

9 Labor Relations

910 Employee Organizations

911 **Participation and Membership in Labor Organizations**

911.1 **Right to Participation**

Each postal employee has the right, freely and without fear of penalty or reprisal, to form, join, or assist a labor organization or to refrain from any such activity. Each employee is protected in the exercise of such rights. Except as specified in [911.3](#), this right extends to participation in the management of the organization and acting as an organization representative. It includes presentation of the organization's views to officials of the Postal Service, officials of the Executive Branch, the Congress, or other appropriate authority.

911.2 **Right to Membership**

No interference, restraint, coercion, or discrimination to encourage or discourage membership in a labor organization may be effected in the Postal Service.

911.3 **Conflict of Interests**

Supervisors and certain other employees may not actively participate in the management of a labor organization including voting in intra-union elections or acting as a representative of a labor organization when it would result in a conflict of interest, or apparent conflict of interest, or otherwise be incompatible with law or with the official duties of the supervisor or employee.

911.4 **Postal Service Recognition**

The Postal Service gives exclusive recognition to labor organizations that meet the requirements for such recognition under the provisions of the Postal Reorganization Act.

911.5 **Employee Compensation During Negotiations**

Employees who represent a recognized labor organization are not on official time when negotiating a collective bargaining agreement with postal management.

912 **Participation and Membership in Supervisory and Managerial Organizations**

912.1 **Right to Participation**

Postal personnel have the right, freely and without fear of penalty or reprisal, to form, join, or assist a supervisory or managerial organization or to refrain from any such activity. Such personnel are protected in the exercise of such rights. Such rights include participation in the management of the organization and acting as organization representative and may include the presentation of the organization's views to Postal Service officials, officials of the Executive Branch, the Congress, or other appropriate authority.

912.2 **Right to Membership**

No interference, restraint, coercion, or discrimination to encourage or discourage membership in such an organization shall be effected in the Postal Service.

920 **Dues Withholding for Employee Organizations**

921 **Voluntary Withholding of Dues**

Employees who are members of supervisory, managerial, or labor organizations that have approved dues withholding agreements with the Postal Service (see [923](#)) may voluntarily authorize the Postal Service to withhold periodic dues from their salary payments. The organizations for which dues deductions are authorized include those encompassed by the provisions of the Postal Reorganization Act.

922 **Dues Collection Schedule**

Dues for the National Association of Postmasters of the United States (NAPUS), the National League of Postmasters (the League), and the National Alliance of Postal Employees are deducted in the pay period that includes the first day in a calendar month and are reflected in the salary check for that pay period. Dues for all other labor organizations and for the National Association of Postal Supervisors (NAPS) are withheld each pay period.

923 **Eligible Organizations**

The following organizations have been approved to participate in dues withholding. They are identified in data processing records by the indicated alphabetical code designations:

a. Labor organizations:

Recognized Bargaining Agent	Code
NATL POSTAL PROFESSIONAL NURSES PO BOX 1605 TEMPLE HILLS MD 20757-1605	D
POSTAL POLICE OFFICERS ASSOCIATION PO BOX 5522 WILLOWICK OH 44095-5522	C
NATL POSTAL MAIL HANDLERS UNION 1101 CONNECTICUT AVE NW STE 500 WASHINGTON DC 20036-4304	H
NATL ASSOC OF LETTER CARRIERS AFL-CIO 100 INDIANA AVE NW WASHINGTON DC 20001-2196	L
NATL RURAL LETTER CARRIERS ASSOC 1630 DUKE ST 4TH FLOOR ALEXANDRIA VA 22314-3465	R
AMER POSTAL WORKERS UNION AFL-CIO 1300 L ST NW WASHINGTON DC 20005-4128	W
INTERNATIONAL ASSOCIATION OF MACHINISTS AUTOMOTIVE LODGE 1486 12303 SCOTCH BONNET CT RESTON VA 20191-1110	T

Other Labor Organization	Code
AMER FEDER OF GOVT EMPLOYEES AFL-CIO 80 F ST NW WASHINGTON DC 20001-1528	A
NATL ALLIANCE OF POSTAL EMPLOYEES 1628 11TH ST NW WASHINGTON DC 20001-5011	E

b. Supervisory and managerial organizations:

Supervisory and Managerial Organization	Code
NATL LEAGUE OF POSTMASTERS OF THE US 5904 RICHMOND HWY STE 500 ALEXANDRIA VA 22303-1864	N
NATL ASSOC OF POSTMASTERS OF THE US 8 HERBERT ST ALEXANDRIA VA 22305-2600	P
NATL ASSOC OF POSTAL SUPERVISORS 1727 KING ST STE 400 ALEXANDRIA VA 22314-2753	S

924 **Authorization for Dues Withholding**

924.1 **Authorization Forms**

924.11 **Supervisory or Managerial Organizations**

Standard Form (SF) 1187, *Authorization for Deduction of Union Dues*, is used by members of supervisory or managerial organizations for authorization of dues withholding.

924.12 **Labor Organizations**

One of two revised versions of SF 1187 is provided by the unions and used by members of labor organizations for authorization of withholding of dues, which may include the yearly subscription price to the union's publications. The forms used are:

- a. For city carrier assistant employees, SF 1187, *Authorization for Deduction of Union Dues for City Carrier Assistants*.
- b. For other bargaining unit employees, SF 1187, *Authorization for Deduction of Union Dues*.

924.2 **Employee Eligibility**

924.21 **Employment Status Requirement**

924.211 **General**

Employees who are members of approved organizations are eligible to participate in dues withholding procedures.

924.212 **Exception**

Because of the intermittent nature of their employment, casual and most nonbargaining temporary employees are excluded from this policy.

924.22 **Multiple Dues Withholdings**

An eligible employee may have dues deducted for up to three organizations at one time. A separate authorization is required for each organization.

924.3 **Distribution of Authorization Forms**

924.31 **Function of Organization Representative**

The organization representative:

- a. Distributes appropriate forms to members who voluntarily desire to have the Postal Service withhold dues from their salary payments.
- b. Makes certain that the top portion of the form is completed: indicating the name and alpha code (see [923](#)) of the organization; identifying each member by name, address, and Social Security number or Employee Identification Number; and showing the name and finance number of the installation where such member is officially assigned.
- c. Certifies the amount of dues to be withheld biweekly or each month from the employee's compensation.

924.32 **Limit on Time and Place**

Distribution, collection, and certification of such forms should not be made on official time in a work area.

924.4 Submission of Completed Authorization Form**924.41 General**

The organization representative submits the original SF 1187 to the postal installation where the member is employed. The installation head makes sure that the “date of delivery to employer” is entered and the form is promptly forwarded to the Human Resources Shared Service Center (HRSSC). This date cannot be entered by the organization representative, except as noted in [924.422](#).

924.42 Exceptions**924.421 Postmasters**

The National League of Postmasters (the League) may submit the original SF 1187 through regular payroll channels to the servicing HRSSC. The National Association of Postmasters of the United States (NAPUS) processes the SF 1187 for its members to initiate dues withholding.

924.422 Rural Carriers

The NRLCA National Office, which is responsible for entering the “date of delivery to employer” at the time of transmittal, submits the SF 1187 for a rural carrier.

924.423 American Postal Workers Union

The APWU processes SF 1187 for its members to initiate dues withholding.

924.5 Implementation of Dues Withholdings

The Eagan Accounting Services begins dues withholdings with the first full pay period following the receipt of a properly completed SF 1187 at the HRSSC. In the event that an SF 1187 is received at the HRSSC without the date of delivery filled in, the HRSSC enters the date of receipt as the “date of delivery,” and proceeds to process the form, using the “date of delivery” as the anniversary date. The HRSSC sends a copy of this annotated form with an appropriate explanation to the installation of origin for transmittal to the organization.

924.6 Certification of Amount to Be Withheld**924.61 Function of Organization Representative**

The appropriate official of each employee organization properly certifies the amount to be withheld.

924.62 Change by Organization

When the organization changes the amount to be withheld, a blanket authorization listing the affected employees is accepted and used for such purpose by the Eagan Accounting Services. Such notice includes the employee’s name, Social Security number, finance number, effective date, and “from” and “to” dues amounts. The notice is certified by a regional or national official of the organization and forwarded to the manager of Human Resources in the area office, who indicates approval and forwards it to the Eagan Accounting Services.

924.7 **Confirmation of Correct Deduction**

924.71 **Notation or Earnings Statement**

The amount withheld for dues is shown on PS Form 1223-B, *Earnings Statement*, or Electronic Earnings Statement in ePayroll.

924.72 **Procedure in Case of Error**

If an erroneous dues amount is withheld, the employee follows normal payroll inquiry procedures in questioning such deduction. The personnel office maintaining the employee's official personnel folder (OPF) rechecks the amount authorized by the employee on the current SF 1187, and the HRSSC changes the employee payroll master record if it is in error. The Eagan Accounting Services does not make a retroactive adjustment unless the Postal Service is responsible for the error in dues withholding; e.g., if it fails to process a properly submitted SF 1187, or deducts an incorrect amount, or makes deductions for the wrong organization.

925 **Cancellation of Dues Withholding Authorization**

925.1 **Voluntary Cancellations**

925.11 **Form Used**

Employees use PS Form 1188, *Cancellation of Organization Dues from Payroll Withholdings*, to cancel dues withholding.

925.12 **When Employees Can Cancel**

925.121 **General**

Except as specified in [925.122](#), an employee can cancel an SF 1187 only in accordance with the terms of the authorization form that the employee signs to initiate the dues withholding. This holds true for members of organizations such as the American Federation of Government Employees or the National Alliance of Postal Employees, that are not "certified bargaining representatives" or "recognized organizations of supervisory and other managerial personnel."

925.122 **Special Circumstances**

Special circumstances that alter the conditions for canceling dues withholding are as follows:

- a. Employees who enrolled in any organization before July 1, 1971, or who are members of supervisory or managerial organizations designated by Codes N, P, or S, may submit their cancellation notice at any time, but it is not processed until the first full pay period following March 1 or September 1, whichever occurs first after receipt of the form. These employees submit PS Form 1188 to the installation head, who forwards the form to the servicing HRSSC, except as noted in 925.122f.
- b. An employee using the revised SF 1187 described in 924.12 may cancel only by submitting PS Form 1188 to the installation head and via certified mail to the organization's national office not more than 20 days, and not less than 10 days before the anniversary date (date of the delivery to employer). PS Form 1188 must be date-stamped upon



receipt. It is this date that is used to determine if the cancellation request was received in accordance with the above requirements.

Example: Assume an anniversary date of December 1. The employee signs and dates PS Form 1188 on November 10 and certifies that Copy 3 of the form has been sent to the organization's national office by certified mail. To comply with the 20/10 day requirement specified above, the employing office must receive and date stamp part B of the form between November 11 and November 21. If the HRSSC receives all three copies of PS Form 1188, the entire form is returned to the employee with the reason(s) noted. The 20/10 day rule is a requirement of the revised SF 1187 that can be waived only by the union.

