

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: New Shipper Paid Forwarding Ancillary Service Endorsement Option

Effective December 6, 2010, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.1.5, 507.2.3.5, 507.2.3.6 and 507.4.2.9 to provide a new endorsement option “Change Service Requested” for mailers using Shipper Paid Forwarding (SPF) for Standard Mail®, Package Services, or Parcel Select® parcels.

Currently, the only endorsement available to mailers using SPF is “Address Service Requested”, which allows the mailer to pay the parcel forwarding postage if the customer has moved and filed a change-of-address notice with the Postal Service. If the parcel is undeliverable and not forwardable, it is then returned to the sender and return postage is collected.

Change Service Requested for use with SPF, is somewhat similar to First-Class Mail® Change Service Requested (Option 2 under DMM 507.1.5.1). This additional SPF option allows for the forwarding of a parcel, but it doesn’t require the return of the mailpiece if it cannot be forwarded. With this option, the mailer pays the forwarding charges through an Address Change Service (ACS) account, in addition to the electronic address correction fee for the ACS record.

Change Service Requested for SPF is for mailers that want to avoid having their customers pay forwarding charges, but prefer not to have the parcel returned when forwarding is not possible.

We are also deleting the word “machinable” from DMM 507.2.3.5 and DMM 507.4.2.9. Machinable, irregular, and nonmachinable parcels are processed the same in the Postal Service Computer Forwarding System (CFS), and the forwarding charges are the same for both. Therefore, there is no need to restrict SPF to machinable parcels only.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

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500	Additional Mailing Services			
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507	Mailer Services			
1.0	Treatment of Mail			
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1.5 Treatment for Ancillary Services by Class of Mail

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1.5.3 Standard Mail

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Exhibit 1.5.3a Treatment of Undeliverable Standard Mail

[Revise Exhibit 1.5.3a table for Change Service Requested as follows:]

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
*	* * * * *
“Change Service Requested” ^{1, 5}	<p>If no change-of-address order on file, or if change-of-address order is on file and mailer does not participate in Shipper Paid Forwarding: Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file and mailer participates in Shipper Paid Forwarding:</p> <ul style="list-style-type: none"> ■ Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). ■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). ■ After month 18: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged). <p><i>RESTRICTIONS:</i> The following restrictions apply:</p> <ol style="list-style-type: none"> (1) Delivery Confirmation is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.
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1.5.4 Package Services and Parcel Select

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Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail and Parcel Select

[Revise Exhibit 1.5.4 table for Change Service Requested as follows:]

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES				
	*	*	*	*	*
“Change Service Requested” ³	<p>If no change-of-address order on file, or if change-of-address order is on file and mailer does not participate in Shipper Paid Forwarding: Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file and mailer participates in Shipper Paid Forwarding:</p> <ul style="list-style-type: none"> ■ Months 1 through 12: Piece forwarded (Package Services single-piece forwarding postage charged via ACS); separate notice of new address provided (electronic address correction fee charged). ■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). ■ After month 18: Piece disposed of by USPS; separate notice or reason for nondelivery is provided (address correction fee charged). <p>RESTRICTIONS: The following restrictions apply:</p> <p>(1) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.</p> <p>(2) This endorsement is not permitted for Package Services containing hazardous materials.</p>				
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2.0 Forwarding

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2.3 Postage for Forwarding

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2.3.5 Standard Mail

[Revise second sentence of 2.3.5 to remove the words “machinable” as follows:]

***Shipper Paid Forwarding, used in conjunction with Address Change Service (4.0), provides mailers of Standard Mail parcels an option of paying forwarding postage

at the applicable single-piece First-Class Mail or Priority Mail price.***

[Revise the title and text of 2.3.6 as follows:]

2.3.6 Package Services and Parcel Select

Package Services and Parcel Select pieces are subject to the collection of additional postage at the applicable price for nonlocal forwarding. Shipper Paid Forwarding, used in conjunction with Address Change Service (4.0), provides mailers who ship Package Services and Parcel Select parcels an option of paying forwarding postage instead of the addressee paying postage due charges. The addressee may refuse any Package Services or Parcel Select piece that has been forwarded. This refusal does not revoke the right to have other Package Services and Parcel Select pieces forwarded. If the addressee does not want to pay forwarding postage for all Package Services and/or Parcel Select pieces, the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services and/or Parcel Select pieces. Unless endorsed “Change Service Requested,” all Package Services and Parcel Select pieces are delivered as directed without additional postage charge when the old and new addresses are served by the same Post Office.

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4.0 Address Correction Services

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4.2 Address Change Service (ACS)

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4.2.9 Shipper Paid Forwarding

[Revise second sentence of 4.2.9 as follows:]

It allows mailers of Standard Mail, Package Services, and Parcel Select parcels to pay forwarding charges via approved ACS participant code(s).

