Service Responsibility 487
 - 547.58 Employee Not Represented by Attorney 488
 - 547.59 Employee Not Pursuing Third Party Action 496
- 547.6 Release of Information. 503
 - 547.61 Privacy Act Protection 503
 - 547.62 Release to Employee or Beneficiary. 503
 - 547.621 General 503
 - 547.622 Release to Physician 503
 - 547.623 Limitation to Germane Information. 503
 - 547.63 Release to Other Parties. 503
 - 547.64 Release to Court or Other Authority. 503
- 547.7 Settlement of Claims 504
 - 547.71 Employee Pursuing Collection of Damages From Third Party 504
 - 547.72 Employee Not Pursuing Third Party Recovery 504
 - 547.73 Disbursement of Recovered Third Party Funds 504
 - 547.74 Settlement Verification 505
 - 547.75 Control Point Supervisor Requirements. 505
 - 547.76 Recovery Assistance 505
 - 547.77 Delegation of Authority. 505
- 547.8 Third Party Recovery Action — Court Action 507
 - 547.81 General 507
 - 547.82 Compensation for Court Appearances. 507
 - 547.83 Documentation of Court Appearances. 507
 - 547.84 Case Preparation 507
- 550 Unemployment Compensation 509
- 551 Overview 509
 - 551.1 Legal Guidelines 509
 - 551.11 Administration 509
 - 551.12 Liability 509
 - 551.13 Illegal Claims 509
 - 551.2 Qualification Factors 509
 - 551.3 Disqualification Factors 509

Contents

551.4	Information to State Employment Security Agencies	510
551.41	Information Required	510
551.42	Privacy Act Requirements	510
551.421	Authority to Disclose	510
551.422	Accountability of Disclosure	510
552	Responsibilities	510
552.1	Headquarters	510
552.11	Functional Administration	510
552.12	Daily Administration	511
552.2	Areas	511
552.3	State Coordinators	511
552.31	Administration	511
552.32	Responsibilities	511
552.4	Installation Heads	512
552.41	Completion of PS Form 50, Notification of Personnel Action	512
552.42	Cooperation With Postal and State Authorities	512
552.5	Eagan Accounting Service Center	512
552.51	Initial Response	512
552.52	Additional Information	513
553	Explanation of Forms and Procedures	513
553.1	Postal Service Procedures	513
553.11	PS Form 50	513
553.12	SF 8, Notice to Former Employee About Unemployment Insurance	513
553.13	PS Form 6803, Wage and Separation Information (ES 931)	514
553.131	Completion	514
553.132	Incomplete Information	514
553.133	Erroneous Findings	514
553.2	State Agency Forms and Procedures	514
553.21	Form ES 931	514
553.22	Form ES 934	515
553.221	Reason for Form ES 934	515
553.222	Request for Wage Information	515
553.223	Request for Separation Information	515
553.224	Request for Wage and Separation Information	515
553.23	Form ES 936, Verification of ES 931 (PS Form 6803)	515
554	Appeals	516
554.1	State Law Requirements	516
554.2	Initial Level Appeals by Claimants	516
554.3	Initial Level Appeals by the Postal Service	516
554.31	Cause to Appeal	516
554.32	Initiation of Appeal	516
554.4	Postal Service Participation in Appeals	516
554.41	Representation	516
554.411	Preparation for Appeal	516
554.412	Appearance As a Witness	517

- 554.413 Appearance As an Appellant 517
- 554.414 Appearance As an Appellee 517
- 554.42 New Evidence by Claimant. 517
- 554.43 Disclosure of Information 517
 - 554.431 Routine 517
 - 554.432 Medical Records. 517
 - 554.433 Inspection Service Records 518
 - 554.434 Managing Field Counsel. 518
- 554.5 Appeals (Second Level) to State Appellate Board. 518
- 554.6 Postal Service Appeals to State Courts 518
- 560 Civil Service Retirement Program. 519
- 561 General 519
 - 561.1 Scope 519
 - 561.2 Administration 519
 - 561.3 Employees Covered 519
 - 561.4 CSRS Offset 519
 - 561.5 Exclusions 520
- 562 Creditable Service. 520
 - 562.1 General 520
 - 562.11 Types of Service. 520
 - 562.12 Time Credit. 520
 - 562.2 Federal Civilian Service 521
 - 562.21 General. 521
 - 562.211 Federal and District of Columbia Service. 521
 - 562.212 District of Columbia Service. 521
 - 562.213 Breaks In Service 521
 - 562.214 Deductions Refunded. 521
 - 562.22 Service Covered by Social Security 521
 - 562.23 Part-Time Employment. 522
 - 562.231 Part-Time Regular Employees 522
 - 562.232 Part-Time Flexible Employees 522
 - 562.233 Annuity Proration 522
 - 562.24 Intermittent Service 522
 - 562.25 Special Circumstances. 523
 - 562.251 Japanese-American Employee. 523
 - 562.252 Employee Receiving OWCP Benefits. 523
 - 562.253 Employee Restored After Erroneous Removal or Suspension. 524
 - 562.254 Employee Granted LWOP to Serve in Employee Organizations 524
 - 562.255 Employee on Leave of Absence. 525
 - 562.3 Military Service 525
 - 562.31 Types of Service. 525
 - 562.311 Military Groups 525
 - 562.312 Reserve Components. 525
 - 562.313 Military Academies 526
 - 562.314 National Guard Service. 526
 - 562.315 Military Service Prior to January 1957 526

Contents

562.316	Military Service After December 31, 1956	526
562.32	Required Conditions	526
562.33	Double Credit Not Permitted	527
562.34	Service Credit Deposit Required	527
562.341	Amount of Deposit	527
562.342	Charging Interest	527
562.35	Military Retired Pay	527
562.351	CSRS Annuity	527
562.352	Waiver of Military Retired Pay	527
562.4	Credit For Unused Sick Leave	528
562.41	Eligibility	528
562.42	Method of Computing	528
562.43	Restrictions	528
562.5	Computing Total Length of Service	528
563	Annuities — Requirements and Procedures	528
563.1	General Requirements	528
563.11	Conduct	529
563.12	Time	529
563.13	Age and Service	529
563.2	Requirements and Procedures by Type of Separation	529
563.21	Involuntary Separation	529
563.211	Additional Requirements	529
563.212	Reduced Annuity	529
563.22	Mandatory Retirement	530
563.23	Disability Retirement Requirements	530
563.231	Service	530
563.232	Total Disability	530
563.233	Conduct	530
563.3	Deferred Annuity	530
564	Types of Annuities	531
564.1	Annuity Without Survivor Benefits	531
564.2	Annuity with Survivor Benefits	531
564.21	Annuity to Current and/or Former Spouse(s)	531
564.211	General	531
564.212	Current Spouse Eligibility	531
564.213	Election of Former Spouse Annuity	531
564.214	Annuity Limitation	532
564.215	Reduction in Employee’s Annuity	532
564.216	Effective Date	532
564.22	Annuity to Former Spouse Based on Court Order	532
564.221	General	532
564.222	Current Spouse Election	532
564.223	Protection of Current Spouse’s Entitlement	532
564.23	Annuity to Person with Insurable Interest	533
564.231	General	533
564.232	Eligibility	533

564.233	Reduced Rate	533
564.24	Current Spouse’s Consent	533
564.25	Surviving Child	533
564.3	Election of Annuity	533
564.31	Application	534
564.32	Election Changes After Retirement	534
564.321	18-Month Reelection Period	534
564.322	Marriage Terminated	534
564.323	Marriage Terminated and Remarriage	534
564.324	Marriage After Retirement	534
565	Employee’s Retirement Account	535
565.1	Deductions from Current Earnings	535
565.2	Deposits for Prior Service	535
565.21	Employee Deposits	535
565.211	Percentages of Basic Pay	535
565.212	Reduction for Periods of No Deposit	535
565.22	Survivor Deposits	536
565.23	Deposit/Redeposit Application	536
565.3	Redeposits	536
565.31	Employee Redeposits	536
565.32	Amount of Redeposit	536
565.33	Impact on Annuity	536
565.34	Exception	537
565.35	Survivor Redeposits	537
565.36	Form Used	537
565.4	Voluntary Contributions	537
565.41	Application	537
565.42	Restrictions	537
565.43	Amount of Contributions	537
565.44	Amount of Additional Annuity	538
565.45	Type of Annuity Election	538
565.46	Withdrawal of Voluntary Contribution	538
565.461	Conditions	538
565.462	Application	538
565.47	Death Before Retirement	538
565.5	Refund of Deductions	538
565.51	Less Than 5 Years Civilian Service	538
565.511	Refund	538
565.512	Eligibility	538
565.513	Interest	539
565.514	Application	539
565.52	Five Years or More Civilian Service	539
565.521	Choice	539
565.522	Value	539
565.523	Eligibility	539

Contents

565.524	Refund	539
565.525	Interest	539
565.526	Repayment	539
566	Annuity Computation	539
566.1	Effective Dates	539
566.11	Commencement	540
566.12	Ending	540
566.13	Employee’s Work and Leave Status	540
566.131	Use of Annual Leave Balance	540
566.132	Continuing Leave Status	540
566.2	Factors Affecting Annuity Computations	540
566.21	Primary Factors	540
566.22	Other Factors	540
566.23	Determining Length of Service	541
566.24	Determining High 3-Year Period	541
566.241	Dates Included	541
566.242	Consecutive	541
566.243	Refunded Deductions	541
566.25	Determining High-3 Average Pay	541
566.251	Computation	541
566.252	Basic Pay	541
566.3	General Formula	541
566.31	Computation	541
566.32	Substitution	542
566.33	Guides for Applying the General Formula	542
566.34	Maximum Annuity Benefits	542
566.341	Eighty Percent Limitation	542
566.342	Excess Service	542
566.4	Disability Retirement	542
566.41	Guaranteed Minimum	542
566.411	Employee Under Age Sixty	543
566.412	Employee Past Age Sixty	543
566.413	Exceptions	543
566.42	Application of Guaranteed Minimum Principle	543
566.421	Computations	543
566.422	Examples Resulting From Applying Guaranteed Minimum	545
566.423	Concept	545
566.5	Reemployed Annuitants, Additional Annuity	545
566.51	Supplemental Annuity	546
566.511	Eligibility	546
566.512	Computation	546
566.52	Redetermination of Annuity	547
566.6	Alternative Form of Annuity/Payment of Lump-Sum Credit	547
566.61	Alternative Option	547
566.62	Computation	547
566.63	Survivor Annuity	547