- c. An employee whose documented position is not within a recognized bargaining unit (such as a supervisor), but who is having dues withheld for a labor organization that is recognized as a bargaining agent (see [923a](#)), may voluntarily cancel the dues withholding authorization, effective the first full pay period after the request for cancellation is received at the HRSSC. The PS Form 1188 should be annotated to reflect the employee's current job title and effective date.
- d. The SF 1187 of a non-career employee stays in effect for 180 days following termination, even though the Postal Service does not withhold dues, to allow the employee the option of continued withholding if the employee is rehired within that 180-day period. If a non-career employee wants to cancel dues withholding when rehired, he or she may do so within 10 days by submitting PS Form 1188. A non-career employee may also cancel dues withholding according to the 20/10 day requirement, i.e., not more than 20 days, and not less than 10 days before the anniversary date. This anniversary date is the "date of delivery to employer" of the SF 1187 originally authorizing dues withholding, and this date remains fixed regardless of the number of consecutive appointments.
- e. The APWU processes PS Form 1188 for its members to cancel dues withholding.
- f. NAPUS processes PS Form 1188 for its members to cancel dues withholding.

Exhibit 925.1

PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings

		Cancellation of Organization Dues From Payroll Withholdings <i>(See Privacy Act Statement on Reverse)</i>				
Part A — Completed by Employee						
1. Employee Name (<i>Print -- Last, First, MI</i>)		2. Social Security Number				
3. Post Office Name and State		4. Post Office Finance Number				
5. Name of Organization and Code (<i>See reverse side for organizations and codes</i>)		6. Employee's Dues Deduction Anniversary Date				
<p>7. I hereby certify that I sent copy 3 of this cancellation to the above named organization's national office VIA CERTIFIED MAIL on this date, _____, as notice of my intention to discontinue payroll withholdings.</p> <p>Notice must be received within the required window period (<i>see ELM, Chapter 9</i>). Notice to the organization must be sent by certified mail to organization's national office, as directed in ELM, Chapter 9.</p>		 Employee Must Sign & Date (<i>Mo., Day, Year</i>)				
Part B — Completed by Employing Office						
Date Form Received in the Employing Office:		Original and Copy 2 Will Be Separated by Processing Center				
Part C — Completed by Processing Center						
1. Date Form Received (<i>Mo., Day, Year</i>)		▶				
2. Organization Code		▶				
3. Effective Pay Period -- Year		▶				
4. Date Processed (<i>Mo., Day, Year</i>)		▶				
5. Verified By (<i>Initials</i>)		▶				
6. Form Will Not Be Processed and Is Being Returned to the Employee Because: <div style="margin-left: 20px;"> <input type="checkbox"/> Not received within the required 20 - 10 day window period (<i>see notice in Part A, no. 7</i>). <input type="checkbox"/> Not currently enrolled in the organization shown. <input type="checkbox"/> Form incomplete. See item _____. <input type="checkbox"/> Explain: _____ </div>						
FOR DDE/DR USE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Entered By</td> <td style="width: 10%;">P/P</td> <td style="width: 40%;">Initials</td> </tr> </table>				Entered By	P/P	Initials
Entered By	P/P	Initials				
PS Form 1188 , March 2007 (<i>Page 1 of 2</i>)			1 -- Employee's OPF			

925.2 Discontinued Withholding**925.21 Separation**

The Postal Service discontinues dues withholding upon separation of any employee enrolled in the dues withholding program, although the process is modified for non-career employees. Dues withholding is discontinued for a non-career employee at the end of a term of employment, but the SF 1187 stays in effect for 180 days. If the employee is rehired within 180 days, the dues deduction restarts, unless the employee submits a cancellation as specified in 925.122d. After 180 days, a rehired employee must complete another SF 1187 in order to activate dues withholding.

925.22 Organization Request

Withholding of dues is discontinued at any time upon written request from the organization for which the withholding is authorized.

925.3 Cancellation Notices

Cancellation notices must include the employee's name, date, dues deduction anniversary date, Social Security number, name and finance number of the installation where officially assigned, and name and alpha code of the organization involved.

925.4 Cancellation Procedures

The postal installation receiving a properly executed PS Form 1188 promptly forwards the original and Copy 2 to the HRSSC. The HRSSC promptly notifies the installation head or designee of any refusal to honor PS Form 1188, and the reason for doing so, by returning Copy 2 of the completed PS Form 1188 to the employing office. The installation head or designee, in turn, notifies the employee.

925.5 Filing Procedures

All SFs 1198 (as provided by the various eligible postal organizations as specified in [923](#)) and PS Forms 1188 requiring a payroll adjustment are sent to the HRSSC for processing. The forms are files with the permanent documents in the employee's eOPF.

925.6 Transfer or Reassignment

When an employee who is having dues withheld for a management or labor organization (as listed in [923a](#) or [b](#)) transfers or is reassigned to another postal installation, his or her dues withholdings are transferred to the local organization at the gaining installation. The dues amount remains the same unless otherwise changed by the new local organization. If a change in the dues amount is to be made, a request is submitted by the organization as provided in [924.62](#); however, such request is limited to the employee involved.

926 **Coding Instructions**

926.1 **Organization Codes**

Each national organization is identified by a specific alphabetical code as shown in [923](#).

926.2 **Subdivision Codes**

The post office finance number is used to identify each post office local organization. Official state codes are used to identify the postmaster and rural carrier organization subdivisions.

926.3 **Remote or District Locals**

In some cases, an employee working at one postal installation is a member of a local organization identified with a different post office. The postal installation finance number is used to identify the office of employment. In addition, the post office finance number used to identify such remote or district local organization is also entered.

926.4 **Members at Large**

If a member is attached directly to the national organization or state division instead of to a local organization, the words “Member at Large” are shown after the name of the organization. Such members include those at post offices that do not have local organizations. The finance number should be the state code followed by four zeros (i.e., 35-0000).

930 **Work Clothes and Uniforms**

931 **Uniforms**

931.1 **Entitlement and Allowances**

931.11 **Entitlement**

Certain employees must wear prescribed uniforms in performing their duties. These employees are entitled (a) to a uniform allowance to purchase authorized uniform items or (b) to be furnished uniforms that meet Postal Service specifications.

931.12 **Allowances**

The annual allowance authorized each employee covered by a collective bargaining agreement is determined by the terms of that agreement. Allowances for other employees are set as a matter of policy.

931.13 **Types of Clothing**

The Uniform Program consists of a number of types of clothing developed for various positions dependent on (a) the level of visibility to the public, (b) the type of work normally performed, and (c) the physical environment in which the employee normally works. The current categories are:

- a. Type 1 – city letter carriers, clerk/special delivery messengers, clerks performing city letter carrier duties, motor vehicle operators,

tractor-trailer operators, driving instructors and examiners, letterbox mechanics, ramp clerks and transfer clerks, AMF, performing ramp clerk duties, area maintenance technician/specialists, maintenance mechanics working as letterbox mechanics (see [932.11h](#)), passenger elevator operators, and elevator starters.

- b. Type 2 – employees assigned to retail operations.
- c. Type 3 – vehicle maintenance, custodial maintenance, mail handler, BMEU, and clerical employees eligible under [932.12](#) and [932.13](#).
- d. Type 4 – security force police officers.
- e. Type 5 – bargaining unit and nonbargaining unit medical personnel.
- f. Type 6 – supervisors.

The criteria are different for each type, as well as the procedure necessary to establish or terminate an employee in each category. Installation heads must familiarize themselves with the criteria established for each type so that certifications are made under the correct program.

931.2 **Purpose and Scope**

931.21 **Uniforms**

Uniforms are provided to certain employees for the following reasons:

- a. To provide immediate visual identification with the Postal Service to the public.
- b. To project an appearance to the public that is neat, professional, and pleasing.
- c. To help develop in the employee a feeling of esprit de corps.
- d. To meet standard professional practices (doctors, nurses, etc.).

931.22 **Work Clothes**

Work clothes are provided to certain employees:

- a. Who perform dirty work or work with toxic materials.
- b. When it is important that they be recognized and identified with the Postal Service, work clothes are provided for employees who work in public view.
- c. To certain full-time employees working full time in areas where work clothing is essential.

931.23 **Personal Appearance**

Supervisors are responsible for continually observing the uniforms of employees and taking appropriate corrective action, when necessary, to ensure employees are properly attired.

931.24 **Administration of Uniform Policy**

Items of uniform dress are listed in [933.1](#) through [933.6](#). These lists include all items to which allowances are applicable, that employees in these categories may be required to wear under various circumstances (see [936.14](#)). The lists do not mean that every employee is required to acquire and wear every one of the items at some time during service in the category. On the contrary, the list for each of several categories contains a

number of items that some employees in a particular category may never need to wear. It is the intent of these regulations that appropriate items for wear in matters of this kind be determined at the installations, in accordance with collective bargaining agreements and Postal Service policy.

931.25 **Responsibility of Installation Heads**

Installation heads:

- a. Post a list of uniform items authorized for the installation. The list indicates those items that are required and those that are optional to the employee.
- b. Enforce all uniform allowance regulations and prevents abuses.
- c. Make all rules and regulations governing uniform clothing and accessory purchases readily accessible to all employees and vendors.

931.26 **Responsibility of Employees**

931.261 **Appearance**

Postal employees are responsible for being adequately and properly dressed for duty. They are expected to maintain high standards of appearance, representing to the public the best tradition of service and efficiency while performing their official duties. Uniform garments should be properly fitted and maintained in a clean, neat, and serviceable condition. Jeans, shorts, sleeveless tops, T-shirts, sweats, spandex, etc., are not appropriate attire for employees working at a retail counter. This list is not meant to be exhaustive.

931.262 **Conforming With Regulations**

Uniformed employees are responsible for conforming with all uniform regulations.

931.263 **When to Wear Uniforms**

Uniforms are worn as follows:

- a. *General.* A uniform is worn only while the employee is on duty, in connection with approved activities directly related to postal employment.
- b. *Special Authorization.* Postmasters may authorize wearing postal uniforms for activities in which the Postal Service participates, or which it sponsors, where identification with the Postal Service is beneficial to the Service, and while the employee is traveling directly to and from work.
- c. *Restrictions.* In no other case may the postal employee's uniform, or any part of it that identifies the garment or wearer with the Postal Service, be worn in nonpostal employment or activities.

931.264 **Postal Service Emblem**

The Postal Service emblem may not be worn except by uniformed postal employees as part of the prescribed uniform except in the following circumstances:

- a. Postmasters and other installation heads may permit the voluntary wearing of the Postal Service emblems by a postal employee who has daily personal contact with the public, but who is not required to wear a uniform.

- b. In all other situations, specific authorization is obtained through administrative channels from Labor Relations.

931.27 **Employee Acting as Agent**

No postal employee may act as agent, directly or indirectly, for any individual or firm engaged in the manufacture or sale of postal employees' uniform items.