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We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

DMM Revision: Change in ZIP Code for Washington DC Network Distribution Center: Revision to Destination Entry Exhibits

Effective December 6, 2010, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) exhibits in sections 246, 346, 366, 446, 453, 466 to reflect the changing of the Washington DC Network Distribution Center (NDC) ZIP Code™ from 20499 to 20799.

The Postal Service also will eliminate the separate DNDC eligibility table in DMM 705.6.0 and replace it with a link to the same table in DMM 446.

We encourage mailers to make the related changes to their destination NDC (DNDC) mailings immediately. DNDC mailings entered on and after February 19, 2011, must include this change.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

*	*	*	*	*
200	Commercial Letters and Cards			
		*	*	*
240	Standard Mail			
		*	*	*
246	Enter and Deposit			
		*	*	*
3.0	Destination Network Distribution Center (DNDC) Entry			
3.1	Definition			
		*	*	*

Exhibit 3.1 NDC/ASF—DNDC Price Eligibility

[Revise exhibit 3.1 by deleting ZIP Code 20499 and replacing it with ZIP Code 20799 as follows:]

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
* * *	* *
200-212, 214-239, 244, 254, 267, 268	NDC Washington DC 20799
* * *	* *
* * *	* *

[Repeat the above ZIP Code changes in Exhibits 346.3.1, 366.4.1, 446.3.1, 453.3.1.3, and 466.4.4.]

*	*	*	*	*
700	Special Standards			
		*	*	*

705 Advanced Preparation and Special Postage Payment Systems

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6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

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6.2 Combining Parcels and NFMs—DNDC Entry

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6.2.2 Additional Standards

Standard Mail machinable parcels, NFMs 6 ounces or more, and Package Services and Parcel Select machinable parcels prepared for DNDC entry must meet the following conditions in addition to the basic standards in 6.1:

* * * * *

[Revise item e to refer to the eligibility exhibit in 446.3.1 as follows:]

- e. Mailers must deposit combined machinable parcels and NFMs at NDCs or ASFs (see Exhibit 446.3.1) under applicable standards in 15.0.

6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

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- c. ASF, optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:

[Revise item 6.2.3c1 as follows:]

- 1. Line 1: use L602, Column B. DNDC price eligibility determined by Exhibit 446.3.1.

* * * * *

- d. NDC, required, 10-piece or 20-pound minimum; labeling:

[Revise item 6.2.3d1 as follows:]

- 1. Line 1: use L601, Column B. DNDC price eligibility determined by Exhibit 446.3.1.

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[Delete Exhibit 6.2.3, NDC/ASF—DNDC Price Eligibility, in its entirety.]

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We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

— Mailing Standards,
Pricing, 11-18-10

(Section continues on page 59.)

pieces for ZIP Code 20260, these pieces may be added to an existing qualified 3-digit tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price. Mailers must note these trays on standardized documentation (see 708.1.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray.) Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/

entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

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We will incorporate these revisions into the next printed version of the DMM and into the next update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

— *Mailing Standards,
Pricing and Classification, 11-18-10*

DMM Revision: Automation Letters — Perforated Pocket Attachments

Effective December 6, 2010, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 201.3.13 to authorize the use of perforated pocket(s) as attachments on letter-size mail when postage is paid at automation letter prices.

This revision provides the physical characteristics and preparation methods for perforated pockets with edges that are permanently affixed to a letter-size mailpiece. A pocket is formed within a two-ply unit. Sales offers, coupons, and similar printed advertising may be placed within or underneath the pocket. The perforated panel must be lifted to reveal the material inside.

Perforated pockets may be applied to Standard Mail® and Periodicals letter-sized mail. However, such pockets may not be used to conceal or contain matter bearing personal information except as provided in DMM 243.2.2. No portion of a permit imprint indicia may be printed on the perforated panel or on the perforations used to create the panel.

Perforated pockets are not considered sealed against postal inspection.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

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200 Commercial Letters and Cards

201 Physical Standards

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3.0 Physical Standards for Machinable and Automation Letters and Cards

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[Revise the heading of 3.13 as follows:]

3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces

3.13.1 Use

[Revise the introductory text of item 3.13.1 by adding the inclusion of perforated pockets, to read as follows:]

A label, sticker, perforated pocket (under 3.13.6 and 3.13.7), or release card may be placed on a letter-sized mailpiece that is eligible for automation letter prices, including barcoded carrier route letters meeting automation standards. Release cards and perforated pockets may not be affixed to pieces mailed at First-Class Mail card prices; see 1.2 for other restrictions on attachments to cards. A Standard Mail or Periodicals letter with a label, sticker, release card, or perforated pocket must meet additional standards in 243.2.5. These attachments may be:

[Revise item 3.13.1a and 3.13.1a1 to add perforated stickers as follows:]

- a. A label, or sticker less than 0.007 inch thick, and a perforated pocket other than repositionable notes affixed under 705.21.0, as follows:
 1. A permanent label, sticker, or perforated pockets under 3.13.7d2 (designed not to be removed or relocated), affixed directly to the outside of the mailpiece with permanent adhesive.

