

# Contents

- Transmittal Letter** ..... **i**
  
- Summary of Changes** ..... **iii**
  - How to Use the Summary of Changes ..... iii
  
- 1 Organizational Structures** ..... **1**
  - 110 General Information ..... 1
    - 111 Purpose ..... 1
      - 111.1 Objectives ..... 1
      - 111.2 Chapter Content ..... 1
      - 111.3 Importance of Concepts ..... 1
    - 112 Responsibilities ..... 2
      - 112.1 Headquarters ..... 2
      - 112.2 Areas ..... 2
      - 112.3 Managers ..... 2
    - 113 Definitions ..... 2
      - 113.1 Organizational Terms ..... 2
      - 113.2 Basic Managerial Positions ..... 3
      - 113.3 Organizational Entities ..... 3
    - 114 Organization Charts ..... 5
  - 120 Structures and Staffing ..... 5
    - 121 Overview ..... 5
    - 122 Structuring Principles ..... 6
    - 123 Standard Structures ..... 6
      - 123.1 Characteristics ..... 6
      - 123.2 Installations ..... 6
    - 124 Specialized Structures ..... 7
    - 125 Staffing ..... 7
      - 125.1 Overview ..... 7
      - 125.2 Criteria ..... 7
      - 125.3 Matrices ..... 7
  - 130 Organizational Change Criteria ..... 7
    - 131 Workload Increase or Decrease ..... 7
      - 131.1 Increased Work ..... 7
      - 131.2 Decreased Work ..... 8
    - 132 Change in Nature of Work ..... 8
    - 133 Duplication of Functional Responsibility ..... 8

134	Inappropriate Reporting Relationships . . . . .	8
134.1	Hierarchy of Responsibility . . . . .	8
134.2	Contingent Work Relationships . . . . .	9
135	Unconnected Work . . . . .	9
136	Inappropriate Span of Control . . . . .	9
136.1	Factors . . . . .	9
136.2	Considerations . . . . .	9
137	Change in Mission . . . . .	9
138	Reduction of Expenses . . . . .	9
139	Completion of Transition . . . . .	10
140	Organizational Change Analysis . . . . .	10
141	Analysis of Work Requirements . . . . .	10
141.1	Nature of Functions . . . . .	10
141.2	Volume of Work . . . . .	10
142	Analysis of Skill Requirements . . . . .	10
142.1	Purpose . . . . .	10
142.2	Method . . . . .	11
142.3	Selection Criteria and Procedures . . . . .	11
143	Analysis of Functional Relationships . . . . .	11
143.1	Basic Factors . . . . .	11
143.2	Reporting Relationships . . . . .	12
143.21	Administrative . . . . .	12
143.22	Functional . . . . .	12
143.23	Management of Reporting Relationships . . . . .	12
143.3	Line and Staff Relationships . . . . .	13
143.4	Responsibility and Authority . . . . .	13
144	Identification of Discrepancies . . . . .	13
144.1	Design of Organizational Structure . . . . .	13
144.2	Comparison With Existing Organization . . . . .	13
150	Organizational Change . . . . .	14
151	Performance Issues . . . . .	14
152	Reasons for Making Organizational Changes . . . . .	14
153	Types of Organizational Changes . . . . .	14
153.1	General . . . . .	14
153.2	Major Organizational Changes . . . . .	15
153.3	Minor Organizational Changes . . . . .	15
154	Submitting Requests . . . . .	15
154.1	Field Units . . . . .	15
154.2	Headquarters Units . . . . .	16
155	Documenting Requests . . . . .	16
156	Approval Authority and Disposition of Requests . . . . .	16
156.1	Approval . . . . .	17
156.2	Denial . . . . .	17
157	Implementation . . . . .	17

Contents

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

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

**3 Employment and Placement . . . . . 35**

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

Contents

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

- 351.12 Filling Postal Positions . . . . . 43
- 351.13 Eligibility for Promotion . . . . . 43
- 351.2 Positions Not to Be Filled on a Permanent Basis . . . . . 44
- 351.3 Qualification and Eligibility Requirements . . . . . 44
  - 351.31 Qualification . . . . . 44
  - 351.32 Eligibility for Consideration . . . . . 44
- 351.4 Equal Opportunity . . . . . 45
- 351.5 General Promotion Policies . . . . . 45
  - 351.51 Merit Promotion Program . . . . . 45
  - 351.52 Merit Promotion Program Objectives . . . . . 45
  - 351.53 Policies . . . . . 45
  - 351.54 Exceptions to Competitive Promotion Procedures . . . . . 46
  - 351.55 Temporary Promotions . . . . . 46
- 351.6 Mutual Exchanges . . . . . 46
  - 351.61 General Policy . . . . . 46
  - 351.62 Rural Letter Carrier Employees . . . . . 46
- 352 Selection for Bargaining Positions . . . . . 47
- 353 Selection for Nonbargaining Positions . . . . . 47
  - 353.1 Promotion . . . . . 47
  - 353.2 Reassignment . . . . . 47
    - 353.21 Management Option . . . . . 47
    - 353.22 Employee Self-Nomination . . . . . 47
    - 353.23 Unassigned Employees . . . . . 47
  - 353.3 Temporary Assignment . . . . . 47
  - 353.4 Realignment or Reevaluation . . . . . 48
- 354 Assignment of Unassigned Employees . . . . . 48
  - 354.1 Policy . . . . . 48
    - 354.11 Bargaining Employees . . . . . 48
    - 354.12 Non-bargaining Employees . . . . . 48
  - 354.2 Assignment of Non-bargaining Unit Employees Due to a Potential or Actual Reduction in Force . . . . . 48
    - 354.21 General . . . . . 48
      - 354.211 Definition of Reduction in Force . . . . . 48
      - 354.212 Legal Basis for Reduction in Force . . . . . 49
      - 354.213 Management and Human Resources' Responsibilities . . . . . 49
      - 354.214 Coverage of Reduction in Force Procedures . . . . . 49
      - 354.215 Veterans' Preference Status . . . . . 50
      - 354.216 Veterans' Preference Entitlement . . . . . 50
    - 354.22 Processing Requests for Organizational Change . . . . . 51
      - 354.221 Evaluating the Need for Change . . . . . 51
      - 354.222 Implementing the Change . . . . . 51
    - 354.23 Minimization Strategies for RIF Avoidance . . . . . 51
    - 354.24 Providing Initial Notification and Making Preliminary Placements . . . . . 52

Contents

354.241	Notifying Employees of a Potential RIF.....	52
354.242	Establishing Employee Job Profile .....	52
354.25	Implementing RIF Procedures .....	52
354.251	Issuing Specific RIF Notices .....	52
354.252	Placing Unplaced or Displaced Employees .....	53
354.253	Advising Employees of Options .....	54
354.254	Separating Remaining Employees .....	54
354.26	Making Post-RIF Employee Placements .....	54
354.27	Establishing a Reinstatement List.....	54
354.271	Providing Priority Consideration to Employees.....	54
354.272	Determining Employee Eligibility.....	55
354.273	Considering Employees on a Reinstatement List.....	55
354.274	Removing Employees From a Reinstatement List.....	56
355	Light Duty Assignments .....	56
355.1	Voluntary Requests .....	56
355.11	Circumstances .....	56
355.12	Method .....	56
355.13	Response .....	56
355.14	No Guarantee .....	57
360	Other Personnel Actions .....	57
361	General Considerations.....	57
362	Change to Lower Level .....	57
362.1	Purpose and Authority .....	57
362.2	When Change to Lower Level May Be Made.....	57
362.21	At Request of Employee.....	57
362.22	Because of Performance .....	57
362.23	Relegation of a Post Office.....	57
362.24	Realignments .....	58
362.3	Restrictions on Change to Lower Level .....	58
363	Conversions.....	58
363.1	Definition.....	58
363.2	Competitive and Noncompetitive Authority .....	58
363.3	Restrictions on Conversion to Career Appointment.....	58
363.31	Vacancies .....	58
363.32	Positions Restricted to Veterans .....	58
364	Changes in Duty Status.....	59
365	Separation.....	59
365.1	Administrative Considerations .....	59
365.11	Definition.....	59
365.12	Effective Date of Separation.....	59
365.13	Standard Terminology .....	59
365.14	Notice to Federal Employee About Unemployment Insurance .....	59
365.2	Separations - Voluntary .....	59

- 365.21 Resignation . . . . . 59
  - 365.211 Definition of Resignation . . . . . 59
  - 365.212 To Avoid Separation for Cause . . . . . 60
  - 365.213 Because of Illness . . . . . 60
  - 365.214 To Perform Military Service . . . . . 60
  - 365.215 Notice and Acceptance . . . . . 60
- 365.22 Separation-Transfer . . . . . 61
  - 365.221 Definition . . . . . 61
  - 365.222 Effective Date . . . . . 61
  - 365.223 Replying to Requests for Suitability Information . . . . . 61
- 365.23 Separation, Retirement . . . . . 61
- 365.3 Separations - Involuntary . . . . . 61
  - 365.31 Removal . . . . . 61
    - 365.311 Definition . . . . . 61
    - 365.312 Effective Date . . . . . 62
  - 365.32 Separation-Disqualification . . . . . 62
    - 365.321 Applicability . . . . . 62
    - 365.322 Reasons for Action . . . . . 62
    - 365.323 Probationary Period . . . . . 62
    - 365.324 Who Initiates Action . . . . . 62
    - 365.325 Procedure in Separating . . . . . 62
    - 365.326 Effective Date . . . . . 62
  - 365.33 Termination or Separation of Non-Career Employees . . . . . 62
  - 365.34 Separation-Disability . . . . . 63
    - 365.341 Definition . . . . . 63
    - 365.342 Applicability . . . . . 63
    - 365.343 Notice to Employee . . . . . 64
    - 365.344 Effective Date . . . . . 64
  - 365.35 Separation, Reduction in Force . . . . . 64
  - 365.36 Death . . . . . 64
    - 365.361 Proof of Death . . . . . 64
    - 365.362 Effective Date . . . . . 64
    - 365.363 Expression of Condolence . . . . . 64
  - 365.37 Separation – Ineligibility for Reemployment Under USERRA . . . . . 65
    - 365.371 Definition . . . . . 65
    - 365.372 Effective Date . . . . . 65
- 370 Performance Evaluation . . . . . 65
  - 371 Introduction . . . . . 65
  - 372 Sound Supervision . . . . . 65
  - 373 Performance Evaluation Systems . . . . . 65
    - 373.1 Formal Evaluation . . . . . 65
    - 373.2 Informal Evaluation . . . . . 65
  - 374 Discussing Performance With Employees . . . . . 66
  - 375 Outstanding and Unsatisfactory Performance . . . . . 66
    - 375.1 Outstanding Performance . . . . . 66
    - 375.2 Unsatisfactory Performance . . . . . 66

Contents

376	Performance Evaluation During Probation . . . . .	66
380	Postal Career Executive Service . . . . .	66
381	Purpose . . . . .	66
382	Equal Opportunity . . . . .	67
383	Positions in the PCES . . . . .	67
383.1	Officer Positions . . . . .	67
383.2	Other Executive Positions . . . . .	67
384	Filling PCES Vacancies . . . . .	67
384.1	PCES II Vacancies . . . . .	67
384.2	PCES I Vacancies . . . . .	67
<b>4</b>	<b>Pay Administration . . . . .</b>	<b>69</b>
410	Pay Administration Policy for Nonbargaining Unit Employees . . . . .	69
411	General . . . . .	69
411.1	Scope . . . . .	69
411.2	Objectives . . . . .	69
411.3	Responsibility . . . . .	70
411.31	Assignment of Positions . . . . .	70
411.32	Policy and Procedural Changes . . . . .	70
411.33	Determination of Salaries . . . . .	70
411.331	Responsibility of Appointing Officer . . . . .	70
411.332	Approval Required . . . . .	70
411.333	Part-Time Postmaster Rates — Part-Time Post Office and Remotely Managed Post Office . . . . .	70
412	New Appointment . . . . .	70
412.1	Career Appointment . . . . .	70
412.11	Applicability . . . . .	70
412.12	New Career Appointment . . . . .	70
412.2	Noncareer Appointment . . . . .	71
413	Promotion to Nonbargaining Unit Positions . . . . .	71
413.1	Definition . . . . .	71
413.2	Promotion Increase . . . . .	71
413.21	Nonbargaining Unit Employees . . . . .	71
413.22	Bargaining Unit Employees . . . . .	72
413.3	Position Upgrade . . . . .	73
413.4	Part-Time Postmasters (PTPO and RMPO) . . . . .	73
414	Reassignment . . . . .	73
414.1	Reassignment to Nonbargaining Unit Positions . . . . .	73
414.11	Definition . . . . .	73
414.12	Rate Adjustment . . . . .	73
414.121	Nonbargaining Unit Employees . . . . .	73
414.122	Bargaining Unit Employees . . . . .	74
414.2	Reassignment to Bargaining Unit Positions . . . . .	74
414.21	Definition . . . . .	74

- 414.22 Rate Adjustment . . . . . 74
  - 414.221 Former Bargaining Unit Service in an Equivalent Grade . . . . . 74
  - 414.222 No Former Bargaining Unit Service in an Equivalent Grade . . . . . 74
- 415 Rate Retention and Change to Lower Nonbargaining Unit Grade . . . . . 75
  - 415.1 Rate Retention Types . . . . . 75
    - 415.11 Saved Grade . . . . . 75
    - 415.12 Saved Salary . . . . . 75
  - 415.2 Changes to Lower Grade . . . . . 75
    - 415.21 Change to Lower Grade during a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF . . . . . 75
    - 415.22 Voluntary Change to Lower Grade . . . . . 75
    - 415.23 Position Reclassified to a Lower Grade . . . . . 76
    - 415.24 Management-Initiated Action When Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position . . . . . 76
    - 415.25 Refusal of a Reasonable Assignment to a Higher Grade Position during a Rate Retention Period . . . . . 77
    - 415.26 Change to Lower Level Due to Demotion for Cause . . . . . 77
  - 415.3 Rate Retention Effect on Promotion . . . . . 77
  - 415.4 Termination of Salary Retention . . . . . 77
    - 415.41 Reason for Terminating . . . . . 77
- 416 Pay for Performance Program . . . . . 78
  - 416.1 Policy . . . . . 78
  - 416.2 Management Association Officials Eligibility Requirements . . . . . 78
  - 416.3 Simultaneous Personnel Actions . . . . . 78
- 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees) . . . . . 78
  - 417.1 Definitions . . . . . 78
    - 417.11 Temporary Assignment . . . . . 78
    - 417.12 Pay Schedule and Premiums . . . . . 78
  - 417.2 Assigning FLSA Status . . . . . 79
  - 417.3 Rates of Pay . . . . . 79
    - 417.31 Lower Grade . . . . . 79
    - 417.32 Same or Equivalent Grade . . . . . 79
    - 417.33 Higher Grade . . . . . 79
      - 417.331 General Requirement . . . . . 79
      - 417.332 Employee with Rate Retention . . . . . 79
      - 417.333 Higher Level Pay Eligibility . . . . . 80
      - 417.334 Higher Level Pay Conditions . . . . . 80
      - 417.335 Payment Amount . . . . . 80
      - 417.336 Payment Factors . . . . . 81
  - 417.4 Officer in Charge . . . . . 81
    - 417.41 Definition . . . . . 81
    - 417.42 Basis for Rate of Pay . . . . . 81
- 418 Assignment to a Different Salary Schedule — Equivalent Grades . . . . . 81

Contents

419	Supplemental Noncareer Workforce . . . . .	83
419.1	Casual Employee . . . . .	83
419.2	Nonbargaining Temporary Employees . . . . .	83
419.21	Definition . . . . .	83
419.22	Salary Grades . . . . .	83
419.3	Postmaster Relief/Leave Replacements . . . . .	83
419.31	Definition . . . . .	83
419.32	Salary Grades . . . . .	83
420	Wage Administration Policy for Bargaining Unit Employees. . . . .	84
421	General Principles and Terms . . . . .	84
421.1	Scope . . . . .	84
421.2	Objectives. . . . .	84
421.3	Responsibilities. . . . .	84
421.31	Assigning Positions to Salary Schedules . . . . .	84
421.32	Setting Wages. . . . .	85
421.4	Definitions. . . . .	85
421.41	Appointments . . . . .	85
421.42	Assignments . . . . .	85
421.43	Change Actions . . . . .	85
421.44	Terms . . . . .	86
421.45	Wage Increases . . . . .	87
421.5	Rate Retention Provisions . . . . .	88
421.51	Protected Rate . . . . .	88
421.511	Explanation . . . . .	88
421.512	Rate Determination . . . . .	88
421.513	Duration. . . . .	89
421.514	Termination . . . . .	89
421.515	Effect on Other Compensation . . . . .	89
421.516	Documentation . . . . .	89
421.517	Step Increases . . . . .	89
421.52	Saved Rate . . . . .	90
421.521	Explanation . . . . .	90
421.522	Red-Circle Amount . . . . .	90
421.523	Duration. . . . .	90
421.524	Termination . . . . .	91
421.525	Effect on Promotion . . . . .	91
421.526	Documentation . . . . .	91
421.53	Saved Grade. . . . .	91
421.531	Explanation . . . . .	91
421.532	Duration and Termination . . . . .	92
421.533	Step Increases . . . . .	92
421.6	Changes in Compensation Following Review or Audit . . . . .	92
421.7	Rate Schedule Summary and References . . . . .	92
421.8	Calculation Methods. . . . .	93
421.81	Exhibit 421.81, Higher Level Pay . . . . .	93

- 421.82 Exhibit 421.82, Promotional Increases . . . . . 93
- 422 Salary Schedules Covered by Specific Agreements. . . . . 95
  - 422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules . . . . . 95
    - 422.11 Salary System. . . . . 95
      - 422.111 Salary Schedules. . . . . 95
      - 422.112 Basis of Rates . . . . . 96
      - 422.113 Cost-of-Living Adjustment . . . . . 96
      - 422.114 Setting Wages. . . . . 96
      - 422.115 Employee Classifications . . . . . 96
    - 422.12 Change Action Pay Rules . . . . . 96
      - 422.121 Career Appointment . . . . . 96
      - 422.122 Additional Appointment. . . . . 97
      - 422.123 Promotion Rules . . . . . 97
      - 422.124 Reassignment Rules . . . . . 108
      - 422.125 Reductions in Grade . . . . . 109
    - 422.13 Step Increases . . . . . 111
      - 422.131 Eligibility Requirements. . . . . 111
      - 422.132 Creditable Service. . . . . 114
      - 422.133 Leave Without Pay . . . . . 114
      - 422.134 Simultaneous Personnel Actions . . . . . 115
    - 422.14 Higher Level Assignments . . . . . 115
      - 422.141 Definitions . . . . . 115
      - 422.142 Written Management Order. . . . . 116
      - 422.143 Rate of Pay . . . . . 116
      - 422.144 Adjustments and Increases. . . . . 117
      - 422.145 Benefits . . . . . 117
    - 422.15 Dual (Multiple) Employment . . . . . 117
      - 422.151 Explanation . . . . . 117
      - 422.152 Salary Determination. . . . . 117
      - 422.153 Documentation . . . . . 117
      - 422.154 Step Increases . . . . . 118
      - 422.155 Leave. . . . . 118
      - 422.156 Reassignment . . . . . 118
      - 422.157 Promotion . . . . . 118
    - 422.16 Change From Rural Carrier Schedules . . . . . 118
  - 422.2 City Carrier Schedule . . . . . 118
    - 422.21 Salary System. . . . . 119
      - 422.211 Salary Schedule . . . . . 119
      - 422.212 Basis of Rates . . . . . 119
      - 422.213 Cost-of-Living Adjustments . . . . . 119
      - 422.214 Setting Wages. . . . . 119
      - 422.215 Employee Classifications . . . . . 119
    - 422.22 Change Action Pay Rules . . . . . 119
      - 422.221 Career Appointment . . . . . 119
      - 422.222 Additional Appointment. . . . . 119
      - 422.223 Rules for Assignment into Carrier Technician Position . . . . . 119
      - 422.224 Reassignment Rules . . . . . 120

Contents

422.225	Reductions in Grade and Rules for Assignment from Carrier Technician to City Carrier Position . . . . .	120
422.23	Step Increases . . . . .	122
422.231	Eligibility Requirements . . . . .	122
422.232	Creditable Service . . . . .	122
422.233	Leave Without Pay . . . . .	122
422.234	Simultaneous Personnel Actions . . . . .	122
422.24	Higher Level Assignments . . . . .	122
422.241	Definitions . . . . .	123
422.242	Written Management Order . . . . .	123
422.243	Rate of Pay . . . . .	123
422.244	Adjustments and Increases . . . . .	123
422.245	Benefits . . . . .	123
422.25	Dual (Multiple) Employment . . . . .	123
422.26	Change From Rural Carrier Schedules . . . . .	123
422.3	Mail Handlers Schedule . . . . .	123
422.31	Salary System . . . . .	123
422.311	Salary Schedule . . . . .	123
422.312	Basis of Rates . . . . .	123
422.313	Cost-of-Living . . . . .	123
422.314	Setting Wages . . . . .	123
422.315	Employee Classifications . . . . .	123
422.32	Change Action Pay Rules . . . . .	123
422.321	Career Appointment . . . . .	123
422.322	Additional Appointment . . . . .	123
422.323	Promotion Rules . . . . .	123
422.324	Reassignment Rules . . . . .	125
422.325	Reductions in Grade . . . . .	125
422.33	Step Increases . . . . .	127
422.331	Eligibility Requirements . . . . .	127
422.332	Creditable Service . . . . .	127
422.333	Leave Without Pay . . . . .	127
422.334	Simultaneous Personnel Actions . . . . .	127
422.34	Higher Level Assignments . . . . .	127
422.341	Definitions . . . . .	127
422.342	Written Management Order . . . . .	127
422.343	Rate of Pay . . . . .	127
422.344	Adjustments and Increases . . . . .	127
422.345	Benefits . . . . .	127
422.35	Dual (Multiple) Employment . . . . .	127
422.36	Change From Rural Carrier Schedules . . . . .	127
422.4	Rural Carrier Schedules . . . . .	127
422.41	Salary System . . . . .	128
422.411	Salary Schedules . . . . .	128
422.412	Basis of Rates . . . . .	128
422.413	Cost-of-Living Adjustment . . . . .	128
422.414	Setting Wages . . . . .	128
422.415	Employee Classifications . . . . .	128

422.42	Change Action Pay Rules . . . . .	128
422.421	Career Appointment . . . . .	128
422.422	Promotion Rules . . . . .	129
422.423	Transfer to Rural Carrier . . . . .	130
422.424	Waiting Period for Step Increases. . . . .	130
422.425	Adjusting Pay for Route Change. . . . .	130
422.43	Step Increases . . . . .	130
422.431	Eligibility and Procedure . . . . .	130
422.432	Adjustment in Route Classification . . . . .	130
422.44	Higher Level Pay. . . . .	130
422.45	Dual (Multiple) Employment . . . . .	131
422.451	Explanation . . . . .	131
422.452	Salary Determination. . . . .	131
422.453	Documentation . . . . .	131
422.454	Step Increases . . . . .	131
422.455	Leave. . . . .	131
422.456	Reassignment . . . . .	131
422.457	Promotion . . . . .	131
422.5	Postal Nurses Schedule . . . . .	131
422.51	Salary System. . . . .	131
422.511	Salary Schedule . . . . .	131
422.512	Basis of Rates . . . . .	131
422.513	Cost-of-Living Adjustment . . . . .	131
422.514	Setting Wages. . . . .	132
422.515	Employee Classifications . . . . .	132
422.52	Change Action Pay Rules . . . . .	132
422.521	Career Appointment . . . . .	132
422.522	Additional Appointment. . . . .	132
422.523	Promotion Rules . . . . .	132
422.524	Reassignment Rules . . . . .	134
422.525	Reduction in Grade . . . . .	134
422.53	Step Increases . . . . .	134
422.531	Eligibility and Procedure . . . . .	134
422.532	Creditable Service. . . . .	136
422.533	Leave Without Pay . . . . .	136
422.534	Simultaneous Personnel Actions . . . . .	136
422.54	Higher Level Assignments . . . . .	136
422.541	Definitions . . . . .	136
422.542	Written Management Order. . . . .	136
422.543	Rate of Pay . . . . .	136
422.544	Adjustments and Increases. . . . .	136
422.545	Benefits . . . . .	136
422.55	Dual (Multiple) Employment . . . . .	136
422.56	Change From Rural Carrier Schedules . . . . .	136
422.6	Information Technology/Accounting Service Centers Schedule . . . . .	136
422.61	Salary System. . . . .	136
422.611	Salary Schedule . . . . .	136
422.612	Part-time Employees. . . . .	136