567	Death Benefits — Death in Service.....	548
567.1	Survivor Annuity.....	548
567.11	Conditions to Be Met by the Employee.....	548
567.12	Conditions to Be Met by the Current (Former) Spouse.....	548
567.121	Current Spouse.....	548
567.122	Former Spouse — Court Ordered Annuity.....	548
567.13	Conditions to Be Met by the Child.....	548
567.131	General.....	548
567.132	Child incapable of Self-Support.....	548
567.133	Stepchild or Illegitimate Child.....	549
567.14	Computation of Annuity for Survivors.....	549
567.141	Current and/or Former Spouse.....	549
567.142	Current and/or Former Spouse of a Law Enforcement Employee.....	549
567.143	Payment of Child’s Annuity.....	550
567.15	Beginning Date for Survivor Annuity.....	550
567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity.....	550
567.17	Election of Annuity by Survivor.....	551
567.171	Election of Survivor Annuity or Employees’ Compensation Benefits.....	551
567.172	Election of Survivor Annuity or Social Security Benefits.....	551
567.18	Election by Annuitants and Resultant Survivor Annuities.....	552
567.19	Deceased Annuitant Survived by Child.....	552
567.2	Lump-Sum Benefit.....	552
567.21	Conditions for Payment.....	552
567.22	Person(s) Entitled to Payment.....	552
567.221	Order of Precedence.....	552
567.222	Former Spouse.....	553
567.23	Designations of Beneficiaries.....	553
567.231	Employee Informed.....	553
567.232	Employee Reminder.....	553
567.3	Procedure Upon Death of an Employee or Annuitant.....	553
567.31	Contacting Next of Kin.....	553
567.32	Notifying OPM.....	553
567.33	Filing Death Claim Applications.....	553
567.331	SF 2800.....	553
567.332	Minor Children.....	554
567.333	One Application.....	554
567.334	SF 1153.....	554
567.34	Evidence.....	554
567.341	Required.....	554
567.342	Additional.....	554
568	Management-Initiated Disability Retirement Procedures.....	554
568.1	General.....	554
568.11	Basis for Filing.....	554

Contents

568.12	Medical Examination	555
568.121	Notifying the Employee	555
568.122	Designating a Physician	555
568.123	Information Provided Examining Physician	555
568.124	Psychiatric Evaluation	555
568.125	Cost of Medical Examination	556
568.126	Management Decision	556
568.13	Filing Application	556
568.131	Employing Office Action	556
568.132	Notice to Employee	556
568.133	Notice to OPM	556
568.2	OPM Action	557
568.21	Processing by OPM	557
568.22	Decision	557
568.23	Cancellation of Retirement	557
568.24	Employee's Status Pending OPM's Decision	557
569	General Retirement Information	557
569.1	Retirement Counseling	557
569.11	Responsibility	557
569.12	Retirement Annuity Estimates	557
569.13	Group Retirement Information Programs	558
569.131	Nature of Group Programs	558
569.132	Group Program Content	558
569.14	Individual Retirement Counseling	558
569.141	Nature of Individual Counseling	558
569.142	Counseling Session Content	558
569.143	Advice to Employee	559
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	561
571	General Information	561
571.1	Overview	561
571.2	Social Security	561

- 571.21 Objectives..... 561
- 571.22 Programs 561
- 571.3 Medicare 562
- 572 Coverage..... 562
 - 572.1 Employees Covered 562
 - 572.11 Social Security 562
 - 572.12 Medicare..... 562
 - 572.2 Exclusions From Social Security and Medicare 562
 - 572.3 FERS Employees 562
- 573 Social Security and Medicare Contributions..... 563
 - 573.1 Federal Insurance Contributions Act (FICA) Taxes 563
 - 573.11 Employee/Employer Payments 563
 - 573.12 Effective Percentage Rate 563
 - 573.121 Full Coverage 563
 - 573.122 Medicare Coverage Only 563
 - 573.13 Base Earnings..... 563
 - 573.14 FICA Inquiries 563
 - 573.2 Allowances Not Subject to FICA Taxes..... 563
- 574 Quarters of Coverage 563
 - 574.1 Social Security Quarter of Coverage..... 563
 - 574.2 Federal Quarter of Coverage (Medicare) 564
 - 574.21 CSRS Employees 564
 - 574.22 Earned Federal Quarters of Coverage 564
 - 574.23 Deemed (Credited) FQCs 564
 - 574.24 Combining Earned and Deemed FQCs 564
 - 574.25 Establishing Deemed FQCs 564
 - 574.251 Using OPM Form 1528..... 564
 - 574.252 Using Other Evidence..... 565
 - 574.253 By Special Request 565
 - 574.3 Insured Status 565
 - 574.4 Coverage Requirements for Benefits..... 566
- 575 Benefits 566
 - 575.1 Social Security..... 566
 - 575.11 Application Required 566
 - 575.12 Retirement Benefits 566
 - 575.13 Disability Benefits..... 567
 - 575.131 Worker Receiving Benefits 567
 - 575.132 Dependents Receiving Benefits 567
 - 575.14 Survivor’s Benefits 567
 - 575.2 Medicare (Hospital and Medical)..... 567
 - 575.21 Coverage 567
 - 575.22 Eligibility 568
 - 575.221 Age Sixty-Five or Older 568
 - 575.222 Under Age Sixty-Five 568

Contents

575.23	If an Employee Works After Age Sixty-Five	568
575.231	Same Health Benefits Offered	568
575.232	Written Explanation	569
575.233	Election in Writing	569
575.3	Events That Can Affect Benefits	569
575.31	Social Security	569
575.32	Medicare	569
575.4	Elimination of Retirement Windfall Benefits	569
575.41	Purpose	569
575.42	When the Modified Benefit Formula Applies	570
575.5	Computation of Benefits	570
575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	570
575.52	Step 2 — General Computation of Primary Insurance Amount	570
575.521	Without Modified Benefit Formula	570
575.522	With Modified Benefit Formula	570
575.53	Transitional Provisions	571
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	571
575.541	General Formula	571
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	571
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	571
575.6	Government Pension Offset	572
575.61	Purpose	572
575.62	Exceptions	573
575.63	Amount of Offset	573
580	Federal Employees Retirement System	574
581	General	574
581.1	Scope	574
581.2	Administration	574
581.3	Employees Covered	574
581.4	Exclusions	575
581.5	Employees Covered	575
581.6	Exclusions	575
582	Creditable Service	575
582.1	General	575
582.11	Types of Service	575
582.12	Specific Creditable Civilian Service	576
582.13	Time Credit	576
582.14	Breaks in Service	576
582.2	Deductions Refunded	576
582.3	Part-Time Service	576

582.4	Employee Receiving OWCP Benefits	576
582.41	Employee on Leave Without Pay (LWOP)	577
582.42	Employee Separated	577
582.5	Employee Restored After Erroneous Removal or Suspension	577
582.51	Policy	577
582.52	Determining Retirement Credit	577
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations	577
582.7	Military Service	578
582.71	Types of Service	578
582.72	Military Service Prior to January 1, 1957	578
582.73	Military Service After December 31, 1956	578
582.74	Required Conditions	578
582.75	Double Credit Not Permitted	579
582.76	Service Credit Deposit Required	579
582.761	Amount of Deposit	579
582.762	Charging Interest	579
582.77	Military Retired Pay	579
582.78	Waiver of Military Retired Pay	579
582.781	General	579
582.782	Procedures	579
582.8	Transfers to FERS	580
583	Annuities	580
583.1	General Requirements	580
583.11	Conduct	580
583.12	Time	581
583.13	Age and Service	581
583.14	Minimum Retirement Age	581
583.15	Immediate Reduced Annuity	581
583.2	Requirements and Procedures by Types of Separations	582
583.21	Involuntary Separation	582
583.22	Mandatory Retirement	582
583.23	Disability Retirement Requirements	582
583.231	Service	582
583.232	Disability	582
583.233	Duration	582
583.3	Deferred Annuity	583
583.31	Eligibility	583
583.32	Commencement Date	583
583.33	Restriction	583
584	Types of Annuities	583
584.1	Annuity Without Survivor Benefits	583
584.2	Annuity With Survivor Benefits	583
584.21	General	583
584.22	Spouse Eligibility	584
584.221	Current Spouse Eligibility	584

Contents

584.222	Election of Annuity for Former Spouses(s)	584
584.23	Maximum Survivor Annuity	584
584.24	Reduction in Annuity	584
584.25	Effective Date	584
584.26	Annuity to Former Spouse(s) Based on a Court Order	584
584.261	General	584
584.262	Current Spouse Election	585
584.263	Protection of Current Spouse’s Entitlement	585
584.27	Annuity to Person With Insurable Interest	585
584.271	General	585
584.272	Eligibility	585
584.273	Insurable Interest — Presumed	585
584.274	Insurable Interest — Other	585
584.275	Reduced Rate	586
584.276	Amount	586
584.28	Current Spouse’s Consent	586
584.29	Surviving Child	586
584.3	Election of Annuity	586
584.31	Application	586
584.32	Election Coverage After Retirement	586
584.321	Eighteen-Month Reelection Period	586
584.322	Marriage Terminated	587
584.323	Marriage Terminated and Remarriage	587
584.324	Marriage After Retirement	587
585	Employee’s Retirement Account	587
585.1	Deduction From Current Earnings	587
585.2	Percentages Withheld	587
585.3	Service Credit Deposit	588
585.31	General	588
585.32	Amount of Deposit	588
585.33	Reductions for Periods of No Deposit	588
585.34	Survivor Deposits	588
585.35	Deposit Applications	588
585.4	Redeposits	588
585.5	Refund of Deductions	589
585.51	Eligibility	589
585.52	Interest	589
585.53	Repayment	589
586	Annuity Computation	590
586.1	Effective Date	590
586.11	Commencement	590
586.12	Ending	590
586.13	Employee’s Work and Leave Status	590
586.131	Use of Annual Leave Balance	590
586.132	Continuing Leave Status	590