931.28 **Payment for Fabric**

Payment is made for piece goods purchased for use in home sewing of items of uniform apparel authorized for the employee's craft. Reimbursement to the vendor is made in accordance with [936.5](#). Note the following:

- a. Payment is not made for purchases of piece goods for home sewing of any item that is not an authorized uniform garment for the craft concerned.
- b. Fabric must meet specifications in [932.3](#).

932 **Uniform Requirements**

932.1 **Employees Required to Wear Uniforms and Work Clothes**

932.11 **Regular Uniforms**

Employees in the following categories meeting the following conditions wear the prescribed uniform while performing their duties:

- a. City letter carriers and clerk/special delivery messengers whose tours of duty during the course of a year average 4 hours or more a day performing carrier or special delivery duties.
- b. Motor vehicle operators, tractor-trailer operators, or driving instructors and examiners, if they average 4 hours or more a day during the course of a year, driving vehicles or holding themselves in readiness to drive them.
- c. Ramp clerks and transfer clerks, AMF, assigned on a full-time basis to ramp transfer service at airports who perform transfer duties between air carriers (or special transfer clerks, airmail where there are no ramp clerks assigned).
- d. Postal Service Security Force Police officers.
- e. Passenger elevator operators or elevator starters if they average 4 hours or more a day during the course of a year performing the duties of these jobs.
- f. Clerks who average 4 hours or more a day performing city letter carrier duties.
- g. Retail personnel, including postmasters and supervisors at CAG A–J post offices, whose official assignment at a retail counter is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week. Employees who do not qualify for a uniform allowance under the criteria described above must wear the appropriate uniform for the position if it is provided to them outside of the uniform allowance program.

- h. Retail classroom instructors and retail coaches who qualify for uniform allowances.
- i. Letterbox mechanics assigned to work outdoors more than one-half the time, or maintenance mechanics assigned to letterbox mechanic duties performed outdoors for more than one-half of the time.
- j. Employees serving as area maintenance technician/specialists who are on official business away from their duty office for one-half or more of their time.
- k. Nurses and first aid attendants.
- l. Medical officers and technicians.

932.12 **Contract Uniforms**

The Postal Service has authorized uniforms for mail handlers, custodial maintenance, vehicle maintenance employees, and certain full-time employees in the Business Mail Entry Unit (BMEU) in CAG A–J post offices who meet certain criteria. To be eligible for uniforms under the contract uniforms program, employees must (a) be in public view 4 hours a day for 5 days a week or (b) be in public view not less than 30 hours a week in combined total time. Eligible employees are:

- a. *Mail Handlers and Group Leaders (Mail Handlers)*. Those who are assigned to dock areas, platforms, and other locations and meet the 4-hour-a-day or 30-hour-a-week criteria.
- b. *Custodial Maintenance*. Those who are not otherwise authorized to wear uniforms, are assigned to multi-occupied buildings operated by the Postal Service, and meet the 4-hour-a-day or 30-hour-a-week criteria.
- c. *Vehicle Maintenance*. Those who meet the 4-hour-a-day or 30-hour-a-week criteria, including time on road calls.
- d. *Business Mail Entry Unit (BMEU)*. Full-time employees in these positions:
 - (1) Bulk mail technician.
 - (2) Bulk mail clerk.
 - (3) Mailing requirements clerk.

932.13 **Work Clothes**

This program is separate from the contract uniform program. It is for employees who are not presently eligible for uniforms or contract uniforms. Affected are certain mail handlers, maintenance employees, motor vehicle employees, and clerical employees involved full time in pouching and dispatching units, parcel post sorting units, bulk mail sacking operations, and ordinary paper sacking units:

- a. Mail handlers and maintenance employees working full time in the following duty assignments located in mail transport equipment centers, supply centers, and mail equipment shops:
 - (1) Accountable paper supply clerk.
 - (2) Computer printline production operator.
 - (3) Custodian.

- (4) Electrician.
- (5) Electronic technician.
- (6) Group leader, mail bag examination.
- (7) Group leader, mail equipment handler.
- (8) Group leader, mail equipment repair.
- (9) Group leader, warehousing.
- (10) Label printing center mechanic.
- (11) Laborer, custodial.
- (12) Laborer, materials handling.
- (13) Lockmaker.
- (14) Machine operator.
- (15) Mail equipment handler.
- (16) Maintenance mechanic.
- (17) Maintenance mechanic, general.
- (18) Materials handling equipment operator.
- (19) Packer-in-charge.
- (20) Packer, shipper.
- (21) Packer, warehouseman.
- (22) Press operator.
- (23) Receiving and shipping clerk.
- (24) Sewing machine operator.
- (25) Shipping clerk.
- (26) Supply clerk.
- (27) Tool and parts clerk.
- (28) Warehouseman.
- b. Clerk craft employees assigned to:
 - (1) Ordinary paper sacking units.
 - (2) Parcel postal distribution units (manual).
 - (3) Pouching and dispatching units.
- c. Mail handlers — full-time mail handlers working in the following areas:
 - (1) Ordinary paper sacking units.
 - (2) Parcel post units (dumping of sacks or manual separation of sacks).
 - (3) Platform (dock) operations.
 - (4) Pouch dumping units.
 - (5) Sack dumping units.
- d. Motor vehicle maintenance employees:
 - (1) Automotive painter.
 - (2) Automotive mechanic.
 - (3) Body and fender repairman.
 - (4) Garageman.

- (5) Junior mechanic, automotive.
- (6) Storekeeper, automotive parts.
- (7) Tire repairman.
- (8) Tool and parts clerk.
- (9) Vehicle maintenance analyst.
- e. Assigned full time in the specified duty assignment:
 - (1) Assistant engineman.
 - (2) Blacksmith-welder.
 - (3) Building equipment mechanic.
 - (4) Building maintenance custodian.
 - (5) Carpenter.
 - (6) Cleaner.
 - (7) Conveyor-mechanic.
 - (8) Custodian.
 - (9) Electrician.
 - (10) Electronic technician.
 - (11) Elevator mechanic.
 - (12) Engineman.
 - (13) Fireman.
 - (14) Fireman-laborer.
 - (15) Group leader.
 - (16) Label printing center mechanic.
 - (17) Laborer.
 - (18) Laborer, custodial.
 - (19) Laborer, materials handling.
 - (20) Maintenance mechanic.
 - (21) Mason.
 - (22) MPE mechanic.
 - (23) Office appliance repairman.
 - (24) Painter.
 - (25) Plumber.
 - (26) Postal machines mechanic.
 - (27) Scale mechanic.
 - (28) Stationary engineer.
 - (29) Maintenance support clerk.
 - (30) Vehicle operations maintenance assistant.
 - (31) Vending machine mechanic.

932.14 Aprons

Postmaster or installation heads are authorized to purchase aprons locally on an as-needed basis for those employees who work on assignments involving dirty work but do not qualify for work clothes.

932.15 Alternative Protective Items

If the installation head determines that the occasional use of such items as coveralls, smocks, aprons, or foul weather gear meet the need, these items are to be purchased for the installation through the GSA FEDSTRIP catalog or through other authorized means.

932.2 Uniforms Not Required**932.21 New, Part-time, and Casual Employees**

Unless uniforms have been provided to them, the following employees are not required to wear uniforms:

- a. *New employees* listed in [932.11](#) (except eligible Security Force employees) during the first 90 days of their employment, except for the prescribed uniform cap. Employees required to wear the uniform cap are reimbursed from uniform allowance funds for the cap (see F-1, Post Office Accounting Procedures, 756). When the employees become eligible for the full uniform allowance, the cost of the cap is charged against their first year allowance.
- b. *Part-time employees* with a regular or flexible work schedule, except for the cap, unless they meet the basic minimum hourly and daily requirements outlined in [932.11](#).
- c. *Casual employees*, except for the cap.

932.22 Ninety-Day Requirement Exemptions

The following employees are not required to wait 90 days for uniform eligibility (see [932.21a](#)):

- a. Eligible employees in the Postal Service Security Force.
- b. Present career employees in the regular work force who are assigned into a uniform category and have completed their 90-day probationary period.

932.3 Specifications and Quality Control Certification**932.31 Specifications**

The Postal Service Uniform Quality Control Office issues specifications for items of uniform dress for the guidance of uniform manufacturers and retailers.

932.32 Quality Control Certification

Payment is made only for purchases of authorized uniform items manufactured in accordance with specifications issued by the Postal Service Uniform Quality Control Office. All items except overboots, gloves, hose, face masks, and helmets must contain the certificate label issued by the Postal Service Uniform Quality Control Office (see [936.32](#)). By incorporating

the label, the manufacturer guarantees that the item conforms to specifications. The label appearing in the uniform items must state the following:

This garment is warranted to meet or exceed the standards of specification number [__number__] and was produced under certificate number [__number__] from basic material warranted by the manufacturer as having been produced in accordance with the sample under current certification.

933 **Authorized Uniform Items and Combinations**

933.1 **Type 1 Uniforms**

933.11 **Type 1 Items**

933.111 **Type 1a**

Type 1a uniforms are worn by city letter carriers, clerk/special delivery messengers, clerks performing city letter carrier duties, motor vehicle operators, tractor-trailer operators, driving instructors and examiners, letterbox mechanics, ramp clerks and transfer clerks, AMF, area maintenance technician/specialists, and maintenance mechanics working as letterbox mechanics (see [932.11i](#)).

Items for Men	
Parka	With reflective trim and vertical corporate emblem, postal navy blue
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Windbreaker	Authorized for letter carriers and motor vehicle/tractor-trailer operators only. Hip-length, unlined, Taslan/Supplex, with reflective trim, vertical corporate emblem, and craft tab, postal navy blue
Vest	With reflective trim and vertical corporate emblem, navy blue
Sweater	Flat or bulky knit, zippered closing, postal navy blue with vertical corporate emblem
All-Weather Gear System	Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Knit shirt	Warm weather, short-sleeve knit, postal blue with vertical corporate emblem