Contents

422.613	Cost-of-Living Adjustment . . . . .	136
422.614	Employee Classifications . . . . .	137
422.62	Change Action Pay Rules . . . . .	137
422.621	Career Appointment . . . . .	137
422.622	Promotion Rules . . . . .	137
422.623	Reassignment Rules . . . . .	138
422.624	Demotion . . . . .	139
422.625	Voluntary Reduction . . . . .	139
422.626	Management Action Reduction . . . . .	139
422.63	Step Increases . . . . .	139
422.631	Eligibility Requirements . . . . .	139
422.632	Creditable Service . . . . .	139
422.633	Leave Without Pay . . . . .	139
422.634	Simultaneous Personnel Actions . . . . .	139
422.64	Higher Level Assignments . . . . .	139
422.65	Dual (Multiple) Employment . . . . .	139
422.66	[Reserved] . . . . .	139
422.67	Change From Rural Carrier Schedules . . . . .	139
422.7	Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA . . . . .	140
422.71	Salary System . . . . .	140
422.711	Salary Schedule . . . . .	140
422.712	Basis of Rates . . . . .	140
422.713	Cost-of-Living Adjustment . . . . .	140
422.714	Determination of Salaries . . . . .	140
422.715	Employee Classifications . . . . .	140
422.72	Change Action Pay Rules . . . . .	140
422.721	Career Appointment . . . . .	140
422.722	Additional Appointment . . . . .	140
422.723	Promotion Rules . . . . .	140
422.724	Reassignment Rules . . . . .	142
422.725	Demotion . . . . .	142
422.726	Voluntary Reduction . . . . .	142
422.727	Management Action Reduction . . . . .	142
422.73	Step Increases . . . . .	142
422.731	Eligibility Requirements . . . . .	142
422.732	Creditable Service . . . . .	142
422.733	Leave Without Pay . . . . .	142
422.734	Simultaneous Personnel Actions . . . . .	142
422.74	Higher Level Assignments . . . . .	143
422.741	Definitions . . . . .	143
422.742	Written Management Order . . . . .	143
422.743	Rate of Pay . . . . .	143
422.744	Adjustments and Increases . . . . .	143
422.745	Benefits . . . . .	143
422.75	Dual (Multiple) Employment . . . . .	143
422.76	Change From Rural Carrier Schedules . . . . .	143
422.8	Postal Police Officers Schedule . . . . .	143

- 422.81 Salary System . . . . . 143
  - 422.811 Salary Schedule . . . . . 143
  - 422.812 Basis of Rates . . . . . 143
  - 422.813 Cost-of-Living Adjustment . . . . . 143
  - 422.814 Setting Wages . . . . . 143
  - 422.815 Employee Classifications . . . . . 144
- 422.82 Change Action Pay Rules . . . . . 144
  - 422.821 Career Appointment . . . . . 144
  - 422.822 Additional Appointment. . . . . 144
  - 422.823 Promotion Rules . . . . . 144
  - 422.824 Reassignment Rules . . . . . 145
  - 422.825 Reduction in Grade . . . . . 145
- 422.83 Step Increases . . . . . 145
  - 422.831 Eligibility and Procedure . . . . . 145
  - 422.832 Creditable Service. . . . . 147
  - 422.833 Leave Without Pay . . . . . 147
  - 422.834 Simultaneous Personnel Actions . . . . . 148
- 422.84 Higher Level Assignments . . . . . 148
  - 422.841 Definitions . . . . . 148
  - 422.842 Written Management Order. . . . . 148
  - 422.843 Rate of Pay . . . . . 148
  - 422.844 Adjustments and Increases. . . . . 148
  - 422.845 Benefits . . . . . 148
- 422.85 Dual (Multiple) Employment . . . . . 148
- 422.86 Change From Rural Carrier Schedules . . . . . 148
- 422.9 Tool and Die Shop Schedule . . . . . 148
  - 422.91 Salary System. . . . . 148
    - 422.911 Salary Schedule . . . . . 148
    - 422.912 Basis of Rates . . . . . 148
    - 422.913 Cost-of-Living Adjustment . . . . . 148
    - 422.914 Setting Wages . . . . . 148
    - 422.915 Employee Classifications . . . . . 148
  - 422.92 Change Action Pay Rules . . . . . 149
    - 422.921 Career Appointment . . . . . 149
    - 422.922 Additional Appointment. . . . . 149
    - 422.923 Promotion Rules . . . . . 149
    - 422.924 Reassignment Rules . . . . . 150
    - 422.925 Reduction in Grade . . . . . 150
  - 422.93 Step Increase . . . . . 150
  - 422.94 Temporary Assignments . . . . . 150
    - 422.941 Lower Level Assignments . . . . . 150
    - 422.942 Higher Level Assignments. . . . . 150
  - 422.95 Dual (Multiple) Employment . . . . . 150
  - 422.96 Change From Rural Carrier Schedule. . . . . 150
- 430 Basic and Special Pay Provisions . . . . . 151
  - 431 Scope . . . . . 151
  - 432 General Definitions and Provisions . . . . . 151
    - 432.1 Employee Classifications . . . . . 151

## Contents

432.11	Regular Work Force . . . . .	151
432.111	Bargaining Unit Employees . . . . .	151
432.112	Nonbargaining Unit Employees . . . . .	152
432.12	Supplemental Work Force . . . . .	152
432.13	Transitional Work Force . . . . .	152
432.2	Rates of Pay . . . . .	153
432.21	Basic Rate . . . . .	153
432.22	Regular Rate . . . . .	153
432.23	Rounding of Rates . . . . .	153
432.3	Work Schedules and Overtime Limits . . . . .	154
432.31	Basic Work Week . . . . .	154
432.32	Maximum Hours Allowed . . . . .	154
432.33	Mealtimes . . . . .	154
432.34	Postmasters . . . . .	154
432.4	Service Periods . . . . .	154
432.41	Pay Period . . . . .	154
432.42	Service Week . . . . .	154
432.43	Service Day . . . . .	154
432.44	FLSA Workweek . . . . .	155
432.45	Work Assignments . . . . .	155
432.46	Five-Minute Leeway Rule . . . . .	155
432.461	Explanation . . . . .	155
432.462	Applicability . . . . .	155
432.463	Adjustment . . . . .	156
432.464	Special Cases . . . . .	156
432.465	Exception . . . . .	156
432.5	Work Credit . . . . .	156
432.51	FLSA-Exempt Postmasters . . . . .	156
432.52	Full-time and Part-time Employees . . . . .	156
432.53	City Letter Carriers (7:01 Rule) . . . . .	157
432.54	Rural Carriers . . . . .	157
432.6	Guaranteed Time . . . . .	157
432.61	Explanation . . . . .	157
432.62	Eligibility . . . . .	157
432.63	Pay Computation . . . . .	158
432.7	Time Worked . . . . .	159
432.71	Control . . . . .	159
432.711	Disallowed Time . . . . .	159
432.712	Allowed Time . . . . .	159
432.72	Medical Release Time . . . . .	160
432.8	Compensation Due Deceased Employee . . . . .	160
432.81	Definition . . . . .	160
432.82	Recipient of Unpaid Compensation or Money Due . . . . .	160
432.821	Order . . . . .	160
432.822	Missing Beneficiaries . . . . .	161

- 433 Straight Time Pay . . . . . 161
  - 433.1 Definition. . . . . 161
  - 433.2 Full-time Employees. . . . . 161
  - 433.3 Part-time Employees . . . . . 161
  - 433.4 Casual and Temporary Employees . . . . . 161
  - 433.5 Reemployed Annuitant. . . . . 161
  - 433.6 EAS A–E Postmasters . . . . . 162
- 434 Overtime and Premium Pay. . . . . 162
  - 434.1 Overtime . . . . . 162
    - 434.11 General . . . . . 162
    - 434.12 Definitions. . . . . 162
    - 434.13 Types of Compensation . . . . . 163
      - 434.131 Postal Overtime. . . . . 163
      - 434.132 FLSA Overtime . . . . . 163
      - 434.133 Penalty Overtime. . . . . 163
      - 434.134 FLSA Exempt EAS Additional Pay . . . . . 163
    - 434.14 Eligibility and Coverage . . . . . 163
      - 434.141 Eligible for Overtime Pay. . . . . 163
      - 434.142 Assignment of FLSA-Exempt and Nonexempt Work . . . . . 166
      - 434.143 Eligible for FLSA-Exempt EAS Additional Pay . . . . . 166
  - 434.2 Night Differential. . . . . 166
    - 434.21 Policy . . . . . 166
    - 434.22 Eligibility . . . . . 167
      - 434.221 Eligibility for Night Differential . . . . . 167
      - 434.222 Exempt Employees . . . . . 167
    - 434.23 Pay Computation . . . . . 168
  - 434.3 Sunday Premium . . . . . 168
    - 434.31 Policy . . . . . 168
    - 434.32 Eligibility . . . . . 168
    - 434.33 Leave . . . . . 169
    - 434.34 Pay Computation . . . . . 169
  - 434.4 Holiday Leave Pay . . . . . 170
    - 434.41 Policy . . . . . 170
      - 434.411 Holidays Observed . . . . . 170
      - 434.412 Application . . . . . 170
    - 434.42 Eligibility . . . . . 171
      - 434.421 Eligibility for Holiday Leave Pay . . . . . 171
      - 434.422 Eligibility for Annual Leave in Lieu of Holiday Leave Pay . . . . . 171
    - 434.43 Pay Computation for Holiday Leave Pay . . . . . 172
  - 434.5 Holiday-Worked Pay. . . . . 172
    - 434.51 Policy . . . . . 172
    - 434.52 Eligibility . . . . . 172
    - 434.53 Pay Computation . . . . . 173
  - 434.6 Out-of-Schedule Premium . . . . . 174

## Contents

434.61	Policy	174
434.611	General	174
434.612	Timely Notice	174
434.613	Application	175
434.614	Examples	175
434.62	Eligibility	175
434.621	Eligibility for Out-of-Schedule Premium	175
434.622	Exceptions	176
434.63	Pay Computation	177
434.7	Nonbargaining Rescheduling Premium	177
434.71	Policy	177
434.72	Eligibility	177
434.73	Pay Computation	177
434.8	Pyramiding of Premiums	178
435	Severance Pay	179
435.1	Eligibility and Qualifying Job Offer	179
435.11	Eligibility	179
435.12	Qualifying Job Offer	179
435.2	Computing Severance Fund	180
435.21	Limitation	180
435.22	Creditable Service	180
435.23	Paid Allowances	180
435.24	Allowance to Age Over Forty	181
435.3	Pay Rate and Duration	181
435.31	PS Form 50 Information	181
435.32	Amount and Intervals	181
435.4	Effect of Reemployment	181
435.41	Permanent Employment	181
435.42	Temporary Employment	181
436	Back Pay	181
436.1	Corrective Entitlement	182
436.2	Limitations	182
436.3	Corrective Action	183
436.4	Documents in Support of Claim	183
436.41	Statements by Local Official	183
436.42	Statements by Employee	184
436.5	Life Insurance Coverage	185
436.6	Erroneous Separation for Retirement	187
436.61	Explanation	187
436.62	Corrective Action	187
436.7	Interest on Back Pay	187
436.71	Purpose	187
436.72	Availability of Interest	187

- 436.73 Determination of Rate of Interest . . . . . 188
- 436.74 Responsibility . . . . . 191
- 437 Waiver of Claims for Erroneous Payment of Pay . . . . . 191
  - 437.1 Purpose . . . . . 191
  - 437.2 Definitions. . . . . 191
  - 437.3 Submission of Request . . . . . 191
    - 437.31 Expiration Date . . . . . 191
    - 437.32 PS Form 3074. . . . . 191
  - 437.4 Review by Installation Head . . . . . 192
  - 437.5 Review by Human Resources . . . . . 192
  - 437.6 Action by Eagan Accounting Service Center . . . . . 193
  - 437.7 Appeal of Disallowed Request . . . . . 193
    - 437.71 Appeal Procedure. . . . . 193
    - 437.72 Final Decision . . . . . 193
- 438 Pay During Travel or Training . . . . . 193
  - 438.1 Pay During Travel . . . . . 193
    - 438.11 Definitions. . . . . 193
    - 438.12 Commuting To and From Work . . . . . 193
      - 438.121 Regular Commuting . . . . . 193
      - 438.122 Commuting to a Different Worksite. . . . . 194
      - 438.123 Commuting With a Break in Duty Status . . . . . 194
    - 438.13 Types of Compensable Travel Time . . . . . 194
      - 438.131 General . . . . . 194
      - 438.132 Travel From Job Site to Job Site. . . . . 194
      - 438.133 One-Day Assignment Outside the Local  
Commuting Area . . . . . 195
      - 438.134 Travel Away From Home Overnight . . . . . 195
    - 438.14 Special Travel Provisions . . . . . 196
      - 438.141 Use of Private Automobile for Personal  
Convenience . . . . . 196
      - 438.142 Required Use of an Automobile . . . . . 196
      - 438.143 Work Performed While Traveling. . . . . 196
    - 438.15 Compensation Provisions. . . . . 196
    - 438.16 Effect on Other Travel Reimbursement . . . . . 196
  - 438.2 Pay During Training . . . . . 197
    - 438.21 General . . . . . 197
    - 438.22 Specific Rules on Compensation for Training Time . . . . . 197
      - 438.221 General . . . . . 197
      - 438.222 Training During Established Hours of Service. . . . . 197
      - 438.223 Training Outside Established Hours of Service. . . . . 198
    - 438.23 Special Training Provisions. . . . . 198
    - 438.24 Compensation Provisions. . . . . 198
- 439 Territorial Cost-of-Living Allowance . . . . . 199
  - 439.1 Eligibility and Pay Factors . . . . . 199
    - 439.11 Eligibility . . . . . 199

Contents

	439.12 Pay Factors . . . . .	199
	439.2 Allowance Categories . . . . .	199
440	Fair Labor Standards Act Administration . . . . .	200
441	Overview . . . . .	200
	441.1 Federal Statute . . . . .	200
	441.2 Enforcement . . . . .	200
	441.3 FLSA Poster . . . . .	200
442	Equal Pay Provisions . . . . .	200
	442.1 Sex Discrimination Policy . . . . .	200
	442.2 Justified Wage Differentials . . . . .	200
	442.3 Labor Organization Intervention . . . . .	200
443	Overtime Pay . . . . .	200
	443.1 Overtime Requirement . . . . .	200
	443.2 Explanation of Terms . . . . .	201
	443.21 Regular Rate . . . . .	201
	443.211 Definitions . . . . .	201
	443.212 Inclusions . . . . .	201
	443.213 Exclusions . . . . .	201
	443.214 Exclusions Not Creditable . . . . .	202
	443.215 Dual Employment Rate . . . . .	202
	443.22 Actual Work . . . . .	202
	443.221 Definition . . . . .	202
	443.222 Exclusions . . . . .	202
	443.223 Unauthorized Time . . . . .	202
	443.23 FLSA Workweek . . . . .	202
	443.231 Explanation . . . . .	202
	443.232 Permanent Change . . . . .	202
	443.233 Full-time Employees . . . . .	203
	443.234 Part-time Employees . . . . .	203
	443.3 Exemptions . . . . .	204
	443.31 Policy . . . . .	204
	443.311 General . . . . .	204
	443.312 Postal Service Administration . . . . .	204
444	Rural Letter Carrier Compensation . . . . .	204
	444.1 Regular Rural Carriers . . . . .	204
	444.11 Guaranteed Annual Wage . . . . .	204
	444.12 Base Rate of Pay . . . . .	205
	444.2 Other Rural Carriers . . . . .	205
445	Compliance Investigations . . . . .	205
	445.1 DOL On-site Visit . . . . .	205
	445.2 DOL Findings . . . . .	205
	445.3 Postal Service Actions . . . . .	205
450	Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset . . . . .	206
451	General . . . . .	206
	451.1 Scope . . . . .	206

- 451.2 Representation . . . . . 206
- 451.3 Definitions. . . . . 206
- 451.4 Time Computation . . . . . 207
- 451.5 Effect of Waiver Request . . . . . 207
- 451.6 Service of Notice and Delivery of Records. . . . . 207
- 452 Procedures Governing Administrative Salary Offsets . . . . . 207
  - 452.1 Determination and Collection of Debt . . . . . 207
    - 452.11 Establishment of Accounts Receivable . . . . . 207
    - 452.12 Collection by Postmaster or Installation Head . . . . . 207
  - 452.2 Voluntary Repayment Procedures . . . . . 208
    - 452.21 General . . . . . 208
    - 452.22 Notice to Employee . . . . . 208
    - 452.23 Options Available to Employee. . . . . 208
    - 452.24 Employee Response to Notice . . . . . 209
      - 452.241 Request for Copies of Postal Records . . . . . 209
      - 452.242 Payment in Full . . . . . 209
  - 452.3 Statutory Offset Procedures. . . . . 209
    - 452.31 Authority . . . . . 209
    - 452.32 Notifying the Employee. . . . . 209
      - 452.321 Notice . . . . . 209
      - 452.322 Contents . . . . . 210
    - 452.33 Procedures Governing the Exercise of Employee Rights. . . . . 210
      - 452.331 Employee Options. . . . . 210
      - 452.332 Requests for Postal Records . . . . . 210
      - 452.333 Payment in Full . . . . . 211
      - 452.334 Alternative Offset Schedule. . . . . 211
      - 452.335 Debt Collection Hearing . . . . . 213
    - 452.34 Employee Failure to Respond. . . . . 213
  - 452.4 Exceptions to Procedures in 452.2 and 452.3 . . . . . 214
- 453 Court Judgment Salary Offsets. . . . . 214
  - 453.1 Authority . . . . . 214
  - 453.2 Applicable Collection Procedures . . . . . 214
    - 453.21 Notice . . . . . 214
    - 453.22 Implementing Offsets . . . . . 215
- 454 Multiple Offsets . . . . . 215
  - 454.1 Administrative Salary Offsets . . . . . 215
  - 454.2 Court Judgment Salary Offsets . . . . . 215
  - 454.3 Administrative and Court Judgment Salary Offsets . . . . . 215
  - 454.4 Priority of Postal Service Indebtedness . . . . . 216
  - 454.5 Garnishments . . . . . 216
- 455 Action Upon Transfer or Separation . . . . . 216
  - 455.1 Withholding Funds from Amount Due . . . . . 216
  - 455.2 Transfer to Another Federal Agency. . . . . 216
  - 455.3 Collection of Debt Upon Separation . . . . . 217

Contents

460	Collection of Postal Debts From Bargaining Unit Employees by Salary Offset . . . . .	217
461	General . . . . .	217
461.1	Scope . . . . .	217
461.2	Issues Not Covered in the Subchapter . . . . .	217
461.3	Definitions. . . . .	217
462	Procedures Governing Administrative Salary Offsets . . . . .	218
462.1	Determination and Collection of Debt . . . . .	218
462.11	Establishment of Accounts Receivable . . . . .	218
462.12	Postmaster or Installation Head Responsibilities . . . . .	218
462.2	Applicable Collection Procedures . . . . .	218
462.21	Right to Grieve Letters of Demand . . . . .	218
462.22	Right to Petition for Hearing . . . . .	219
462.3	Statutory Offset Procedures. . . . .	220
462.31	Authority . . . . .	220
462.32	Initiation of Statutory Offset Procedure . . . . .	220
462.33	Hearing Officials under 39 CFR Part 961 . . . . .	220
462.34	Limit of Right to Petition for Hearing . . . . .	220
462.4	Collection of Debt. . . . .	220
462.41	Stay of Collection of Debt. . . . .	220
462.42	Limit on Amount of Salary Offset to Collect Debt. . . . .	221
462.43	Payment in Full . . . . .	221
462.44	Employee’s Failure to Respond to Notices . . . . .	221
462.5	Implementing Offsets . . . . .	221
463	Court Judgment Salary Offsets. . . . .	221
463.1	Authority . . . . .	221
463.2	Applicable Collection Procedures . . . . .	221
463.21	General . . . . .	221
463.22	Notice . . . . .	221
463.23	Implementing Offsets . . . . .	222
464	Multiple Offsets . . . . .	222
464.1	Administrative Salary Offsets . . . . .	222
464.2	Court Judgment Salary Offsets . . . . .	222
464.3	Administrative and Court Judgment Salary Offsets . . . . .	222
464.4	Priority of Postal Service Indebtedness . . . . .	223
464.5	Garnishments . . . . .	223
465	Action upon Transfer or Separation . . . . .	223
465.1	Withholding Funds from Amount Due . . . . .	223
465.2	Transfer to Another Federal Agency. . . . .	223
465.3	Collection of Debt upon Separation. . . . .	224
470	Administrative Offsets for Former Postal Service Nonbargaining Unit Employees. . . . .	224
471	General . . . . .	224
471.1	Definitions. . . . .	224
471.2	Scope . . . . .	224
471.3	Authority . . . . .	225

472	Federal Claims Collection Standards Adopted . . . . .	225
472.1	Notice and Opportunity for Review . . . . .	225
472.11	Procedures . . . . .	225
472.12	Exceptions . . . . .	225
472.2	Request for Review . . . . .	226
472.3	Administrative Offset Programs . . . . .	226
473	Collection by Administrative Wage Garnishment . . . . .	226
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees . . . . .	227
481	Definitions . . . . .	227
482	Right to Grieve Letters of Demand . . . . .	227
483	Referral and Administrative Wage Garnishment . . . . .	227
483.1	Referral to Treasury . . . . .	227
483.2	Collection by Administrative Wage Garnishment . . . . .	227
484	Application of Administrative Offset Provisions . . . . .	227
484.1	Procedures . . . . .	227
484.2	Exceptions . . . . .	228
485	Stay of Collection of Debt . . . . .	228
490	Recognition and Awards . . . . .	229
491	Overview . . . . .	229
491.1	Policy and Scope . . . . .	229
491.11	Scope . . . . .	229
491.12	Policy . . . . .	229
491.2	Management Control . . . . .	230
491.3	Awards . . . . .	230
491.31	Cash Awards . . . . .	230
491.32	Cash Equivalent Awards . . . . .	231
491.33	Noncash Tangible Awards . . . . .	231
491.331	Authorized . . . . .	231
491.332	Prohibited . . . . .	232
491.34	Gift Certificates . . . . .	232
491.4	Privacy Act Considerations . . . . .	232
491.5	Presentation Ceremonies . . . . .	232
491.6	Documenting Awards . . . . .	233
492	Certificate of Appreciation . . . . .	233
492.1	Overview . . . . .	233
492.2	Purpose . . . . .	233
492.3	Description . . . . .	233
492.4	Eligibility . . . . .	233
492.5	Basis . . . . .	233
492.6	Responsibility . . . . .	234
492.61	Headquarters and Headquarters-Related Field Units . . . . .	234
492.62	Areas, Districts, and Plants . . . . .	234
492.7	Approval Authority . . . . .	234
492.71	Headquarters and Headquarters-Related Field Units . . . . .	234

Contents

	492.72 Areas . . . . .	234
	492.73 Field . . . . .	234
	492.8 Ordering Certificates . . . . .	234
	492.9 Presenting Awards . . . . .	235
493	Service Awards . . . . .	235
	493.1 Overview . . . . .	235
	493.2 Service Award Pin . . . . .	235
	493.21 Description . . . . .	235
	493.22 Basis . . . . .	236
	493.23 Responsibility . . . . .	236
	493.231 Headquarters . . . . .	236
	493.232 Areas . . . . .	236
	493.233 Districts and Plants . . . . .	236
	493.234 Inspection Service . . . . .	236
	493.24 Providing Lists of Eligible Employees . . . . .	236
	493.25 Ordering Pins and Service Award Folders . . . . .	237
	493.26 Preparing Letters of Appreciation . . . . .	237
	493.27 Presenting Awards . . . . .	237
	493.3 Service Award Certificates . . . . .	240
	493.31 Description . . . . .	240
	493.32 Basis . . . . .	240
	493.321 Retirement . . . . .	240
	493.322 Death . . . . .	240
	493.33 Responsibility . . . . .	240
	493.331 Headquarters . . . . .	240
	493.332 Areas . . . . .	241
	493.333 Districts and Plants . . . . .	241
	493.34 Ordering Certificates . . . . .	241
	493.35 Preparing Letters of Appreciation . . . . .	241
	493.351 Retiring Employees . . . . .	241
	493.352 Deceased Employees . . . . .	242
	493.36 Presenting Awards . . . . .	242
	493.361 Retirement Award Certificates . . . . .	242
	493.362 Posthumous Award Certificates . . . . .	242
494	Informal Award . . . . .	245
	494.1 Overview . . . . .	245
	494.2 Purpose . . . . .	245
	494.3 Description . . . . .	245
	494.4 Eligibility . . . . .	245
	494.5 Basis . . . . .	245
	494.6 Approval Authority . . . . .	245
	494.7 Documentation . . . . .	245
495	Formal Awards . . . . .	246
	495.1 Overview . . . . .	246
	495.11 Presenting Awards . . . . .	247

- 495.2 Spot Award . . . . . 247
  - 495.21 Purpose . . . . . 247
  - 495.22 Description . . . . . 247
  - 495.23 Eligibility . . . . . 247
  - 495.24 Basis . . . . . 247
  - 495.25 Approval Authority . . . . . 248
    - 495.251 Headquarters and Headquarters-Related Field Units . . . 248
    - 495.252 Areas . . . . . 248
    - 495.253 Field . . . . . 248
  - 495.26 Recommending an Award . . . . . 248
  - 495.27 Evaluating and Approving the Award . . . . . 248
  - 495.28 Processing . . . . . 249
- 495.3 Noncareer Gift Certificate . . . . . 249
  - 495.31 Purpose . . . . . 249
  - 495.32 Description . . . . . 249
  - 495.33 Eligibility . . . . . 250
  - 495.34 Basis . . . . . 250
  - 495.35 Approval Authority . . . . . 250
    - 495.351 Headquarters and Headquarters-Related Field Units . . . 250
    - 495.352 Areas . . . . . 250
    - 495.353 Field . . . . . 250
  - 495.36 Recommending an Award . . . . . 250
  - 495.37 Evaluating and Approving the Award . . . . . 250
  - 495.38 Processing . . . . . 251
- 495.4 Quality Step Increase Award . . . . . 251
  - 495.41 Description . . . . . 251
  - 495.42 Eligibility . . . . . 251
  - 495.43 Basis . . . . . 251
  - 495.44 Comparisons . . . . . 251
    - 495.441 Comparison to Regular Within-Grade Increases . . . . . 251
    - 495.442 Comparison to Spot Awards . . . . . 252
  - 495.45 Approval Authority . . . . . 252
    - 495.451 Headquarters and Headquarters-Related Field Units . . . 252
    - 495.452 Areas, Districts, and Plants . . . . . 252
  - 495.46 Recommending an Award . . . . . 253
  - 495.47 Initiating Documentation . . . . . 253
  - 495.48 Initiating a Personnel Action . . . . . 253
- 496 Special Awards . . . . . 253
  - 496.1 Overview . . . . . 253
  - 496.2 Team Award . . . . . 254
    - 496.21 Purpose . . . . . 254
    - 496.22 Description . . . . . 254
    - 496.23 Eligibility . . . . . 255
    - 496.24 Limits . . . . . 255
    - 496.25 Approval Authority . . . . . 255