* * * * *

[Add new items 3.13.6 and 3.13.7 as follows:]

3.13.6 Letter-Size Pieces With Perforated Pockets

Perforated pockets are permanent attachments to letter-sized mailpieces that may be opened to reveal a small printed insert. Advertising may be printed on the components used to create a perforated pocket and on the printed insert within. Perforated pockets may not be used to conceal or contain matter bearing personal information except as provided in 243.2.2. Perforated pockets may be used on letter-size Standard Mail and Periodicals and are not considered sealed against postal inspection. When affixed to

Periodicals mail, advertising printed on the perforated pocket and any inserted matter is counted as part of the total advertising content of the host publication. Pockets may be used in lieu of labels to bear a permit imprint indicia showing that postage is paid if indicia information does not appear on the perforated panel or on the perforations used to create the perforated panel. A maximum of two perforated pockets are permitted on eligible letter-size mailpieces that have the following characteristics:

- a. Be between 8 inches and 9-1/2 inches long (inclusive).
- b. Be between 4 inches and 5-1/2 inches high (inclusive)
- c. Be prepared of book-grade paper or equivalent with a minimum weight of:
 1. Envelopes — 60 pounds.
 2. Booklets — 70 pounds.
 3. Folded self-mailers — 100 pounds.
 4. Oversized card-type letters paid at letter prices must be at least .012 inch thickness.
- d. Perforated pockets may be affixed to the nonaddressed side of envelopes with one closed panel address window. Perforated pockets must be placed 1 inch closer to the trailing edge than the window.
- e. If tabs are used to seal a folded self-mailer prepared with perforated pockets, the folded self-mailer must be sealed with 1-1/2 inch nonperforated tabs placed 1 inch from the top on the leading and trailing edges.

3.13.7 Standards for Perforated Pockets

Perforated pockets may be attached to a letter-size mailpiece when the following conditions are met:

- a. The perimeter of the pocket is affixed with permanent glue with a minimum adhesive strength of 2 lbs./inch to stainless steel with 20 minute dwell time at 300" minute at 90 degrees per ASTM Test D3330F.
- b. The attached material has a minimum tear strength of 100gf (MD) and (CD) per TAPPI T414.
- c. The cut/tie ratio for perforation is 1:1 with a minimum tie size of 1 mm. One double cut may be made at the

lower trailing edge corner of the perforated panel of the pocket.

- d. The pocket:
 1. Is between 1-1/2 inches and 2-3/4 inches in both height and length.
 2. Has an affixed area no more than 0.012 inch thick and a perforated panel no more than 0.03 inch thick. Perforated pockets may not exceed the thickness of the host mailpiece. They may not cause the host to have an uneven surface and must not interfere with readability of the address, barcode, or postage information.
- e. The length of each pocket is parallel to the length of the host mailpiece.
- f. Pockets attached to the address side of a mailpiece are:
 1. At least 1 inch from the bottom and leading edge.
 2. At least 1/2 inch from the top and trailing edge.
- g. Pockets attached to the nonaddressed side of the mailpiece are:
 1. At least 1 inch from the bottom edge.
 2. At least 1/2 inch from the top.
 3. At least 5 inches from the left edge but no closer than 1/2 inch from the right edge.
- h. Two perforated pockets are affixed on the same side of the mailpiece under these conditions:
 1. Perforated pockets are stacked vertically, one above than the other. Do not affix the pockets side by side across the mailpiece length.
 2. A space up to 1/2 inch is allowed between pockets.

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We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM, which is available via Postal Explorer[®] at <http://pe.usps.com>.

— *Mailing Standards,
Pricing, 11-18-10*

ELM Revision: Awards and Recognition

Effective November 18, 2010, *Employee and Labor Relations Manual* (ELM) subchapter 470, Awards and Recognition, is revised to reflect changes in Postal Service[™] policies. Some revisions are not significant: these include changes in section titles, job titles, and organization names as well as improvements in grammar or style. Significant changes include the following:

- Clarify that this subchapter establishes the conditions and procedures for the recognition of all Postal Service employees *except* the following:
 - Executives and officers assigned to the Postal Service Career Executive Service.
 - Employees of the Office of Inspector General.
 - Employees of the Postal Regulatory Commission.
- Add a section for U.S. Postal Inspection Service Awards.