Items for Men	
Tie	Four-in-hand, regular or pre-tied, navy blue with alternating red and white pin-dot stripes
Trousers	Postal blue with braid stripe ¹
Walking shorts	Postal blue with braid stripe ¹
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, black, or white with blue stripes
Shoes	Black leather with visible SR/USA label
Accessories	Neck and chest protector, flat or shaker knit, postal navy blue; smooth leather belt with nickel buckle, black; leather or knit gloves, black; face mask with no ornamentation (when authorized by installation head), dark blue
Headgear	Service cap, postal navy blue; baseball cap, summer or winter style, postal blue with vertical corporate emblem; sun visor, postal blue with vertical corporate emblem; sun hat, postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap; sun helmet, white with blue band; winter fur trooper cap, postal blue with vertical corporate emblem; knit watch cap, with convertible face mask, postal navy blue with vertical corporate emblem
Rain gear	Wet weather parka and trousers, raincoat, rain cape, postal blue with vertical corporate emblem and reflective trim; leggings, cap cover with or without cape, postal blue; rubbers, overboots, and galoshes, black
Optional coveralls	Authorized for and may be worn over the uniform by motor vehicle and tractor-trailer operators during periods when they are exposed to dirty or toxic materials
Items for Women	
Parka	With reflective trim and vertical corporate emblem, postal navy blue
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Windbreaker	Authorized for letter carriers and motor vehicle/tractor-trailer operators only. Hip-length, unlined, Taslan/Supplex, with reflective trim, corporate logo, and craft tab, postal navy blue
Vest	With reflective trim and vertical corporate emblem, navy blue
Sweater	Flat or bulky knit, zippered closing, postal navy blue with vertical corporate emblem
All-Weather Gear System	Waterproof, breathable parka with permanent hood and reflective trim, vertical corporate emblem, postal navy blue, incorporates two styles of zip-in jacket/liner; heavyweight liner, insulated, fleece lining with reflective trim, vertical corporate emblem, postal navy blue; fleece liner with fabric enforcements with reflective trim and vertical corporate emblem, postal navy blue; waterproof, breathable, detachable hood for parka with insulation and fleece lining, postal navy blue; waterproof and breathable trousers with reflective trim, postal navy blue

Items for Women	
Shirt	Long- or short-sleeve, dress-style woven or maternity-style, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Shirtjac	Warm weather, finished bottom, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Knit shirt	Warm weather, short-sleeve knit, postal blue with vertical corporate emblem
Tie	Four-in-hand, regular or pre-tied, or crossover necktab, navy blue with alternating red and white pin-dot stripes
Slacks	Regular or maternity-style, postal blue with braid stripe ¹
Walking shorts	Postal blue with braid stripe ¹
Skirt	Postal blue with braid stripe
Culottes	Postal blue with braid stripe ¹
Jumper	Regular or maternity-style, postal blue with vertical corporate emblem
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, black, or white with blue stripes
Shoes	Black leather with visible SR/USA label
Accessories	Neck and chest protector, flat or shaker knit, postal navy blue; smooth leather belt with nickel buckle, black; leather or knit gloves, black; face mask with no ornamentation (when authorized by installation head), dark blue
Headgear	Service cap, postal navy blue; WAVE-style hat, postal navy blue with vertical corporate emblem; baseball cap, summer or winter style, postal blue with vertical corporate emblem; sun visor, postal blue with vertical corporate emblem; sun hat, postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap; sun helmet, white with blue band; winter fur trooper cap, postal blue with vertical corporate emblem; knit watch cap, with convertible face mask, postal navy blue with vertical corporate emblem
Rain gear	Wet weather parka and trousers, raincoat, rain cape, postal blue with vertical corporate emblem and reflective trim; leggings, cap cover with or without cape, postal blue; rubbers, overboots, and galoshes, black
Optional coveralls	Authorized for and may be worn over the uniform by motor vehicle and tractor-trailer operators during periods when the employee is exposed to dirty or toxic materials

¹ Motor vehicle operator, tractor trailer operator, driving instructor, and examiner trousers are without braid stripe.

933.112 **Type 1b**

Type 1b uniforms are worn by passenger elevator operators and elevator starters.

Items for Men	
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Tie	Four-in-hand, regular or pre-tied, navy blue with alternating red and white pin-dot stripes
Trousers	Postal blue with braid stripe
Shoes	Black leather with visible SR/USA label
Accessories	Smooth leather belt with nickel buckle, black
Headgear	Baseball cap, postal blue with vertical corporate emblem
Items for Women	
Bomber jacket	With reflective trim, vertical corporate emblem, and craft tab, with or without zip-in lining, postal navy blue
Shirt	Long- or short-sleeve, dress-style woven, solid postal blue or postal blue with red and blue pinstripes and vertical corporate emblem
Tie	Four-in-hand, regular or pre-tied, or crossover necktab, navy blue with alternating red and white pin-dot stripes
Skirt	Postal blue with braid stripe
Jumper	Regular or maternity-style, postal blue with vertical corporate emblem
Shoes	Black leather with visible SR/USA label
Accessories	Smooth leather belt with nickel buckle, black

933.12 **Type 1 Combinations**

Male Combinations			
Warm Weather			
Cold Weather	Option No. 1	Option No. 2	Option No. 3
Required Items			
Shirt (long- or short-sleeve)	Shirt (long or short sleeve)	Shirt (short sleeve, shirtjac, ¹ or knit polo shirt ²)	Shirt (short sleeve, shirtjac, ¹ or knit polo shirt ³)
Navy blue tie	Navy blue tie		
Uniform trousers with uniform blue-gray or black socks	Uniform trousers with uniform blue-gray or black socks	Uniform trousers with uniform blue-gray or black socks	Walking shorts ³ with authorized uniform blue-gray, black, or white socks
Black belt	Black belt	Black belt	Black belt
Black shoes (SR/ USA label)	Black shoes (SR/ USA label)	Black shoes (SR/ USA label)	Black shoes (SR/ USA label)

Male Combinations			
Optional Items			
Headgear: winter service cap, fur trooper cap, baseball cap, parka-style hood, knit cap with convertible face mask, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor	Headgear: summer service cap, baseball cap, helmet, sun hat, or visor
Bomber jacket ⁴	Bomber jacket ⁴	Bomber jacket ⁴	Bomber jacket ⁴
Rain gear	Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker	Windbreaker
Parka			
Black gloves			
Vest ⁵	Vest ⁵		
Neck/chest protector			
Sweater ⁶	Sweater ⁶	Sweater ⁶	Sweater ⁶
Coveralls ⁷	Coveralls ⁷	Coveralls ⁷	Coveralls ⁷

1. *Shirtjacs are not to be tucked in or worn with any outer garments (e.g., sweaters, jackets, etc.) except rain gear. They are not to be worn with ties.*
2. *Knit shirts are to be worn tucked in. They may be worn only with authorized sweaters or windbreakers.*
3. *Hems of walking shorts should not be more than 3 inches above mid-knee. Shorts must be worn only with uniform socks.*
4. *Craft tabs are worn only on bomber jackets and windbreakers. Bomber jackets may be purchased and worn with optional zip-in lining. Liners may not be worn alone as outer garments.*
5. *Vests may be worn with or without jackets or parkas; however, they must not be worn without shirts and ties.*
6. *Delivery personnel may not purchase or wear the retail service personnel sweater.*
7. *Coveralls are authorized for motor vehicle operators when exposed to dirty or toxic materials.*

Female Combinations			
	Warm Weather		
Cold Weather	Option No. 1	Option No. 2	Option No. 3
Required Items			
Shirt (long- or short-sleeve)	Shirt (long or short sleeve)	Shirt (short sleeve, shirtjac ¹ , or knit polo shirt ²)	Shirt (short sleeve, shirtjac ¹ , or knit polo shirt ²)
Navy blue necktab, or four-in-hand tie	Navy blue necktab, or four-in-hand tie		

Female Combinations			
Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper, ³ with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper, ³ with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Uniform slacks with uniform blue-gray or black socks; skirt, culottes or jumper, ³ with uniform blue-gray, black, or white socks or skin-tone nylon stockings (not reimbursable)	Walking shorts ³ with authorized uniform blue-gray, black, or white socks
Black belt	Black belt	Black belt	Black belt
Black shoes (SR/ USA label)	Black shoes (SR/ USA label)	Black shoes (SR/ USA label)	Black shoes (SR/USA label)
Optional Items			
Headgear: winter service cap, WAVE-style hat, baseball cap, parka-style hood, knit cap with convertible face mask, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor	Headgear: summer service cap, helmet, baseball cap, WAVE-style hat, sun hat, or visor
Bomber jacket ⁴	Bomber jacket ⁴	Bomber jacket ⁴	
Rain gear	Rain gear	Rain gear	Rain gear
Windbreaker	Windbreaker	Windbreaker	Windbreaker
Parka			
Black gloves			
Vest ⁵	Vest ⁵		
Neck/chest protector			
Sweater ⁶	Sweater ⁶	Sweater ⁶	Sweater ⁶
Coveralls ⁷	Coveralls ⁷	Coveralls ⁷	Coveralls ⁷

1. *Shirtjacs are not to be tucked in or worn with any outer garments (e.g., sweaters, jackets, etc.) except rain gear. They are not to be worn with ties.*
2. *Knit shirts are to be worn tucked in. They may be worn only with authorized sweaters or windbreakers.*
3. *Hems of walking shorts should not be more than 3 inches above mid-knee. Shorts must be worn only with uniform socks.*
4. *Craft tabs are worn only on bomber jackets and windbreakers. Bomber jackets may be purchased and worn with optional zip-in lining. Liners may not be worn alone as outer garments.*
5. *Vests may be worn with or without jackets or parkas; however, they must not be worn without shirts and ties.*
6. *Delivery personnel may not purchase or wear the retail service personnel sweater.*
7. *Coveralls are authorized for motor vehicle operators when exposed to dirty or toxic materials.*

933.2 **Type 2 Uniforms**933.21 **Type 2 Items**

Type 2 uniforms are worn by employees assigned to retail operations.

Items for Men	
Shirt	Long- or short-sleeve, dress style. Solid postal blue or blue-gray stripe, button-down collar. Reinforced name badge eyelets on right side.
Knit (polo) shirt	Long- or short-sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side. ¹
Trousers	Dress style, all-season-weight fabric in postal navy blue and heather gray.
Tie	Two patterns available with choice of four in-hand or clip-on style and regular or extra-long lengths; Postal Service logo in navy with red pin-dot style or red, white, and blue stars and stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white black, or white with blue stripes.
Accessories	Leather belt, black with gold buckle, leather belt, black with silver logo buckle; name badge; silver logo tie bar.
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue; ² regulation shoes bearing SR/USA tag, black. ³

1. Unless approved by local management, the polo shirts must be tucked in and worn with authorized slacks, skirts, or skorts. A necktie is not to be worn with the knit shirt. This shirt may be layered under other authorized clothing.
2. The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.
3. Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.

Items for Women	
Blouse	Long- or short-sleeve, dress style. Solid postal blue or blue-gray stripe, hidden placket button-down blouse with sports collar. Reinforced name badge eyelets on right side. Also available in maternity style.
Knit (polo) shirt	Long- or short-sleeve light blue knit with dark blue interlock stitches. Dark blue ribbed collar and sleeve edge. Direct embroidered horizontal corporate emblem. Reinforced name badge eyelets on right side. ¹
Skirt, skort, slacks	Dress style, all-season-weight fabric in postal navy blue and heather gray. Skirts and slacks also available in maternity style. ²

Items for Women	
Jumper	V-neck, all-season-weight fabric, with vertical corporate emblem, worn with or without coordinated fabric belt with gold buckle, postal navy blue. Also available in maternity style.
Tie	Knotted loop patterns with extender piece. Postal Service logo in navy with red pin-dot style or red, white, and blue stars and stripes.
Sweater	Cardigan, buttoned, unisex V-neck design with reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge; sleeveless unisex V-neck pullover vest, reverse jersey logo on front, solid blue, uncut buttonhole eyelets for name badge.
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white black, or white with blue stripes.
Accessories	Leather belt, black with gold buckle; leather belt, black with silver logo buckle; fabric belt, fabric coordinated for wear with jumper, skirt, skort, or slacks, navy blue with gold buckle; and name badge; silver logo button cover. ³
Optional items	Butcher-style apron, with vertical corporate emblem, navy blue; ⁴ regulation shoes bearing SR/USA tag, black. ⁵

1. Unless approved by local management, the polo shirts must be tucked in and worn with authorized slacks, skirts, or skorts. A necktie is not to be worn with the knit shirt. This shirt may be layered under other authorized clothing.
2. Skirts are to be no shorter than top of knee cap.
3. Silver logo button cover is worn in lieu of other ladies' neckware.
4. The apron is nonreimbursable, although some offices may choose to provide retail service employees with aprons to protect their uniforms when working away from the retail counter. These aprons are not to be worn while working at the retail counter or in the lobby.
5. Footwear is reimbursable after the employee has completed at least 2 years of eligibility in the retail uniform program.