586.2	Factors Affecting Annuity Computations	590
586.21	Primary Factors	590
586.22	Other Factors	590
586.23	Determining Length of Service	591
586.24	Determining High-Three-Year Period	591
586.241	Dates Included	591
586.242	Consecutive	591
586.25	Determining High-Three Average Pay Computation	591
586.251	Computation	591
586.252	Basic Pay	591
586.3	Formula	591
586.31	Basic	591
586.32	At Age Sixty-Two	591
586.33	Annuity Supplement	591
586.331	Eligibility	592
586.332	Amount	592
586.333	Reduction Based on Excess Earnings	592
586.4	Transferees to FERS	592
586.5	Disability Retirement	592
586.51	Initial Computation — Under Age Sixty-Two	593
586.511	First Year of Disability	593
586.512	Second and Succeeding Years	593
586.513	Exceptions	593
586.52	Computation — Age Sixty-Two and Over	593
586.53	Recomputation — Age Sixty-Two	593
586.6	Reemployed Annuitants — Additional Annuity	593
586.61	Salary Payable	593
586.62	Eligibility	593
586.63	Reemployed Less Than One Year	594
586.64	Reemployed One Year or More	594
586.65	Reemployed Five Years or More	594
586.7	Alternative Form of Annuity	594
586.71	Eligibility	594
586.72	Computation	594
586.73	Survivor Annuity	594
586.8	Cost-of-Living Adjustments (COLA)	595
586.81	Amount	595
586.82	Eligibility	595
586.821	Optional Retirement	595
586.822	Involuntary Separation	595
586.823	Disability	595
586.824	Law Enforcement	595
586.825	Transfers to FERS	595

Contents

587	Death Benefits — Death in Service	596
587.1	Basic Employee Death Benefit	596
587.11	General	596
587.12	Amount	596
587.13	Payment	596
587.2	Survivor Benefit — Spousal	596
587.21	General	596
587.22	Beginning and Ending Date	596
587.221	Beginning	596
587.222	Ending	596
587.223	Reinstatement	596
587.3	Refund of Contributions	597
587.31	Eligibility	597
587.32	Normal Order of Precedence	597
587.4	Former Spouse(s)	597
587.5	Child Annuities	597
587.51	Eligibility	597
587.52	Rates of Annuities	597
587.53	Beginning and Ending Dates	597
587.531	Beginning Date	597
587.532	Ending Date	597
587.54	Disabilities	598
587.6	Procedures Upon Death of an Employee	598
587.61	Contacting Next of Kin	598
587.62	Filing Death Claim Applications	598
588	Management-Initiated Disability Retirement Procedures	598
588.1	General	598
588.2	Procedures	598
588.21	Basis for Filing	598
588.22	Notice to Employee	599
588.23	Notice to OPM	599
588.3	Processing by OPM	599
588.31	Required Documentation	599
588.32	Decision	599
588.4	Cancellation of Retirement	599
588.5	Employee's Status Pending OPM's Decision	599
589	General Retirement Information	600
589.1	Retirement Counseling	600
589.11	Responsibility	600
589.12	Retirement Annuity Estimates	600
589.13	Group Retirement Information Programs	600
589.131	Nature of Group Programs	600
589.132	Group Program Content	600

- 589.14 Individual Retirement Counseling 600
 - 589.141 Nature of Individual Counseling 600
 - 589.142 Counseling Session Content 601
 - 589.143 Advice to Employee 601
- 589.2 Retirement Forms 601
 - 589.21 Processing 601
 - 589.22 Requisitioning Forms 601
- 589.3 Information Source for Separated or Retired Employees 602
- 589.4 Information Source for Employees 602
- 589.5 Federal Income Tax 602
 - 589.51 Taxable Annuities 602
 - 589.52 Federal Income Tax Withholding 602
 - 589.53 Federal Income Tax Questions. 602
- 589.6 Privacy Act Considerations 602
 - 589.61 General 602
 - 589.62 OPM Records 603
 - 589.63 Postal Service Records 603
- 590 Thrift Savings Plan 603
- 591 Overview 603
 - 591.1 Description. 603
 - 591.11 Administration 603
 - 591.12 Further Information. 603
 - 591.2 Open Season. 603
 - 591.3 Eligibility to Contribute. 604
 - 591.31 General 604
 - 591.32 New Career Employees 604
 - 591.33 Rehired Employees 604
 - 591.34 Reemployed Annuitants 604
 - 591.341 Eligibility 604
 - 591.342 Contributions 605
 - 591.35 Transfers From Another Agency. 605
 - 591.36 Dual Appointments. 605
 - 591.4 Permitted Actions 606
 - 591.41 Open Season 606
 - 591.42 Interfund Transfers 606
 - 591.5 Elections 606
 - 591.51 Form Required 606
 - 591.52 Number Permitted 606
 - 591.53 Effective Dates 606
 - 591.54 Election Period 606
 - 591.55 Belated Elections 607
 - 591.6 CSRS Transfers to FERS. 607
 - 591.7 Booklets. 607

Contents

592	Contributions	607
592.1	Basic Pay	607
592.2	Contribution Rates	607
592.3	Maximum Contribution Rates	607
592.31	FERS Employees	607
592.32	CSRS Employees	607
592.4	Automatic Contributions	607
592.41	FERS Employees	607
592.42	CSRS Employees	608
592.5	Matching Contributions	608
592.51	FERS Employees	608
592.52	CSRS Employees	608
592.6	Vesting of Contributions	608
592.61	CSRS Employees	608
592.62	FERS Employees	608
592.7	Maximum Contribution Amount	608
592.8	Taxes	609
592.81	Federal Income Taxes	609
592.82	State Income Taxes	609
592.9	Insufficient Earnings	609
592.91	Employees on LWOP	609
592.92	Reduced Earnings	609
593	Investments	609
593.1	Funds Available	609
593.2	Investment Options	610
593.21	Fund Allocation	610
593.22	Changing Investments	610
593.3	Participant Statements	610
593.31	Frequency	610
593.32	Contents	610
593.33	Distribution	610
593.34	Transactions	611
593.341	Types of Transactions	611
593.342	Information Concerning Transactions	611
594	Adjustments	611
594.1	Responsibility	611
594.2	Elections Not Processed	611
594.21	Reason Beyond Employee Control	611
594.22	Administrative Error	611
594.3	Overdeductions	612
594.31	Correction	612
594.32	Excess Contributions	612
594.33	Amount of Adjustment	612

594.34	Earnings	612
594.4	Underdeductions	612
594.41	Correction	612
594.42	PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions	612
594.43	Preparation	612
594.44	Decision	613
594.45	Disposition	613
594.451	No Return of PS Form 6886	613
594.452	No Make-up Contributions	613
594.453	Make-up Contributions	613
594.46	Processing	613
594.5	Erroneous Retirement System	614
594.6	Back Pay Awards	614
594.61	General Rule	614
594.62	Erroneous Separation	614
594.63	Continuous Service	615
594.7	Claim Procedure	615
594.71	General Rule	615
594.72	Review of Claim	615
594.73	Postal Service Decision	615
594.74	Employee Appeal Rights	615
594.75	Final Decision	615
594.76	Time Limitation	616
595	Termination of Contributions	616
595.1	Definition	616
595.2	Submissions	616
595.3	Effective Date	616
595.4	Subsequent Elections	616
595.41	Submitted During Open Season	616
595.42	Submitted Other Than Open Season	616
595.43	Effective Date for Subsequent Elections	616
596	Loans	617
596.1	Eligibility	617
596.2	Types of Loans	617
596.21	Residential Loans	617
596.22	General Purpose Loans	617
596.3	Applications	617
596.31	TSP-20, Thrift Savings Plan Loan Application	617
596.32	Documentation	617
596.4	Interest	617
596.41	Rate	617
596.42	Guarantee	617
596.43	Duration	617

Contents

596.44	Payment	617
596.45	Taxes	617
596.5	Restrictions	618
596.51	Amounts	618
596.511	Minimum Amount	618
596.512	Maximum Amount	618
596.52	Duration	618
596.521	Minimum Duration	618
596.522	Maximum Duration	618
596.53	Collateral	618
596.54	Basic Pay Test	618
596.55	Number of Loans	618
596.56	Spousal Rights	618
596.57	Court Orders	618
596.6	Loan Repayment	619
596.7	Additional Information	619
596.8	Verification of Participant's Account	619
597	Withdrawal of Funds	619
597.1	Eligibility	619
597.2	Withdrawals Upon Separation	619
597.21	Withdrawal Options	619
597.22	Mandatory Automatic Cashout	620
597.23	Required Minimum Distribution	620
597.24	Spousal Rights	620
597.241	Vested Account Balances of More Than \$3,500	620
597.242	Vested Account Balances of \$3,500 or Less	620
597.3	In-Service Withdrawals	620
597.31	Type of Withdrawal	620
597.32	Application	621
597.33	Restrictions	621
597.331	Pay Period Contributions	621
597.332	Spousal Rights	621
597.333	Court Orders	621
597.4	Death	621
597.41	Prior to Separating	621
597.42	After Separation	621
597.5	Spousal Rights	622
597.6	Withdrawal Packages	622
597.61	Personnel Services Office Responsibilities	622
597.611	Separations and Retirements	622
597.612	Deaths	622
597.62	Contents	622
597.7	Additional Information	622
597.8	Return to Federal Service	622

- 598 Court Orders 623
 - 598.1 Types 623
 - 598.2 Requirements 623
 - 598.3 Notification. 623
 - 598.4 Effect on Withdrawal Options 623
 - 598.5 Effect on Loans 623
 - 598.6 Address 624
 - 598.7 Additional Information 624