## Contents

496.26	Processing	255
496.3	Vice President Award	255
496.31	Purpose	255
496.32	Description	255
496.33	Eligibility	255
496.34	Approval Authority	256
496.35	Processing	256
496.4	Postmaster General Award	256
496.41	Purpose	256
496.42	Description	256
496.43	Eligibility	256
496.44	Approval Authority	256
496.5	ELT Award	256
496.51	Purpose	256
496.52	Description	256
496.53	Eligibility	257
496.54	Approval Authority	257
496.55	Processing	257
496.6	Benjamin Franklin Award	257
496.61	Description	257
496.62	Eligibility	257
496.63	Basis	257
496.64	Approval Authority	257
497	Other Awards	257
497.1	Overview	257
497.2	Contest Award	258
497.21	Purpose	258
497.22	Description	258
497.23	Eligibility	258
497.24	Approval Authority	258
497.25	Processing	259
497.3	Safety Award	259
497.31	Purpose	259
497.32	Description	259
497.33	Eligibility	259
497.34	Approval Authority	259
497.35	Processing	259
498	Inspection Service Awards	259
498.1	Overview	259
498.2	Informal Award	260
498.21	Purpose	260
498.22	Description	260
498.23	Eligibility	260

- 498.24 Basis . . . . . 260
- 498.25 Approval Authority . . . . . 260
- 498.26 Processing . . . . . 260
- 498.3 Non-Executive Award . . . . . 260
  - 498.31 Purpose . . . . . 260
  - 498.32 Description . . . . . 260
  - 498.33 Eligibility . . . . . 260

**5 Employee Benefits . . . . . 261**

- 510 Leave . . . . . 261
  - 511 General . . . . . 261
    - 511.1 Administration Policy . . . . . 261
    - 511.2 Responsibilities . . . . . 261
      - 511.21 Postal Officials . . . . . 261
      - 511.22 Eagan Accounting Service Center . . . . . 261
      - 511.23 Postal Employees . . . . . 261
    - 511.3 Eligibility . . . . . 262
      - 511.31 Covered . . . . . 262
      - 511.32 Not Covered . . . . . 262
    - 511.4 Unscheduled Absence . . . . . 262
      - 511.41 Definition . . . . . 262
      - 511.42 Management Responsibilities . . . . . 262
      - 511.43 Employee Responsibilities . . . . . 262
  - 512 Annual Leave . . . . . 262
    - 512.1 General . . . . . 262
      - 512.11 Purpose . . . . . 262
      - 512.12 Definitions . . . . . 263
    - 512.2 Determining Annual Leave Category . . . . . 263
      - 512.21 General Policy . . . . . 263
      - 512.22 Federal Civilian Service Counted . . . . . 263
        - 512.221 Service in the Postal Service . . . . . 263
        - 512.222 Service in Other Federal Government Organizations, the District of Columbia, or Gallaudet University . . . . . 263
      - 512.23 Military Service Counted . . . . . 264
        - 512.231 Service of an Employee Not Eligible for Military Retirement Annuity . . . . . 264
        - 512.232 Service of an Employee Eligible for Military Retirement Annuity . . . . . 265
      - 512.24 Service Not Counted . . . . . 269
    - 512.3 Accrual and Crediting . . . . . 269
      - 512.31 Employee Categories . . . . . 269
        - 512.311 Full-Time Employees . . . . . 269
        - 512.312 Part-Time Employees . . . . . 271
        - 512.313 Appointees . . . . . 274
      - 512.32 Maximum Carryover . . . . . 275

## Contents

	512.321	Maximum Carryover Amounts . . . . .	275
	512.322	Nonbargaining Unit to Bargaining Unit . . . . .	275
512.4		Authorizing Annual Leave . . . . .	276
	512.41	Requests for Annual Leave . . . . .	276
		512.411 General . . . . .	276
		512.412 Emergencies . . . . .	276
	512.42	PS Form 3971 Request for or Notification of Absence . . . . .	276
		512.421 Purpose . . . . .	276
		512.422 Approval or Disapproval . . . . .	277
		512.423 Retention and Disposal Period . . . . .	277
	512.43	Insufficient Leave Balance . . . . .	277
512.5		Leave Charge Information . . . . .	277
	512.51	Full-Time Employees . . . . .	277
		512.511 Minimum Unit Charge . . . . .	277
		512.512 Holidays . . . . .	277
		512.513 Leave for Postmasters and Installation Heads . . . . .	277
		512.514 Rural Carriers (Regular and Substitute) . . . . .	278
	512.52	Part-Time Employees . . . . .	278
		512.521 Minimum Unit Charge . . . . .	278
		512.522 Part-Time Regular . . . . .	278
		512.523 Part-Time Flexible . . . . .	278
		512.524 A-E Postmasters . . . . .	278
	512.53	Regular Rural Carriers . . . . .	279
		512.531 General . . . . .	279
		512.532 Saturday Absences . . . . .	279
	512.54	Triweekly Rural Carriers . . . . .	279
		512.541 Week's Absence . . . . .	279
		512.542 Absences Less Than a Week . . . . .	279
		512.543 Leave Carryover . . . . .	279
	512.55	Leave Replacements for Rural Carriers . . . . .	279
		512.551 General . . . . .	279
		512.552 Ninety-Day Qualifying Period . . . . .	280
		512.553 Lump Sum Payment . . . . .	280
	512.56	Auxiliary Rural Carriers . . . . .	280
512.6		Vacation Planning and Special Programs . . . . .	280
	512.61	Bargaining Unit Employees Vacation Planning . . . . .	280
	512.62	Nonbargaining Unit Employees Vacation Planning . . . . .	280
	512.63	Annual Leave Exchange . . . . .	281
		512.631 General . . . . .	281
		512.632 Bargaining Unit Annual Leave Exchange . . . . .	281
		512.633 Nonbargaining Unit Annual Leave Exchange . . . . .	281
		512.634 Processing Annual Leave Exchange Options . . . . .	281
	512.64	Annual Leave Sharing . . . . .	281
	512.65	Annual Leave Credit in Lieu of Holiday Leave Pay . . . . .	281
512.7		Separation Adjustments . . . . .	282
	512.71	Terminal Leave Worksheet . . . . .	282
	512.72	Collection for Unearned Leave . . . . .	282

	512.721 Refund . . . . .	282
	512.722 Exception . . . . .	282
	512.73 Lump Sum Terminal Leave Payment . . . . .	282
	512.731 General . . . . .	282
	512.732 Entitlement Amounts . . . . .	282
	512.733 Separation for Military Service . . . . .	283
	512.734 Separation Followed by Reemployment . . . . .	283
	512.735 Absence of Relationship to Annuity Payment . . . . .	283
	512.736 Payment to Beneficiaries or Estates of Employees Who Die in Service . . . . .	283
512.8	Transfers . . . . .	284
	512.81 Transfer Without a Break in Service . . . . .	284
	512.811 From the Postal Service to a Federal Agency . . . . .	284
	512.812 From a Federal Agency to the Postal Service . . . . .	284
	512.82 Transfer With a Break in Service . . . . .	284
512.9	Recrediting Annual Leave . . . . .	284
	512.91 Policy . . . . .	284
	512.92 Procedures . . . . .	285
	512.921 Leave Earned in Prior Service in the Postal Service . . . . .	285
	512.922 Leave Earned at Another Agency . . . . .	285
	512.923 Leave Buy-Back — OWCP . . . . .	285
513	Sick Leave . . . . .	285
	513.1 Purpose . . . . .	285
	513.11 Sick Leave for Employee Incapacitation . . . . .	285
	513.12 Sick Leave for Dependent Care . . . . .	285
	513.2 Accrual and Crediting . . . . .	286
	513.21 Accrual Chart . . . . .	286
	513.22 Crediting . . . . .	286
	513.221 General . . . . .	286
	513.222 Part-Time Employees . . . . .	286
	513.223 Leave Replacements for Rural Carriers . . . . .	287
	513.224 Auxiliary Rural Carriers . . . . .	287
	513.225 Substitute Rural Carriers in Dual Appointment . . . . .	287
	513.226 Leave Credit Adjustment for LWOP . . . . .	287
	513.3 Authorizing Sick Leave . . . . .	287
	513.31 Policy . . . . .	287
	513.311 General . . . . .	287
	513.312 Restriction . . . . .	287
	513.32 Conditions for Authorization . . . . .	287
	513.33 Requests for Sick Leave . . . . .	289
	513.331 General . . . . .	289
	513.332 Unexpected Illness or Injury . . . . .	289
	513.34 PS Form 3971, Request for or Notification of Absence . . . . .	289
	513.341 General . . . . .	289
	513.342 Approval or Disapproval . . . . .	290
	513.35 Postmaster Absences . . . . .	290
	513.36 Sick Leave Documentation Requirements . . . . .	290

Contents

513.361	Three Days or Less	290
513.362	Over Three Days	290
513.363	Extended Periods	290
513.364	Medical Documentation or Other Acceptable Evidence	290
513.365	Failure to Furnish Required Documentation	291
513.37	Return to Duty	291
513.38	Performance Ability Questioned	291
513.39	Restricted Sick Leave	291
513.391	Reasons for Restriction	291
513.392	Notice and Listing	291
513.393	Recision of Restriction	291
513.4	Charging Sick Leave	292
513.41	Full-Time Employees	292
513.411	General	292
513.412	Minimum Unit Charge	292
513.413	Special Situations	292
513.42	Part-Time Employees	293
513.421	General	293
513.422	Minimum Unit Charge	293
513.5	Advanced Sick Leave	293
513.51	Policy	293
513.511	May Not Exceed Thirty Days	293
513.512	Medical Document Required	293
513.52	Administration	294
513.521	Installation Heads' Approval	294
513.522	Forms Forwarded	294
513.53	Additional Sick Leave	294
513.531	Thirty-Day Maximum	294
513.532	Liquidating Advanced Sick Leave	294
513.6	Leave Charge Adjustments	294
513.61	Insufficient Sick Leave	294
513.62	Insufficient Sick and Annual Leave	294
513.63	Disapproved Sick Leave	294
513.64	Absence Without Leave	294
513.65	Annual Leave Changed to Sick Leave	294
513.7	Transfer or Reemployment	295
513.71	Transfer	295
513.711	Crediting	295
513.712	Recrediting	295
513.72	Reemployment	295
513.73	Reemployment — OWCP	295
513.8	Retirements or Separations	295
513.81	General	295
513.82	Retirement	295
513.821	Credit for Sick Leave	295

- 513.822 Disability Retirement . . . . . 296
- 513.83 Separation by Death . . . . . 296
- 513.9 Collection for Unearned Sick Leave . . . . . 296
- 514 Leave Without Pay . . . . . 296
  - 514.1 Essential Features . . . . . 296
  - 514.2 Policy . . . . . 297
    - 514.21 Restriction . . . . . 297
    - 514.22 Administrative Discretion . . . . . 297
    - 514.23 Condition . . . . . 297
    - 514.24 Leave Credit Adjustment . . . . . 297
    - 514.25 Other Employment . . . . . 298
  - 514.3 Authority to Approve . . . . . 298
    - 514.31 Installation Head . . . . . 298
    - 514.32 District Managers . . . . . 298
  - 514.4 Acceptable Reasons and Instructions . . . . . 298
  - 514.5 Forms Required . . . . . 300
    - 514.51 PS Form 3971 . . . . . 300
    - 514.52 PS Form 50 . . . . . 300
- 515 Absence for Family Care or Illness of Employee . . . . . 300
  - 515.1 Purpose . . . . . 300
  - 515.2 Definitions . . . . . 300
  - 515.3 Eligibility . . . . . 303
  - 515.4 Leave Requirements . . . . . 303
    - 515.41 Conditions . . . . . 303
    - 515.42 Leave Type . . . . . 304
    - 515.43 Authorized Hours . . . . . 304
  - 515.5 Notice and Documentation . . . . . 304
    - 515.51 Notice . . . . . 304
    - 515.52 Documentation . . . . . 305
    - 515.53 Particular Circumstances . . . . . 305
      - 515.531 New Son or Daughter . . . . . 305
      - 515.532 Care of Others for Medical Reasons . . . . . 306
      - 515.533 Employee Incapacitation . . . . . 306
      - 515.534 Return to Work After Employee Incapacitation . . . . . 306
      - 515.535 Qualifying Exigency . . . . . 307
    - 515.54 Additional Medical Opinions . . . . . 307
  - 515.6 Intermittent Leave or Reduced Schedule . . . . . 307
    - 515.61 New Son or Daughter . . . . . 307
    - 515.62 Care of Others for Medical Reasons or Employee Incapacitation . . . . . 307
    - 515.63 Exigency Leave . . . . . 307
    - 515.64 Temporary Change in Duty Assignment . . . . . 308
    - 515.65 Fair Labor Standards Act Status . . . . . 308
  - 515.7 Return to Position . . . . . 308

## Contents

515.8	Benefits	308
515.9	Family Leave Poster	308
516	Absences for Court-Related Service	308
516.1	General	308
516.11	Determining Nature of Court-Related Service	308
516.12	Explanation of Terms	309
516.2	Court Leave	309
516.21	Definition	309
516.22	Eligibility	310
516.23	Recording Court Leave	310
516.3	Conditions Affecting Court-Related Service	310
516.31	Employee on Annual Leave	310
516.32	Combination of Court Leave and Postal Duty	310
516.33	Accommodation of Employees Called for Court Service	311
516.4	Fees	312
516.41	General	312
516.42	Court Service Outside of Regular Working Hours or Regular Working Days	312
516.43	Holidays	312
516.44	Annual Leave or LWOP	312
516.45	Recording and Reporting of Fees	312
516.5	Official Duty	312
516.51	Definition	312
516.52	Compensation	313
516.6	Witness Service in a Nonofficial Capacity on Behalf of a Private Party	313
517	Paid Military Leave	313
517.1	General	313
517.11	Postal Service Support	313
517.12	Definition	313
517.13	Types of Duty	314
517.131	Duty Covered for Members of the Reserves and National Guard, Except D.C. National Guard	314
517.132	Duty Covered for Members of the D.C. National Guard	314
517.133	Duty Not Covered	314
517.2	Eligibility	314
517.21	Eligible Employees	314
517.22	Ineligible Employees	315
517.3	Procedures	315
517.31	Approval	315
517.32	Use of Mixed Leave	315
517.33	Use of Leave Intermittently	315
517.34	Return From Duty	315
517.4	Military Leave Allowances	315

- 517.41 General Allowance . . . . . 315
- 517.42 Previous Service . . . . . 316
- 517.43 Law Enforcement Allowance . . . . . 316
  - 517.431 State or Jurisdiction Duty . . . . . 316
  - 517.432 Allowance for Federal Duty . . . . . 317
- 517.5 Leave Charge Information . . . . . 317
  - 517.51 Pay Status Requirement . . . . . 317
  - 517.52 Minimum Units . . . . . 318
  - 517.53 Continuance of Night Differential Pay . . . . . 318
  - 517.54 Absence Beyond the General Military Leave Allowance . . . . . 318
    - 517.541 Training Periods . . . . . 318
    - 517.542 Choice of Annual Leave, Sick Leave, or LWOP . . . . . 318
- 517.6 Conflict With Work Schedule . . . . . 318
  - 517.61 Employee Alternatives . . . . . 318
  - 517.62 Administrative Policy . . . . . 318
    - 517.621 Reassignments . . . . . 318
    - 517.622 Rescheduling . . . . . 319
- 517.7 Records Control . . . . . 319
  - 517.71 General Paid Military Leave . . . . . 319
  - 517.72 Paid Military Leave for Law Enforcement . . . . . 319
- 518 Holiday Leave . . . . . 320
  - 518.1 Observed Holidays . . . . . 320
  - 518.2 Holidays on Nonscheduled Workdays . . . . . 320
    - 518.21 Saturday . . . . . 320
    - 518.22 Sunday . . . . . 320
    - 518.23 Nonscheduled Workday . . . . . 320
  - 518.3 Holidays on Scheduled Workdays . . . . . 320
  - 518.4 Eligibility for Holiday Pay . . . . . 320
  - 518.5 Provisions for Rural Carriers and Substitutes . . . . . 320
    - 518.51 Rural Carriers . . . . . 320
    - 518.52 Substitute Rural Carriers . . . . . 320
  - 518.6 Provisions for Postmasters . . . . . 321
- 519 Administrative Leave . . . . . 321
  - 519.1 Definition . . . . . 321
  - 519.2 Special Conditions . . . . . 321
    - 519.21 Acts of God . . . . . 321
      - 519.211 General . . . . . 321
      - 519.212 Authorizing Administrative Leave for Acts of God . . . . . 321
      - 519.213 Determining the Cause of Absence . . . . . 321
      - 519.214 Early Dismissal Due to Acts of God . . . . . 321
      - 519.215 Employees Prevented From Reporting . . . . . 322
      - 519.216 Employees on Annual Leave, Sick Leave, or LWOP . . . . . 322
      - 519.217 Substitute Rural Carriers and Rural Carrier Associates . . . . . 322
    - 519.22 Civil Disorders . . . . . 322

## Contents

	519.221	Decision to Curtail or Terminate Postal Operations . . . .	322
	519.222	Civil Disorder Extends Beyond Three Days . . . . .	323
	519.223	Early Dismissal . . . . .	323
	519.224	Employees Prevented From Reporting . . . . .	323
	519.23	Relocation . . . . .	323
	519.231	Policy . . . . .	323
	519.232	Requirements . . . . .	323
	519.233	Notation on PS Form 50 . . . . .	323
	519.234	Limitations . . . . .	323
	519.24	Adverse Action Investigation and Decision . . . . .	324
519.3		Civil Participation . . . . .	324
	519.31	State and Local Civil Defense Programs . . . . .	324
	519.311	No Charge to Leave . . . . .	324
	519.312	Annual or LWOP . . . . .	324
	519.313	Availability for Civil Defense Assignment . . . . .	324
	519.314	Key Role Restriction . . . . .	324
	519.315	Statement Requirement . . . . .	324
	519.32	Voting or Registering to Vote . . . . .	324
	519.321	Policy . . . . .	324
	519.322	Administrative Determination . . . . .	325
	519.323	Voting . . . . .	325
	519.324	Registration . . . . .	325
	519.325	Restrictions . . . . .	325
	519.33	Funeral Services . . . . .	325
	519.331	Absence of Veterans to Attend Funeral Services . . . . .	325
	519.332	Funeral of Immediate Relatives Who Died in Combat Zone . . . . .	326
519.4		National Day of Observance . . . . .	326
	519.41	General . . . . .	326
	519.42	Leave Granted . . . . .	326
	519.421	Full-Time Employees . . . . .	326
	519.422	Part-Time Regular Employees . . . . .	327
	519.423	Part-Time Flexible Employees . . . . .	327
	519.424	Transitional Employees . . . . .	327
	519.425	Employees on Paid Leave . . . . .	328
	519.426	Employees on Continuation of Pay, Office of Workers' Compensation Programs Pay, and Leave Without Pay . . . . .	328
	519.427	Employees Absent Without Leave, Suspended, or Pending Removal . . . . .	328
	519.428	Individuals Not Eligible for Administrative Leave . . . . .	328
	519.43	Leave Taken at a Future Date . . . . .	328
519.5		Medical Events . . . . .	329
	519.51	Blood Donations . . . . .	329
	519.511	Policy . . . . .	329
	519.512	Time Allowed . . . . .	329
	519.513	Restrictions . . . . .	329
	519.514	Facility Arrangements . . . . .	329

- 519.52 Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations . . . . . 330
  - 519.521 Policy. . . . . 330
  - 519.522 Time Limitations . . . . . 330
- 519.53 Physical Examination for Entry Into Armed Forces . . . . . 330
- 519.54 First-Aid Examination and Treatment for On-the-Job Injury or Illness . . . . . 330
  - 519.541 Employee on Regular Tour . . . . . 330
  - 519.542 Employee in Overtime Status . . . . . 330
- 519.55 Day of Death. . . . . 330
- 519.6 Special Events – Postal Service Invitation . . . . . 331
- 519.7 Nonbargaining Unit Personal Absence . . . . . 331
  - 519.71 Definition. . . . . 331
  - 519.72 Policy . . . . . 331
  - 519.73 Limitations and Exceptions. . . . . 331
    - 519.731 Full-Day Absences . . . . . 331
    - 519.732 Partial-Day Absences . . . . . 331
    - 519.733 Directed to Work. . . . . 332
  - 519.74 Administration. . . . . 332
    - 519.741 General . . . . . 332
    - 519.742 Approval . . . . . 332
    - 519.743 Full-Day Leave . . . . . 332
  - 519.75 Management Controls . . . . . 332
    - 519.751 Responsibility . . . . . 332
    - 519.752 Administration . . . . . 333
- 520 Health Benefits Program . . . . . 333
  - 521 Administration and Eligibility . . . . . 333
    - 521.1 General . . . . . 333
    - 521.2 Eligible Employees . . . . . 333
    - 521.3 Employees Not Eligible. . . . . 334
    - 521.4 Family Member Eligibility . . . . . 335
      - 521.41 General . . . . . 335
        - 521.411 Responsibility of Human Resources Shared Service Center. . . . . 335
        - 521.412 Family Members Eligible . . . . . 335
      - 521.42 Determining Family Membership Status of Children . . . . . 336
        - 521.421 Adopted Children . . . . . 336
        - 521.422 Stepchildren . . . . . 336
        - 521.423 Foster Children . . . . . 336
        - 521.424 Child’s Temporary Absence on “Living-With” Requirement . . . . . 337
        - 521.425 Effect of Child’s Marriage on Family Member Status . . . . . 337
    - 521.5 Relatives Not Eligible . . . . . 337
    - 521.6 Former Spouses . . . . . 339
      - 521.61 Eligibility Determination . . . . . 339
        - 521.611 Requirements . . . . . 339

Contents

	521.612 Office of Personnel Management Responsibility . . . . .	339
	521.613 Human Resources Shared Service Center Responsibility . . . . .	340
	521.62 Documentation of Eligibility . . . . .	340
	521.621 Eligible for Coverage . . . . .	340
	521.622 Ineligible for Coverage . . . . .	340
	521.63 Request for Reconsideration . . . . .	340
521.7	Temporary Continuation of Coverage . . . . .	341
	521.71 Eligibility . . . . .	341
	521.711 Eligible for Coverage . . . . .	341
	521.712 Ineligible for Coverage . . . . .	341
	521.72 Agency Responsibilities . . . . .	342
	521.721 Office of Personnel Management Responsibility . . . . .	342
	521.722 National Finance Center Responsibility . . . . .	342
	521.723 Human Resources Shared Service Center’s Responsibility . . . . .	342
	521.73 Time Limitations for Enrollment . . . . .	342
	521.74 Length of Coverage . . . . .	343
	521.75 Premiums . . . . .	343
522	Health Insurance Plans Available . . . . .	343
	522.1 Types of Participating Plans . . . . .	343
	522.11 Fee-for-Service Plans with a Preferred Provider Organization . . . . .	343
	522.12 Fee-for-Service PPO Only Plans . . . . .	344
	522.13 Fee-for-Service Employee Organization Plans . . . . .	344
	522.14 Health Maintenance Organization and Point-of-Service Plans . . . . .	344
	522.15 High Deductible and Consumer-Driven Health Plans . . . . .	344
	522.2 Description of Participating Plans . . . . .	344
523	Election Procedures . . . . .	345
	523.1 Initial . . . . .	345
	523.2 Employee Declines to Enroll . . . . .	345
	523.3 Late Enrollment or Change in Enrollment . . . . .	345
	523.31 Accepting Late Enrollment . . . . .	345
	523.32 Causes Beyond Employee’s Control . . . . .	345
	523.33 Procedures for Documenting Late Enrollment . . . . .	346
	523.34 Effective Date of Late Enrollment . . . . .	346
	523.341 Belated FEHB Open Season Enrollment . . . . .	346
	523.342 Late Enrollment Other Than FEHB Open Season . . . . .	346
	523.4 Enrollment by Proxy . . . . .	346
	523.5 Enrollment in an Employee Organization Plan . . . . .	347
	523.6 Enrollment by a Former Spouse . . . . .	347
	523.61 Enrollment Form . . . . .	347
	523.62 Statement Signed by Former Spouse . . . . .	347
	523.63 Human Resources Shared Service Center Records on Former Spouse . . . . .	348
	523.631 Establishing File . . . . .	348