933.22 Type 2 Combinations

Male Combination	Female Combinations	
	Option No. 1	Option No. 2
Shirt (long- or short-sleeve) ¹	Shirt (long or short sleeve)	Shirt or maternity blouse (long or short sleeve)
Tie and tie bar ²	Tie or button cover ²	Tie or button cover ²
Trousers	Slacks	Skirt or skort (unbelted), or jumper (with fabric belt) ³
Black belt	Black belt	Fabric belt
Optional Item		
Vest	Vest	Vest
Sweater (emblem attached) ⁴	Sweater (emblem attached) ⁴	Sweater (emblem attached) ⁴
Postal Service certified shoes	Postal Service certified shoes	Postal Service certified shoes

1. Men must wear shirts tucked into pants.
2. Tie design and color choice is at the discretion of the employee.
3. Women must wear hosiery with skirts and jumpers. Hosiery may be in natural skin tones or navy blue. Socks or hosiery can be worn with the skort.
4. Retail personnel may not purchase or wear the delivery personnel sweater.

933.3 Type 3 Uniform Items

Type 3 uniforms are worn by vehicle maintenance, custodial maintenance, mail handler, BMEU, and clerical employees eligible under [932.12](#) and [932.13](#).

Items for Men and Women	
Jacket	Utility, with or without liner, with horizontal corporate emblem, dark blue
Jacket liner	Zip-in
Sweatshirt	Hooded, zip-front, navy blue, with horizontal corporate emblem
Sweater	Zip-front, navy blue, with horizontal corporate emblem
Vest	Insulated, navy blue, with horizontal corporate emblem
Shirt	Long- or short-sleeve, light or dark blue; long- or short-sleeve denim; dark blue knit with horizontal corporate emblem; dark blue knit with embroidered horizontal corporate emblem; dark blue tee shirt with silk-screened horizontal corporate emblem. ¹
Trousers	Twill weave, dark blue
Coveralls	Authorized for and may be worn over the uniform by BMEU employees during periods when they are exposed to dirty or toxic materials; dark blue
Belt	Leather belt, black with gold buckle; leather belt, black with silver logo buckle.
Headgear	Baseball cap, summer or winter style, with vertical corporate emblem, postal blue; fur trooper cap, with vertical corporate emblem, postal blue
Socks	Calf-length, crew style, or quarter-length uniform blue-gray, white, black, or white with blue stripes.
Shoes	Regulation shoes bearing SR/USA tag, black

1. Shirts available in 100 percent cotton

933.4 Type 4 Uniform Items

Type 4 uniforms are worn by security force police officers.

Items for Men	
Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; Lieutenant — single gold metal bar; Captain — two connecting gold metal bars; Colonel — gold eagle
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue
Uniform shirt (Sergeant, Lieutenant, Captain, Colonel)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue

Items for Men	
T-shirt	Crew neck, moisture management, ribbed, solid jersey, or mesh, white, and postal security dark blue
Trousers	Postal security dark blue
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Battle Dress Utility Uniform	Postal security dark blue
Accessories	Sweater, commando style, postal security dark blue; turtleneck, mock turtleneck, ¹ dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Cap (uniform fabric), postal security dark blue; fur trooper cap, postal blue, baseball cap with postal police badge embroidered in silver ²
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

1. *Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater. Turtleneck, mock turtleneck, and dickie available in moisture management.*
2. *Baseball caps may be worn only by craft employees when authorized by the Inspector-in-Charge, except that they may not be worn while working a fixed post.*

Items for Women	
Uniform coat	Postal security dark blue
Overcoat	Postal security dark blue
Bomber jacket	Postal security dark blue
Emblem	Postal police officer shoulder patch
Rank insignia	Sergeant — embroidered or enameled stripes, blue, white, and black; Lieutenant — single gold metal bar; Captain — two connecting gold metal bars; Colonel — gold eagle
Uniform shirt (Regular Officer)	Long- or short-sleeve, postal security dark blue
Uniform shirt (Sergeant, Lieutenant, Captain, Colonel)	Long- or short-sleeve, postal security white
Tie	Four-in-hand, clip-on, solid postal security dark blue
T-shirt	Crew neck, moisture management, ribbed, solid jersey, or mesh, white, and postal security dark blue
Slacks	Postal security dark blue
Skirt	Postal security dark blue
Culottes	Postal security dark blue

Items for Women	
Socks	Crew or over-the-calf, solid dark blue or dark blue with white soles
Shoes	Black leather regulation-type shoe or boot with plain toe, not over 8" in height from sole tops, with or without built-in safety toes, bearing SR/USA label. Shoes or boots must be capable of accepting a buff shine to obtain a glossy finish.
Battle Dress Utility Uniform	Postal security dark blue
Accessories	Sweater, commando style, postal security dark; turtleneck, mock turtleneck, ¹ dickie with postal police embroidered on neck, silver; belt, black; gloves, black
Headgear	Wave-style hat, postal security dark blue; fur trooper cap, postal blue; baseball cap with postal police badge embroidered in silver ²
Rain gear	Raincoat, full-length, reversible black-to-orange; cap cover, waterproof, reversible black-to-orange; rubbers, overboots, galoshes, black
Body armor shell	One approved body armor shell or armored shirt per uniform allowance year as certified by the inspector in charge to the St. Louis Accounting Service Center

1. Turtleneck and mock turtleneck must be worn with long sleeve shirt or sweater. Turtleneck, mock turtleneck, and dickie available in moisture management.
2. Baseball caps may be worn only by craft employees when authorized by the Inspector-in-Charge, except that they may not be worn while working a fixed post.

933.5 Type 5 Uniform Items

933.51 Type 5a

Type 5a uniforms are worn by bargaining unit medical personnel.

Items for Men	
Shirt	Medical style, white or optional colored
Trousers	Medical style, white or optional colored
Socks	White
Shoes	Consistent with USPS safety guidelines, white
Sweater	Optional, cardigan, white or navy blue
Lab coat	Optional, must be worn over uniform
Insignia	
Items for Women	
Dress	White
Top	Medical style, white or optional colored
Pants	Medical style, white or optional colored
Hose/socks	White
Shoes	Consistent with USPS safety guidelines, white
Sweater	Optional, cardigan, white or navy blue
Cap	Optional
Lab coat	Optional, must be worn over uniform
Insignia	

933.52 Type 5b

Type 5b uniforms are worn by nonbargaining unit medical personnel.

Item for Men and Women	
Lab coat	Optional, may be worn over personal clothes

933.6 Type 6 Uniform Items

Certain supervisors may be eligible for a work clothes allowance (see [938](#)).

933.7 Insignia**933.71 Stars**

- a. *Who shall wear.* Regular uniformed employees may, at their option, wear one or more stars, depending on their time in the service.
- b. *Significance of Stars.* Stars indicate length of service. In computing length of service, credit is allowed for all career service. Stars are worn as follows:

Years of Service	Stars
5	1 Silver
10	2 Silver
15	3 Silver
20	4 Silver
25	5 Silver
30	6 Silver
35	1 Gold
40	2 Gold
45	3 Gold
50	4 Gold

933.72 Other Insignia

Except as indicated below, other insignia may not be worn with the uniform. Officially authorized name badges are worn by retail service personnel as prescribed. An award emblem for safe driving or superior accomplishment, or other officially authorized insignia, may be worn on the left side of the cap. Employees not required to wear caps may wear the insignia on the lapel of the jacket.

933.8 Apparel Worn for Promotional Purposes**933.81 Authorized Use****933.811 Uniformed Employees**

Only caps may be used as promotional items for uniformed employees, and they may be used only to promote Postal Service products or services. Designs must be consistent with the overall appearance of the uniform and must not contain extraneous decoration (e.g., gold leaf on the bill, commonly referred to as “scrambled eggs”). The senior vice president of Marketing must approve the designs. The use of pins and other insignia must be controlled and should not be required for uniformed employees.

933.812 **Nonuniformed Employees**

Items purchased for wear by nonuniformed employees may be of any design considered appropriate by the district manager.

933.813 **Contract Uniform or Work Clothes Program**

The policy for uniformed employees applies.

933.82 **Source**

All apparel items purchased with Postal Service funds for the purpose of promoting a product (e.g., Express Mail) or a program (e.g., safety) must be American made.

933.83 **Payment**

Payment for promotional items is not made from the Uniform Allowance Program.

933.84 **Exceptions**

The vice president of Labor Relations may grant exceptions to the policy.

934 **Wearing of Uniform Items**

934.1 **Uniform Headgear**

934.11 **Optional Wear**

For the following employees, the wearing of uniform headgear is at the option of the employee:

- a. Area maintenance technician/specialist.
- b. Letterbox mechanic.
- c. Letter carrier.
- d. Motor vehicle operator, tractor trailer operator, driving instructor.
- e. Ramp clerk and transfer clerk, AMF.
- f. Clerk/special delivery messenger.

934.12 **Mandatory Wearing of Cap**

Wearing of the cap is mandatory for (a) casual employees, (b) new employees who are not required to wear a uniform during the first 90 days of their employment, and (c) all other employees who are authorized only a cap as a means of identifying them with the Postal Service. No substitute headgear may be worn by these employees.

934.2 **Cold Weather Items (Does not apply to Type 2 Uniforms)**

934.21 **Face Mask**

In extremely cold climates, uniformed employees who are regularly assigned to outdoor duties for more than one-half of the time may purchase a face mask as an optional reimbursable item. The face mask must be dark blue with no ornamentation, in a wool blend or synthetic fabric. The use of this item shall be authorized by the installation head. This section does not apply to face masks that are part of the "knit watch cap."

934.22 Neck/Chest Protector

Employees authorized to wear the neck/chest protector as part of the cold weather uniform are not required to wear a necktie when the neck/chest protector is being worn to protect them from cold weather. However, employees must replace the protector with a tie if they work inside a postal facility and are in view of the public.

934.23 Sweaters

A sweater may be worn as an outer garment. When so worn, the official emblem is permanently attached.