6 Employee Relations 625

- 610 Employee Services 625
 - 611 Scope 625
 - 612 Information Media 625
 - 612.1 Responsibility 625
 - 612.2 Methods 625
 - 612.21 Official Directives 625
 - 612.22 Unofficial Communications 625
 - 612.23 Bulletin Boards 625
 - 612.231 Utility and Convenience 625
 - 612.232 Suitability 626
 - 612.24 Employee Lockers 626
 - 612.241 Issuance 626
 - 612.242 Maintenance and Inspection 626
 - 613 Credit Unions 627
 - 613.1 Authority 627
 - 613.2 Space Allowance 627
 - 613.3 Employees With Credit Union Duties 627
 - 614 Food Services 627
 - 614.1 Policy 627
 - 614.2 Operation 627
 - 614.21 Responsibility 627
 - 614.22 Management 628
 - 614.3 Types 628
 - 614.4 Funds 628
 - 615 Social Recreational Program 629
 - 615.1 Policy 629
 - 615.2 Discrimination 629
 - 615.3 Committees 629
 - 615.31 Membership 629
 - 615.32 Requirements 629
 - 615.321 Income From Vending Operations 629
 - 615.322 Meetings and Duties 629
 - 615.33 Responsibilities 629
 - 615.34 Constitution 630

Contents

615.35	Bylaws	630
615.4	Employee Social and Recreational Fund	633
615.41	Purpose	633
615.42	Source of Funds	633
615.43	Funds Excluded	633
615.44	Prohibited Activities	633
615.45	Safekeeping of Funds	634
615.451	Records	634
615.452	Single Fund	634
615.453	Balance Under \$100	634
615.454	Balance Over \$100	634
615.46	Requirements for Banking and Investment of Funds	634
615.461	One Checking Account	634
615.462	Reserve Funds	634
615.463	No Long-term Accumulation	634
615.47	Expenditures of Funds	635
615.471	General Benefit	635
615.472	Appropriate Expenditures	635
615.473	Inappropriate Expenditures	635
615.5	Records and Files	635
615.51	Ledger	635
615.52	Checkbook	635
615.53	Record of Assets	636
615.54	Supplies Inventory	636
615.55	Unpaid Obligations	636
615.56	Files	636
615.6	Reports	639
615.61	Frequency	639
615.62	Report Format	639
615.7	Audits	642
615.71	Frequency	642
615.72	Recommendation for Audit	642
615.721	Installation Head	642
615.722	District Finance Manager	642
615.73	Internal Audit	642
615.74	Independent Audit	642
615.75	Audit Requirements	642
615.76	Audit Report	643
615.761	Content	643
615.762	Distribution	643
615.77	Follow-Up Action	643
615.78	Review and Comments by District Finance Manager	643
615.79	Office of Inspector General Audit	643
615.8	Tax Status of Social and Recreational Funds	644
615.81	Exemption	644

- 615.82 Liability 644
- 616 Savings Bond Program 644
 - 616.1 Payroll Savings Plan 644
 - 616.2 Notification. 644
 - 616.21 Annual Savings Bond Drive 644
 - 616.211 Organization 644
 - 616.212 Participation 644
 - 616.213 Supplies 644
 - 616.22 Sustaining Program 644
 - 616.3 Enrollment 645
 - 616.31 Authorization for Payroll Allotment. 645
 - 616.32 Cancellation of Allotment 645
 - 616.33 Issuance and Refunds 645
 - 616.34 Privacy of Records 645
 - 616.4 Reports 645
- 617 Combined Federal Campaign Program 645
 - 617.1 Annual Campaign 645
 - 617.11 Purpose 645
 - 617.12 Authorization 646
 - 617.2 Organization 646
 - 617.21 Local Federal Coordinating Committee 646
 - 617.22 Postal Service Organization 646
 - 617.23 Loaned Executive Program 646
 - 617.3 Solicitation. 646
 - 617.31 Participation 646
 - 617.32 Time Frame. 646
 - 617.33 Supplies 646
 - 617.4 Contributions. 646
 - 617.41 General. 646
 - 617.42 Authorization for Payroll Allotment. 647
 - 617.43 Cancellation of Allotment 647
 - 617.44 Cash Payments 647
 - 617.45 Privacy of Records 647
 - 617.5 Reports 647
 - 617.6 Recognition 647
 - 617.61 Plaques. 647
 - 617.62 Certificates 647
 - 617.7 Further Information 648
- 620 Contests 648
 - 621 Scope 648
 - 622 Objective 648
 - 623 Responsibilities 648
 - 623.1 Approval Authorities 648

Contents

623.2	Districts and Plants	648
623.3	Areas	648
623.31	Area Vice President	648
623.32	Area Functional Managers	649
623.4	Executive Committee Member	649
624	Establishment	649
624.1	Criteria	649
624.2	Structure	649
624.3	Contest Rules	649
625	Implementation	650
625.1	Eligibility	650
625.2	Evaluation	650
625.21	Winners	650
625.22	Ties	650
626	Types of Awards	650
626.1	Acceptable	650
626.2	Unacceptable	650
627	Limitations	650
627.1	Numbers and Types of Contests	650
627.2	Expenditures	651
627.21	District and Plant Contests	651
627.22	Area Contests	651
627.23	National Contests	651
630	Ideas Program	651
631	Policy	651
632	Eligibility	651
633	Responsibilities	651
633.1	Headquarters	651
633.11	Chief Human Resources Officer	651
633.12	Director of Compensation and Benefits	651
633.13	Functional Area Vice Presidents	652
633.14	Headquarters and Headquarters-Related Field Units	652
633.15	Inspection Service	652
633.2	Area Offices	652
633.21	Vice Presidents of Area Operations	652
633.22	Area Human Resources Managers	652
633.3	Districts	652
633.31	District Managers	652
633.32	District Human Resources Managers	652
633.33	Postmasters, Plant Managers, and Installation Heads	653
633.34	Managers and Supervisors	653
633.35	Program Coordinators	653

- 634 Criteria 653
 - 634.1 General Criteria 653
 - 634.11 Ideas Eligible for Consideration 653
 - 634.12 Ideas Ineligible for Consideration 654
 - 634.2 Engineering Criteria 654
 - 634.3 Ineligible Ideas 654
 - 634.4 Ideas Submitted Previously 654
- 635 Awards 655
 - 635.1 General 655
 - 635.2 Nonmonetary Awards 655
 - 635.3 Cash Awards 655
 - 635.31 Amounts and Description 655
 - 635.32 Processing Cash Awards 656
 - 635.33 Awards for Ideas Adopted at Multiple Levels 656
 - 635.34 Deductions 656
 - 635.35 Acceptance 656
- 636 Records 656
- 637 Processing Steps 656
 - 637.1 Summary of Steps 656
 - 637.2 Payment 656
 - 637.3 Presentation Ceremonies 656
- 640 Employee Claims 662
 - 641 Nonbargaining Unit Employees 662
 - 641.1 Policy 662
 - 641.2 Requirements 662
 - 641.3 Claimants 663
 - 641.31 Valid 663
 - 641.32 Fraudulent 663
 - 641.4 Compensation 663
 - 641.41 Lost or Destroyed Property 663
 - 641.42 Damaged Property 663
 - 641.43 Third Party Recoveries 663
 - 641.431 Insurance 663
 - 641.432 Supplement 663
 - 641.433 Refunds 663
 - 641.5 Procedures 664
 - 641.51 Time 664
 - 641.52 Documentation 664
 - 641.53 Submission and Initial Decisions 664
 - 641.54 Disposition 664
 - 641.55 Appeal 664
 - 642 Bargaining Unit Employees 665

Contents

650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures	665
651 Disciplinary and Emergency Procedures	665
651.1 Scope	665
651.2 Representation	665
651.3 Nondisciplinary Corrective Measures	665
651.4 Emergency Placement in Off-Duty Status.	665
651.5 Letters of Warning	666
651.6 Letters of Warning in Lieu of Time-Off Suspensions.	666
651.61 Policy	666
651.62 Implementation.	666
651.63 Notice	666
651.64 Response	667
651.65 Decision	667
651.66 Retention	667
651.7 Adverse Actions.	667
651.71 Definition.	667
651.72 Policy	667
651.73 Notice	667
651.74 Response	668
651.75 Decision	668
651.76 Duty Status.	668
651.77 Exceptions to Thirty-Day Notice.	668
652 Appeal Procedures	669
652.1 Scope	669
652.2 Appeal of Adverse Actions	669
652.21 Coverage	669
652.22 Exclusion	669
652.23 Appeal to Step 1.	669
652.231 Field Employees	669
652.232 Headquarters, Headquarters Field Units, and Inspection Service Employees	669
652.233 Exceptions	669
652.24 Hearings	670
652.241 Action If No Hearing Requested.	670
652.242 Action When Hearing Requested	670
652.243 Management Obligation for Witnesses	670
652.244 Workhours Compensation	670
652.245 Noninterference Rule	671
652.246 Transcript	671
652.247 Attorney Fees	671
652.25 Post Hearing.	671
652.251 Hearing Officer Action	671
652.252 Step 1 Official Action	671
652.3 Appeal of Letters of Warning in Lieu of Time-off Suspensions	672
652.4 Other Appealable Actions	672

652.41	Coverage	672
652.42	Step A.....	672
652.43	Step B.....	672
652.44	Review	673
652.5	Alternative Dispute Resolution.....	673
652.51	Exceptions	673
652.52	Mediation	673
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions	673
652.54	Mediation for Adverse Actions	673
660	Conduct	674
661	Statutory Provisions	674
661.1	Laws Referenced in This Manual.....	674
661.2	Application to Postal Employees.....	674
662	Federal Standards of Ethical Conduct	676
662.1	Publication.....	676
662.11	Ethics Advice	676
662.12	Ethics Officials	676
662.2	Financial Disclosure.....	676
663	Participation in Political and Community Activities.....	676
663.1	Political Activities.....	676
663.11	General.....	676
663.111	Employees Included.....	676
663.112	Employees Excluded	677
663.113	Nonpartisan Office	677
663.114	Employee Responsibility	677
663.115	Prohibition Against Conflict	677
663.116	Campaign While on Leave	677
663.12	Additional Prohibited Political Activities.....	678
663.13	Investigation and Enforcement.....	678
663.2	Community Affairs	678
663.21	General.....	678
663.3	Nonparticipation in Segregated Meetings.....	678
663.31	Prohibition Against Participation	678
663.32	Prohibition Against Sponsorship	679
663.33	Exceptions	679
664	Bribery, Undue Influence, or Coercion	679
665	Postal Service Standards of Conduct.....	679
665.1	General Expectations	679
665.11	Loyalty	679
665.12	Performance of Public Duties.....	679
665.13	Discharge of Duties	680
665.14	Reporting Violations	680
665.15	Obedience to Orders	680