	523.632	Contents of File . . . . .	348
	523.633	Access to File . . . . .	348
	523.634	Disposition of File . . . . .	349
524		Enrollment . . . . .	351
	524.1	Types of Enrollment . . . . .	351
		524.11 Self Only . . . . .	351
		524.12 Self and Family . . . . .	351
	524.2	Husband and Wife Both Eligible to Enroll . . . . .	351
	524.3	Dual Coverage Restriction . . . . .	351
		524.31 General . . . . .	351
		524.32 Procedures to Be Followed by the Human Resources Shared Service Center . . . . .	351
		524.33 Dual Enrollment Exceptions . . . . .	352
	524.4	Correction of Erroneous Enrollment . . . . .	352
	524.5	Enrollment or Change in Enrollment . . . . .	353
		524.51 General . . . . .	353
		524.52 Events Permitting . . . . .	353
		524.521 New Appointment . . . . .	353
		524.522 Change in Employment Status . . . . .	353
		524.523 FEHB Open Season . . . . .	354
		524.524 Reemployment After Break in Service of More Than 3 Days . . . . .	354
		524.525 Return to Duty After 365 Days in Nonpay Status . . . . .	354
		524.526 Return From Military Service . . . . .	354
		524.527 Loss of Coverage Under Federal Programs . . . . .	354
		524.528 Eligible for Medicare . . . . .	354
		524.529 Change to Self Only . . . . .	354
		524.53 Family Changes Affecting Enrollment . . . . .	355
		524.531 Change in Marital Status . . . . .	355
		524.532 Change in Family Status . . . . .	355
		524.533 Change in Spouse’s Employment Status . . . . .	356
		524.534 Employee Loses Coverage as Family Member . . . . .	356
		524.535 Loss of Coverage Under Parent’s Nonfederal Plan . . . . .	357
		524.536 Loss of Dependent Coverage Under Spouse or Other Parent’s Nonfederal Plan . . . . .	357
		524.54 Family Changes Not Affecting Enrollment . . . . .	357
		524.541 General . . . . .	357
		524.542 Name Change . . . . .	358
	524.6	Effective Date of Enrollment or Enrollment Change . . . . .	358
		524.61 FEHB Open Season . . . . .	358
		524.611 New Enrollment . . . . .	358
		524.612 Change of Enrollment . . . . .	358
		524.62 Change to Self Only . . . . .	358
		524.63 Change to Self and Family to Provide Coverage to Child . . . . .	359
		524.64 All Other Enrollments or Changes in Enrollment . . . . .	359
	524.7	Termination of Enrollment . . . . .	359

Contents

524.71	Cancellation by Employee . . . . .	359
524.72	Discontinuance of Plan or Part . . . . .	359
524.721	Because of Service Limitations . . . . .	359
524.722	Because of Leave Without Pay . . . . .	360
524.73	Membership Termination in Employee Organization . . . . .	360
524.74	Effective Termination Dates of Employee Enrollment. . . . .	360
524.75	Effective Termination Dates of Family Member Coverage . . . . .	361
524.76	Temporary Extension of Coverage . . . . .	361
524.761	For Enrolled Employee . . . . .	361
524.762	For Family Member . . . . .	361
524.763	For Confined Employee or Family Member . . . . .	361
524.77	Conversion Rights . . . . .	361
524.771	Employee’s and Family Member’s Right to Convert. . . . .	361
524.772	Human Resources Shared Service Center Responsibility . . . . .	362
524.773	Application for Conversion . . . . .	362
524.774	Late Conversion . . . . .	362
524.775	Effective Date of Conversion. . . . .	362
524.776	Benefits and Costs of Conversion Contract . . . . .	362
524.78	Reinstatement of Enrollment After Conversion. . . . .	362
524.781	Refund of Premiums . . . . .	362
524.782	Adjustment of Difference in Benefits. . . . .	363
524.8	Cost of Enrollment . . . . .	363
524.81	Postal Service Contribution . . . . .	363
524.82	Employee Withholding . . . . .	363
524.83	Pre-Tax and After-Tax Premiums. . . . .	363
524.831	Tax Benefits . . . . .	363
524.832	Career Employees. . . . .	363
524.833	Certain Noncareer and Transitional Employees . . . . .	364
524.834	Further Information . . . . .	364
524.84	Health Benefits Schedule . . . . .	364
524.9	Enrollments for Former Spouses . . . . .	364
524.91	Type of Enrollment . . . . .	364
524.92	Effective Date of Enrollment . . . . .	364
524.921	New Enrollment. . . . .	364
524.922	Change in Enrollment . . . . .	365
524.93	Payment of Premiums . . . . .	365
524.94	Opportunities to Change Enrollment . . . . .	365
524.941	Change to Self Only . . . . .	365
524.942	FEHB Open Season . . . . .	365
524.943	Other Events That Permit Changes in Enrollment. . . . .	365
524.95	Cancellation of Enrollment . . . . .	366
524.96	Termination of Enrollment. . . . .	366
524.961	Events Terminating Coverage . . . . .	366
524.962	Temporary Extension of Coverage . . . . .	367
524.963	Termination Due to Failure to Pay Premiums . . . . .	367
524.964	Termination of Coverage for Family Members . . . . .	367

	524.965	Former Spouse Responsibility . . . . .	367
	524.966	National Finance Center Responsibility . . . . .	367
525		Special Circumstances Affecting Health Insurance Coverage . . . . .	368
	525.1	Office of Workers' Compensation Programs . . . . .	368
		525.11 Requirements to Continue Enrollment . . . . .	368
		525.111 Employee . . . . .	368
		525.112 Survivor . . . . .	369
		525.12 Transfer of Enrollment . . . . .	369
		525.121 Transfer to OWCP . . . . .	369
		525.122 Transfer Back to Employing Office . . . . .	369
		525.13 Withholding and Contribution by OWCP . . . . .	369
		525.131 Effective Dates . . . . .	369
		525.132 Health Benefits Refund Program . . . . .	370
		525.14 Procedures for Continuing Enrollment . . . . .	371
		525.141 Reporting to OWCP . . . . .	371
		525.142 Eligibility for Transfer . . . . .	371
		525.143 Pending OWCP's Request for Transfer . . . . .	373
		525.144 Employee Not Eligible to Continue . . . . .	373
		525.145 OWCP Determines Employee Is Not Eligible . . . . .	373
		525.146 On LWOP 10 Months, But Enrollment Not Transferred . . . . .	373
		525.147 OWCP Terminates Compensation . . . . .	374
		525.148 Employee Returns to Duty . . . . .	374
		525.149 Employee Elects Retirement . . . . .	374
	525.2	Employees in Nonpay Status . . . . .	374
		525.21 Enrollment Limit of 365 Days . . . . .	374
		525.22 Payment Required for Periods of Nonpay Status . . . . .	375
		525.221 Responsibility . . . . .	375
		525.222 Human Resources Shared Service Center (HRSSC) Procedures . . . . .	375
		525.223 Procedures for Employee . . . . .	375
		525.23 Employee Granted LWOP to Serve in Employee Organization . . . . .	376
		525.231 Policy . . . . .	376
		525.232 HRSSC Procedures . . . . .	376
		525.233 Procedures for Employee . . . . .	376
		525.24 Enrolled Employee in Nonpay Status Accepts Temporary Appointment . . . . .	376
		525.25 Employee in Nonpay Status Pending Removal . . . . .	377
		525.251 Removal Upheld . . . . .	377
		525.252 Restored to Duty . . . . .	377
	525.3	Military Service . . . . .	377
		525.31 Entry Into Military Service . . . . .	377
		525.311 Thirty Days or Less . . . . .	377
		525.312 More Than Thirty Days . . . . .	378
		525.32 Return From Military Service . . . . .	378
		525.321 Return Not in Exercise of Reemployment Rights . . . . .	378
		525.322 Return in Exercise of Reemployment Rights . . . . .	378

525.33	Death During Military Service . . . . .	378
525.34	Loss of Coverage Under the Uniformed Services Health Benefits Program . . . . .	378
525.35	Continuous Enrollment . . . . .	379
525.4	Coverage Into Retirement . . . . .	379
525.41	Employee Requirements for Continuation . . . . .	379
525.42	Procedures to Be Followed by Employing Office . . . . .	379
525.421	Determining Eligibility for Continued Enrollment . . . . .	379
525.422	Transferring Enrollment to OPM . . . . .	379
525.423	Reinstating Terminated Enrollments . . . . .	381
525.43	Benefits and Cost . . . . .	381
525.44	Employee Separates and Subsequently Retires . . . . .	381
525.441	Terminating Enrollment . . . . .	381
525.442	Encouraging Conversion to Individual Contract . . . . .	381
525.45	Reemployed Annuitant . . . . .	382
525.451	Enrolled . . . . .	382
525.452	Nonenrolled . . . . .	382
525.453	Reemployed Without Break in Service . . . . .	382
525.454	FEHB Open Season Opportunities for Reemployed Annuitant . . . . .	382
525.5	Death of an Employee . . . . .	383
525.51	Transfer of Enrollment to Eligible Survivor . . . . .	383
525.511	Requirements . . . . .	383
525.512	Procedures to Be Followed by Employing Office . . . . .	383
525.513	Benefits and Cost . . . . .	383
525.52	Enrollment Eligibility Both as an Employee and as a Survivor Annuitant . . . . .	383
525.6	Transfer to or From Overseas Post of Duty . . . . .	384
525.7	Move Outside Service Area of a Comprehensive Plan . . . . .	384
525.8	Employment Transfer . . . . .	384
525.81	Within Postal Service or to Another Federal Agency . . . . .	384
525.82	Outside Comprehensive Area . . . . .	385
525.83	Congressional Office . . . . .	385
525.831	From Postal Service to Senate or House . . . . .	385
525.832	From Senate or House to Postal Service . . . . .	385
526	Self-Support Determinations . . . . .	385
526.1	Physical and Mental Incapacity Requirement . . . . .	385
526.11	Incapable of Self-Support . . . . .	385
526.12	Capable of Self-Support . . . . .	385
526.2	Financial Dependency . . . . .	386
526.21	Dependency Requirement . . . . .	386
526.22	Automatic Dependency . . . . .	386
526.23	Proof of Dependency . . . . .	386
526.3	Medical Requirement . . . . .	386
526.31	Authority . . . . .	386
526.32	Medical Certificate . . . . .	387

- 526.321 Submission . . . . . 387
- 526.322 Time Limitation . . . . . 387
- 526.323 Renewal. . . . . 387
- 526.324 Failure to Renew . . . . . 387
- 526.325 Late Submission . . . . . 387
- 526.4 Medical Determinations . . . . . 387
- 526.5 Procedures for Notifying the Health Benefits Plan . . . . . 388
  - 526.51 Employing Office. . . . . 388
    - 526.511 Existing Enrollment . . . . . 388
    - 526.512 New Enrollment. . . . . 388
  - 526.52 Postal Data Center . . . . . 388
- 527 Privacy Act Considerations . . . . . 388
  - 527.1 Disclosure. . . . . 388
  - 527.2 Maintenance . . . . . 388
  - 527.3 Privacy Act Requests . . . . . 388
    - 527.31 Employees . . . . . 388
    - 527.32 Former Employees . . . . . 389
    - 527.33 Retired Employees . . . . . 389
- 528 Employee Appeals. . . . . 389
  - 528.1 Appeal of Refusal to Allow Enrollment or Change of Enrollment . . . . . 389
  - 528.2 Appeal of Claim Denial . . . . . 389
    - 528.21 Initial Appeal Rights . . . . . 389
      - 528.211 Request for Reconsideration . . . . . 389
      - 528.212 Health Plan Responsibility . . . . . 389
    - 528.22 Request for Office of Personnel Management Review. . . . . 390
      - 528.221 Cause for Request to Review . . . . . 390
      - 528.222 Time Limit . . . . . 390
      - 528.223 Authorization for Release of Medical Information . . . . . 390
      - 528.224 Office of Personnel Management Responsibility . . . . . 390
- 530 Life Insurance Program . . . . . 391
  - 531 Administration and Eligibility . . . . . 391
    - 531.1 General. . . . . 391
    - 531.2 Eligible Employees . . . . . 391
    - 531.3 Exclusions . . . . . 391
  - 532 Coverage . . . . . 393
    - 532.1 Based on Pay . . . . . 393
      - 532.11 Full-Time Employees . . . . . 393
      - 532.12 Part-Time Employees . . . . . 393
      - 532.13 Employees Serving in More Than One Position . . . . . 393
        - 532.131 Part-Time Flexible . . . . . 393
        - 532.132 Others . . . . . 393
    - 532.2 Amount. . . . . 394
      - 532.21 Basic Insurance . . . . . 394
        - 532.211 Minimum . . . . . 394
        - 532.212 Maximum. . . . . 394

Contents

	532.213	Extra Benefit . . . . .	394
	532.214	Automatic Change . . . . .	394
	532.215	Accidental Dismemberment Provision . . . . .	394
	532.22	Optional Insurance . . . . .	395
	532.221	Option A — Standard . . . . .	395
	532.222	Option B — Additional . . . . .	395
	532.223	Option C — Family . . . . .	395
533		Cost, Payment, Withholdings . . . . .	396
533.1		Basic Insurance Cost . . . . .	396
533.2		Optional Insurance . . . . .	396
	533.21	Cost . . . . .	396
	533.22	Withholdings . . . . .	396
	533.221	Option A — Standard . . . . .	396
	533.222	Option B — Additional . . . . .	396
	533.223	Option C — Family . . . . .	397
	533.224	Birthdays and Pay Periods . . . . .	397
	533.225	Insufficient Pay to Cover Optional Insurance Withholdings . . . . .	397
534		Special Circumstances Affecting Coverage . . . . .	397
534.1		LWOP . . . . .	397
	534.11	Twelve-Month Maximum . . . . .	397
	534.12	Notice of Right of Conversion . . . . .	397
	534.13	Return to Duty . . . . .	398
	534.14	Appointment to Temporary Position . . . . .	398
	534.141	Coverage . . . . .	398
	534.142	New Twelve-Month Maximum . . . . .	398
	534.143	Optional Insurance Withholdings . . . . .	398
	534.15	Retirement Annuity Pending . . . . .	398
534.2		Service in Employee Organization . . . . .	398
	534.21	Election . . . . .	398
	534.211	General . . . . .	398
	534.212	Employee Elects to Continue . . . . .	399
	534.213	Employee Does Not Elect to Continue . . . . .	399
	534.22	Installation Head Responsibility . . . . .	399
	534.221	Notify Employee of Right to Elect . . . . .	399
	534.222	Set Up Reminder System . . . . .	399
	534.223	Contact Employee . . . . .	399
	534.224	Document Action . . . . .	399
	534.225	Copy of Election Filed . . . . .	399
534.3		Employees Receiving OWCP Benefits . . . . .	399
	534.31	Eligibility . . . . .	399
	534.311	Basic Life Insurance . . . . .	399
	534.312	Optional Insurance . . . . .	399
	534.32	Termination of Insurance . . . . .	400
	534.33	Resumption of Insurance . . . . .	400
	534.34	Notice of Right of Conversion or Continuation . . . . .	400

	534.341	Choice	400
	534.342	Cost	400
	534.343	Procedures for Continuation	400
534.4		Living Benefits	401
534.5		Assignment of Life Insurance	401
534.6		Erroneous Enrollments	401
535		Actions	402
535.1		Acquiring Coverage	402
	535.11	Basic Insurance	402
		535.111 Newly Eligible Employees	402
		535.112 Transfer Employees	402
		535.113 Previous Waiver	402
	535.12	Optional Insurance	402
		535.121 Eligibility	402
		535.122 Election/Declination Requirement	402
		535.123 Effective Date	403
		535.124 Belated Election	403
535.2		Waiver of Basic Insurance	403
	535.21	Filing SF 2817	403
	535.22	Effective Date	403
	535.23	Employee Statement	403
	535.24	Sample Statement	404
535.3		Declination of Optional Insurance	404
535.4		Effect of Waiver or Declination	404
	535.41	Reappointment/Transfer	404
	535.42	Previous Filing	404
		535.421 Basic Life Insurance	404
		535.422 Optional Insurance	404
535.5		Cancellation of Insurance Coverage	404
	535.51	Filing SF 2817	404
	535.52	Effective Date	405
535.6		Termination	405
	535.61	Effective Date	405
		535.611 Basic Insurance	405
		535.612 Optional Insurance	405
	535.62	Temporary Continued Protection for Thirty-One Days	405
	535.63	Notice of Termination and of Conversion Privilege	406
	535.64	Requirement for Continuous Protection	406
535.7		Conversion	406
	535.71	Converted Policy	406
		535.711 Purchase of Individual Policy	406
		535.712 Information Source	407
	535.72	Time Limits for Conversions	407
		535.721 Employing Office Responsibility	407
		535.722 Employee Responsibilities	407

Contents

535.73	Conversion Privilege for Family Members . . . . .	407
535.8	Canceling Waivers or Declinations . . . . .	407
535.81	Conditions . . . . .	407
535.82	Procedures . . . . .	408
535.83	Coverage After Cancellation of Waiver or Declination . . . . .	408
535.831	Basic Insurance . . . . .	408
535.832	Optional Insurance . . . . .	408
535.9	Exceptions for Canceling a Declination of Optional Insurance . . . . .	409
535.91	Life Status Changes . . . . .	409
535.911	Time Limitation . . . . .	409
535.912	Limitation on Coverage . . . . .	409
535.913	Effective Date . . . . .	409
535.914	Proof Required . . . . .	409
535.92	Reinstatement Actions . . . . .	409
535.921	Conditions . . . . .	409
535.922	Effective Date . . . . .	410
536	Retirement . . . . .	410
536.1	Requirements for Continuance . . . . .	410
536.11	Basic Insurance . . . . .	410
536.111	Eligibility . . . . .	410
536.112	Election Requirement . . . . .	410
536.12	Optional Insurance . . . . .	410
536.2	Cost . . . . .	411
536.21	Basic Insurance . . . . .	411
536.211	Premiums . . . . .	411
536.212	Withholdings . . . . .	411
536.22	Optional Insurance . . . . .	411
536.3	Reduction After Retirement . . . . .	411
536.31	Basic Insurance . . . . .	411
536.311	Seventy-Five Percent Reduction . . . . .	411
536.312	Fifty Percent Reduction . . . . .	411
536.313	No Reduction . . . . .	411
536.32	Optional Insurance . . . . .	412
536.321	Option A — Standard . . . . .	412
536.322	Option B — Additional and Option C — Family . . . . .	412
536.4	Living Benefits . . . . .	412
536.5	Assignment of Life Insurance . . . . .	412
537	Reemployed Annuitants . . . . .	413
537.1	Coverage . . . . .	413
537.11	Terminated by Reemployment . . . . .	413
537.12	Retained During Reemployment . . . . .	413
537.121	Suspended . . . . .	413
537.122	Continued . . . . .	414
537.13	Automatic Coverage . . . . .	414
537.131	Optional Withholdings . . . . .	414
537.132	Additional Optional Coverage . . . . .	414

- 537.14 Waiver and/or Declination of Coverage . . . . . 414
  - 537.141 Insurance Affected . . . . . 414
  - 537.142 Effect . . . . . 414
  - 537.143 Exception . . . . . 414
  - 537.144 Employing Office Procedures . . . . . 415
- 537.15 Amount of Coverage . . . . . 415
- 537.16 Termination and Conversion . . . . . 415
  - 537.161 Termination Date . . . . . 415
  - 537.162 Conversion Privilege . . . . . 415
- 537.17 Continuance Upon Termination of Reemployment . . . . . 415
  - 537.171 Retention . . . . . 415
  - 537.172 Procedures . . . . . 416
  - 537.173 Adjustment . . . . . 416
  - 537.174 Withholdings . . . . . 416
- 537.2 Benefits . . . . . 416
  - 537.21 Amounts/Conditions . . . . . 416
  - 537.22 Greater Amount Paid . . . . . 416
- 537.3 Designation of Beneficiary . . . . . 417
  - 537.31 Designation in Effect . . . . . 417
  - 537.32 Change of Beneficiary . . . . . 417
    - 537.321 Employee . . . . . 417
    - 537.322 Employing Office . . . . . 417
- 538 Beneficiaries, Benefits Payable, Claims . . . . . 417
  - 538.1 Beneficiaries . . . . . 417
    - 538.11 No Named Beneficiary . . . . . 417
      - 538.111 Order of Precedence . . . . . 417
      - 538.112 Option C — Family . . . . . 418
      - 538.113 Designating Trusts . . . . . 418
    - 538.12 Specific Designation . . . . . 418
      - 538.121 SF 2823 . . . . . 418
      - 538.122 Contingent Provisions . . . . . 418
      - 538.123 Agency as Beneficiary . . . . . 418
      - 538.124 Procedures for Filing . . . . . 418
    - 538.13 Employee Informed . . . . . 418
      - 538.131 Previous Designation Invalid . . . . . 418
      - 538.132 Order of Precedence . . . . . 419
    - 538.14 Change or Cancellation . . . . . 419
    - 538.15 Automatic Cancellation . . . . . 419
    - 538.16 Retiring Employee Designations . . . . . 419
    - 538.17 Reemployed Annuitant . . . . . 419
    - 538.18 Designation While Receiving OWCP Benefits . . . . . 419
  - 538.2 Benefits Payable . . . . . 419
    - 538.21 Amount . . . . . 419
    - 538.22 Accidental Dismemberment . . . . . 420
      - 538.221 Single Accident . . . . . 420
      - 538.222 Multiple Accidents . . . . . 420
    - 538.23 Accidental Death . . . . . 420

Contents

538.24	Accidental Dismemberment and Accidental Death . . . . .	420
538.25	Death During Thirty-One-Day Extension of Group Life Insurance . . . . .	420
538.3	Claims. . . . .	420
538.31	Death of Insured Employee . . . . .	420
538.311	Contacting Persons Entitled to Benefits. . . . .	420
538.312	SF 2821. . . . .	420
538.32	Death of Reemployed Annuitant. . . . .	421
538.321	Addressing Claims . . . . .	421
538.322	SF 2821. . . . .	421
538.33	Requirements for Filing. . . . .	421
538.34	Forms Used . . . . .	421
538.341	Death Benefits. . . . .	421
538.342	Accidental Dismemberment . . . . .	421
538.35	Time Limits for Filing Accidental Death or Dismemberment Claims . . . . .	422
538.36	Settlement. . . . .	422
539	Insurance Forms . . . . .	422
539.1	Filing. . . . .	422
539.11	SF 2817, Life Insurance Election (FEGLI) . . . . .	422
539.12	SF 2821, Agency Certification of Insurance Status . . . . .	422
539.13	SF 2823, Designation of Beneficiary. . . . .	422
539.14	SF 2822, Request for Insurance. . . . .	422
539.2	Privacy Act Considerations . . . . .	422
539.21	Handling and Disclosing Information . . . . .	422
539.22	Records Maintenance. . . . .	423
539.23	Employee Retires . . . . .	423
540	Injury Compensation Program . . . . .	423
541	Overview . . . . .	423
541.1	Background . . . . .	423
541.11	Law . . . . .	423
541.12	Administration. . . . .	423
541.13	Coverage . . . . .	423
541.131	Disability . . . . .	423
541.132	Death. . . . .	424
541.133	Schedule Awards . . . . .	424
541.14	Privacy Act . . . . .	424
541.2	Definitions. . . . .	424
541.3	Forms . . . . .	427
542	FECA Claim Requirements . . . . .	427
542.1	Employee Claims for Injury or Illness . . . . .	427
542.11	Traumatic Injury . . . . .	427
542.111	Notice . . . . .	427
542.112	Time Limit . . . . .	427
542.12	Occupational Disease or Illness . . . . .	428
542.121	Notice . . . . .	428

- 542.122 Time Limit . . . . . 428
- 542.13 Recurrence . . . . . 428
  - 542.131 Notice . . . . . 428
  - 542.132 Time Limit . . . . . 428
- 542.14 Survivor Claim for Death Benefits. . . . . 428
  - 542.141 Claim . . . . . 428
  - 542.142 Time Limit . . . . . 428
- 542.2 Evidence Required . . . . . 429
  - 542.21 General . . . . . 429
  - 542.22 Medical Reports . . . . . 429
  - 542.23 Disability . . . . . 429
- 542.3 Penalties . . . . . 429
  - 542.31 Penalty for False Statement . . . . . 429
  - 542.32 Penalty for False Claim . . . . . 429
  - 542.33 Penalty for Refusal to Process Claim . . . . . 429
  - 542.34 Loss of Benefits for Beneficiary Who Defrauds the Government . . . . . 430
- 543 Employee Rights . . . . . 430
  - 543.1 Waiver of Compensation Rights . . . . . 430
  - 543.2 Withdrawal of Claim . . . . . 430
  - 543.3 Medical Care . . . . . 430
  - 543.4 Continuation of Regular Pay or Leave for Disabling Injuries . . . . . 430
    - 543.41 Continuation of Regular Pay . . . . . 430
    - 543.42 Sick or Annual Leave . . . . . 431
- 544 Reporting Procedures . . . . . 431
  - 544.1 Responsibilities . . . . . 431
    - 544.11 Immediate Supervisor Responsibility . . . . . 431
      - 544.111 General . . . . . 431
      - 544.112 Traumatic Injuries . . . . . 432
    - 544.12 Control Office or Control Point Responsibility . . . . . 432
  - 544.2 Criteria and Time Limits . . . . . 432
    - 544.21 Traumatic Injury and Occupational Disease or Illness . . . . . 432
      - 544.211 Report Criteria . . . . . 432
      - 544.212 Time Limit . . . . . 432
    - 544.22 Recurrence of Injury . . . . . 433
      - 544.221 Report Criteria . . . . . 433
      - 544.222 Time Limit . . . . . 433
    - 544.23 Death . . . . . 433
      - 544.231 Report Criteria . . . . . 433
      - 544.232 Time Limit . . . . . 433
    - 544.24 PCES Claims . . . . . 433
- 545 Control Office or Control Point Claim Management Responsibility . . . . . 433
  - 545.1 General . . . . . 433
    - 545.11 Claim Management Relationships . . . . . 433
    - 545.12 Establishing Control Office and Control Points . . . . . 434