934.24 Outer Garments

Only authorized outer garments are to be worn on the street during duty hours. Jacket liners may not be worn as outer garments, and only employees who choose or have chosen to purchase the related jacket may purchase them.

934.3 Warm Weather Items (Does not apply to Type 2 Uniforms)**934.31 Walking Shorts and Knee-Length Hose**

Walking shorts may be worn only with blue-gray or white with blue stripe crew socks or blue-gray, white with blue stripe, or black knee-length hose.

934.32 Summer Shirt and Tie

Where a convertible collar, short- or long-sleeve summer shirt is authorized, the tie is not necessarily required. The tie must be worn whenever a jacket or coat is worn. After consulting with representatives of affected employees at the Post Office, if the postmaster decides a tie is to be worn with the convertible collared summer shirt, the tie is worn by all affected employees at that Post Office. However, if the decision is that a tie need not be worn, individual employees who desire to wear the tie may do so even though the majority are without ties.

934.4 Seasonal Changes of Uniform

The head of an installation determines when seasonal changes of uniforms take place, with the exception of retail employees.

934.5 Employees in Nonuniform Categories

Employees not eligible for the retail service uniform allowance, but who have contact with the public and wish to identify themselves with the Postal Service, may purchase the retail uniform though reimbursement will not be provided. Uniform items obtained under these provisions may only be purchased at the option of the employees at no cost to the Postal Service, and may be worn only when performing retail duties.

934.6 Prohibitions

Wearing postal uniforms is prohibited under the following circumstances:

- a. A person not connected with the letter carrier branch of the Postal Service who wears the uniform or badge worn by a city carrier is fined not more than \$100, or imprisoned not more than 6 months, or both. When employees are separated from the Postal Service, all emblems,

buttons, or other identifying insignia must be removed before the uniforms are discarded.

- b. The uniform is not worn during or in connection with the furtherance of private employment or commercial interests.
- c. The uniform is not worn under circumstances that would tend to bring discredit upon the Postal Service.
- d. The uniform is not worn, except when authorized by the postmaster or Headquarters, when an employee participates in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration that may imply service sanction of the cause for which the demonstration or activity is being conducted.

935 **Uniform and Work Clothes Allowances**

935.1 **When Allowances Take Effect**

935.11 **Anniversary Date**

Allowances take effect on the earliest date an employee is required to wear the uniform following completion of the 90-day probationary period. This date is known as the employee's anniversary date.

935.12 **Transfers**

When employees who have been receiving allowances in one uniformed category transfer or are reappointed to a different uniformed category within the allowance year, they start a new anniversary date, provided they are eligible in the new category on the date of assignment (see [935.251](#)).

935.2 **Adjustment for Certain Absences During Allowance Year**

935.21 **Absences From Uniform Category of 90 Days to 1 Year**

935.211 **Policy**

Employees temporarily assigned to light duty assignments, OWCP absences, extended sick leave, or higher level detail for a period of 89 days or more that does not require wearing a uniform have their uniform allowance suspended for the time they are on this assignment. When such is the case, the following provisions apply:

- a. A request for a personnel action to terminate the uniform allowance is submitted to the personnel office. The personnel office generates PS Form 50, *Notification of Personnel Action*, using Nature of Action (NOA) 903, Uniform Certification/Disallowance, to document the termination of allowance. (See Handbook EL-301, *Guidelines for Processing Personnel Actions*, for PS Form 50 processing instructions.)
- b. Invoices showing purchase dates during the time an employee is in a nonuniform category may not be accepted for payment.
- c. If the detail is terminated in less than a year after the last anniversary date, the allowance is redetermined by the postmaster as described in [935.23](#), and the employee retains the former anniversary date.

935.212 Suspension Instructions

A statement is inserted on the PS Form 50, NOA 903, Uniform Certification/Disallowance, that the uniform allowance is suspended for the period of the detail. When the detail is terminated and the employee is reassigned to a position that makes him or her again eligible for a uniform allowance, if the employee's eligibility has been suspended for one year or more, a new PS Form 50, NOA 903, establishing the employee's eligibility is prepared. If the suspension is for less than a year, a PS Form 8006, *Uniform Allowance Code Sheet (For Regular, Contract, or Work Clothes Program)*, must be completed and submitted to the St. Louis ASC.

935.22 Absences From Uniform Category Exceeding 1 Year

Employees on LWOP in excess of a year, or absent on military duty in excess of a year, who were eligible for uniform allowances immediately prior to their absence receive a new anniversary date for uniform allowances directly on return to a duty and pay status in a uniformed category. Other employees separated from a uniform category for periods in excess of 1 year are regarded as new employees and, therefore, entitled to the first-year allowances when reassigned to a uniform category.

935.23 Absences From Duty While in Uniform Category

An employee on LWOP, OWCP absence, extended sick leave, higher level detail, or military LWOP not in excess of 89 calendar days during a year of eligibility receives full allowance if otherwise eligible. If such leave exceeds 89 calendar days (not necessarily consecutive, but accumulative) during any uniform allowance year, the maximum allowance is reduced 10 percent for the 90 calendar days of LWOP and 10 percent for each full 30 calendar days of accumulative leave beyond the 90-day period. Recovery of earlier grants of allowance is not required, however, in achieving this reduction.

935.24 Reappointments

Eligible employees who are separated from a uniformed category and are later reappointed to a position in the same category within 1 year of their last anniversary date have their allowance redetermined as outlined in [935.23](#) and retain the former anniversary date.

935.25 Adjustment for Employees Who Transfer Crafts**935.251 Change to Another Uniform Category**

An employee who has been receiving an annual allowance and later transfers to another uniformed category receives the allowance for newly eligible employees in that category. Any balance of the previous annual allowance is liquidated by the St. Louis ASC, and a new card is issued with the new allowance.

935.252 Transfer or Separation in Excess of 1 Year

An employee who transfers or separates from a uniformed category for a period exceeding 1 year and later returns to duty in a uniformed category is regarded as a newly eligible employee. The employee receives the increased first-year allowance.

935.26 Notification to Employee and Accounting Service Center**935.261 Determination of Eligibility**

When an employee's eligibility for a uniform allowance is uncertain, the installation head makes the decision. An employee is to be notified as soon as possible when his uniform status has changed.

935.262 Change in Eligibility

A change in assignment or eligibility that requires no other type of concurrent personnel action, but that changes eligibility for the uniform allowance, is recorded on PS Form 50 using NOA 902, Uniform Certification/Disallowance. The form indicates the employee has either become or is no longer eligible for the uniform allowance. The postmaster notifies the personnel office whether the employee is newly eligible for a uniform allowance and is entitled to the additional first-year allowance (see [935.25](#)). The personnel office generates a PS Form 50 notifying the employee of his or her eligibility for the uniform allowance. A Form 8006 must be completed and submitted to the St. Louis ASC.

936 Payments**936.1 Limitations on Payments****936.11 Total Yearly Payments**

Total payments for an employee during an allowance year may not exceed the maximum allowance prescribed except as indicated in [935.25](#).

936.12 Insufficient Funds for Claims

Payment is not made for a purchase made in excess of an employee's yearly allowance. Employees must be particularly careful not to have merchandise invoiced before their anniversary date if the current year's allowance has been exhausted.

936.13 Related Expenses

Payment is neither claimed nor made for expenses involved in the purchase of secondhand items of uniform nor for cleaning, repairs, or alterations (except alterations made at the time of purchase for the sole purpose of ensuring proper fit).

936.14 Items Not Specified

All branches of service have specific detailed specifications for the style and color of their particular uniforms. Detailed specifications and styles are prescribed for both male and female uniform items of clothing in each specific category of employment. Payment is neither claimed nor made for any items of clothing that do not conform with the detailed male or female specifications and styles for the employee's category of employment.

936.15 Purchases Exceeding Allowances

Each employee is personally responsible to the authorized licensed vendor for all purchases exceeding his or her uniform allowance. In cases where employees purchase in excess of their full allowance or existing allowance balance, the full licensed vendor invoice is processed regardless of amount (even if records show a zero balance in the employee's allowance). The St.

Louis ASC pays only the maximum left in employee's account and notifies the vendor why the remainder has not been paid.

936.2 **Payment for Uniform Purchase After Separation of Employee**

Payment to the vendor is not allowed if the following conditions exist:

- a. The employee separates from the uniform program for any reason, including retirement, within 30 days following purchase of items of uniform wear that are *not* recognizable as distinctive uniform items unless worn with the basic outer garments of the uniform. In these cases notify both employee and specific vendor involved. Return the invoice to the vendor (see [936.32](#)). Nondistinctive items include shoes, gloves, rubbers, galoshes, overboots, hose, face masks, pith helmets, and belts.
- b. When there is evidence that, before making the purchase, the employee indicated an intention to separate from the uniform program for any reason, including retirement, involuntary separation, or bid to an assignment not requiring the same uniform category, do not process the invoice for payment. After placing a copy of the invoice in the employee's uniform file with the appropriate remarks, return the invoice to the vendor advising why it will not be honored.

936.3 **Approval by Installation Head**

936.31 **Inspection of Purchases**

The installation head may require the employee to present the uniform purchases for inspection within 10 working days from receipt of the uniform item. An employee who is unable to comply with this requirement because of being in an approved leave status may present the purchased items for inspection upon return to a work status. All items must contain the certificate label issued by the Postal Service Quality Control Office except as noted in [936.32](#). Discretion is exercised in permitting the purchase of excessive amounts of one-of-a-kind items, such as shoes, gloves, socks, and other civilian type items.

936.32 **Purchases Not Meeting Regulations**

If all or a portion of the merchandise presented in [936.31](#) is unacceptable because it does not conform to current postal regulations, the employees responsible for reviewing vendor invoices (see [936.53](#)) returns the invoice to the vendor stating why it was unacceptable. The employee retains but does not wear the unacceptable merchandise and waits for instructions from the vendor.

936.33 **Disallowing Payments**

The district accounting office may disallow payment for excessively priced items, for items not needed for local climatic conditions, and for excessive amounts of civilian-type items.

936.34 Employee's Responsibility for Excesses

The installation head cautions all employees that uniform purchases exceeding their current allowances are the employees' personal responsibilities.

936.35 Notification of Responsibility

Although not responsible for purchases made in excess of an employee's uniform allowance, the Postal Service advises employees in writing of their responsibilities to make payment when notified of delinquencies.

936.4 Separating Employees**936.41 Conditions for Nonpayment**

Invoices dated before an employee's separation date and submitted for payment are processed for payment. However, they are not paid under any of the following conditions:

- a. When purchases of uniform items not recognizable as distinctive uniform items were made within 30 days before separation (see [936.2a](#)).
- b. When there is evidence that before making the purchase the employee indicated an intention to separate for any reason, including retirement (see [936.2b](#)).

936.42 Addition to Form 337

Postmasters and installation heads add "Uniform Allowance Invoices Submitted" on PS Form 337, *Clearance Record for Separated Employee*, as a write-in item.