Contents

665.16	Behavior and Personal Habits	680
665.17	Reporting Requirements for Sex Offenders	680
665.2	Prohibited Conduct	681
665.21	Incomplete Mail Disposition	681
665.22	Unofficial Recommendations	681
665.23	Discrimination	681
665.24	Violent and/or Threatening Behavior	681
665.25	Illegal Drug Sale, Use, or Possession	681
665.26	Intoxicating Beverages	681
665.27	Gambling	681
665.3	Cooperation in Investigations	682
665.4	Attendance	682
665.41	Requirement of Regular Attendance	682
665.42	Absence Without Permission	682
665.43	Tardiness	682
665.44	Falsification in Recording Time	682
665.5	Furnishing Address	682
665.6	Disciplinary Action	683
666	Prohibited Personnel Practices	683
666.1	Restrictions	683
666.11	Applicability of Restrictions	683
666.12	Prohibited Discrimination	683
666.13	Nepotism	683
666.14	Improper Employment and Placement Practices	683
666.15	Improper Recommendations	683
666.16	Coercion of Political Activity	684
666.17	Reprisal for Exercising Appeal Rights	684
666.18	Reprisal for Release of Information	684
666.2	Remedies	684
666.21	General	684
666.22	Equal Employment Opportunity Complaint Procedures	684
666.23	Adverse Action Appeals to the Merit Systems Protection Board	684
666.24	Grievance Procedures	685
666.25	Nonbargaining Unit Appeals Procedures	685
666.26	Other Appeal Procedures for Prohibited Personnel Practices	685
666.3	Whistleblower Protection	685
667	Service Matters	688
667.1	General Service Behavior	688
667.11	Compiling Directories	688
667.12	Engaging in Campaigns for Changes in Mail Service	688
667.13	Paying for Exchange of Positions	688
667.14	Manufacture of Rural Mailboxes	688
667.15	Loitering	688

- 667.16 Controversies With the Public 688
- 667.17 Obstructing the Mail 688
- 667.18 Giving Testimony or Campaigning for Additional Transportation
Services 689
- 667.2 Interception of Oral or Wire Communications by Postal Employees 689
 - 667.21 Prohibition 689
 - 667.22 Exceptions 689
 - 667.23 Definitions 689
- 667.3 Records, Information, and Associated Processing Systems and
Equipment 689
 - 667.31 Purpose of Controls 689
 - 667.32 Prohibited Disclosures 690
 - 667.321 General 690
 - 667.322 Personal Information 690
 - 667.323 Trade Information 690
 - 667.33 Prohibited Uses 690
 - 667.331 Personal Use 690
 - 667.332 Damage 690
 - 667.333 Bypassing Security Controls 690
 - 667.334 Sanctions for Misuse 690
 - 667.34 Protection Responsibilities 691
 - 667.35 Reporting Violations 691
- 668 Legal Assistance Provided by the Postal Service 691
 - 668.1 Representation of Postal Service Employees by the Department of
Justice in Civil and Criminal Cases 691
 - 668.11 General 691
 - 668.12 Procedure for Requesting Legal Representation by the Department
of Justice 691
 - 668.121 Employee Responsibilities 691
 - 668.122 Installation Head or Higher Level Official Responsibilities 692
 - 668.123 Postal Inspection Service and Office of Inspector General 692
 - 668.124 Criteria for Granting Representation 692
 - 668.125 Department of Justice Representation 692
 - 668.2 Reimbursement of Employees for Legal Fees, Judgments, and
Settlements 692
 - 668.21 Legal Fees 692
 - 668.22 Judgments and Settlements 693
 - 668.23 Criteria for Reimbursement 693
 - 668.3 USPS Governors and Officers 693
 - 668.31 Requests for Legal Representation 693
 - 668.32 Legal Fees 693
 - 668.33 Judgments and Settlements 693
- 669 Definitions 693

Contents

670	Diversity, Equal Employment Opportunity, and Affirmative Action	694
671	Diversity Overview.	694
672	Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action.	695
672.1	Laws	695
672.2	Executive Orders and EEOC Regulations	695
672.3	Office of Personnel Management Guidance	696
673	Policy.	696
673.1	General EEO and Affirmative Action Goals	696
673.2	Specific Commitments	696
673.21	Ensuring the Representation of All Employee Groups in All Levels of Employment	696
673.22	Prohibiting Discrimination and Harassment.	696
673.221	Discrimination.	696
673.222	Sexual Harassment.	697
673.223	Sexual Orientation Discrimination and Harassment.	697
673.3	Diversity, EEO, and Affirmative Action Accountability.	697
673.31	Employees	697
673.32	Management.	697
674	Organizational Responsibilities	698
674.1	Deputy Postmaster General	698
674.2	Functional Organizations.	698
674.21	Diversity Development	698
674.22	Labor Relations	698
674.23	Employee Resource Management	698
674.3	Diversity and Affirmative Action Advisory Committees	698
675	Affirmative Action Activities.	698
675.1	Special Emphasis Programs	698
675.11	Nature of Programs	698
675.12	Objectives.	699
675.13	Additional Information	699
675.2	Career and Diversity Awareness Conferences	699
675.21	Objective	699
675.22	Additional Information	699
676	On-Site EEO Evaluations.	700
680	Participation in Supervisory and Managerial Organizations.	700
681	Participation Rights.	700
682	Postal Service Representation at Organization Gatherings	700
682.1	Explanation	700
682.2	National Conventions	700
682.3	State Conventions and Other Management Association Conferences.	701
682.31	General Policies	701
682.32	Request Channels	701
683	District Meetings for Postmasters.	701

690	Inventions and Patents	701
691	Policy	701
692	Authority	701
693	Definitions	701
694	Reporting Inventions	702
694.1	Reports	702
694.11	What to Report	702
694.12	When to Send	702
694.13	Where to Send	703
694.14	What to Send	703
694.2	Review by Supervisor	703
695	Determination of Rights in and to an Invention	703
695.1	Responsibility	703
695.2	Instruments	704
696	Appeals and Petitions	704
697	Timeliness	705
698	Correspondence	705
7	Training and Development	707
710	Overview	707
711	Policy, Goals, Objectives, and Categories	707
711.1	General Policy	707
711.11	Strategy	707
711.12	Methods	707
711.13	Responsibility	707
711.14	Reasonable Accommodation	707
711.2	Purpose and Goals	707
711.3	Objectives	708
711.4	Categories of Training and Development	708
711.41	Job Training	708
711.411	Description	708
711.412	Conditions	709
711.413	Examples	709
711.42	Self-Development Training	709
711.421	Description	709
711.422	Conditions	709
711.423	Job Relatedness	710
711.424	Examples	710
711.43	Job Experiences	710
711.431	General	710
711.432	Within Current Job Assignment	710
711.433	Outside Current Job Assignment	710
712	Training Compensation Guidelines	711
712.1	General	711

Contents

712.2	FLSA Considerations	711
712.21	Coverage	711
712.22	Scheduling	711
712.23	Disclaimer	711
712.24	Management Responsibilities	711
712.25	Employee Responsibilities	711
713	Selection	711
713.1	Equal Opportunity Policies	711
713.2	Selection Considerations	712
713.3	Assignment After Training	712
714	Training Delivery	712
714.1	General	712
714.11	Types of Training Delivery	712
714.12	Choices of Training Source	713
714.121	Considerations	713
714.122	Justification	713
714.2	Postal Training Delivery	713
714.21	Delivery Modes	713
714.22	Delivery Sources	713
714.221	Headquarters	713
714.222	Areas, Districts, and Plants	713
714.223	National Center for Employee Development	713
714.224	William F. Bolger Center for Leadership Development	713
714.225	Strategic Learning Services	714
714.3	Nonpostal Training Delivery	714
715	Postal Training Systems	714
715.1	Explanation	714
715.2	Postal Orientation	714
715.3	Craft Skills Training	714
715.4	Technical Maintenance Training	714
715.41	General	714
715.42	Subjects	714
715.43	Delivery	715
715.5	Management and Professional Training	715
715.51	General	715
715.52	Curriculum Guides and Enrollment	715
715.53	Executive Education	715
715.54	Other	715
715.6	Inspection Service Training	715
715.61	General	715
715.62	Inspectors and Special Agents	715
715.63	Postal Police Officers	716
716	Expenses	716
716.1	Travel	716

- 716.11 General 716
- 716.12 Intermediate Travel Home 716
 - 716.121 General 716
 - 716.122 Scheduling 716
 - 716.123 Trip Destination 716
 - 716.124 Spouse Traveling in Lieu of Employee 716
- 716.2 Facilities 717
- 716.3 Tuition, Fees, Books, and Supplies 717
- 716.4 Injury Compensation 717
- 717 Nonpostal Personnel Participation in Postal Training 717
- 720 Training and Development Responsibilities and Functions 717
- 721 Organizational Responsibilities and Functions 717
 - 721.1 Headquarters 717
 - 721.2 Areas 718
 - 721.3 Districts 718
 - 721.4 Supervisors and Managers 719
 - 721.5 Employees 719
- 722 Postal Employee Development Centers — Organization and Operations 720
 - 722.1 Purpose 720
 - 722.2 PEDC Network Operating Procedures 720
 - 722.21 Geographic Area of Responsibility 720
 - 722.22 PEDC Reporting Relationships 720
 - 722.23 Facilities 720
 - 722.24 Reviews 721
- 730 Training Procedures 721
- 731 Nomination and Registration 721
- 732 Training Records and Reports 721
 - 732.1 Individual Training Records 721
 - 732.11 Training Tracking System 721
 - 732.12 PS Form 2432, Individual Training Progress Report 721
 - 732.13 PS Form 2548, Individual Training Record 721
 - 732.14 eBuy Requisition 721
 - 732.2 Training Tracking System 721
- 740 Nonpostal Training Policy 722
- 741 Background 722
 - 741.1 Introduction 722
 - 741.2 General Payment Policies 722
 - 741.21 Salary Compensation and Travel Expenses 722
 - 741.22 Other Related Expenses 722
 - 741.23 Eligibility for Tuition Reimbursement for College or University Courses, Including Degree Programs and Certification Programs 722
 - 741.24 Restrictions 723
 - 741.241 Authorization 723
 - 741.242 Prohibited Training Vendors 723