## Contents

545.2	Authorizing Examination and/or Treatment With Form CA-16. . . . .	434
545.21	Traumatic Injury . . . . .	434
545.22	Occupational Disease or Illness . . . . .	434
545.23	Exposure to Workplace Hazards . . . . .	434
545.24	Preventive Treatment . . . . .	435
545.3	Return to Work Responsibility . . . . .	435
545.31	Control Office or Control Point Responsibility . . . . .	435
545.32	Suitable Work . . . . .	435
545.33	Employee Responsibility. . . . .	436
545.4	Implementing Medical Care . . . . .	436
545.41	Emergency Treatment . . . . .	436
545.42	Initial Medical Examination and/or Treatment . . . . .	436
545.43	Postal Physician or Contract Equivalent. . . . .	436
545.44	Outside Treatment in a Nonemergency Situation. . . . .	436
545.45	Continuing Treatment With Postal Service or Contract Physician. . . . .	437
545.5	Monitoring the Employee's Medical Care . . . . .	437
545.51	Medical Report Requirements . . . . .	437
545.52	Determining Return to Work Capability . . . . .	438
545.53	Review of Medical Treatment . . . . .	438
545.6	Fitness-for-Duty Examinations . . . . .	439
545.61	General . . . . .	439
545.62	Fitness-for-Duty Procedures . . . . .	439
545.63	Fitness-for-Duty Results . . . . .	439
545.64	Difference in Medical Opinion. . . . .	439
545.7	Continuation of Pay by the Postal Service. . . . .	440
545.71	General . . . . .	440
545.72	Eligibility . . . . .	440
545.721	Initial Disability for a Traumatic Injury . . . . .	440
545.722	Recurrence of Disability . . . . .	440
545.723	Exclusions . . . . .	440
545.724	Employee Responsibility. . . . .	440
545.73	Controversion of COP. . . . .	441
545.731	Definition of Controversion . . . . .	441
545.732	Controversion With COP Withheld . . . . .	441
545.733	Controversion With COP Provided . . . . .	441
545.74	Stopping COP. . . . .	441
545.741	Circumstances for Stopping COP. . . . .	441
545.742	Relation to Disciplinary Action . . . . .	442
545.743	Stopping Continuation of Pay for Temporary Employees. . . . .	442
545.75	Controversion Package . . . . .	442
545.76	Adjudication Process . . . . .	443
545.77	Controversion Denied by OWCP . . . . .	443
545.78	Overpayment Determination. . . . .	443

545.8	Compensation by OWCP for Disability .....	444
545.81	Initial Period of Compensation .....	444
545.811	Traumatic Injury .....	444
545.812	Occupational Disease or Illness .....	444
545.82	Subsequent Periods of Compensation .....	444
545.83	Waiting Period .....	444
545.84	Leave Buy-Back .....	445
545.9	Managing Extended Leave Cases .....	445
545.91	General .....	445
545.92	Deciding Appropriate Action .....	445
545.93	Separation — Disability .....	445
546	Reassignment or Reemployment of Employees Injured on Duty .....	446
546.1	Law .....	446
546.11	General .....	446
546.12	Disability Fully Overcome Within One Year .....	446
546.121	Obligation .....	446
546.122	Rights and Benefits .....	446
546.13	Disability Fully Overcome After More Than One Year .....	446
546.131	Obligation .....	446
546.132	Rights and Benefits .....	446
546.14	Disability Partially Overcome .....	446
546.141	General .....	446
546.142	Obligation .....	447
546.143	Rights and Benefits Upon Partial Recovery .....	448
546.144	Relocation Consideration .....	450
546.2	Collective Bargaining Agreements .....	450
546.21	Compliance .....	450
546.22	Contractual Considerations .....	450
546.221	Scope .....	450
546.222	Reassignment or Reemployment .....	450
546.23	Types of Appointments .....	451
546.3	Restoration Rights .....	451
546.4	Employee Appeal Rights .....	451
546.5	Retirement Considerations .....	451
546.6	Reassignment and Reemployment Procedures .....	451
546.61	OWCP Referrals .....	451
546.611	Work Limitation Tolerances .....	452
546.612	OWCP Vocational Rehabilitation Services .....	452
546.62	Postal Service Medical Review .....	452
546.621	Physical Examination .....	452
546.622	Special Considerations .....	452
546.63	Offer of Appointment .....	453
546.631	Evaluation .....	453
546.632	Interview .....	453
546.633	Processing Personnel Actions .....	453
546.64	Employee's Refusal of Job Offer .....	453

Contents

546.65	Management’s Refusal to Reemploy . . . . .	454
547	Third Party Liability . . . . .	454
547.1	Purpose . . . . .	454
547.2	Background . . . . .	454
547.21	Requirement to Take Action . . . . .	454
547.22	Penalty for Refusal . . . . .	454
547.23	Postal Service Administrative Pursuit . . . . .	454
547.3	Definitions and Use of Terms . . . . .	455
547.4	Responsibility . . . . .	455
547.5	Third Party Recovery Action . . . . .	455
547.51	Traumatic Injury . . . . .	455
547.52	Occupational Illness or Disease . . . . .	455
547.53	Potential Third Party Injuries . . . . .	456
547.54	Investigation . . . . .	456
547.55	Notification . . . . .	456
547.56	OWCP Responsibility . . . . .	459
547.57	Postal Service Responsibility . . . . .	459
547.58	Employee Not Represented by Attorney . . . . .	460
547.59	Employee Not Pursuing Third Party Action . . . . .	468
547.6	Release of Information . . . . .	475
547.61	Privacy Act Protection . . . . .	475
547.62	Release to Employee or Beneficiary . . . . .	475
547.621	General . . . . .	475
547.622	Release to Physician . . . . .	475
547.623	Limitation to Germane Information . . . . .	475
547.63	Release to Other Parties . . . . .	475
547.64	Release to Court or Other Authority . . . . .	475
547.7	Settlement of Claims . . . . .	476
547.71	Employee Pursuing Collection of Damages From Third Party . . . . .	476
547.72	Employee Not Pursuing Third Party Recovery . . . . .	476
547.73	Disbursement of Recovered Third Party Funds . . . . .	476
547.74	Settlement Verification . . . . .	477
547.75	Control Point Supervisor Requirements . . . . .	477
547.76	Recovery Assistance . . . . .	477
547.77	Delegation of Authority . . . . .	477
547.8	Third Party Recovery Action — Court Action . . . . .	479
547.81	General . . . . .	479
547.82	Compensation for Court Appearances . . . . .	479
547.83	Documentation of Court Appearances . . . . .	479
547.84	Case Preparation . . . . .	479
550	Unemployment Compensation . . . . .	481
551	Overview . . . . .	481
551.1	Legal Guidelines . . . . .	481

551.11	Administration.....	481
551.12	Liability .....	481
551.13	Illegal Claims.....	481
551.2	Qualification Factors.....	481
551.3	Disqualification Factors .....	481
551.4	Information to State Employment Security Agencies.....	482
551.41	Information Required .....	482
551.42	Privacy Act Requirements .....	482
551.421	Authority to Disclose.....	482
551.422	Accountability of Disclosure .....	482
552	Responsibilities .....	482
552.1	Headquarters .....	482
552.11	Functional Administration .....	482
552.12	Daily Administration .....	483
552.2	Areas.....	483
552.3	State Coordinators .....	483
552.31	Administration.....	483
552.32	Responsibilities.....	483
552.4	Installation Heads .....	484
552.41	Completion of PS Form 50, Notification of Personnel Action .....	484
552.42	Cooperation With Postal and State Authorities .....	484
552.5	Eagan Accounting Service Center .....	484
552.51	Initial Response .....	484
552.52	Additional Information.....	485
553	Explanation of Forms and Procedures .....	485
553.1	Postal Service Procedures .....	485
553.11	PS Form 50.....	485
553.12	SF 8, Notice to Former Employee About Unemployment Insurance .....	485
553.13	PS Form 6803, Wage and Separation Information (ES 931).....	486
553.131	Completion .....	486
553.132	Incomplete Information.....	486
553.133	Erroneous Findings.....	486
553.2	State Agency Forms and Procedures .....	486
553.21	Form ES 931.....	486
553.22	Form ES 934.....	487
553.221	Reason for Form ES 934.....	487
553.222	Request for Wage Information .....	487
553.223	Request for Separation Information .....	487
553.224	Request for Wage and Separation Information.....	487
553.23	Form ES 936, Verification of ES 931 (PS Form 6803).....	487
554	Appeals .....	488
554.1	State Law Requirements .....	488
554.2	Initial Level Appeals by Claimants .....	488

## Contents

554.3	Initial Level Appeals by the Postal Service . . . . .	488
554.31	Cause to Appeal . . . . .	488
554.32	Initiation of Appeal . . . . .	488
554.4	Postal Service Participation in Appeals . . . . .	488
554.41	Representation . . . . .	488
554.411	Preparation for Appeal . . . . .	488
554.412	Appearance As a Witness . . . . .	489
554.413	Appearance As an Appellant . . . . .	489
554.414	Appearance As an Appellee . . . . .	489
554.42	New Evidence by Claimant . . . . .	489
554.43	Disclosure of Information . . . . .	489
554.431	Routine . . . . .	489
554.432	Medical Records . . . . .	489
554.433	Inspection Service Records . . . . .	490
554.434	Managing Field Counsel . . . . .	490
554.5	Appeals (Second Level) to State Appellate Board . . . . .	490
554.6	Postal Service Appeals to State Courts . . . . .	490
560	Civil Service Retirement Program . . . . .	491
561	General . . . . .	491
561.1	Scope . . . . .	491
561.2	Administration . . . . .	491
561.3	Employees Covered . . . . .	491
561.4	CSRS Offset . . . . .	491
561.5	Exclusions . . . . .	492
562	Creditable Service . . . . .	492
562.1	General . . . . .	492
562.11	Types of Service . . . . .	492
562.12	Time Credit . . . . .	492
562.2	Federal Civilian Service . . . . .	493
562.21	General . . . . .	493
562.211	Federal and District of Columbia Service . . . . .	493
562.212	District of Columbia Service . . . . .	493
562.213	Breaks In Service . . . . .	493
562.214	Deductions Refunded . . . . .	493
562.22	Service Covered by Social Security . . . . .	493
562.23	Part-Time Employment . . . . .	494
562.231	Part-Time Regular Employees . . . . .	494
562.232	Part-Time Flexible Employees . . . . .	494
562.233	Annuity Proration . . . . .	494
562.24	Intermittent Service . . . . .	494
562.25	Special Circumstances . . . . .	495
562.251	Japanese-American Employee . . . . .	495
562.252	Employee Receiving OWCP Benefits . . . . .	495
562.253	Employee Restored After Erroneous Removal or Suspension . . . . .	496

- 562.254 Employee Granted LWOP to Serve in Employee Organizations . . . . . 496
- 562.255 Employee on Leave of Absence . . . . . 497
- 562.3 Military Service . . . . . 497
  - 562.31 Types of Service . . . . . 497
    - 562.311 Military Groups . . . . . 497
    - 562.312 Reserve Components . . . . . 497
    - 562.313 Military Academies . . . . . 498
    - 562.314 National Guard Service . . . . . 498
    - 562.315 Military Service Prior to January 1957 . . . . . 498
    - 562.316 Military Service After December 31, 1956. . . . . 498
  - 562.32 Required Conditions . . . . . 498
  - 562.33 Double Credit Not Permitted . . . . . 499
  - 562.34 Service Credit Deposit Required . . . . . 499
    - 562.341 Amount of Deposit . . . . . 499
    - 562.342 Charging Interest. . . . . 499
  - 562.35 Military Retired Pay. . . . . 499
    - 562.351 CSRS Annuity . . . . . 499
    - 562.352 Waiver of Military Retired Pay . . . . . 499
- 562.4 Credit For Unused Sick Leave . . . . . 500
  - 562.41 Eligibility . . . . . 500
  - 562.42 Method of Computing. . . . . 500
  - 562.43 Restrictions. . . . . 500
- 562.5 Computing Total Length of Service . . . . . 500
- 563 Annuities — Requirements and Procedures . . . . . 500
  - 563.1 General Requirements . . . . . 500
    - 563.11 Conduct . . . . . 501
    - 563.12 Time . . . . . 501
    - 563.13 Age and Service . . . . . 501
  - 563.2 Requirements and Procedures by Type of Separation . . . . . 501
    - 563.21 Involuntary Separation . . . . . 501
      - 563.211 Additional Requirements. . . . . 501
      - 563.212 Reduced Annuity. . . . . 501
    - 563.22 Mandatory Retirement . . . . . 502
    - 563.23 Disability Retirement Requirements . . . . . 502
      - 563.231 Service . . . . . 502
      - 563.232 Total Disability. . . . . 502
      - 563.233 Conduct. . . . . 502
  - 563.3 Deferred Annuity. . . . . 502
- 564 Types of Annuities . . . . . 503
  - 564.1 Annuity Without Survivor Benefits . . . . . 503
  - 564.2 Annuity with Survivor Benefits . . . . . 503
    - 564.21 Annuity to Current and/or Former Spouse(s) . . . . . 503
      - 564.211 General . . . . . 503
      - 564.212 Current Spouse Eligibility . . . . . 503
      - 564.213 Election of Former Spouse Annuity. . . . . 503

Contents

	564.214	Annuity Limitation . . . . .	504
	564.215	Reduction in Employee’s Annuity . . . . .	504
	564.216	Effective Date . . . . .	504
	564.22	Annuity to Former Spouse Based on Court Order . . . . .	504
	564.221	General . . . . .	504
	564.222	Current Spouse Election . . . . .	504
	564.223	Protection of Current Spouse’s Entitlement . . . . .	504
	564.23	Annuity to Person with Insurable Interest . . . . .	505
	564.231	General . . . . .	505
	564.232	Eligibility . . . . .	505
	564.233	Reduced Rate . . . . .	505
	564.24	Current Spouse’s Consent . . . . .	505
	564.25	Surviving Child . . . . .	505
564.3		Election of Annuity . . . . .	505
	564.31	Application . . . . .	506
	564.32	Election Changes After Retirement. . . . .	506
	564.321	18-Month Reelection Period . . . . .	506
	564.322	Marriage Terminated. . . . .	506
	564.323	Marriage Terminated and Remarriage . . . . .	506
	564.324	Marriage After Retirement. . . . .	506
565		Employee’s Retirement Account. . . . .	507
	565.1	Deductions from Current Earnings. . . . .	507
	565.2	Deposits for Prior Service. . . . .	507
	565.21	Employee Deposits. . . . .	507
	565.211	Percentages of Basic Pay. . . . .	507
	565.212	Reduction for Periods of No Deposit . . . . .	507
	565.22	Survivor Deposits . . . . .	508
	565.23	Deposit/Redeposit Application. . . . .	508
565.3		Redeposits . . . . .	508
	565.31	Employee Redeposits. . . . .	508
	565.32	Amount of Redeposit . . . . .	508
	565.33	Impact on Annuity. . . . .	508
	565.34	Exception . . . . .	509
	565.35	Survivor Redeposits . . . . .	509
	565.36	Form Used . . . . .	509
565.4		Voluntary Contributions . . . . .	509
	565.41	Application . . . . .	509
	565.42	Restrictions. . . . .	509
	565.43	Amount of Contributions. . . . .	509
	565.44	Amount of Additional Annuity . . . . .	510
	565.45	Type of Annuity Election. . . . .	510
	565.46	Withdrawal of Voluntary Contribution. . . . .	510
	565.461	Conditions. . . . .	510
	565.462	Application . . . . .	510
	565.47	Death Before Retirement . . . . .	510

565.5	Refund of Deductions . . . . .	510
565.51	Less Than 5 Years Civilian Service . . . . .	510
565.511	Refund . . . . .	510
565.512	Eligibility . . . . .	510
565.513	Interest . . . . .	511
565.514	Application . . . . .	511
565.52	Five Years or More Civilian Service . . . . .	511
565.521	Choice . . . . .	511
565.522	Value . . . . .	511
565.523	Eligibility . . . . .	511
565.524	Refund . . . . .	511
565.525	Interest . . . . .	511
565.526	Repayment . . . . .	511
566	Annuity Computation . . . . .	511
566.1	Effective Dates . . . . .	511
566.11	Commencement . . . . .	512
566.12	Ending . . . . .	512
566.13	Employee’s Work and Leave Status . . . . .	512
566.131	Use of Annual Leave Balance . . . . .	512
566.132	Continuing Leave Status . . . . .	512
566.2	Factors Affecting Annuity Computations . . . . .	512
566.21	Primary Factors . . . . .	512
566.22	Other Factors . . . . .	512
566.23	Determining Length of Service . . . . .	513
566.24	Determining High 3-Year Period . . . . .	513
566.241	Dates Included . . . . .	513
566.242	Consecutive . . . . .	513
566.243	Refunded Deductions . . . . .	513
566.25	Determining High-3 Average Pay . . . . .	513
566.251	Computation . . . . .	513
566.252	Basic Pay . . . . .	513
566.3	General Formula . . . . .	513
566.31	Computation . . . . .	513
566.32	Substitution . . . . .	514
566.33	Guides for Applying the General Formula . . . . .	514
566.34	Maximum Annuity Benefits . . . . .	514
566.341	Eighty Percent Limitation . . . . .	514
566.342	Excess Service . . . . .	514
566.4	Disability Retirement . . . . .	514
566.41	Guaranteed Minimum . . . . .	514
566.411	Employee Under Age Sixty . . . . .	515
566.412	Employee Past Age Sixty . . . . .	515
566.413	Exceptions . . . . .	515
566.42	Application of Guaranteed Minimum Principle . . . . .	515
566.421	Computations . . . . .	515

	566.422	Examples Resulting From Applying Guaranteed Minimum . . . . .	517
	566.423	Concept. . . . .	517
566.5		Reemployed Annuitants, Additional Annuity . . . . .	517
	566.51	Supplemental Annuity. . . . .	518
	566.511	Eligibility . . . . .	518
	566.512	Computation . . . . .	518
	566.52	Redetermination of Annuity . . . . .	519
566.6		Alternative Form of Annuity/Payment of Lump-Sum Credit. . . . .	519
	566.61	Alternative Option. . . . .	519
	566.62	Computation. . . . .	519
	566.63	Survivor Annuity . . . . .	519
567		Death Benefits — Death in Service . . . . .	520
	567.1	Survivor Annuity . . . . .	520
	567.11	Conditions to Be Met by the Employee . . . . .	520
	567.12	Conditions to Be Met by the Current (Former) Spouse . . . . .	520
	567.121	Current Spouse. . . . .	520
	567.122	Former Spouse — Court Ordered Annuity . . . . .	520
	567.13	Conditions to Be Met by the Child . . . . .	520
	567.131	General . . . . .	520
	567.132	Child incapable of Self-Support . . . . .	520
	567.133	Stepchild or Illegitimate Child . . . . .	521
	567.14	Computation of Annuity for Survivors. . . . .	521
	567.141	Current and/or Former Spouse. . . . .	521
	567.142	Current and/or Former Spouse of a Law Enforcement Employee. . . . .	521
	567.143	Payment of Child’s Annuity . . . . .	522
	567.15	Beginning Date for Survivor Annuity. . . . .	522
	567.16	Conditions for Termination, Restoration, or Changes in Survivor Annuity . . . . .	522
	567.17	Election of Annuity by Survivor. . . . .	523
	567.171	Election of Survivor Annuity or Employees’ Compensation Benefits. . . . .	523
	567.172	Election of Survivor Annuity or Social Security Benefits . . . . .	523
	567.18	Election by Annuitants and Resultant Survivor Annuities. . . . .	524
	567.19	Deceased Annuitant Survived by Child . . . . .	524
567.2		Lump-Sum Benefit . . . . .	524
	567.21	Conditions for Payment . . . . .	524
	567.22	Person(s) Entitled to Payment . . . . .	524
	567.221	Order of Precedence. . . . .	524
	567.222	Former Spouse . . . . .	525
	567.23	Designations of Beneficiaries . . . . .	525
	567.231	Employee Informed. . . . .	525
	567.232	Employee Reminder . . . . .	525
567.3		Procedure Upon Death of an Employee or Annuitant . . . . .	525
	567.31	Contacting Next of Kin . . . . .	525

- 567.32 Notifying OPM . . . . . 525
- 567.33 Filing Death Claim Applications . . . . . 525
  - 567.331 SF 2800 . . . . . 525
  - 567.332 Minor Children . . . . . 526
  - 567.333 One Application . . . . . 526
  - 567.334 SF 1153 . . . . . 526
- 567.34 Evidence . . . . . 526
  - 567.341 Required . . . . . 526
  - 567.342 Additional . . . . . 526
  - 567.343 Flag Recognition Benefit for Fallen Federal  
Civilian Employee . . . . . 526
- 568 Management-Initiated Disability Retirement Procedures . . . . . 526
  - 568.1 General . . . . . 526
    - 568.11 Basis for Filing . . . . . 527
    - 568.12 Medical Examination . . . . . 527
      - 568.121 Notifying the Employee . . . . . 527
      - 568.122 Designating a Physician . . . . . 527
      - 568.123 Information Provided Examining Physician . . . . . 527
      - 568.124 Psychiatric Evaluation . . . . . 527
      - 568.125 Cost of Medical Examination . . . . . 528
      - 568.126 Management Decision . . . . . 528
    - 568.13 Filing Application . . . . . 528
      - 568.131 Employing Office Action . . . . . 528
      - 568.132 Notice to Employee . . . . . 528
      - 568.133 Notice to OPM . . . . . 529
  - 568.2 OPM Action . . . . . 529
    - 568.21 Processing by OPM . . . . . 529
    - 568.22 Decision . . . . . 529
    - 568.23 Cancellation of Retirement . . . . . 529
    - 568.24 Employee’s Status Pending OPM’s Decision . . . . . 529
- 569 General Retirement Information . . . . . 529
  - 569.1 Retirement Counseling . . . . . 529
    - 569.11 Responsibility . . . . . 529
    - 569.12 Retirement Annuity Estimates . . . . . 530
    - 569.13 Group Retirement Information Programs . . . . . 530
      - 569.131 Nature of Group Programs . . . . . 530
      - 569.132 Group Program Content . . . . . 530
    - 569.14 Individual Retirement Counseling . . . . . 530
      - 569.141 Nature of Individual Counseling . . . . . 530
      - 569.142 Counseling Session Content . . . . . 530
      - 569.143 Advice to Employee . . . . . 531
  - 569.2 Retirement Forms . . . . . 531
    - 569.21 Guidelines for Processing Personnel Actions . . . . . 531
    - 569.22 Requisitioning Forms . . . . . 531
  - 569.3 Retirement Account Information . . . . . 531
  - 569.4 Information Source for Separated or Retired Employees . . . . . 532

Contents

569.5	Information Source for Employees . . . . .	532
569.6	Federal Income Tax . . . . .	532
569.61	Taxable Annuities . . . . .	532
569.62	Federal Income Tax Withholding . . . . .	532
569.63	Federal Income Tax Questions . . . . .	532
569.7	Privacy Act Considerations . . . . .	533
569.71	General . . . . .	533
569.72	OPM Records . . . . .	533
569.73	Postal Service Records . . . . .	533
570	Social Security and Medicare . . . . .	533
571	General Information . . . . .	533
571.1	Overview . . . . .	533
571.2	Social Security . . . . .	533
571.21	Objectives . . . . .	533
571.22	Programs . . . . .	534
571.3	Medicare . . . . .	534
572	Coverage . . . . .	534
572.1	Employees Covered . . . . .	534
572.11	Social Security . . . . .	534
572.12	Medicare . . . . .	534
572.2	Exclusions From Social Security and Medicare . . . . .	534
572.3	FERS Employees . . . . .	535
573	Social Security and Medicare Contributions . . . . .	535
573.1	Federal Insurance Contributions Act (FICA) Taxes . . . . .	535
573.11	Employee/Employer Payments . . . . .	535
573.12	Effective Percentage Rate . . . . .	535
573.121	Full Coverage . . . . .	535
573.122	Medicare Coverage Only . . . . .	535
573.13	Base Earnings . . . . .	535
573.14	FICA Inquiries . . . . .	535
573.2	Allowances Not Subject to FICA Taxes . . . . .	535
574	Quarters of Coverage . . . . .	536
574.1	Social Security Quarter of Coverage . . . . .	536
574.2	Federal Quarter of Coverage (Medicare) . . . . .	536
574.21	CSRS Employees . . . . .	536
574.22	Earned Federal Quarters of Coverage . . . . .	536
574.23	Deemed (Credited) FQCs . . . . .	536
574.24	Combining Earned and Deemed FQCs . . . . .	536
574.25	Establishing Deemed FQCs . . . . .	537
574.251	Using OPM Form 1528 . . . . .	537
574.252	Using Other Evidence . . . . .	537
574.253	By Special Request . . . . .	537
574.3	Insured Status . . . . .	537
574.4	Coverage Requirements for Benefits . . . . .	538