936.43 Employee Submission of Invoices

When an employee who is leaving the Postal Service checks out, the postmaster, or other designated employee, asks the separating employee if any uniform purchases have been made during the past 30 days. If the answer is negative, complete the item in the same manner as the other items on the checkout sheet. If the answer is affirmative, contact the district accounting office and advise the employee accordingly.

936.5 Payment to Licensed Vendors**936.51 Direct Payment**

Payment is made directly to licensed vendors.

936.52 Employee Reimbursement

Employees are not reimbursed for uniform purchases except for caps (see [932.21](#)) and as provided for in [936.6](#) and [938.4](#).

936.53 Examination of Invoice

The Uniform Program office may require uniform vendors to provide documentation to ensure that purchases are reasonable under all circumstances and that they comply with postal regulations.

936.54 Evidence of Purchase

The vendor must keep itemized sales records of the individual transactions that include the employee's name, date of purchase, and a description of the items in the transaction — including size, color, and unit price. These records must be maintained for auditing purposes for a minimum of 3 years after the date of purchase.

936.6 Purchasing Procedures for Nurses' Program**936.61 Eligibility**

Full-time and part-time nurses who have completed their probationary period receive a uniform reimbursement card following their uniform anniversary date. Part-time nurses who have not worked at least 1,560 hours in the 12-month period immediately before their anniversary date are not entitled to uniform reimbursement.

936.62 Procedures**936.621 Standard**

Nurses may purchase uniforms from Postal Service licensed uniform vendors. Payment to the vendor is made in the same manner as that for other employees eligible for uniform allowances.

936.622 Optional

Nurses who have difficulty in locating a Postal Service licensed uniform vendor that provides nurses' uniforms may purchase their uniforms from any bona fide source in the following manner:

- a. Nurses must present itemized invoices to the district Human Resources manager for review to ensure that items are authorized for reimbursement according to Article 26 of the National Agreement. Invoices must include the following information:
 - (1) Name of employee.
 - (2) Name of the firm from which the purchase was made.
 - (3) Date of purchase.
 - (4) Employee's Employee Identification Number.
 - (5) An itemized description of the items purchased, including size and color.
 - (6) A statement by the employee certifying that the items listed were actually purchased, and an explanation why such purchase could not be made with a licensed uniform vendor.
- b. The district Human Resources manager must submit the approved nurse's itemized invoice to St. Louis Accounting Services for processing. The amount of the approved purchase will be deducted from the employee's available allowance.

937 Uniform Vendors**937.1 Communication From Vendors**

The district accounting office designates an employee to respond to all licensed vendor correspondence relating to employee uniform purchases. All

correspondence that requires an answer must be received from the licensed vendor in the following manner:

- a. Addressed to:
UNIFORM CLERK
C/O DISTRICT ACCOUNTING OFFICE
[CITY] [STATE] [ZIP CODE].
- b. In duplicate with self-addressed stamped return envelope.
- c. Showing the employee's name, the first seven digits of the employee's Social Security number, the invoice number in question, the invoice amount, and the date of invoice.
- d. Providing space for a reply.

937.2 **Access to Postal Premises**

Postmasters may permit a licensed vendor of official postal uniform items access to postal installations and their subinstallations as follows:

- a. Licensed vendors or their representatives must present proper identification to postmasters or their designated representatives.
- b. The location must have a lunchroom or other nonwork area space of sufficient size so that vendors and interested employees may conduct their business without interfering with postal activities.
- c. Vendors must strictly adhere to local rules as to location, hours, etc., as required by local postmaster.
- d. Vendors failing to meet requirements in [937.2](#) items [a](#) and [c](#) may be denied admission by the postmaster.

938 **Supervisor Work Clothes Program**

938.1 **Purpose**

A work clothes allowance is authorized for certain categories of supervisors whose duties require them to come in contact with dirty or toxic materials while supervising or inspecting the work of their subordinates.

938.2 **Eligibility**

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.21 **Determined by Installation Head**

The installation head is responsible for determining the individual supervisor's eligibility for the allowance.

938.3 **Acquisition of Work Clothing**

938.31 **Alternative Protective Items**

If the installation head determines that occasional use of such items as coveralls, smocks, or aprons meet the need, these items are purchased for the installation through the GSA FEDSTRIP catalog.

938.32 Work Clothes Allowance**938.321 Reimbursement Limit**

If the installation head approves a work clothes allowance for an eligible supervisor, the supervisor is reimbursed for the actual cost of an initial purchase of two sets of work clothes (two shirts and two pairs of trousers). However, total reimbursement for both initial sets may not exceed \$44. Work clothes may be purchased from any retail outlet.

938.322 Types of Work Clothes

Work clothes may be in any shade of blue, green, brown, or khaki. Although further specifications are not prescribed, it is recommended that the trousers be twill weave, polyester, cotton, durable press, or medium- or heavy-weight fabrics and that the shirts be poplin weave, polyester/cotton, or durable press fabrics.

938.323 Purchases Not Authorized

Reimbursement is not authorized for dress shirts, slacks, sport clothes, or any other types of garments that are not clearly identifiable as work clothes.

938.324 Replacements

Replacement work clothes may subsequently be authorized by the installation head on an as-needed basis in order that the supervisor maintain two complete sets. Reimbursement for replacements is limited to a maximum of \$54 per year beginning on the anniversary date of the initial purchase.

938.4 Reimbursement Procedure

The installation head lists all eligible supervisors on Form 8006, Uniform Allowance Code Sheet, and submits the completed form to the designated DDE/DR site.

When set up on the Uniform Allowance Master File at the St. Louis ASC, a card Form 1961 is cut for each eligible supervisor.

When invoices for an eligible supervisor are processed for payment, vendor number 81886 should be used to ensure payment directly to the supervisor.

939 Authorized Exceptions**939.1 Footwear****939.11 Standard Specification**

Employees purchasing footwear under the uniform and work clothes programs must ensure that the footwear meets Postal Service standard specifications and bears the SR/USA label.

939.12 Exceptions

Footwear must be purchased from a Postal Service-licensed vendor; however, exceptions to the certified footwear program may be granted, when appropriate (e.g., medical reasons, very unusual sizing restrictions), under the following guidelines:

- a. Employees must submit their request for exception, in writing (with appropriate supporting documentation), to the district Human

Resources manager. The employee's request, whether approved or not, must be filed in his uniform folder.

- b. When authorization is granted to purchase footwear from other than a Postal Service vendor, employees must present an itemized invoice to the uniform clerk at their facility. Invoices must include the name of the employee; the name of the firm from which the purchase was made; the date of purchase; the post office finance number; the employee's anniversary date; the employee's Social Security number; an itemized description of the items purchased including size and color; and a statement by the employee certifying that the items listed were actually purchased.
- c. Installations process the purchase in the same manner as a vendor invoice except that 81886 is used for the vendor number. This provides payment to the employee.

939.2 **Nurses Uniforms**

Nurses uniform and footwear exception procedures are outlined in [936.622](#).

940 Employee Assistance Program

941 **Introduction**

941.1 **Purpose**

941.11 **General**

The Employee Assistance Program (EAP) is a formal, voluntary, non-disciplinary program designed to assist employees and their immediate families in their efforts to resolve personal issues that may impact adversely on work performance, personal well-being, or both. Issues may include, but are not limited to:

- a. Substance abuse;
- b. Mental health issues such as depression, anxiety, and stress; and
- c. Issues that involve family, marital, financial, and legal concerns.

Assistance is provided through:

- a. Consultation,
- b. Evaluation, counseling, and
- c. Referral to community resources and treatment facilities.

941.12 **Substance Abuse, Dependence, and Other Addictions**

Substance abuse, dependence, and other addictions are serious health problems that can adversely affect an employee's job performance and personal life. The EAP continues the Postal Service's obligation under its collective bargaining agreements to provide a program for employees with these problems. EAP is not intended to alter or amend any of the rights or responsibilities of the Postal Service or its employees.

941.2 Definitions

Special terms used in this subchapter include the following:

- a. *EAP counselor* — external and internal EAP counselors must have:
 - (1) An advanced degree from an accredited college or university in a discipline requiring coursework in counseling or intervention (i.e., Psychology, Social Work, Counseling, or Human Services); and
 - (2) A current state licensure to practice independently in the behavioral health field as a social worker, psychologist, professional counselor, or marriage and family therapist. External EAP counselors must also meet any other requirements of the relevant interagency agreement or contract.
- b. *External EAP service provider* — an individual or group external to the Postal Service that provides EAP services through an interagency agreement or on a contractual basis.
- c. *Family member* — any legal dependent of the employee, or anyone living in the employee's household, with the exception of tenants or employees of the Postal Service employee who live in the household.
- d. *Internal EAP* — an employee assistance program whose counselors are employed by the Postal Service.
- e. *Management referral* — the referral of an employee to EAP by a supervisor or manager because the manager notices behavior that may indicate work performance issues or personal problems.
- f. *Other addictions* — not addiction to drugs or alcohol, but addictive behaviors that may include excessive gambling, eating, and internet use as well as hypersexuality.
- g. *Other problems* — problems such as depression, anxiety, gambling, and stress as well as emotional, family, marital, financial, and legal problems.
- h. *Self-initiated referral* — an employee's voluntary referral of him- or herself for assistance from EAP, made by directly contacting an EAP counselor.
- i. *Substance abuse* — the excessive use of a substance, especially alcohol or a drug, that results in recurring negative life consequences, such as:
 - (1) Interpersonal conflicts;
 - (2) Failure to meet work, family, or school responsibilities; or
 - (3) Legal problems.
- j. *Substance dependence* — commonly referred to as an addiction, it is characterized by:
 - (1) A need for increasing amounts of a substance to maintain desired effects;
 - (2) Withdrawal symptoms if drug-taking stops; and
 - (3) Preoccupation with activities related to substance use.

941.3 Policy**941.31 Job Security**

Participation in EAP is voluntary and will not jeopardize the employee's job security or promotional opportunities.

941.32 Limits to Protection

Although an employee's voluntary participation in EAP counseling should be given favorable consideration in disciplinary action, participation in EAP does not limit management's right to proceed with any contemplated disciplinary action for failure to meet acceptable standards of work performance, attendance, or conduct. Participation in EAP does not shield an employee from discipline or from prosecution for criminal activities.

941.33 Confidentiality

Inquiries regarding participation in EAP counseling are confidential, pursuant to the provisions of [944.4](#). EAP records may not be placed in an employee's official personnel folder (OPF).

941.34 Reasonable Access

The contractor providing counseling must endeavor to provide confidential counseling facilities within a reasonable driving distance from the employee's work site or home, in accordance with the following guidelines:

- a. The Postal Service will provide office space and furnishings for those sites that require counselors to be in postal locations.
- b. Providing ready accessibility to face-to-face EAP counseling is desirable, but may not always be possible. Counselors may offer telephone counseling or request that the employee travel to the counselor's office.
- c. Reasonable hours and days, including coverage of all three tours, will be set by mutual agreement between the EAP consultant and the Human Resources manager.
- d. Counselors may adjust their schedules to respond to crisis situations and to meet other needs, such as providing information sessions and visiting facilities.