Contents

742	General Procedures	723
742.1	Request and Approval	723
742.11	Standard Training	723
742.12	Approval Process for Individual College Courses	723
742.13	Approval Process for Academic Degree Programs or Certification Programs	724
742.2	eBuy Approval Process	724
742.3	Payment	724
742.31	Tuition, Fees, Books, and Supplies	724
742.311	General	724
742.312	Payment to the Training Vendor	724
742.313	Reimbursement to Employees	724
742.314	Payment in Advance	725
742.32	Travel	725
742.4	Documentation	725
743	Reimbursement of College Tuition — Nonbargaining Employees	726
743.1	Roles and Responsibilities	726
743.2	Nonpostal Training Application Form	729
743.3	Minimum Grade Requirement	730
743.4	Continued Service Agreement and Certification	730
743.41	Condition for Signing	730
743.42	Period of Commitment	730
743.43	Continued Service Agreement	730
743.431	Procedure	732
743.432	Reimbursement	732
743.5	Reporting Requirements	732
744	Special Factors	732
744.1	Failure to Enroll in or Complete Approved Training	732
744.2	Double Payment	733
744.21	Policy	733
744.3	Contribution or Award	733
744.31	Conditions for Acceptance	733
744.32	Insufficient Payment of Expenses	733
750	Professional Associations	734
751	Definition	734
751.1	Purpose	734
751.2	Membership	734
751.3	Exclusions	734
752	Policy	734
753	Payment of Membership Dues or Fees	735
753.1	Individual Memberships	735
753.11	Voluntary	735
753.12	Required	735

- 753.2 Institutional Membership 735
- 753.3 Procurement of Memberships 736
- 753.4 Periodicals 736
- 754 Attendance at Meetings and Conferences 736
 - 754.1 Authorization 736
 - 754.2 Full or Partial Attendance 736
 - 754.3 Leave for Other Employees 737
 - 754.4 Selection for Attendance 737
 - 754.5 Payment of Expenses 737
 - 754.6 Approval of Registration Fees 737

8 Safety, Health, and Environment 739

- 810 Occupational Safety and Health Program 739
 - 811 General 739
 - 811.1 Authority 739
 - 811.2 Principles 739
 - 811.21 Management Commitment, Involvement, and Accountability 739
 - 811.22 Vision Statement 739
 - 811.23 Guiding Principles 739
 - 811.24 Safety Philosophy 740
 - 811.25 Voluntary Protection Programs 740
 - 811.3 Off-site Safety 741
 - 811.4 Records Retention and Disposition 741
 - 811.41 Records Control Schedule 741
 - 811.42 PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer 741
 - 812 Management Responsibilities 741
 - 812.1 Headquarters 741
 - 812.11 Postmaster General and Chief Executive Officer 741
 - 812.12 Chief Operating Officer and Executive Vice President 741
 - 812.13 Officers 742
 - 812.14 Vice President of Employee Resource Management 742
 - 812.2 Area Offices 742
 - 812.21 Vice President of Area Operations 742
 - 812.22 Area Human Resources Managers 742
 - 812.3 District Managers 742
 - 812.31 District Managers 742
 - 812.32 Installation Heads and Managers 742
 - 812.4 Middle-Level Managers 743
 - 812.5 Supervisors' Responsibilities 743
 - 812.51 General 743
 - 812.52 Observation of Work Practices 743
 - 812.6 Safety and Health Objectives 743

Contents

813	Safety and Health Staff Responsibilities	744
813.1	Headquarters	744
813.2	Area Offices	744
813.3	Districts	744
813.31	Safety Personnel	744
813.32	Collateral Duty Facility Safety Coordinator	745
814	Employee Rights and Responsibilities	746
814.1	Rights	746
814.2	Responsibilities	746
815	Executive and Management Safety and Health Committees	747
815.1	Structure and Responsibilities	747
815.11	National Executive Safety and Health Committee	747
815.12	Area Executive Safety and Health Committee	747
815.13	District Executive Safety and Health Committees	747
815.14	Plant Executive Safety and Health Committee	748
815.15	Other Levels	748
815.2	Written Minutes	748
816	Joint Labor-Management Safety and Health Committees	748
817	Training and Education	749
817.1	Management Training and Education	749
817.11	Postmasters, Managers, and Supervisors	749
817.12	Executives and Managers	749
817.2	Safety and Health Staff Training and Education	749
817.21	Safety Specialists	749
817.22	Facility Safety Coordinators	749
817.3	Joint Labor-Management Safety and Health Committee Orientation	750
817.4	General Safety Orientation for Employees	750
817.5	Training Required by OSHA	751
817.51	Standard Curriculum	751
817.52	Special Emphasis Training Programs	751
817.53	Training in Handling Hazardous Materials	751
817.6	Refresher Training	752
817.7	Training in New or Additional Equipment and Techniques	752
817.8	OSHA Job Safety and Health Protection Posters	752
817.9	Training Records	752
818	Safety and Health Program Budgeting	753
819	Accountability for Safety and Health Performance, Compliance, and Evaluations	753
820	Reports and Investigations, Program Evaluations, and Inspections	753
821	Actions in the Event of Accident, Injury, or Illness	753
821.1	Injury, Illness, and Accident Reporting	753
821.11	Postal Service and OSHA Reporting and Recordkeeping Requirements	753

- 821.12 Postal Service Accident Reports 754
 - 821.121 General Requirements for Using the Employee Health and Safety Subsystem. 754
 - 821.122 OSHA Requirements 754
 - 821.123 Postal System for Accident Reporting 754
- 821.13 Reporting Using EHS 755
 - 821.131 Completing the Accident Report in EHS 755
 - 821.132 Reviewing the Accident Report 755
 - 821.133 Making Corrections to the Accident Report. 755
- 821.14 Maintaining Logs and Summaries 755
 - 821.141 OSHA 300, Log of Work-Related Injuries and Illnesses. 755
 - 821.142 OSHA 300A, Summary of Work-Related Injuries and Illnesses 755
 - 821.143 OSHA 301, Injury and Illness Incident Report 755
 - 821.144 Retention 756
- 821.2 Accident Investigation 756
 - 821.21 Responsibility 756
 - 821.22 Method 756
- 821.3 Accident Analysis 756
 - 821.31 Purpose 756
 - 821.32 Responsibility 756
 - 821.33 Elements. 756
- 821.4 Privacy Act Considerations 757
- 822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities. 757
 - 822.1 Reporting Serious Accidents. 757
 - 822.11 General. 757
 - 822.12 Definition of “Serious Accident” 757
 - 822.13 Reporting Requirements for Installation Heads 758
 - 822.14 Reporting Requirements for District Managers 759
 - 822.15 How to Complete Serious Accident Reports 759
 - 822.2 Investigating Serious Accidents 759
 - 822.21 OSHA Investigations 759
 - 822.22 Postal Service Serious Accident Investigation Board 760
 - 822.221 Mandatory Composition. 760
 - 822.222 Optional Composition. 760
 - 822.223 Board Responsibilities 760
 - 822.224 Board Investigation Report. 760
 - 822.225 Investigation Reporting and Response Requirements. 761
- 823 Program Evaluation. 762
 - 823.1 Purpose 762
 - 823.2 Responsibilities 762
 - 823.21 Headquarters 762
 - 823.22 Areas 763
 - 823.23 Districts. 763
 - 823.231 General 763
 - 823.232 District and Subordinate Installations with 100 or More Work Years 763

Contents

823.233	District and Subordinate Installations with More Than 50 but Less Than 100 Work Years	763
823.234	Program Evaluations in Support of the National Performance Assessment.	763
823.3	Program Evaluation Report	764
824	Safety and Health Inspections	764
824.1	Purpose	764
824.2	Methods.	764
824.3	Types of Inspections	765
824.31	Area Oversight and Targeted Inspections	765
824.311	Oversight	765
824.312	Area Inspections.	765
824.32	District and Subordinate Installations with 100 or More Work Years.	765
824.321	Requirement	765
824.322	Teams.	765
824.33	District and Subordinate Installations with Less Than 100 Work Years	765
824.331	Requirement	765
824.332	Teams.	766
824.4	Conduct of the Inspections	766
824.41	Authority	766
824.42	Inspection Procedures	766
824.421	Opening Conference	766
824.422	Inspection Rules	767
824.423	Imminent Hazard Abatement	767
824.424	Closing Conference	767
824.425	Documentation and Reporting	767
824.426	Notification	768
824.5	Deficiency and Hazard Abatement	768
824.51	Hazard Classifications	768
824.52	Hazard Abatement Committee.	768
824.53	Abatement	768
824.531	Within 20 Days	768
824.532	More Than 20 and Fewer Than 45 Days	768
824.533	More Than 45 Days	769
824.534	Changes	769
824.535	Submission of Abatement Record	769
824.54	Re-inspection and Follow-up	769
824.6	Investigating Employee Reports of Hazard, Unsafe Condition, or Practice	770
824.61	Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice	770
824.62	Availability of Form	770
824.63	Procedures and Responsibilities	770
824.631	Employee	770
824.632	Supervisor.	770
824.633	Approving Official.	771