575	Benefits	538
575.1	Social Security	538
575.11	Application Required	538
575.12	Retirement Benefits	538
575.13	Disability Benefits	539
575.131	Worker Receiving Benefits	539
575.132	Dependents Receiving Benefits	539
575.14	Survivor's Benefits	539
575.2	Medicare (Hospital and Medical)	539
575.21	Coverage	539
575.22	Eligibility	540
575.221	Age Sixty-Five or Older	540
575.222	Under Age Sixty-Five	540
575.23	If an Employee Works After Age Sixty-Five	540
575.231	Same Health Benefits Offered	540
575.232	Written Explanation	541
575.233	Election in Writing	541
575.3	Events That Can Affect Benefits	541
575.31	Social Security	541
575.32	Medicare	541
575.4	Elimination of Retirement Windfall Benefits	541
575.41	Purpose	541
575.42	When the Modified Benefit Formula Applies	542
575.5	Computation of Benefits	542
575.51	Step 1 — General Computation of Average Indexed Monthly Earnings	542
575.52	Step 2 — General Computation of Primary Insurance Amount	542
575.521	Without Modified Benefit Formula	542
575.522	With Modified Benefit Formula	542
575.53	Transitional Provisions	543
575.54	Examples of Social Security Benefits Computations — Primary Insurance Amount (PIA)	543
575.541	General Formula	543
575.542	Computation Example Using General Formula — Employee Without Noncovered Pension Benefit	543
575.543	Computation Examples Using Modified Benefit Formula — Employees With Noncovered Pension Benefits	543
575.6	Government Pension Offset	544
575.61	Purpose	544
575.62	Exceptions	545
575.63	Amount of Offset	545
580	Federal Employees Retirement System	546
581	General	546
581.1	Scope	546

Contents

581.2	Administration . . . . .	546
581.3	Employees Covered . . . . .	546
581.4	Exclusions . . . . .	547
581.5	Employees Covered . . . . .	547
581.6	Exclusions . . . . .	547
581.7	Employees Covered . . . . .	547
581.8	Exclusions . . . . .	548
582	Creditable Service . . . . .	548
582.1	General . . . . .	548
582.11	Types of Service . . . . .	548
582.12	Specific Creditable Civilian Service . . . . .	548
582.13	Time Credit . . . . .	549
582.14	Breaks in Service . . . . .	549
582.2	Deductions Refunded . . . . .	549
582.3	Part-Time Service . . . . .	549
582.4	Employee Receiving OWCP Benefits . . . . .	549
582.41	Employee on Leave Without Pay (LWOP) . . . . .	549
582.42	Employee Separated . . . . .	549
582.5	Employee Restored After Erroneous Removal or Suspension . . . . .	550
582.51	Policy . . . . .	550
582.52	Determining Retirement Credit . . . . .	550
582.6	Employee Granted LWOP to Serve Full-Time in Employee Organizations . . . . .	550
582.7	Military Service . . . . .	551
582.71	Types of Service . . . . .	551
582.72	Military Service Prior to January 1, 1957 . . . . .	551
582.73	Military Service After December 31, 1956 . . . . .	551
582.74	Required Conditions . . . . .	551
582.75	Double Credit Not Permitted . . . . .	551
582.76	Service Credit Deposit Required . . . . .	551
582.761	Amount of Deposit . . . . .	551
582.762	Charging Interest . . . . .	552
582.77	Military Retired Pay . . . . .	552
582.78	Waiver of Military Retired Pay . . . . .	552
582.781	General . . . . .	552
582.782	Procedures . . . . .	552
582.8	Transfers to FERS . . . . .	553
583	Annuities . . . . .	553
583.1	General Requirements . . . . .	553
583.11	Conduct . . . . .	553
583.12	Time . . . . .	553
583.13	Age and Service . . . . .	554
583.14	Minimum Retirement Age . . . . .	554
583.15	Immediate Reduced Annuity . . . . .	554
583.2	Requirements and Procedures by Types of Separations . . . . .	555

583.21	Involuntary Separation . . . . .	555
583.22	Mandatory Retirement . . . . .	555
583.23	Disability Retirement Requirements . . . . .	555
583.231	Service . . . . .	555
583.232	Disability . . . . .	555
583.233	Duration. . . . .	555
583.3	Deferred Annuity. . . . .	556
583.31	Eligibility . . . . .	556
583.32	Commencement Date. . . . .	556
583.33	Restriction. . . . .	556
584	Types of Annuities . . . . .	556
584.1	Annuity Without Survivor Benefits . . . . .	556
584.2	Annuity With Survivor Benefits . . . . .	556
584.21	General . . . . .	556
584.22	Spouse Eligibility. . . . .	557
584.221	Current Spouse Eligibility . . . . .	557
584.222	Election of Annuity for Former Spouses(s) . . . . .	557
584.23	Maximum Survivor Annuity. . . . .	557
584.24	Reduction in Annuity. . . . .	557
584.25	Effective Date . . . . .	557
584.26	Annuity to Former Spouse(s) Based on a Court Order. . . . .	557
584.261	General . . . . .	557
584.262	Current Spouse Election . . . . .	557
584.263	Protection of Current Spouse’s Entitlement . . . . .	558
584.27	Annuity to Person With Insurable Interest . . . . .	558
584.271	General . . . . .	558
584.272	Eligibility . . . . .	558
584.273	Insurable Interest — Presumed. . . . .	558
584.274	Insurable Interest — Other . . . . .	558
584.275	Reduced Rate . . . . .	558
584.276	Amount . . . . .	559
584.28	Current Spouse’s Consent . . . . .	559
584.29	Surviving Child . . . . .	559
584.3	Election of Annuity . . . . .	559
584.31	Application . . . . .	559
584.32	Election Coverage After Retirement . . . . .	559
584.321	Eighteen-Month Reelection Period . . . . .	559
584.322	Marriage Terminated. . . . .	559
584.323	Marriage Terminated and Remarriage . . . . .	560
584.324	Marriage After Retirement. . . . .	560
585	Employee’s Retirement Account. . . . .	560
585.1	Deduction From Current Earnings . . . . .	560
585.2	Percentages Withheld . . . . .	560
585.3	Service Credit Deposit . . . . .	561
585.31	General . . . . .	561
585.32	Amount of Deposit . . . . .	561

Contents

	585.33	Reductions for Periods of No Deposit . . . . .	561
	585.34	Survivor Deposits . . . . .	561
	585.35	Deposit Applications . . . . .	561
585.4		Redeposits . . . . .	561
585.5		Refund of Deductions . . . . .	562
	585.51	Eligibility . . . . .	562
	585.52	Interest . . . . .	562
	585.53	Repayment . . . . .	562
586		Annuity Computation . . . . .	562
	586.1	Effective Date . . . . .	562
	586.11	Commencement . . . . .	562
	586.12	Ending . . . . .	563
	586.13	Employee’s Work and Leave Status . . . . .	563
	586.131	Use of Annual Leave Balance . . . . .	563
	586.132	Continuing Leave Status . . . . .	563
	586.2	Factors Affecting Annuity Computations . . . . .	563
	586.21	Primary Factors . . . . .	563
	586.22	Other Factors . . . . .	563
	586.23	Determining Length of Service . . . . .	563
	586.24	Determining High-Three-Year Period . . . . .	564
	586.241	Dates Included . . . . .	564
	586.242	Consecutive . . . . .	564
	586.25	Determining High-Three Average Pay Computation . . . . .	564
	586.251	Computation . . . . .	564
	586.252	Basic Pay . . . . .	564
	586.3	Formula . . . . .	564
	586.31	Basic . . . . .	564
	586.32	At Age Sixty-Two . . . . .	564
	586.33	Annuity Supplement . . . . .	564
	586.331	Eligibility . . . . .	564
	586.332	Amount . . . . .	565
	586.333	Reduction Based on Excess Earnings . . . . .	565
	586.4	Transferees to FERS . . . . .	565
	586.5	Disability Retirement . . . . .	565
	586.51	Initial Computation — Under Age Sixty-Two . . . . .	565
	586.511	First Year of Disability . . . . .	565
	586.512	Second and Succeeding Years . . . . .	565
	586.513	Exceptions . . . . .	566
	586.52	Computation — Age Sixty-Two and Over . . . . .	566
	586.53	Recomputation — Age Sixty-Two . . . . .	566
586.6		Reemployed Annuitants — Additional Annuity . . . . .	566
	586.61	Salary Payable . . . . .	566
	586.62	Eligibility . . . . .	566
	586.63	Reemployed Less Than One Year . . . . .	566
	586.64	Reemployed One Year or More . . . . .	566

	586.65 Reemployed Five Years or More . . . . .	567
586.7	Alternative Form of Annuity . . . . .	567
	586.71 Eligibility . . . . .	567
	586.72 Computation . . . . .	567
	586.73 Survivor Annuity . . . . .	567
586.8	Cost-of-Living Adjustments (COLA) . . . . .	567
	586.81 Amount . . . . .	568
	586.82 Eligibility . . . . .	568
	586.821 Optional Retirement . . . . .	568
	586.822 Involuntary Separation . . . . .	568
	586.823 Disability . . . . .	568
	586.824 Law Enforcement . . . . .	568
	586.825 Transfers to FERS . . . . .	568
587	Death Benefits — Death in Service . . . . .	568
587.1	Basic Employee Death Benefit . . . . .	568
	587.11 General . . . . .	568
	587.12 Amount . . . . .	569
	587.13 Payment . . . . .	569
587.2	Survivor Benefit — Spousal . . . . .	569
	587.21 General . . . . .	569
	587.22 Beginning and Ending Date . . . . .	569
	587.221 Beginning . . . . .	569
	587.222 Ending . . . . .	569
	587.223 Reinstatement . . . . .	569
587.3	Refund of Contributions . . . . .	569
	587.31 Eligibility . . . . .	569
	587.32 Normal Order of Precedence . . . . .	569
587.4	Former Spouse(s) . . . . .	570
587.5	Child Annuities . . . . .	570
	587.51 Eligibility . . . . .	570
	587.52 Rates of Annuities . . . . .	570
	587.53 Beginning and Ending Dates . . . . .	570
	587.531 Beginning Date . . . . .	570
	587.532 Ending Date . . . . .	570
	587.54 Disabilities . . . . .	570
587.6	Procedures Upon Death of an Employee . . . . .	570
	587.61 Contacting Next of Kin . . . . .	570
	587.62 Filing Death Claim Applications . . . . .	572
	587.63 Flag Recognition Benefits for Fallen Federal Civilian Employee . . . . .	572
588	Management-Initiated Disability Retirement Procedures . . . . .	572
588.1	General . . . . .	572
588.2	Procedures . . . . .	572
	588.21 Basis for Filing . . . . .	572
	588.22 Notice to Employee . . . . .	573

## Contents

	588.23	Notice to OPM	573
588.3		Processing by OPM	573
	588.31	Required Documentation	573
	588.32	Decision	573
588.4		Cancellation of Retirement	573
588.5		Employee's Status Pending OPM's Decision	573
589		General Retirement Information	574
	589.1	Retirement Counseling	574
		589.11 Responsibility	574
		589.12 Retirement Annuity Estimates	574
		589.13 Group Retirement Information Programs	574
		589.131 Nature of Group Programs	574
		589.132 Group Program Content	574
		589.14 Individual Retirement Counseling	575
		589.141 Nature of Individual Counseling	575
		589.142 Counseling Session Content	575
		589.143 Advice to Employee	575
	589.2	Retirement Forms	576
		589.21 Processing	576
		589.22 Requisitioning Forms	576
589.3		Information Source for Separated or Retired Employees	576
589.4		Information Source for Employees	576
589.5		Federal Income Tax	576
		589.51 Taxable Annuities	576
		589.52 Federal Income Tax Withholding	576
		589.53 Federal Income Tax Questions	577
589.6		Privacy Act Considerations	577
		589.61 General	577
		589.62 OPM Records	577
		589.63 Postal Service Records	577
590		Thrift Savings Plan	577
	591	Overview	577
		591.1 Description	577
		591.11 Administration	577
		591.12 Getting Help from TSP	578
	591.2	Enrollment	578
	591.3	Eligibility to Contribute	578
		591.31 General	578
		591.32 New Career Employees	578
		591.33 Rehired Employees	578
		591.34 Reemployed Annuitants	579
		591.341 Eligibility	579
		591.342 Enrollment	579
		591.343 Contributions	579

	591.35 Transfers from Another Agency . . . . .	579
	591.36 Dual Appointments . . . . .	579
592	Contributions . . . . .	580
	592.1 . . . . .	Basic
	Pay . . . . .	580
	592.2 Contribution Rates . . . . .	580
	592.3 Maximum Contribution Rates . . . . .	580
	592.4 Automatic Contributions . . . . .	580
	592.41 FERS Employees . . . . .	580
	592.42 CSRS Employees . . . . .	580
	592.43 Employee Responsibilities Regarding Automatic Enrollment, Participation, and Requests for Refunds of Automatic Enrollment . . . . .	580
	592.5 Matching Contributions . . . . .	581
	592.51 FERS Employees . . . . .	581
	592.52 CSRS Employees . . . . .	581
	592.6 Vesting of Contributions . . . . .	581
	592.61 CSRS Employees . . . . .	581
	592.62 FERS Employees . . . . .	581
	592.7 Maximum Contribution Amount . . . . .	582
	592.8 Taxes . . . . .	582
	592.81 Traditional TSP Taxation . . . . .	582
	592.82 Federal Income Taxes . . . . .	582
	592.83 State Income Taxes . . . . .	582
	592.84 Roth (After-tax) TSP Taxation . . . . .	582
	592.9 Insufficient Earnings . . . . .	583
	592.91 Employees on Leave Without Pay . . . . .	583
	592.92 Reduced Earnings . . . . .	583
593	Investments . . . . .	584
	593.1 Funds Available . . . . .	584
	593.2 Investment Options . . . . .	584
	593.21 Fund Allocation . . . . .	584
	593.22 Changing Investments . . . . .	584
	593.23 Interfund Transfers . . . . .	584
	593.3 Participant Statements . . . . .	585
	593.31 Frequency . . . . .	585
	593.32 Contents . . . . .	585
	593.33 Distribution . . . . .	585
594	Adjustments . . . . .	585
	594.1 Responsibility . . . . .	585
	594.2 Elections Not Processed . . . . .	585
	594.3 Overdeductions . . . . .	585
	594.31 Excess Contributions . . . . .	585
	594.32 Amount of Adjustment . . . . .	585

Contents

594.33	Earnings . . . . .	586
594.4	Underdeductions . . . . .	586
594.41	Correction . . . . .	586
594.42	PS Form 6886, Thrift Savings Plan Request for Retroactive Contributions . . . . .	586
594.43	Preparation . . . . .	586
594.44	Decision . . . . .	586
594.45	Disposition . . . . .	586
594.451	No Return of PS Form 6886 . . . . .	586
594.452	No Make-up Contributions . . . . .	586
594.453	Make-up Contributions . . . . .	586
594.46	Processing . . . . .	587
594.461	Upon Receipt of Signed Form 6886 . . . . .	587
594.462	Verification . . . . .	587
594.463	If Insufficient Wages . . . . .	587
594.464	If Insufficient Net Pay . . . . .	587
594.465	Allocation . . . . .	587
594.466	Terminating Make-up Contributions . . . . .	587
594.467	Transfers . . . . .	587
594.468	Attributable Earnings . . . . .	588
594.5	Resuming and Make-up Contributions When Returning from Military Leave . . . . .	588
594.51	Requirements . . . . .	588
594.52	FERS Employees . . . . .	588
594.53	Keeping and Reviewing Statements . . . . .	588
594.6	Erroneous Retirement System . . . . .	588
594.7	Back Pay Awards . . . . .	589
594.71	General Rule . . . . .	589
594.72	Erroneous Separation . . . . .	589
594.73	Continuous Service . . . . .	589
594.8	Claim Procedure . . . . .	589
594.81	General Rule . . . . .	589
594.82	Review of Claim . . . . .	589
594.83	Postal Service Decision . . . . .	589
594.84	Employee Appeal Rights . . . . .	590
594.85	Final Decision . . . . .	590
594.86	Time Limitation . . . . .	590
595	Termination of Contributions . . . . .	590
595.1	Definition . . . . .	590
595.2	Submissions . . . . .	590
595.3	Effective Date . . . . .	590
596	Loans . . . . .	591
596.1	Eligibility . . . . .	591
596.2	Types of Loans . . . . .	591
596.21	Residential Loans . . . . .	591
596.22	General Purpose Loans . . . . .	591

- 596.3 Applications . . . . . 591
  - 596.31 TSP-20, Thrift Savings Plan Loan Application . . . . . 591
  - 596.32 Documentation . . . . . 591
- 596.4 Loan Repayment . . . . . 591
  - 596.41 Payroll Deductions . . . . . 591
  - 596.42 Reamortization . . . . . 592
  - 596.43 Suspending or Missing Payments . . . . . 592
  - 596.44 Prepayment. . . . . 593
- 597 Withdrawal of Funds . . . . . 593
  - 597.1 Eligibility . . . . . 593
  - 597.2 Withdrawals upon Separation . . . . . 593
    - 597.21 Withdrawal Options . . . . . 593
    - 597.22 Mandatory Automatic Cash-out . . . . . 593
    - 597.23 Required Minimum Distribution . . . . . 593
    - 597.24 Spousal Rights . . . . . 593
      - 597.241 CSRS Participants. . . . . 593
      - 597.242 FERS Participants . . . . . 594
  - 597.3 In-Service Withdrawals. . . . . 594
    - 597.31 Type of Withdrawal . . . . . 594
    - 597.32 Application . . . . . 594
    - 597.33 Restrictions. . . . . 594
      - 597.331 Pay Period Contributions . . . . . 594
      - 597.332 Court Orders . . . . . 595
  - 597.4 Death . . . . . 595
    - 597.41 Before Separation. . . . . 595
    - 597.42 After Separation . . . . . 595
  - 597.5 Withdrawal Packages. . . . . 595
    - 597.51 HRSSC Responsibilities . . . . . 595
      - 597.511 Separations and Retirements . . . . . 595
      - 597.512 Deaths. . . . . 595
  - 597.6 Additional Information . . . . . 595
  - 597.7 Return to Federal Service. . . . . 596
- 598 Court Orders . . . . . 596
  - 598.1 Types . . . . . 596
  - 598.2 Requirements . . . . . 596
  - 598.3 Notification . . . . . 596
  - 598.4 Effect on Withdrawal Options. . . . . 597
  - 598.5 Effect on Loans. . . . . 597
  - 598.6 Address . . . . . 597
  - 598.7 Additional Information . . . . . 597
- 599 TSP Contact Mailing and Fax Information . . . . . 597
  - 599.1 Forms and General Correspondence. . . . . 597
  - 599.2 Loan Payments. . . . . 597
  - 599.3 Transfers or Rollovers of Funds to the TSP . . . . . 597

Contents

599.4	Court Orders and Legal Process Actions . . . . .	598
599.5	Death Benefits Claims . . . . .	598
599.6	Federal Tax Levies and Criminal Restitution Orders . . . . .	598
<b>6</b>	<b>Employee Relations . . . . .</b>	<b>599</b>
610	Employee Services . . . . .	599
611	Scope . . . . .	599
612	Information Media . . . . .	599
612.1	Responsibility . . . . .	599
612.2	Methods . . . . .	599
612.21	Official Directives . . . . .	599
612.22	Unofficial Communications . . . . .	599
612.23	Bulletin Boards . . . . .	599
612.231	Utility and Convenience . . . . .	599
612.232	Suitability . . . . .	600
612.24	Employee Lockers . . . . .	600
612.241	Issuance . . . . .	600
612.242	Maintenance and Inspection . . . . .	600
613	Credit Unions . . . . .	601
613.1	Authority . . . . .	601
613.2	Space Allowance . . . . .	601
613.3	Employees With Credit Union Duties . . . . .	601
614	Food Services . . . . .	601
614.1	Policy . . . . .	601
614.2	Operation . . . . .	601
614.21	Responsibility . . . . .	601
614.22	Management . . . . .	602
614.3	Types . . . . .	602
614.4	Funds . . . . .	602
615	Social Recreational Program . . . . .	603
615.1	Policy . . . . .	603
615.2	Discrimination . . . . .	603
615.3	Committees . . . . .	603
615.31	Membership . . . . .	603
615.32	Requirements . . . . .	603
615.321	Income From Vending Operations . . . . .	603
615.322	Meetings and Duties . . . . .	603
615.33	Responsibilities . . . . .	603
615.34	Constitution . . . . .	604
615.35	Bylaws . . . . .	604
615.4	Employee Social and Recreational Fund . . . . .	607
615.41	Purpose . . . . .	607
615.42	Source of Funds . . . . .	607
615.43	Funds Excluded . . . . .	607

- 615.44 Prohibited Activities . . . . . 607
- 615.45 Safekeeping of Funds . . . . . 608
  - 615.451 Records . . . . . 608
  - 615.452 Single Fund . . . . . 608
  - 615.453 Balance Under \$100 . . . . . 608
  - 615.454 Balance Over \$100 . . . . . 608
- 615.46 Requirements for Banking and Investment of Funds . . . . . 608
  - 615.461 One Checking Account . . . . . 608
  - 615.462 Reserve Funds . . . . . 608
  - 615.463 No Long-term Accumulation . . . . . 608
- 615.47 Expenditures of Funds . . . . . 609
  - 615.471 General Benefit . . . . . 609
  - 615.472 Appropriate Expenditures . . . . . 609
  - 615.473 Inappropriate Expenditures . . . . . 609
- 615.5 Records and Files . . . . . 609
  - 615.51 Ledger . . . . . 609
  - 615.52 Checkbook . . . . . 610
  - 615.53 Record of Assets . . . . . 610
  - 615.54 Supplies Inventory . . . . . 610
  - 615.55 Unpaid Obligations . . . . . 610
  - 615.56 Files . . . . . 610
- 615.6 Reports . . . . . 613
  - 615.61 Frequency . . . . . 613
  - 615.62 Report Format . . . . . 613
- 615.7 Audits . . . . . 616
  - 615.71 Frequency . . . . . 616
  - 615.72 Recommendation for Audit . . . . . 616
    - 615.721 Installation Head . . . . . 616
    - 615.722 District Finance Manager . . . . . 616
  - 615.73 Internal Audit . . . . . 616
  - 615.74 Independent Audit . . . . . 616
  - 615.75 Audit Requirements . . . . . 616
  - 615.76 Audit Report . . . . . 617
    - 615.761 Content . . . . . 617
    - 615.762 Distribution . . . . . 617
  - 615.77 Follow-Up Action . . . . . 617
  - 615.78 Review and Comments by District Finance Manager . . . . . 617
  - 615.79 Office of Inspector General Audit . . . . . 617
- 615.8 Tax Status of Social and Recreational Funds . . . . . 618
  - 615.81 Exemption . . . . . 618
  - 615.82 Liability . . . . . 618
- 616 Savings Bond Program . . . . . 618
  - 616.1 Payroll Savings Plan . . . . . 618
  - 616.2 Notification . . . . . 618
    - 616.21 Annual Savings Bond Drive . . . . . 618

Contents

	616.211 Organization .....	618
	616.212 Participation .....	618
	616.213 Supplies .....	618
	616.22 Sustaining Program .....	618
616.3	Enrollment .....	619
	616.31 Authorization for Payroll Allotment .....	619
	616.32 Cancellation of Allotment .....	619
	616.33 Issuance and Refunds .....	619
	616.34 Privacy of Records .....	619
616.4	Reports .....	619
617	Combined Federal Campaign Program .....	619
617.1	Annual Campaign .....	619
	617.11 Purpose .....	619
	617.12 Authorization .....	620
617.2	Organization .....	620
	617.21 Local Federal Coordinating Committee .....	620
	617.22 Postal Service Organization .....	620
	617.23 Loaned Executive Program .....	620
617.3	Solicitation .....	620
	617.31 Participation .....	620
	617.32 Time Frame .....	621
	617.33 Supplies .....	621
617.4	Contributions .....	621
	617.41 Contribution Methods .....	621
	617.42 Authorization for Payroll Deduction .....	621
	617.43 Cancellation of Payroll Deduction .....	621
	617.44 Privacy, Confidentiality, and Integrity of Records .....	621
617.5	Reports .....	622
617.6	Recognition .....	622
	617.61 Plaques .....	622
	617.62 Certificates .....	622
617.7	Further Information .....	622
620	Contests .....	622
621	Scope .....	622
622	Objective .....	622
623	Responsibilities .....	623
	623.1 Approval Authorities .....	623
	623.2 Districts and Plants .....	623
	623.3 Areas .....	623
	623.31 Area Vice President .....	623
	623.32 Area Functional Managers .....	623
	623.4 Executive Committee Member .....	623
624	Establishment .....	623

624.1	Criteria . . . . .	623
624.2	Structure . . . . .	624
624.3	Contest Rules . . . . .	624
625	Implementation . . . . .	624
625.1	Eligibility . . . . .	624
625.2	Evaluation . . . . .	624
	625.21 Winners . . . . .	624
	625.22 Ties . . . . .	624
626	Types of Awards . . . . .	624
626.1	Acceptable . . . . .	624
626.2	Unacceptable . . . . .	625
627	Limitations . . . . .	625
627.1	Numbers and Types of Contests . . . . .	625
627.2	Expenditures . . . . .	625
	627.21 District and Plant Contests . . . . .	625
	627.22 Area Contests . . . . .	625
	627.23 National Contests . . . . .	625
630	Reserved . . . . .	625
640	Employee Claims . . . . .	626
641	Nonbargaining Unit Employees . . . . .	626
641.1	Policy . . . . .	626
641.2	Requirements . . . . .	626
641.3	Claimants . . . . .	626
	641.31 Valid . . . . .	626
	641.32 Fraudulent . . . . .	626
641.4	Compensation . . . . .	627
	641.41 Lost or Destroyed Property . . . . .	627
	641.42 Damaged Property . . . . .	627
	641.43 Third Party Recoveries . . . . .	627
	641.431 Insurance . . . . .	627
	641.432 Supplement . . . . .	627
	641.433 Refunds . . . . .	627
641.5	Procedures . . . . .	627
	641.51 Time . . . . .	627
	641.52 Documentation . . . . .	627
	641.53 Submission and Initial Decisions . . . . .	627
	641.54 Disposition . . . . .	628
	641.55 Appeal . . . . .	628
642	Bargaining Unit Employees . . . . .	628
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures . . . . .	628
651	Disciplinary and Emergency Procedures . . . . .	628
651.1	Scope . . . . .	628
651.2	Representation . . . . .	629