941.35 Scheduling

The following guidelines apply to scheduling and whether EAP sessions take place on or off the clock:

- a. An employee's first visit to EAP is on the clock, whether the visit is initiated by management, the union representative, or the employee (unless the employee prefers to visit the EAP unit on his or her own time).
- b. Subsequent consultations are on the employee's own time.
- c. If a reasonable period of time has elapsed since a management referral or a previously disclosed self-referral, the manager or supervisor may, on a case-by-case basis, approve an additional on-the-clock session.

- d. To receive pay for an on-the-clock session, the employee must authorize the EAP provider to disclose his or her attendance to management.

942 Program Elements

942.1 Education

EAP counselors and subcontract counselors must provide information, training, or both periodically for all Postal Service employees to inform them about EAP services and the kinds of personal problems that can affect job performance or conduct.

942.2 Problem Identification, Referrals, and Evaluation

942.21 Patterns of Behavior and Work Performance Problems

Certain patterns of behavior and/or work performance can be indicative of problems affecting an employee. Deterioration in attendance, appearance, conduct, ability, or any combination of these factors may signal that the employee is experiencing a personal problem that may affect his or her job performance. These problems may include depression, anxiety, gambling, emotional stress, and marital problems as well as substance abuse, dependence, or other addictions.

942.22 Referrals to EAP

942.221 Management Referrals

If a supervisor or manager observes any of the patterns listed in [942.21](#) or has some other reason to believe that the EAP could provide needed assistance to an employee, he or she may refer the employee to the EAP. Since participation is voluntary, the employee has the option to refuse the referral and **cannot be disciplined** for noncompliance.

Exception: If an employee has signed a Last Chance or Settlement Agreement that requires EAP participation, the employee **can be disciplined** for noncompliance under the terms of the agreement.

942.222 Referrals From Others

Fellow employees, union representatives, management association representatives, medical personnel, family members, or judicial and social service agencies may refer employees to the EAP. However, if any of these suggest or recommend that the employee seek EAP assistance, participation is always voluntary.

942.223 Self-Referrals

Employees who want help with any personal problem or concern are encouraged to seek assistance directly by personally contacting the EAP.

942.224 EAP Response

The following requirements apply:

- a. EAP counselors must accept all referrals.
- b. Face-to-face or telephone interview appointments must be available within a reasonable period from the time the request is made by the employee or family member.

- c. Face-to-face and telephone appointments for urgent situations must be made consistent with need, regardless of the counselor's regularly scheduled hours.
- d. Crisis counseling must be available by telephone 24 hours a day, 365 days a year.

942.23 **Problem Evaluation**

EAP counseling staff provides assessment services and arranges counseling for employees or family members or refers them to appropriate treatment resources.

942.3 **Recovery Counseling and Resources**

942.31 **EAP Counseling Sites**

EAP sites are staffed by EAP professionals trained to provide assessment, short-term counseling, and referral services to individuals who seek their assistance. Postal Service EAP sites are not equipped to provide detoxification or drug rehabilitation assistance, but they can make referrals to outside programs and treatment facilities for these problems. To provide convenient, ready access to EAP counseling services for all Postal Service employees and their family members, a network of similarly qualified and capable affiliate counselors is available to provide EAP counseling services at other locations.

942.32 **Residential and Community Resources**

EAP counseling service providers:

- a. Maintain information about a variety of outside programs, treatment facilities, and resources available to employees and family members.
- b. Provide assistance with initial arrangements and appointments.

The cost of these programs or treatment facilities is borne by the employee or by the employee's health insurance (pursuant to terms of the policy). In cases for which hospitalization or detoxification is recommended, the employee is responsible for requesting sick leave, leave without pay, annual leave, or advanced sick leave.

942.4 **Follow-Up**

942.41 **Progress**

If a manager or a supervisor has referred an employee to EAP counseling because of a job performance problem, that manager or supervisor shall continue to monitor the employee's job performance.

942.42 **Discontinuance of Participation**

Whether an employee opts to continue or discontinue participation in EAP counseling, he or she is responsible for maintaining prescribed job performance standards.

942.43 **Return to Work**

If an employee is on leave from the Postal Service to participate in an outside rehabilitative program for mental health or substance abuse issues, the EAP

counselor may, *upon the employee's request and authorization*, monitor the course of rehabilitation and assist in any contemplated return to work.

942.5 **Program Evaluation**

The EAP must be evaluated annually or more often, as needed. The purpose of these evaluations is to measure the efficiency and effectiveness of the program and to ensure that it is operating within established policy.

943 **Reinstatement of Recovered Employees**

943.1 **Policy**

943.11 **Consideration of Request**

Managers should give serious consideration to a request for reinstatement from a recovered employee because the experience gained during previous postal employment could be a valuable asset to the Postal Service.

943.12 **Consideration of Other Factors**

In reviewing reinstatement requests, local management must consider the following factors:

- a. The former employee's Postal Service work history.
- b. The nature of the charges that led to removal or resignation.
- c. The eligibility factors set forth in 943.2 and in Handbook EL-312, *Employment and Placement*.

943.13 **Exceptions to Consideration for Reinstatement**

When a former employee's record reflects a criminal conviction or pending criminal charges, the procedures outlined in Handbook EL-312, Chapter 5, Suitability, must be followed. In addition, exceptions to reinstatement consideration are made when an employee has been removed from the Postal Service for any of the following reasons:

- a. Theft of mail or Postal Service property.
- b. Possession or sale of drugs while on duty.
- c. Fraud against the Postal Service.
- d. Assaults or threats against Postal Service personnel.

943.2 **Eligibility**

943.21 **Procedures**

Reinstatement of an individual whose removal or resignation from the Postal Service is related to alcoholism, dependency on drugs, or other problems may be considered when the individual:

- a. Submits a written request for reinstatement, accompanied by a signed authorization to release information, indicating the employee's written consent to a waiver of federal regulations on confidentiality restrictions.
- b. Is willing to accept reinstatement on the basis of continuing to successfully participate in a course of care or activity based on an EAP counselor's recommendation.

943.22 **Management Responsibilities**

Prior approval must be obtained before employing a former Postal Service or federal employee who:

- a. Was removed from the Postal Service or other federal employment for cause; or
- b. Resigned after being notified that charges proposing removal would be, or had been, issued.

Approval must be obtained from the district manager of Human Resources, the area manager of Human Resources, or the vice president of Employee Resource Management. For further information, see the Handbook EL-312, *Employment and Placement*, section on Handling Removals from Postal Service or Other Federal Employment.

943.3 **Compliance With Agreements**

If a former bargaining unit employee is reinstated to a bargaining unit position, employing officials must comply with all relevant provisions of applicable collective bargaining agreements in determining the employee's seniority and other contractual rights.

944 **EAP Counseling Records**

944.1 **Restricted Information**

Restricted information is information with limitations on its access within the Postal Service and its disclosure outside the Postal Service consistent with the following federal laws:

- a. The Privacy Act of 1974, as amended.
- b. The Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- c. The Public Health Service Act of 1944, as amended (see [944.4](#)).

944.2 **Policy**

Information about EAP counseling participants is *restricted information*, which must be held in confidence and is subject to disclosure only as described in [944.4](#) and pursuant to the provisions of the federal laws listed in [944.1](#).

944.3 **Custodians of Records**

944.31 **Postal Service Providers**

When EAP services are provided by Postal Service employee counselors, counseling records are maintained by the counselor within the Privacy Act system of records, USPS 120.140, Personnel Records — Employee Assistance Program (EAP) Records. These records are subject to Postal Service policy and regulations, as follows:

- a. Provisions of the Privacy Act as set forth in:
 - (1) Title 39 CFR 266, Privacy of Information.

- (2) Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management* (including the appendix, Privacy Act System of Records).

- b. Provisions of HIPAA regarding access, disclosure, amendment, and maintenance of records.

944.32 **Private Providers**

When EAP services are provided through an interagency agreement or a private vendor, the following requirements apply:

- a. Each EAP counseling service provider is responsible for maintaining records on participants.
- b. These counseling records are the property of the primary provider and maintained in a system of records.
- c. The primary provider must maintain policies and procedures for safeguarding the confidentiality of client data and files and may be liable under the law for improper release of such information.
- d. The primary provider agrees to assert any privilege allowed by law and to defend vigorously Postal Service and employee rights to confidentiality.

944.4 **Disclosure**

944.41 **General**

944.411 **Usual Recipients**

Information identifying substance abuse program participants, whether or not such information is recorded, may be disclosed as follows:

- a. To medical personnel to the extent necessary to meet a bona fide medical emergency involving the EAP participant.
- b. To qualified personnel, with the express written authorization of the vice president of Employee Resource Management, for purposes of conducting scientific research or program audits or evaluation. However, under no circumstances may any *personally identifiable information* be disclosed in the resulting evaluation, research, or audit reports.
- c. To a court, under the following circumstances:
 - (1) When authorized by a court order upon showing of good cause, such as when necessary to protect against an existing threat to life or threat of bodily injury, or in connection with the investigation or prosecution of a crime.
 - (2) In litigation or an administrative proceeding when authorized by the trier of fact, when the EAP participant offers testimony or other evidence pertaining to the content of his or her EAP participation. Counsel should be contacted for assistance in evaluating the court order and in determining the extent to which information must be released.
- d. To any person when the EAP participant gives prior written consent to disclose information. This consent specifies the nature and scope of the topics to be released, to whom information is to be released, the

purpose of the disclosure, and the date on which the consent terminates.

- e. To a person in any situation in which the EAP counselor has a duty to warn.
- f. To an expert, consultant, or other individual who is under contract to the Postal Service to fulfill an agency function, but only to the extent necessary to fulfill that function, and in accordance with the Privacy Act restrictions of 39 CFR 266.6.

944.412 **Limitation of Disclosure**

In all cases cited in [944.411](#), only information that is absolutely necessary to satisfy the recipient's business or medical need is to be disclosed.

944.42 **Criminal Activity**

944.421 **EAP Records**

EAP counseling records or personnel may not be used to initiate or substantiate any criminal charges against an EAP participant or to conduct any investigation of a participant, except as authorized by a court order for good cause.

944.422 **Limitation of Confidentiality**

If an employee who is an EAP counseling participant reveals the commission or intended commission of serious criminal activity, the EAP counselor is not prohibited from disclosing that information so long as the employee is not identified as an EAP counseling program participant. Confidentiality does not apply in any of the following cases:

- a. A crime is committed on EAP premises or against EAP counselor personnel, or a threat to commit such a crime is made.
- b. Incidents occur in which information must be reported as required by state law; for example, mandatory reporting of child abuse and/or neglect (elder/spouse abuse in some states).
- c. For a disclosure that may be required by elements of the criminal justice system because they have referred employees who are EAP participants.