- 824.634 Safety Personnel and Collateral Duty Facility Safety Coordinators 771
- 824.635 Maintenance 771
- 824.636 Installation Head 771
- 825 OSHA Inspections 772
 - 825.1 Purpose 772
 - 825.2 Scope 772
 - 825.3 Authority 772
 - 825.4 Procedures 772
 - 825.41 Arrival of Inspectors and Verification of Credentials 772
 - 825.42 Consent to Entry and Cooperation 772
 - 825.43 Opening Conference 773
 - 825.431 Initiation 773
 - 825.432 Attendance 773
 - 825.433 Provision of Materials 773
 - 825.434 Outline of Scope 773
 - 825.435 Plan of Route Sequence 773
 - 825.44 Records Review 773
 - 825.441 Safety Records 773
 - 825.442 Medical Records 774
 - 825.45 Participation 774
 - 825.451 Management Participation during Inspections 774
 - 825.452 Interviews of Management and Supervisory Personnel 774
 - 825.453 Employee Participation during Inspections 775
 - 825.46 Methods 775
 - 825.461 Walk-Around Inspection 775
 - 825.462 Health Sampling 775
 - 825.47 Immediate Correction of Imminent Dangers or Other Violations 776
 - 825.48 Closing Conference 776
 - 825.49 Post Conference Internal Communications 776
 - 825.5 Citations 777
 - 825.51 Issuance and Posting 777
 - 825.52 Abatement 777
 - 825.53 Informal Conference 777
 - 825.54 Citation Management and Procedure for Paying Fines 777
 - 825.6 District File of OSHA Inspections 778
- 830 Motor Vehicle and Industrial Safety 778
- 831 Motor Vehicle Safety 778
 - 831.1 Objective 778
 - 831.2 Vehicle Maintenance 778
 - 831.3 Driver Selection, Training, and Supervision 779
 - 831.31 Driver Selection 779
 - 831.32 Driver Training 779
 - 831.33 Driver Supervision 779
 - 831.331 Supervisors' Responsibilities 779

Contents

831.332	Drivers' Responsibilities	779
831.4	Accident Analysis	779
832	Powered Industrial Truck Safety	779
832.1	General	779
832.2	Objective	779
832.3	Operator Selection and Responsibilities	780
832.31	Operator Selection	780
832.32	Operators' Responsibilities	780
832.4	Supervisors' Responsibilities	780
832.5	Accident Analysis	780
833	Safety and Health in Design, Procurement, and Construction	780
833.1	Standards, Ergonomics, and Engineering	780
833.2	Supplemental Standards	781
833.3	Supplier (Contractor) Safety	781
840	Safety Awareness Programs	781
841	Program Promotion	781
841.1	Objectives	781
841.2	Local Needs	781
841.3	Media	781
842	National Safety Awards and Contests	782
842.1	Participation	782
842.2	Safe Driver Award Program	782
842.21	Recognition	782
842.22	Performance	782
842.23	Participation	782
842.24	Preventability	782
842.25	Safe Driver Award Rules	782
842.26	Privacy Act Considerations	783
843	Safety Incentive Programs	783
843.1	Concept	783
843.2	Selected Programs	783
843.3	Administration	783
843.4	Presentation Ceremonies	783
844	Seatbelt Use Incentive	783
844.1	Policy	783
844.2	Determination	784
844.3	Payment	784
850	Emergency Action Plans and Fire Prevention and Control	784
851	General Responsibilities	784
851.1	Installation Heads	784
851.2	Managers and Supervisors	785
852	Emergency Action Plan	785
852.1	Responsibility	785

- 852.2 Content 785
- 852.3 Posting..... 786
- 853 Emergency Evacuation Teams and Drills 786
 - 853.1 Emergency Evacuation Teams 786
 - 853.11 Organization 786
 - 853.12 Size..... 786
 - 853.13 Duties of Emergency Evacuation Teams 786
 - 853.14 Membership 787
 - 853.15 Training..... 787
 - 853.16 Exposure 788
 - 853.17 Special Hazards 788
 - 853.18 Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet)..... 789
 - 853.2 Drills..... 789
- 854 Fire Prevention Plan 789
 - 854.1 Responsibility 789
 - 854.2 Content 789
 - 854.3 Employee Training..... 790
 - 854.31 General..... 790
 - 854.32 Training for the Emergency Action Plan and Fire Prevention Plan..... 790
 - 854.321 Emergency Action Plan 790
 - 854.322 Fire Prevention Plan 790
 - 854.323 Orientation 790
 - 854.324 Review 790
- 855 Fire Inspections..... 791
 - 855.1 Responsibility 791
 - 855.2 Frequency 791
 - 855.3 Procedures 791
 - 855.4 Corrective Action..... 791
- 856 Alarm Systems and Extinguishers..... 791
 - 856.1 Alarm Systems..... 791
 - 856.2 Extinguisher..... 792
- 857 Vehicle Protection..... 792
- 858 Codes, Standards, and Ordinances 792
- 860 Occupational Health Services 793
- 861 Scope 793
 - 861.1 Program Overview 793
 - 861.2 Mission 793
 - 861.3 Approach..... 793
- 862 Policies 794
 - 862.1 General Policy 794
 - 862.2 Occupational Health Services Facilities 794
 - 862.21 District Administrative Office 794
 - 862.22 District Health Services Office 794

Contents

862.23	Area Administrative Office	794
863	Staffing and Functional Responsibilities	794
863.1	General	794
863.2	Staffing	794
863.21	General	794
863.22	Qualifications	794
863.3	Administrative and Functional Responsibilities	795
863.31	National Medical Director	795
863.32	Area Medical Directors	795
863.33	Work Schedules	795
863.34	Duties	795
863.35	Occupational Health Nurse Administrators	796
863.36	Health Services Office Staff Nurses	796
864	Medical Assessments and Examinations	796
864.1	Applicant Medical Assessments and Employee Examinations	796
864.2	Determination of Suitability	797
864.3	Fitness for Duty	797
864.31	Reference	797
864.32	Purpose	797
864.33	Requesting Examination	797
864.34	Tests and Consultation	797
865	Return to Duty After Absence for Medical Reasons	797
865.1	Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences	797
865.2	Non-bargaining Unit Employees Returning After FMLA Absence	798
865.3	Documentation Required	798
865.4	Assignments	799
865.5	Fitness-for-Duty Examinations	799
866	Medical Emergencies	799
866.1	Requirement	799
866.2	Emergency Procedures	799
866.3	Posting Emergency Procedures	799
867	Rehabilitation After Work-Related Injury or Illness	800
868	General Procedures	800
868.1	Medical Provider Services	800
868.11	Special	800
868.12	Medical Surveillance and Surveys	800
868.13	Contract Medical Agreement	801
868.131	Initiating Independent Medical Agreements (IMA)	801
868.132	Certification for Payment of Invoices	801
868.133	Payment Hierarchy (Electronic Funds Transfer)	802
868.134	Payment — Non-Statement of Account Offices	802
868.14	Health Agreements	803
868.2	Malpractice	803

- 868.3 Preservation of Privacy 803
- 868.4 Medical Training 803
 - 868.41 General 803
 - 868.42 Continuation of Training 803
 - 868.43 Requests for Training 804
- 868.5 Conflict of Interest 804
 - 868.51 Full-time Medical Personnel 804
 - 868.52 Part-Time and Contract Medical Personnel 804
 - 868.53 Contract Medical Facilities and Providers 805
- 870 Reserved 805
- 880 Smoking 805
 - 881 Definition 805
 - 882 Policy 805
 - 882.1 Buildings 805
 - 882.2 Vehicles 805
- 890 Ergonomics Program 805
 - 891 Scope 805
 - 891.1 Authority 805
 - 891.2 Purpose 806
 - 891.3 Safety and Health Integration 806
 - 891.4 Ergonomic Compliance Directives 806
 - 892 Principles 806
 - 892.1 Management Commitment, Involvement, and Accountability 806
 - 892.2 Definitions 806
 - 893 Program Elements 807
 - 893.1 Management Commitment 807
 - 893.2 Employee Involvement 807
 - 893.3 Worksite Analysis 807
 - 893.4 Hazard Prevention and Control 807
 - 893.5 Training and Education 808
 - 893.6 Program Review and Evaluation 808
- 894 Responsibilities 808
 - 894.1 Headquarters 808
 - 894.11 Chief Human Resources Officer 808
 - 894.12 Vice President, Employee Resource Management 808
 - 894.13 Manager, Safety and OSHA Compliance Programs 808
 - 894.14 Manager, Ergonomics Programs 809
 - 894.15 Ergonomic Specialists 809
 - 894.2 Area Offices 810
 - 894.21 Vice President, Area Operations 810
 - 894.22 Area Executive Safety and Health Committee 810
 - 894.23 Area Human Resources Manager 810
 - 894.24 Area Safety Manager 810

Contents

894.25	Area Health and Resource Management and Occupational Health Services.	810
894.26	Area Joint Labor Management Safety and Health Committee.	810
894.3	Districts	811
894.31	District Manager	811
894.32	District Executive Safety and Health Committee	811
894.33	District Human Resources Manager	811
894.34	District Safety Manager	811
894.35	District Safety Specialist.	812
894.36	District Health and Resource Manager	812
894.37	Occupational Health Services	812
894.4	Local Facilities	812
894.41	Installation Head	812
894.42	Managers and Supervisors.	813
894.43	Facility Safety Coordinator.	813
894.44	Employee	814
894.45	Local Joint Labor Management Safety and Health Committees	814
9	Labor Relations	815
910	Employee Organizations.	815
911	Participation and Membership in Labor Organizations.	815
911.1	Right to Participation	815
911.2	Right to Membership	815
911.3	Conflict of Interests	815
911.4	Postal Service Recognition	815
911.5	Employee Compensation During Negotiations	815
912	Participation and Membership in Supervisory and Managerial Organizations	816
912.1	Right to Participation	816
912.2	Right to Membership	816
920	Dues Withholding for Employee Organizations	816
921	Voluntary Withholding of Dues	816
922	Dues Collection Schedule	816
923	Eligible Organizations	817
924	Authorization for Dues Withholding.	818
924.1	Authorization Forms	818
924.11	Supervisory or Managerial Organizations	818
924.12	Labor Organizations	818
924.2	Employee Eligibility	818
924.21	Employment Status Requirement.	818
924.211	General	818
924.212	Exception	818
924.22	Multiple Dues Withholdings	818
924.3	Distribution of Authorization Forms.	818