## Contents

651.3	Nondisciplinary Corrective Measures . . . . .	629
651.4	Emergency Placement in Off-Duty Status . . . . .	629
651.5	Letters of Warning . . . . .	629
651.6	Letters of Warning in Lieu of Time-Off Suspensions . . . . .	630
	651.61 Policy . . . . .	630
	651.62 Implementation . . . . .	630
	651.63 Notice . . . . .	630
	651.64 Response . . . . .	630
	651.65 Decision . . . . .	630
	651.66 Retention . . . . .	631
651.7	Adverse Actions . . . . .	631
	651.71 Definition . . . . .	631
	651.72 Policy . . . . .	631
	651.73 Notice . . . . .	631
	651.74 Response . . . . .	631
	651.75 Decision . . . . .	631
	651.76 Duty Status . . . . .	632
	651.77 Exceptions to Thirty-Day Notice . . . . .	632
652	Appeal Procedures . . . . .	632
	652.1 Scope . . . . .	632
	652.2 Appeal of Adverse Actions . . . . .	633
	652.21 Coverage . . . . .	633
	652.22 Exclusion . . . . .	633
	652.23 Appeal to Step 1 . . . . .	633
	652.231 Headquarters, Headquarters Field Units, and Field Employees . . . . .	633
	652.232 Inspection Service Employees . . . . .	633
	652.233 Exceptions . . . . .	634
	652.24 Hearings . . . . .	634
	652.241 Action If No Hearing Requested . . . . .	634
	652.242 Action When Hearing Requested . . . . .	634
	652.243 Management Obligation for Witnesses . . . . .	634
	652.244 Workhours Compensation . . . . .	635
	652.245 Noninterference Rule . . . . .	635
	652.246 Transcript . . . . .	635
	652.247 Attorney Fees . . . . .	635
	652.25 Post Hearing . . . . .	635
	652.251 Hearing Officer Action . . . . .	635
	652.252 Step 1 Official Action . . . . .	635
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions . . . . .	636
652.4	Other Appealable Actions . . . . .	636
	652.41 Coverage . . . . .	636
	652.42 Step A . . . . .	636
	652.43 Step B . . . . .	636
	652.44 Review . . . . .	637

652.5	Alternative Dispute Resolution . . . . .	637
652.51	Exceptions . . . . .	637
652.52	Mediation . . . . .	637
652.53	Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions . . . . .	637
652.54	Mediation for Adverse Actions . . . . .	638
660	Conduct. . . . .	638
661	Statutory Provisions . . . . .	638
661.1	Laws Referenced in This Manual . . . . .	638
661.2	Application to Postal Employees . . . . .	638
662	Federal Standards of Ethical Conduct . . . . .	640
662.1	Publication . . . . .	640
662.11	Ethics Advice . . . . .	640
662.12	Ethics Officials . . . . .	640
662.2	Financial Disclosure . . . . .	640
663	Participation in Political and Community Activities. . . . .	641
663.1	Political Activities . . . . .	641
663.11	General . . . . .	641
663.111	Employees Included . . . . .	641
663.112	Employees Excluded. . . . .	641
663.113	Nonpartisan Office . . . . .	641
663.114	Employee Responsibility. . . . .	641
663.115	Prohibition Against Conflict. . . . .	641
663.116	Campaign While on Leave . . . . .	642
663.12	Additional Prohibited Political Activities . . . . .	642
663.13	Investigation and Enforcement. . . . .	642
663.2	Community Affairs . . . . .	642
663.21	General . . . . .	642
663.3	Nonparticipation in Segregated Meetings . . . . .	643
663.31	Prohibition Against Participation . . . . .	643
663.32	Prohibition Against Sponsorship . . . . .	643
663.33	Exceptions . . . . .	643
664	Bribery, Undue Influence, or Coercion . . . . .	643
665	Postal Service Standards of Conduct . . . . .	644
665.1	General Expectations . . . . .	644
665.11	Loyalty . . . . .	644
665.12	Performance of Public Duties. . . . .	644
665.13	Discharge of Duties . . . . .	644
665.14	Reporting Violations . . . . .	644
665.15	Obedience to Orders . . . . .	644
665.16	Behavior and Personal Habits . . . . .	644
665.17	Reporting Requirements for Sex Offenders . . . . .	644
665.2	Prohibited Conduct . . . . .	645
665.21	Incomplete Mail Disposition . . . . .	645

## Contents

665.22	Unofficial Recommendations . . . . .	645
665.23	Discrimination . . . . .	645
665.24	Violent and/or Threatening Behavior . . . . .	645
665.25	Illegal Drug Sale, Use, or Possession . . . . .	645
665.26	Intoxicating Beverages . . . . .	646
665.27	Gambling . . . . .	646
665.3	Cooperation in Investigations . . . . .	646
665.4	Attendance . . . . .	647
665.41	Requirement of Regular Attendance . . . . .	647
665.42	Absence Without Permission . . . . .	647
665.43	Tardiness . . . . .	647
665.44	Falsification in Recording Time . . . . .	647
665.5	Furnishing Address . . . . .	647
665.6	Disciplinary Action . . . . .	647
666	Prohibited Personnel Practices . . . . .	648
666.1	Restrictions . . . . .	648
666.11	Applicability of Restrictions . . . . .	648
666.12	Prohibited Discrimination . . . . .	648
666.13	Nepotism . . . . .	648
666.14	Improper Employment and Placement Practices . . . . .	648
666.15	Improper Recommendations . . . . .	648
666.16	Coercion of Political Activity . . . . .	649
666.17	Reprisal for Exercising Appeal Rights . . . . .	649
666.18	Reprisal for Release of Information . . . . .	649
666.2	Remedies . . . . .	649
666.21	General . . . . .	649
666.22	Equal Employment Opportunity Complaint Procedures . . . . .	649
666.23	Adverse Action Appeals to the Merit Systems Protection Board . . . . .	649
666.24	Grievance Procedures . . . . .	649
666.25	Nonbargaining Unit Appeals Procedures . . . . .	650
666.26	Other Appeal Procedures for Prohibited Personnel Practices . . . . .	650
666.3	Whistleblower Protection . . . . .	650
667	Service Matters . . . . .	652
667.1	General Service Behavior . . . . .	652
667.11	Compiling Directories . . . . .	652
667.12	Engaging in Campaigns for Changes in Mail Service . . . . .	653
667.13	Paying for Exchange of Positions . . . . .	653
667.14	Manufacture of Rural Mailboxes . . . . .	653
667.15	Loitering . . . . .	653
667.16	Controversies With the Public . . . . .	653
667.17	Obstructing the Mail . . . . .	653

- 667.18 Giving Testimony or Campaigning for Additional Transportation Services . . . . . 653
- 667.2 Interception of Oral or Wire Communications by Postal Employees . . . . . 653
  - 667.21 Prohibition. . . . . 653
  - 667.22 Exceptions . . . . . 654
  - 667.23 Definitions. . . . . 654
- 667.3 Records, Information, and Associated Processing Systems and Equipment . . . . . 654
  - 667.31 Purpose of Controls . . . . . 654
  - 667.32 Prohibited Disclosures . . . . . 654
    - 667.321 General . . . . . 654
    - 667.322 Personal Information. . . . . 654
    - 667.323 Trade Information . . . . . 655
  - 667.33 Prohibited Uses . . . . . 655
    - 667.331 Personal Use. . . . . 655
    - 667.332 Damage. . . . . 655
    - 667.333 Bypassing Security Controls. . . . . 655
    - 667.334 Sanctions for Misuse. . . . . 655
  - 667.34 Protection Responsibilities . . . . . 655
  - 667.35 Reporting Violations . . . . . 655
- 668 Legal Assistance Provided by the Postal Service. . . . . 655
  - 668.1 Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases . . . . . 655
    - 668.11 General . . . . . 655
    - 668.12 Procedure for Requesting Legal Representation by the Department of Justice . . . . . 656
      - 668.121 Employee Responsibilities . . . . . 656
      - 668.122 Installation Head or Higher Level Official Responsibilities . . . . . 656
      - 668.123 Postal Inspection Service and Office of Inspector General . . . . . 657
      - 668.124 Criteria for Granting Representation . . . . . 657
      - 668.125 Department of Justice Representation . . . . . 657
  - 668.2 Reimbursement of Employees for Legal Fees, Judgments, and Settlements. . . . . 657
    - 668.21 Legal Fees. . . . . 657
    - 668.22 Judgments and Settlements. . . . . 657
    - 668.23 Criteria for Reimbursement. . . . . 657
  - 668.3 USPS Governors and Officers . . . . . 657
    - 668.31 Requests for Legal Representation . . . . . 657
    - 668.32 Legal Fees. . . . . 658
    - 668.33 Judgments and Settlements. . . . . 658
- 669 Definitions . . . . . 658
- 670 Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination . . . . . 659
- 671 Diversity Overview. . . . . 659

Contents

672	Federal Laws and Regulations, Equal Employment Opportunity, and Prohibiting Employment Discrimination . . . . .	660
672.1	Laws . . . . .	660
672.2	Equal Employment Opportunity Regulations . . . . .	660
673	Postal Service Policy . . . . .	661
673.1	General Information on Policies . . . . .	661
673.2	Diversity and Inclusion Statement . . . . .	661
673.3	Equal Employment Opportunity Policy Statement . . . . .	661
673.4	Policy on Workplace Harassment . . . . .	661
673.5	Complaint Processes . . . . .	661
673.6	Accountability for Diversity and Inclusion, Equal Employment Opportunity, and Prevention of Discrimination . . . . .	662
673.61	Employees . . . . .	662
673.62	Management . . . . .	662
674	Organizational Responsibilities . . . . .	662
674.1	Chief Human Resources Officer and Executive Vice President . . . . .	662
674.2	Functional Organizations . . . . .	663
674.21	Employee Resource Management . . . . .	663
674.22	Labor Relations . . . . .	<b>663</b>
674.3	Inclusiveness and Diversity Advisory Committees . . . . .	663
675	Special Emphasis Programs . . . . .	663
675.1	Nature of Programs . . . . .	663
675.2	Objectives . . . . .	663
675.3	Additional Information . . . . .	664
676	On-Site EEO Evaluations . . . . .	664
680	Participation in Supervisory and Managerial Organizations . . . . .	664
681	Participation Rights . . . . .	664
682	Postal Service Representation at Organization Gatherings . . . . .	664
682.1	Explanation . . . . .	664
682.2	National Conventions . . . . .	665
682.3	State Conventions and Other Management Association Conferences . . . . .	665
682.31	General Policies . . . . .	665
682.32	Request Channels . . . . .	665
683	District Meetings for Postmasters . . . . .	665
690	Inventions and Patents . . . . .	666
691	Policy . . . . .	666
692	Authority . . . . .	666
693	Definitions . . . . .	666
694	Reporting Inventions . . . . .	667
694.1	Reports . . . . .	667
694.11	What to Report . . . . .	667
694.12	When to Send . . . . .	667
694.13	Where to Send . . . . .	667

694.14	What to Send .....	667
694.2	Review by Supervisor .....	667
695	Determination of Rights in and to an Invention .....	668
695.1	Responsibility .....	668
695.2	Instruments .....	668
696	Appeals and Petitions .....	668
697	Timeliness .....	669
698	Correspondence .....	669
<b>7</b>	<b>Training and Development .....</b>	<b>671</b>
710	Overview .....	671
711	Policy, Goals, Objectives, and Categories .....	671
711.1	Strategy .....	671
711.11	General Policy .....	671
711.12	Methods .....	671
711.13	Responsibility .....	671
711.14	Reasonable Accommodation .....	671
711.2	Purpose and Goals .....	672
711.3	Objectives .....	672
711.4	Training and Development Categories .....	672
711.41	Formal Job Training .....	672
711.411	Description .....	672
711.412	Conditions .....	673
711.413	Examples .....	673
711.42	Self-Development Training .....	673
711.421	Description .....	673
711.422	Conditions .....	673
711.423	Job-Relatedness .....	674
711.424	Examples .....	674
711.43	On-the-Job Experiences .....	674
711.431	General .....	674
711.432	Within Current Job Assignment .....	674
711.433	Outside Current Job Assignment .....	674
712	Training Compensation Guidelines .....	675
712.1	General .....	675
712.2	FLSA Considerations .....	675
712.21	Coverage .....	675
712.22	Scheduling .....	675
712.23	Disclaimer .....	675
712.24	Management Responsibilities .....	675
712.25	Employee Responsibilities .....	675
713	Selection .....	676
713.1	Equal Opportunity Policies .....	676
713.2	Selection Considerations .....	676
713.3	Assignment after Training .....	676

## Contents

714	Training Delivery . . . . .	676
714.1	General . . . . .	676
714.11	Types of Training Delivery . . . . .	676
714.12	Choices of Training Source . . . . .	677
714.121	Considerations . . . . .	677
714.122	Justification . . . . .	677
714.2	Postal Service Training Delivery . . . . .	677
714.21	Delivery Modes . . . . .	677
714.22	Information about Delivery Sources . . . . .	677
714.221	Headquarters . . . . .	678
714.222	Areas, Districts, and Plants . . . . .	678
714.223	National Center for Employee Development. . . . .	678
714.224	William F. Bolger Center for Leadership Development . . . . .	678
714.225	Strategic Learning Initiatives . . . . .	678
714.3	Non-Postal Service Training Delivery . . . . .	678
715	Postal Training Systems . . . . .	678
715.1	Explanation . . . . .	678
715.2	Postal Orientation . . . . .	678
715.3	Craft Skills Training . . . . .	679
715.4	Technical Maintenance Training . . . . .	679
715.41	General . . . . .	679
715.42	Subjects . . . . .	679
715.43	Delivery . . . . .	679
715.5	Management and Professional Training . . . . .	679
715.51	General . . . . .	679
715.52	Enrollment and Curriculum Guides . . . . .	679
715.53	Leadership Development . . . . .	680
715.54	Other . . . . .	680
715.6	Inspection Service Training . . . . .	680
715.61	General . . . . .	680
715.62	Inspectors . . . . .	680
715.63	Postal Police Officers . . . . .	680
716	Expenses . . . . .	680
716.1	Travel . . . . .	680
716.11	General . . . . .	680
716.12	Intermediate Travel Home . . . . .	680
716.121	General . . . . .	680
716.122	Scheduling . . . . .	681
716.123	Trip Destination . . . . .	681
716.124	Spouse Traveling in Lieu of Employee . . . . .	681
716.2	Facilities . . . . .	681
716.3	Tuition, Fees, Books, and Supplies . . . . .	681
716.4	Injury Compensation . . . . .	681
717	Non-Postal Service Personnel Participation in Postal Training . . . . .	681

- 720 Training and Development Responsibilities and Functions ..... 682
  - 721 Organizational Responsibilities and Functions ..... 682
    - 721.1 Headquarters ..... 682
    - 721.2 Areas..... 683
    - 721.3 Districts..... 683
    - 721.4 Supervisors and Managers..... 684
    - 721.5 Employees ..... 684
  - 722 Learning Development and Diversity Center – Organization and Operations..... 684
    - 722.1 Purpose ..... 684
    - 722.2 LDDC Network Operating Procedures..... 685
      - 722.21 Geographic Area of Responsibility..... 685
      - 722.22 LDDC Reporting Relationships..... 685
      - 722.23 Facilities ..... 685
      - 722.24 Reviews..... 685
- 730 Training Procedures ..... 685
  - 731 Nomination and Registration..... 685
  - 732 Training Records and Reports..... 686
    - 732.1 Individual Training Records ..... 686
      - 732.11 Training Tracking System..... 686
      - 732.12 PS Form 2432, *Individual Training Progress Report*..... 686
      - 732.13 PS Form 2548, *Individual Training Record*..... 686
      - 732.14 eBuy Requisition..... 686
    - 732.2 Training Tracking System..... 686
- 740 External Training Policy..... 686
  - 741 Background..... 686
    - 741.1 Introduction ..... 686
    - 741.2 Approval Restrictions..... 687
    - 741.3 Prohibited Training Vendors..... 687
  - 742 General Procedures..... 687
    - 742.1 Request and Approval ..... 687
    - 742.2 Payment Process ..... 687
    - 742.3 Reimbursement to Employees ..... 688
    - 742.4 Travel ..... 688
    - 742.5 Documentation..... 688
  - 743 Roles and Responsibilities ..... 688
    - 743.1 General..... 688
    - 743.2 Employee ..... 688
    - 743.3 Direct-Reporting Manager ..... 689
    - 743.4 Sponsoring Officer ..... 689
    - 743.5 Centralized Funding for Development (CFD) Review Panel (for CFD Requests Only)..... 689
    - 743.6 CHRO or Appointed Designee ..... 689
    - 743.7 Director, Learning and Development ..... 689

## Contents

743.8	Area and Headquarters	690
744	External Training Requirements	690
744.1	Minimum Grade Requirement	690
744.2	Continued Service Agreement and Certification	690
744.3	Period of Commitment	690
744.4	Reimbursement to the Postal Service	691
744.41	Events that Trigger Reimbursement	691
744.42	Written Notification of Reimbursement Obligation	691
744.43	CHRO Determines Action	691
744.5	Failure to Enroll in or Complete Approved Training	691
744.6	Double Payment Policy	692
750	Professional Associations	692
751	Definition	692
751.1	Purpose	692
751.2	Membership	692
751.3	Exclusions	692
752	Policy	692
753	Payment of Membership Dues or Fees	693
753.1	Individual Memberships	693
753.11	Voluntary	693
753.12	Required	694
753.2	Institutional Membership	694
753.3	Membership Procurement	694
753.4	Periodicals	694
754	Attendance at Meetings and Conferences	694
754.1	Authorization	694
754.2	Full or Partial Attendance	695
754.3	Leave for Other Employees	695
754.4	Selection for Attendance	695
754.5	Payment of Expenses	695
754.6	Approval of Registration Fees	695
<b>8</b>	<b>Safety, Health, and Environment</b>	<b>697</b>
810	Occupational Safety and Health Program	697
811	General	697
811.1	Authority	697
811.2	Principles	697
811.21	Management Commitment, Involvement, and Accountability	697
811.22	Vision Statement	697
811.23	Guiding Principles	697
811.24	Safety Philosophy	698
811.25	Voluntary Protection Programs	698
811.3	Off-site Safety	699

- 811.4 Records Retention and Disposition . . . . . 699
  - 811.41 Records Control Schedule . . . . . 699
  - 811.42 PS Form 8214, Certificate of OSHA, Safety, and Environmental Records Transfer . . . . . 699
- 812 Management Responsibilities . . . . . 699
  - 812.1 Headquarters . . . . . 699
    - 812.11 Postmaster General and Chief Executive Officer . . . . . 699
    - 812.12 Chief Operating Officer and Executive Vice President . . . . . 699
    - 812.13 Officers . . . . . 700
    - 812.14 Vice President of Employee Resource Management . . . . . 700
  - 812.2 Area Offices . . . . . 700
    - 812.21 Vice President of Area Operations . . . . . 700
    - 812.22 Area Human Resources Managers . . . . . 700
  - 812.3 District Managers . . . . . 700
    - 812.31 District Managers . . . . . 700
    - 812.32 Installation Heads and Managers . . . . . 700
  - 812.4 Middle-Level Managers . . . . . 701
  - 812.5 Supervisors' Responsibilities . . . . . 701
    - 812.51 General . . . . . 701
    - 812.52 Observation of Work Practices . . . . . 701
  - 812.6 Safety and Health Objectives . . . . . 701
- 813 Safety and Health Staff Responsibilities . . . . . 702
  - 813.1 Headquarters . . . . . 702
  - 813.2 Area Offices . . . . . 702
  - 813.3 Districts . . . . . 702
    - 813.31 Safety Personnel . . . . . 702
    - 813.32 Collateral Duty Facility Safety Coordinator . . . . . 703
- 814 Employee Rights and Responsibilities . . . . . 704
  - 814.1 Rights . . . . . 704
  - 814.2 Responsibilities . . . . . 704
- 815 Executive and Management Safety and Health Committees . . . . . 705
  - 815.1 Structure and Responsibilities . . . . . 705
    - 815.11 National Executive Safety and Health Committee . . . . . 705
    - 815.12 Area Retail and Delivery Executive Safety and Health Committee . . . . . 705
    - 815.13 District Executive Safety and Health Committee . . . . . 705
    - 815.14 Regional Processing Operations Executive Safety and Health Committee . . . . . 706
    - 815.15 Division Executive Safety and Health Committee . . . . . 706
    - 815.16 Other Levels . . . . . 707
  - 815.2 Written Minutes . . . . . 707
- 816 Joint Labor-Management Safety and Health Committees . . . . . 707
- 817 Training and Education . . . . . 708
  - 817.1 Management Training and Education . . . . . 708

## Contents

817.11	Postmasters, Managers, and Supervisors . . . . .	708
817.12	Executives and Managers . . . . .	708
817.2	Safety and Health Staff Training and Education . . . . .	708
817.21	Safety Specialists . . . . .	708
817.22	Facility Safety Coordinators . . . . .	708
817.3	Joint Labor-Management Safety and Health Committee Orientation . . . . .	709
817.4	General Safety Orientation for Employees . . . . .	709
817.5	Training Required by OSHA . . . . .	710
817.51	Standard Curriculum . . . . .	710
817.52	Special Emphasis Training Programs . . . . .	710
817.53	Training in Handling Hazardous Materials . . . . .	710
817.6	Refresher Training . . . . .	711
817.7	Training in New or Additional Equipment and Techniques . . . . .	711
817.8	OSHA Job Safety and Health Protection Posters . . . . .	711
817.9	Training Records . . . . .	711
818	Safety and Health Program Budgeting . . . . .	712
819	Accountability for Safety and Health Performance, Compliance, and Evaluations . . . . .	712
820	Reports and Investigations, Program Evaluations, and Inspections . . . . .	712
821	Actions in the Event of Accident, Injury, or Illness . . . . .	712
821.1	Injury, Illness, and Accident Reporting . . . . .	712
821.11	Postal Service and OSHA Reporting and Recordkeeping Requirements . . . . .	712
821.12	Postal Service Accident Reports . . . . .	713
821.121	General Requirements for Using the Employee Health and Safety Subsystem . . . . .	713
821.122	OSHA Requirements . . . . .	713
821.123	Postal System for Accident Reporting . . . . .	713
821.13	Reporting Using EHS . . . . .	714
821.131	Completing the Accident Report in EHS . . . . .	714
821.132	Reviewing the Accident Report . . . . .	714
821.133	Making Corrections to the Accident Report . . . . .	714
821.14	Maintaining Logs and Summaries . . . . .	714
821.141	OSHA 300, Log of Work-Related Injuries and Illnesses . . . . .	714
821.142	OSHA 300A, Summary of Work-Related Injuries and Illnesses . . . . .	714
821.143	OSHA 301, Injury and Illness Incident Report . . . . .	714
821.144	Retention . . . . .	715
821.2	Accident Investigation . . . . .	715
821.21	Responsibility . . . . .	715
821.22	Method . . . . .	715
821.3	Accident Analysis . . . . .	715
821.31	Purpose . . . . .	715
821.32	Responsibility . . . . .	715
821.33	Elements . . . . .	715

- 821.4 Privacy Act Considerations . . . . . 716
- 822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities . . . . . 716
  - 822.1 Reporting Serious Accidents . . . . . 716
    - 822.11 General . . . . . 716
    - 822.12 Definition of “Serious Accident” . . . . . 716
    - 822.13 Reporting Requirements for Installation Heads . . . . . 717
    - 822.14 Reporting Requirements for District Managers . . . . . 718
    - 822.15 How to Complete Serious Accident Reports . . . . . 718
  - 822.2 Investigating Serious Accidents . . . . . 718
    - 822.21 OSHA Investigations . . . . . 718
    - 822.22 Postal Service Serious Accident Investigation Board. . . . . 719
      - 822.221 Mandatory Composition . . . . . 719
      - 822.222 Optional Composition . . . . . 719
      - 822.223 Board Responsibilities . . . . . 719
      - 822.224 Board Investigation Report . . . . . 719
      - 822.225 Investigation Reporting and Response Requirements . . . . . 720
- 823 Program Evaluation . . . . . 721
  - 823.1 Purpose . . . . . 721
  - 823.2 Responsibilities. . . . . 721
    - 823.21 Headquarters . . . . . 721
    - 823.22 Areas. . . . . 722
    - 823.23 Districts . . . . . 722
      - 823.231 General . . . . . 722
      - 823.232 District and Subordinate Installations with 100 or More Work Years . . . . . 722
      - 823.233 District and Subordinate Installations with More Than 50 but Less Than 100 Work Years. . . . . 722
      - 823.234 Program Evaluations in Support of the National Performance Assessment . . . . . 722
  - 823.3 Program Evaluation Report . . . . . 723
- 824 Safety and Health Inspections. . . . . 723
  - 824.1 Purpose . . . . . 723
  - 824.2 Methods . . . . . 723
  - 824.3 Types of Inspections . . . . . 724
    - 824.31 Area Oversight and Targeted Inspections . . . . . 724
      - 824.311 Oversight. . . . . 724
      - 824.312 Area Inspections . . . . . 724
    - 824.32 District and Subordinate Installations with 100 or More Work Years . . . . . 724
      - 824.321 Requirement . . . . . 724
      - 824.322 Teams . . . . . 724
    - 824.33 District and Subordinate Installations with Less Than 100 Work Years . . . . . 724
      - 824.331 Requirement . . . . . 724
      - 824.332 Teams . . . . . 725
  - 824.4 Conduct of the Inspections . . . . . 725