- 924.31 Function of Organization Representative 818
- 924.32 Limit on Time and Place 818
- 924.4 Submission of Completed Authorization Form 819
 - 924.41 General 819
 - 924.42 Exceptions 819
 - 924.421 Postmasters 819
 - 924.422 Rural Carriers 819
 - 924.423 American Postal Workers Union 819
- 924.5 Implementation of Dues Withholdings 819
- 924.6 Certification of Amount to Be Withheld 819
 - 924.61 Function of Organization Representative 819
 - 924.62 Change by Organization 819
- 924.7 Confirmation of Correct Deduction 820
 - 924.71 Notation or Earnings Statement 820
 - 924.72 Procedure in Case of Error 820
- 925 Cancellation of Dues Withholding Authorization 820
 - 925.1 Voluntary Cancellations 820
 - 925.11 Form Used 820
 - 925.12 When Employees Can Cancel 820
 - 925.121 General 820
 - 925.122 Special Circumstances 820
 - 925.2 Discontinued Withholding 823
 - 925.21 Separation 823
 - 925.22 Organization Request 823
 - 925.3 Cancellation Notices 823
 - 925.4 Cancellation Procedures 823
 - 925.5 Filing Procedures 823
 - 925.6 Transfer or Reassignment 823
- 926 Coding Instructions 824
 - 926.1 Organization Codes 824
 - 926.2 Subdivision Codes 824
 - 926.3 Remote or District Locals 824
 - 926.4 Members at Large 824
- 930 Work Clothes and Uniforms 824
- 931 Uniforms 824
 - 931.1 Entitlement and Allowances 824
 - 931.11 Entitlement 824
 - 931.12 Allowances 824
 - 931.13 Types of Clothing 824
 - 931.2 Purpose and Scope 825
 - 931.21 Uniforms 825
 - 931.22 Work Clothes 825
 - 931.23 Personal Appearance 825
 - 931.24 Administration of Uniform Policy 825

Contents

931.25	Responsibility of Installation Heads	826
931.26	Responsibility of Employees	826
931.261	Appearance	826
931.262	Conforming With Regulations.	826
931.263	When to Wear Uniforms	826
931.264	Postal Service Emblem.	826
931.27	Employee Acting as Agent	827
931.28	Payment for Fabric	827
932	Uniform Requirements	827
932.1	Employees Required to Wear Uniforms and Work Clothes.	827
932.11	Regular Uniforms	827
932.12	Contract Uniforms	828
932.13	Work Clothes	828
932.14	Aprons	831
932.15	Alternative Protective Items	831
932.2	Uniforms Not Required	831
932.21	New, Part-time, and Casual Employees.	831
932.22	Ninety-Day Requirement Exemptions	831
932.3	Specifications and Quality Control Certification	831
932.31	Specifications	831
932.32	Quality Control Certification	831
933	Authorized Uniform Items and Combinations.	832
933.1	Type 1 Uniforms	832
933.11	Type 1 Items.	832
933.111	Type 1a.	832
933.112	Type 1b.	835
933.12	Type 1 Combinations	835
933.2	Type 2 Uniforms	838
933.21	Type 2 Items.	838
933.22	Type 2 Combinations	839
933.3	Type 3 Uniform Items	840
933.4	Type 4 Uniform Items	840
933.5	Type 5 Uniform Items	842
933.51	Type 5a.	842
933.52	Type 5b.	843
933.6	Type 6 Uniform Items	843
933.7	Insignia.	843
933.71	Stars	843
933.72	Other Insignia	843
933.8	Apparel Worn for Promotional Purposes.	843
933.81	Authorized Use	843
933.811	Uniformed Employees	843
933.812	Nonuniformed Employees	844
933.813	Contract Uniform or Work Clothes Program	844

- 933.82 Source 844
- 933.83 Payment 844
- 933.84 Exceptions 844
- 934 Wearing of Uniform Items 844
 - 934.1 Uniform Headgear 844
 - 934.11 Optional Wear 844
 - 934.12 Mandatory Wearing of Cap 844
 - 934.2 Cold Weather Items (Does not apply to Type 2 Uniforms) 844
 - 934.21 Face Mask 844
 - 934.22 Neck/Chest Protector 845
 - 934.23 Sweaters 845
 - 934.24 Outer Garments 845
 - 934.3 Warm Weather Items (Does not apply to Type 2 Uniforms) 845
 - 934.31 Walking Shorts and Knee-Length Hose 845
 - 934.32 Summer Shirt and Tie 845
 - 934.4 Seasonal Changes of Uniform 845
 - 934.5 Employees in Nonuniform Categories 845
 - 934.6 Prohibitions 845
- 935 Uniform and Work Clothes Allowances 846
 - 935.1 When Allowances Take Effect 846
 - 935.11 Anniversary Date 846
 - 935.12 Transfers 846
 - 935.2 Adjustment for Certain Absences During Allowance Year 846
 - 935.21 Absences From Uniform Category of 90 Days to 1 Year 846
 - 935.211 Policy 846
 - 935.212 Suspension Instructions 847
 - 935.22 Absences From Uniform Category Exceeding 1 Year 847
 - 935.23 Absences From Duty While in Uniform Category 847
 - 935.24 Reappointments 847
 - 935.25 Adjustment for Employees Who Transfer Crafts 847
 - 935.251 Change to Another Uniform Category 847
 - 935.252 Transfer or Separation in Excess of 1 Year 847
 - 935.26 Notification to Employee and Accounting Service Center 848
 - 935.261 Determination of Eligibility 848
 - 935.262 Change in Eligibility 848
- 936 Payments 848
 - 936.1 Limitations on Payments 848
 - 936.11 Total Yearly Payments 848
 - 936.12 Insufficient Funds for Claims 848
 - 936.13 Related Expenses 848
 - 936.14 Items Not Specified 848
 - 936.15 Purchases Exceeding Allowances 848
 - 936.2 Payment for Uniform Purchase After Separation of Employee 849
 - 936.3 Approval by Installation Head 849

Contents

936.31	Inspection of Purchases	849
936.32	Purchases Not Meeting Regulations	849
936.33	Disallowing Payments	849
936.34	Employee’s Responsibility for Excesses	850
936.35	Notification of Responsibility	850
936.4	Separating Employees	850
936.41	Conditions for Nonpayment	850
936.42	Addition to Form 337	850
936.43	Employee Submission of Invoices	850
936.5	Payment to Licensed Vendors	850
936.51	Direct Payment	850
936.52	Employee Reimbursement	850
936.53	Examination of Invoice	850
936.54	Evidence of Purchase	851
936.6	Purchasing Procedures for Nurses’ Program	851
936.61	Eligibility	851
936.62	Procedures	851
936.621	Standard	851
936.622	Optional	851
937	Uniform Vendors	851
937.1	Communication From Vendors	851
937.2	Access to Postal Premises	852
938	Supervisor Work Clothes Program	852
938.1	Purpose	852
938.2	Eligibility	852
938.21	Determined by Installation Head	852
938.3	Acquisition of Work Clothing	852
938.31	Alternative Protective Items	852
938.32	Work Clothes Allowance	853
938.321	Reimbursement Limit	853
938.322	Types of Work Clothes	853
938.323	Purchases Not Authorized	853
938.324	Replacements	853
938.4	Reimbursement Procedure	853
939	Authorized Exceptions	853
939.1	Footwear	853
939.11	Standard Specification	853
939.12	Exceptions	853
939.2	Nurses Uniforms	854
940	Employee Assistance Program	854
941	Introduction	854
941.1	Purpose	854
941.11	General	854
941.12	Substance Abuse, Dependence, and Other Addictions	854

- 941.2 Definitions 855
- 941.3 Policy 856
 - 941.31 Job Security 856
 - 941.32 Limits to Protection 856
 - 941.33 Confidentiality 856
 - 941.34 Reasonable Access 856
 - 941.35 Scheduling 856
- 942 Program Elements 857
 - 942.1 Education 857
 - 942.2 Problem Identification, Referrals, and Evaluation 857
 - 942.21 Patterns of Behavior and Work Performance Problems 857
 - 942.22 Referrals to EAP 857
 - 942.221 Management Referrals 857
 - 942.222 Referrals From Others 857
 - 942.223 Self-Referrals 857
 - 942.224 EAP Response 857
 - 942.23 Problem Evaluation 858
 - 942.3 Recovery Counseling and Resources 858
 - 942.31 EAP Counseling Sites 858
 - 942.32 Residential and Community Resources 858
 - 942.4 Follow-Up 858
 - 942.41 Progress 858
 - 942.42 Discontinuance of Participation 858
 - 942.43 Return to Work 858
 - 942.5 Program Evaluation 859
- 943 Reinstatement of Recovered Employees 859
 - 943.1 Policy 859
 - 943.11 Consideration of Request 859
 - 943.12 Consideration of Other Factors 859
 - 943.13 Exceptions to Consideration for Reinstatement 859
 - 943.2 Eligibility 859
 - 943.21 Procedures 859
 - 943.22 Management Responsibilities 860
 - 943.3 Compliance With Agreements 860
- 944 EAP Counseling Records 860
 - 944.1 Restricted Information 860
 - 944.2 Policy 860
 - 944.3 Custodians of Records 860
 - 944.31 Postal Service Providers 860
 - 944.32 Private Providers 861
 - 944.4 Disclosure 861
 - 944.41 General 861
 - 944.411 Usual Recipients 861
 - 944.412 Limitation of Disclosure 862

Contents

944.42	Criminal Activity	862
944.421	EAP Records	862
944.422	Limitation of Confidentiality	862
Appendix — Records Control Schedules		863
Index		905
Forms Index		989

This page intentionally left blank