## Contents

824.41	Authority . . . . .	725
824.42	Inspection Procedures . . . . .	725
824.421	Opening Conference . . . . .	725
824.422	Inspection Rules . . . . .	726
824.423	Imminent Hazard Abatement . . . . .	726
824.424	Closing Conference . . . . .	726
824.425	Documentation and Reporting . . . . .	726
824.426	Notification . . . . .	727
824.5	Deficiency and Hazard Abatement . . . . .	727
824.51	Hazard Classifications . . . . .	727
824.52	Hazard Abatement Committee . . . . .	727
824.53	Abatement . . . . .	727
824.531	Within 20 Days . . . . .	727
824.532	More Than 20 and Fewer Than 45 Days . . . . .	727
824.533	More Than 45 Days . . . . .	728
824.534	Changes . . . . .	728
824.535	Submission of Abatement Record . . . . .	728
824.54	Re-inspection and Follow-up . . . . .	728
824.6	Investigating Employee Reports of Hazard, Unsafe Condition, or Practice . . . . .	729
824.61	Purpose of PS Form 1767, Report of Hazard, Unsafe Condition or Practice . . . . .	729
824.62	Availability of Form . . . . .	729
824.63	Procedures and Responsibilities . . . . .	729
824.631	Employee . . . . .	729
824.632	Supervisor . . . . .	729
824.633	Approving Official . . . . .	730
824.634	Safety Personnel and Collateral Duty Facility Safety Coordinators . . . . .	730
824.635	Maintenance . . . . .	730
824.636	Installation Head . . . . .	730
825	OSHA Inspections . . . . .	731
825.1	Purpose . . . . .	731
825.2	Scope . . . . .	731
825.3	Authority . . . . .	731
825.4	Procedures . . . . .	731
825.41	Arrival of Inspectors and Verification of Credentials . . . . .	731
825.42	Consent to Entry and Cooperation . . . . .	731
825.43	Opening Conference . . . . .	732
825.431	Initiation . . . . .	732
825.432	Attendance . . . . .	732
825.433	Provision of Materials . . . . .	732
825.434	Outline of Scope . . . . .	732
825.435	Plan of Route Sequence . . . . .	732
825.44	Records Review . . . . .	732
825.441	Safety Records . . . . .	732
825.442	Medical Records . . . . .	733

	825.45	Participation . . . . .	733
	825.451	Management Participation during Inspections . . . . .	733
	825.452	Interviews of Management and Supervisory Personnel . . . . .	733
	825.453	Employee Participation during Inspections. . . . .	734
	825.46	Methods . . . . .	734
	825.461	Walk-Around Inspection . . . . .	734
	825.462	Health Sampling . . . . .	734
	825.47	Immediate Correction of Imminent Dangers or Other Violations . . . . .	735
	825.48	Closing Conference . . . . .	735
	825.49	Post Conference Internal Communications . . . . .	735
	825.5	Citations . . . . .	736
	825.51	Issuance and Posting . . . . .	736
	825.52	Abatement . . . . .	736
	825.53	Informal Conference . . . . .	736
	825.54	Citation Management and Procedure for Paying Fines . . . . .	736
	825.6	District File of OSHA Inspections . . . . .	737
830		Motor Vehicle and Industrial Safety . . . . .	737
831		Motor Vehicle Safety . . . . .	737
	831.1	Objective. . . . .	737
	831.2	Vehicle Maintenance . . . . .	737
	831.3	Driver Selection, Training, and Supervision . . . . .	738
	831.31	Driver Selection. . . . .	738
	831.32	Driver Training. . . . .	738
	831.33	Driver Supervision. . . . .	738
	831.331	Supervisors' Responsibilities . . . . .	738
	831.332	Drivers' Responsibilities . . . . .	738
	831.4	Accident Analysis . . . . .	738
832		Powered Industrial Truck Safety . . . . .	738
	832.1	General. . . . .	738
	832.2	Objective. . . . .	739
	832.3	Operator Selection and Responsibilities . . . . .	739
	832.31	Operator Selection . . . . .	739
	832.32	Operators' Responsibilities. . . . .	739
	832.4	Supervisors' Responsibilities . . . . .	739
	832.5	Accident Analysis . . . . .	739
833		Safety and Health in Design, Procurement, and Construction . . . . .	739
	833.1	Standards, Ergonomics, and Engineering . . . . .	739
	833.2	Supplemental Standards . . . . .	740
	833.3	Supplier (Contractor) Safety . . . . .	740
840		Safety Awareness Programs . . . . .	740
841		Program Promotion . . . . .	740
	841.1	Objectives. . . . .	740

## Contents

841.2	Local Needs . . . . .	740
841.3	Media . . . . .	740
842	National Safety Awards and Contests. . . . .	741
842.1	Participation . . . . .	741
842.2	Safe Driver Award Program . . . . .	741
842.21	Recognition. . . . .	741
842.22	Performance . . . . .	741
842.23	Participation . . . . .	741
842.24	Preventability . . . . .	741
842.25	Safe Driver Award Rules. . . . .	741
842.26	Privacy Act Considerations. . . . .	742
843	Safety Incentive Programs . . . . .	742
843.1	Concept . . . . .	742
843.2	Selected Programs. . . . .	742
843.3	Administration. . . . .	742
843.4	Presentation Ceremonies. . . . .	742
844	Seatbelt Use Incentive. . . . .	742
844.1	Policy . . . . .	742
844.2	Determination . . . . .	743
844.3	Payment . . . . .	743
850	Emergency Action Plans and Fire Prevention and Control . . . . .	743
851	General Responsibilities . . . . .	743
851.1	Installation Heads . . . . .	743
851.2	Managers and Supervisors. . . . .	744
852	Emergency Action Plan . . . . .	744
852.1	Responsibility . . . . .	744
852.2	Content. . . . .	744
852.3	Posting . . . . .	745
853	Emergency Evacuation Teams and Drills . . . . .	745
853.1	Emergency Evacuation Teams . . . . .	745
853.11	Organization . . . . .	745
853.12	Size . . . . .	745
853.13	Duties of Emergency Evacuation Teams . . . . .	745
853.14	Membership . . . . .	746
853.15	Training . . . . .	746
853.16	Exposure. . . . .	747
853.17	Special Hazards . . . . .	747
853.18	Installations Without Emergency Evacuation Teams (Less Than 10,000 Square Feet). . . . .	748
853.2	Drills . . . . .	748
854	Fire Prevention Plan . . . . .	748
854.1	Responsibility . . . . .	748
854.2	Content. . . . .	748

- 854.3 Employee Training . . . . . 749
  - 854.31 General . . . . . 749
  - 854.32 Training for the Emergency Action Plan and Fire Prevention Plan. . . . . 749
    - 854.321 Emergency Action Plan. . . . . 749
    - 854.322 Fire Prevention Plan . . . . . 749
    - 854.323 Orientation. . . . . 749
    - 854.324 Review. . . . . 749
- 855 Fire Inspections . . . . . 750
  - 855.1 Responsibility . . . . . 750
  - 855.2 Frequency. . . . . 750
  - 855.3 Procedures . . . . . 750
  - 855.4 Corrective Action . . . . . 750
- 856 Alarm Systems and Extinguishers. . . . . 750
  - 856.1 Alarm Systems . . . . . 750
  - 856.2 Extinguisher . . . . . 751
- 857 Vehicle Protection . . . . . 751
- 858 Codes, Standards, and Ordinances . . . . . 751
- 860 Occupational Health Services . . . . . 752
  - 861 Scope . . . . . 752
    - 861.1 Program Overview . . . . . 752
    - 861.2 Mission . . . . . 752
    - 861.3 Approach . . . . . 752
  - 862 Policies . . . . . 753
    - 862.1 General Policy . . . . . 753
    - 862.2 Occupational Health Services Facilities . . . . . 753
      - 862.21 District Administrative Office . . . . . 753
      - 862.22 District Health Services Office . . . . . 753
      - 862.23 Area Administrative Office . . . . . 753
  - 863 Staffing and Functional Responsibilities . . . . . 753
    - 863.1 General . . . . . 753
    - 863.2 Staffing . . . . . 753
      - 863.21 General . . . . . 753
      - 863.22 Qualifications . . . . . 753
    - 863.3 Administrative and Functional Responsibilities . . . . . 754
      - 863.31 National Medical Director . . . . . 754
      - 863.32 Area Medical Directors . . . . . 754
      - 863.33 Work Schedules . . . . . 754
      - 863.34 Duties . . . . . 754
      - 863.35 Occupational Health Nurse Administrators . . . . . 755
      - 863.36 Health Services Office Staff Nurses . . . . . 755
  - 864 Medical Assessments and Examinations . . . . . 755
    - 864.1 Applicant Medical Assessments and Employee Examinations . . . . . 755
    - 864.2 Determination of Suitability . . . . . 756

Contents

864.3	Fitness for Duty . . . . .	756
864.31	Reference . . . . .	756
864.32	Purpose. . . . .	756
864.33	Requesting Examination. . . . .	756
864.34	Tests and Consultation. . . . .	756
865	Return to Duty After Absence for Medical Reasons . . . . .	756
865.1	Clearance Required: All Bargaining Unit Employees and Those Non-bargaining Unit Employees Returning From Non-FMLA Absences . . . . .	756
865.2	Non-bargaining Unit Employees Returning After FMLA Absence . . . . .	757
865.3	Documentation Required . . . . .	757
865.4	Assignments . . . . .	758
865.5	Fitness-for-Duty Examinations . . . . .	758
866	Medical Emergencies . . . . .	758
866.1	General . . . . .	758
866.2	Requirement . . . . .	758
866.3	Emergency Procedures . . . . .	758
866.4	Posting Emergency Procedures. . . . .	759
867	Rehabilitation After Work-Related Injury or Illness . . . . .	759
868	General Procedures. . . . .	759
868.1	Medical Provider Services . . . . .	759
868.11	Special . . . . .	759
868.12	Medical Surveillance and Surveys . . . . .	760
868.13	Contract Medical Agreement . . . . .	760
868.131	Initiating Independent Medical Agreements (IMA) . . . . .	760
868.132	Certification for Payment of Invoices . . . . .	760
868.133	Payment Hierarchy (Electronic Funds Transfer) . . . . .	761
868.134	Payment — Non-Statement of Account Offices . . . . .	761
868.14	Health Agreements . . . . .	762
868.2	Malpractice. . . . .	762
868.3	Preservation of Privacy. . . . .	762
868.4	Medical Training . . . . .	763
868.41	General . . . . .	763
868.42	Continuation of Training . . . . .	763
868.43	Requests for Training . . . . .	763
868.5	Conflict of Interest . . . . .	763
868.51	Full-time Medical Personnel . . . . .	763
868.52	Part-Time and Contract Medical Personnel . . . . .	763
868.53	Contract Medical Facilities and Providers . . . . .	764
870	Reserved . . . . .	764
880	Smoking . . . . .	764
881	Definition . . . . .	764
882	Policy. . . . .	764
882.1	Buildings. . . . .	764
882.2	Vehicles . . . . .	764

890	Ergonomics Program . . . . .	765
891	Scope . . . . .	765
891.1	Authority . . . . .	765
891.2	Purpose . . . . .	765
891.3	Safety and Health Integration . . . . .	765
891.4	Ergonomic Compliance Directives . . . . .	765
892	Principles . . . . .	765
892.1	Management Commitment, Involvement, and Accountability . . . . .	765
892.2	Definitions . . . . .	765
893	Program Elements . . . . .	766
893.1	Management Commitment . . . . .	766
893.2	Employee Involvement . . . . .	766
893.3	Worksite Analysis . . . . .	766
893.4	Hazard Prevention and Control . . . . .	767
893.5	Training and Education . . . . .	767
893.6	Program Review and Evaluation . . . . .	767
894	Responsibilities . . . . .	767
894.1	Headquarters . . . . .	767
894.11	Chief Human Resources Officer . . . . .	767
894.12	Vice President, Employee Resource Management . . . . .	767
894.13	Manager, Safety and OSHA Compliance Programs . . . . .	767
894.14	Manager, Ergonomics Programs . . . . .	768
894.15	Ergonomic Specialists . . . . .	768
894.2	Area Offices . . . . .	769
894.21	Vice President, Area Operations . . . . .	769
894.22	Area Executive Safety and Health Committee . . . . .	769
894.23	Area Human Resources Manager . . . . .	769
894.24	Area Safety Manager . . . . .	769
894.25	Area Health and Resource Management and Occupational Health Services . . . . .	769
894.26	Area Joint Labor Management Safety and Health Committee . . . . .	769
894.3	Districts . . . . .	770
894.31	District Manager . . . . .	770
894.32	District Executive Safety and Health Committee . . . . .	770
894.33	District Human Resources Manager . . . . .	770
894.34	District Safety Manager . . . . .	770
894.35	District Safety Specialist . . . . .	771
894.36	District Health and Resource Manager . . . . .	771
894.37	Occupational Health Services . . . . .	771
894.4	Local Facilities . . . . .	771
894.41	Installation Head . . . . .	771
894.42	Managers and Supervisors . . . . .	772
894.43	Facility Safety Coordinator . . . . .	772

894.44	Employee	773
894.45	Local Joint Labor Management Safety and Health Committees.	773
<b>9</b>	<b>Labor Relations</b>	<b>775</b>
910	Employee Organizations	775
911	Participation and Membership in Labor Organizations	775
911.1	Right to Participation	775
911.2	Right to Membership	775
911.3	Conflict of Interests	775
911.4	Postal Service Recognition	775
911.5	Employee Compensation During Negotiations	775
912	Participation and Membership in Supervisory and Managerial Organizations	776
912.1	Right to Participation	776
912.2	Right to Membership	776
920	Dues Withholding for Employee Organizations	776
921	Voluntary Withholding of Dues	776
922	Dues Collection Schedule	776
923	Eligible Organizations	777
924	Authorization for Dues Withholding	778
924.1	Authorization Forms	778
924.11	Supervisory or Managerial Organizations	778
924.12	Labor Organizations	778
924.2	Employee Eligibility	778
924.21	Employment Status Requirement	778
924.211	General	778
924.212	Exception	778
924.22	Multiple Dues Withholdings	778
924.3	Distribution of Authorization Forms	778
924.31	Function of Organization Representative	778
924.32	Limit on Time and Place	778
924.4	Submission of Completed Authorization Form	779
924.41	General	779
924.42	Exceptions	779
924.421	Postmasters	779
924.422	Rural Carriers	779
924.423	American Postal Workers Union	779
924.5	Implementation of Dues Withholdings	779
924.6	Certification of Amount to Be Withheld	779
924.61	Function of Organization Representative	779
924.62	Change by Organization	779
924.7	Confirmation of Correct Deduction	780
924.71	Notation or Earnings Statement	780
924.72	Procedure in Case of Error	780

925	Cancellation of Dues Withholding Authorization . . . . .	780
925.1	Voluntary Cancellations . . . . .	780
925.11	Form Used . . . . .	780
925.12	When Employees Can Cancel . . . . .	780
925.121	General . . . . .	780
925.122	Special Circumstances . . . . .	780
925.2	Discontinued Withholding . . . . .	783
925.21	Separation. . . . .	783
925.22	Organization Request . . . . .	783
925.3	Cancellation Notices. . . . .	783
925.4	Cancellation Procedures . . . . .	783
925.5	Filing Procedures . . . . .	783
925.6	Transfer or Reassignment . . . . .	783
926	Coding Instructions . . . . .	784
926.1	Organization Codes . . . . .	784
926.2	Subdivision Codes . . . . .	784
926.3	Remote or District Locals. . . . .	784
926.4	Members at Large . . . . .	784
930	Work Clothes and Uniforms . . . . .	784
931	Uniforms . . . . .	784
931.1	Entitlement and Allowances . . . . .	784
931.11	Entitlement . . . . .	784
931.12	Allowances . . . . .	784
931.13	Types of Clothing . . . . .	784
931.2	Purpose and Scope . . . . .	785
931.21	Uniforms . . . . .	785
931.22	Work Clothes . . . . .	786
931.23	Personal Appearance . . . . .	786
931.24	Administration of Uniform Policy . . . . .	786
931.25	Responsibility of Installation Heads . . . . .	786
931.26	Responsibility of Employees. . . . .	786
931.261	Appearance . . . . .	786
931.262	Conforming With Regulations . . . . .	787
931.263	When to Wear Uniforms . . . . .	787
931.264	Postal Service Emblem . . . . .	787
931.27	Employee Acting as Agent . . . . .	787
931.28	Payment for Fabric . . . . .	787
932	Uniform Requirements . . . . .	787
932.1	Employees Required to Wear Uniforms and Work Clothes . . . . .	787
932.11	Regular Uniforms . . . . .	787
932.12	Contract Uniforms . . . . .	788
932.13	Work Clothes . . . . .	789
932.14	Aprons . . . . .	791
932.15	Alternative Protective Items . . . . .	791

## Contents

932.2	Uniforms Not Required . . . . .	791
932.21	New, Part-time, and Casual Employees . . . . .	791
932.22	Ninety-Day Requirement Exemptions . . . . .	792
932.3	Specifications and Quality Control Certification . . . . .	792
932.31	Specifications . . . . .	792
932.32	Quality Control Certification . . . . .	792
933	Authorized Uniform Items and Combinations . . . . .	792
933.1	Type 1 Uniforms . . . . .	792
933.11	Type 1 Items . . . . .	792
933.111	Type 1a . . . . .	792
933.112	Type 1b . . . . .	795
933.12	Type 1 Combinations . . . . .	796
933.2	Type 2 Uniforms . . . . .	798
933.21	Type 2 Items . . . . .	798
933.22	Type 2 Combinations . . . . .	800
933.3	Type 3 Uniform Items . . . . .	800
933.4	Type 4 Uniform Items . . . . .	801
933.5	Type 5 Uniform Items . . . . .	803
933.51	Type 5a . . . . .	803
933.52	Type 5b . . . . .	803
933.6	Type 6 Uniform Items . . . . .	803
933.7	Insignia . . . . .	804
933.71	Stars . . . . .	804
933.72	Other Insignia . . . . .	804
933.8	Apparel Worn for Promotional Purposes . . . . .	804
933.81	Authorized Use . . . . .	804
933.811	Uniformed Employees . . . . .	804
933.812	Nonuniformed Employees . . . . .	804
933.813	Contract Uniform or Work Clothes Program . . . . .	804
933.82	Source . . . . .	805
933.83	Payment . . . . .	805
933.84	Exceptions . . . . .	805
934	Wearing of Uniform Items . . . . .	805
934.1	Uniform Headgear . . . . .	805
934.11	Optional Wear . . . . .	805
934.12	Mandatory Wearing of Cap . . . . .	805
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms) . . . . .	805
934.21	Face Mask . . . . .	805
934.22	Neck/Chest Protector . . . . .	805
934.23	Sweaters . . . . .	806
934.24	Outer Garments . . . . .	806
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms) . . . . .	806
934.31	Walking Shorts and Knee-Length Hose . . . . .	806
934.32	Summer Shirt and Tie . . . . .	806

934.4	Seasonal Changes of Uniform . . . . .	806
934.5	Employees in Nonuniform Categories . . . . .	806
934.6	Prohibitions. . . . .	806
935	Uniform and Work Clothes Allowances. . . . .	807
935.1	When Allowances Take Effect . . . . .	807
935.11	Anniversary Date. . . . .	807
935.12	Transfers. . . . .	807
935.2	Adjustment for Certain Absences During Allowance Year. . . . .	807
935.21	Absences From Uniform Category of 90 Days to 1 Year . . . . .	807
935.211	Policy. . . . .	807
935.212	Suspension Instructions . . . . .	807
935.22	Absences From Uniform Category Exceeding 1 Year . . . . .	808
935.23	Absences From Duty While in Uniform Category. . . . .	808
935.24	Reappointments . . . . .	808
935.25	Adjustment for Employees Who Transfer Crafts . . . . .	808
935.251	Change to Another Uniform Category . . . . .	808
935.252	Transfer or Separation in Excess of 1 Year. . . . .	808
935.26	Notification to Employee and Accounting Service Center . . . . .	808
935.261	Determination of Eligibility. . . . .	808
935.262	Change in Eligibility. . . . .	808
936	Payments. . . . .	809
936.1	Limitations on Payments . . . . .	809
936.11	Total Yearly Payments . . . . .	809
936.12	Insufficient Funds for Claims . . . . .	809
936.13	Related Expenses. . . . .	809
936.14	Items Not Specified . . . . .	809
936.15	Purchases Exceeding Allowances . . . . .	809
936.2	Payment for Uniform Purchase After Separation of Employee . . . . .	809
936.3	Approval by Installation Head . . . . .	810
936.31	Inspection of Purchases . . . . .	810
936.32	Purchases Not Meeting Regulations . . . . .	810
936.33	Disallowing Payments. . . . .	810
936.34	Employee’s Responsibility for Excesses . . . . .	810
936.35	Notification of Responsibility . . . . .	810
936.4	Separating Employees . . . . .	811
936.41	Conditions for Nonpayment . . . . .	811
936.42	Addition to Form 337 . . . . .	811
936.43	Employee Submission of Invoices . . . . .	811
936.5	Payment to Licensed Vendors . . . . .	811
936.51	Direct Payment. . . . .	811
936.52	Employee Reimbursement . . . . .	811
936.53	Examination of Invoice . . . . .	811
936.54	Evidence of Purchase . . . . .	811
936.6	Purchasing Procedures for Nurses’ Program. . . . .	811

## Contents

	936.61 Eligibility . . . . .	811
	936.62 Procedures . . . . .	812
	936.621 Standard . . . . .	812
	936.622 Optional. . . . .	812
937	Uniform Vendors . . . . .	812
	937.1 Communication From Vendors. . . . .	812
	937.2 Access to Postal Premises. . . . .	813
938	Supervisor Work Clothes Program . . . . .	813
	938.1 Purpose . . . . .	813
	938.2 Eligibility . . . . .	813
	938.21 Determined by Installation Head . . . . .	813
	938.3 Acquisition of Work Clothing . . . . .	813
	938.31 Alternative Protective Items . . . . .	813
	938.32 Work Clothes Allowance. . . . .	813
	938.321 Reimbursement Limit . . . . .	813
	938.322 Types of Work Clothes . . . . .	813
	938.323 Purchases Not Authorized . . . . .	814
	938.324 Replacements . . . . .	814
	938.4 Reimbursement Procedure. . . . .	814
939	Authorized Exceptions. . . . .	814
	939.1 Footwear. . . . .	814
	939.11 Standard Specification . . . . .	814
	939.12 Exceptions . . . . .	814
	939.2 Nurses Uniforms. . . . .	815
940	Employee Assistance Program . . . . .	815
941	Introduction . . . . .	815
	941.1 Purpose . . . . .	815
	941.11 General . . . . .	815
	941.12 Substance Abuse, Dependence, and Other Addictions. . . . .	815
	941.2 Definitions. . . . .	815
	941.3 Policy . . . . .	816
	941.31 Job Security . . . . .	816
	941.32 Limits to Protection. . . . .	816
	941.33 Confidentiality. . . . .	816
	941.34 Reasonable Access . . . . .	817
	941.35 Scheduling . . . . .	817
942	Program Elements. . . . .	817
	942.1 Education . . . . .	817
	942.2 Problem Identification, Referrals, and Evaluation. . . . .	817
	942.21 Patterns of Behavior and Work Performance Problems. . . . .	817
	942.22 Referrals to EAP . . . . .	818
	942.221 Management Referrals . . . . .	818
	942.222 Referrals From Others. . . . .	818
	942.223 Self-Referrals. . . . .	818

- 942.224 EAP Response ..... 818
- 942.23 Problem Evaluation..... 818
- 942.3 Recovery Counseling and Resources ..... 818
  - 942.31 EAP Counseling Sites ..... 818
  - 942.32 Residential and Community Resources ..... 819
- 942.4 Follow-Up..... 819
  - 942.41 Progress ..... 819
  - 942.42 Discontinuance of Participation ..... 819
  - 942.43 Return to Work ..... 819
- 942.5 Program Evaluation ..... 819
- 943 Reinstatement of Recovered Employees ..... 819
  - 943.1 Policy ..... 819
    - 943.11 Consideration of Request..... 819
    - 943.12 Consideration of Other Factors ..... 819
    - 943.13 Exceptions to Consideration for Reinstatement..... 820
  - 943.2 Eligibility ..... 820
    - 943.21 Procedures ..... 820
    - 943.22 Management Responsibilities..... 820
  - 943.3 Compliance With Agreements ..... 820
- 944 EAP Counseling Records ..... 821
  - 944.1 Restricted Information ..... 821
  - 944.2 Policy ..... 821
  - 944.3 Custodians of Records..... 821
    - 944.31 Postal Service Providers..... 821
    - 944.32 Private Providers..... 821
  - 944.4 Disclosure..... 822
    - 944.41 General ..... 822
      - 944.411 Usual Recipients ..... 822
      - 944.412 Limitation of Disclosure..... 822
    - 944.42 Criminal Activity ..... 822
      - 944.421 EAP Records..... 822
      - 944.422 Limitation of Confidentiality..... 823

**Appendix – Records Control Schedules ..... 825**

**Index ..... 867**

**Forms Index ..... 949**