- Add a section for Other Awards, to include Ideas Program Awards, the Contest Award, and the Safety Award.
- Set forth changes in procedures required by the implementation of the Human Resources Shared Services Center (HRSSC) and the electronic Official Personnel Folder (eOPF).
- Clarify when an award provides “ordinary taxable income” and when cash awards are “grossed up.”
- Provide precise definitions of terms such as cash award, noncash tangible award, cash equivalent award, and gift certificate.
- Update the conditions and procedures for granting each award.
- Update the lower and upper limits for all cash and cash equivalent awards.

Because subchapter 470 is completely revised, this article provides a summary of the revisions.

Summary of Changes to ELM 470, Awards and Recognition

This section...	titled...	was revised to...
471.1	Policy	Change title to “Policy and Scope.”
471.11	Scope	Add section to clarify the scope of this subchapter.
471.12	Policy	Add two new categories: <ul style="list-style-type: none"> ■ Other Awards. ■ Inspection Service Awards.
Exhibit 471.1	Service Recognition and Incentive Awards	Add the following: <ul style="list-style-type: none"> ■ Noncash tangible and gift certificate awards to Spot Awards. ■ A section for Other Awards.
471.31	Noncash	<ul style="list-style-type: none"> ■ Change title to Cash Equivalent Awards. ■ Expand definition of <i>cash award</i>.
471.32	Cash and Cash Equivalent	<ul style="list-style-type: none"> ■ Change title to Cash Awards. ■ Add definition of <i>cash equivalent award</i>.
471.33	Noncash Tangible Awards	Add section to: <ul style="list-style-type: none"> ■ Expand definition of a <i>noncash tangible award</i>. ■ Clarify taxable income and reporting requirements.
471.34	Gift Certificates	Add section to: <ul style="list-style-type: none"> ■ Define <i>gift certificate</i>. ■ State that gift certificates may range from \$1 to \$3,000. ■ Clarify taxable income and reporting requirements.
471.4	Budgeting Considerations	Delete section.
471.5	Privacy Act Considerations	<ul style="list-style-type: none"> ■ Renumber as 471.4. ■ Update references to Handbook AS-353 and the Postal Service Privacy Act System of Records.
471.6	Presentation Ceremonies	<ul style="list-style-type: none"> ■ Renumber as 471.5. ■ Change reference from “public information personnel” to “communications staff or the area communications program specialist.”
471.7	Documenting Awards	Change to 471.6 and update rules for documenting awards in the eOPF system.
472	Certificate of Appreciation	<ul style="list-style-type: none"> ■ Add “suppliers” to those who may receive the Certificate of Appreciation. ■ Change “contract employees” to “contractors.”
473	Service Awards	Clarify that only career employees are eligible for Service Awards.
473.23	Responsibility	Update responsibilities for administering the Service Award Pin program.
473.31	Description	Clarify the definition of and the procedures for awarding the following: <ul style="list-style-type: none"> ■ Retirement Service Award Certificate. ■ Posthumous Service Award Certificate.
473.331	Headquarters	Change responsible official from “the manager of “Corporate Personnel Operations” to “the manager of Corporate Personnel Management.”
473.351	Retiring Employees	Revise the eligibility criteria and the process for creating Retirement Service Awards.
473.4	Benjamin Franklin Award	Move to Special Awards and renumber as 476.5.
474	Informal Award	Change definition of <i>Informal Award</i> .

This section...	titled...	was revised to...
475	Formal Awards	Add the following awards: Spot Cash Equivalent, Spot Noncash Tangible, Spot Gift Certificate, and Noncareer Gift Certificate.
475.22	Description	<ul style="list-style-type: none"> ■ Define <i>cash equivalent awards</i>. ■ Add descriptions of <i>gift certificates</i> and <i>merchandise item</i>. ■ Clarify what is considered “ordinary income for tax purposes.”
475.3	Noncareer Gift Certificate Award	Add section to describe award and related policies and procedures.
475.3	Quality Step Increase Award	Renumber as 475.4.
475.48	Initiating a Personnel Action	Revise to reflect processing changes required by implementation of the HRSSC.
476	Special Awards	<ul style="list-style-type: none"> ■ Provide more information about the Team Award. ■ Move the Benjamin Franklin award from Service Awards to Special Awards.
477	Other Awards	Add section to include the following: <ul style="list-style-type: none"> ■ Ideas Program Awards. ■ Contest Award. ■ Safety Award.
477.2	Ideas Program Awards	Define and describe the following Ideas Program Awards: <ul style="list-style-type: none"> ■ Local Idea Award. ■ Operation-wide Idea Award. ■ National Level Idea Award. ■ Idea Champion Award. ■ Idea Team Testing Award.
477.3	Contest Award	Define and describe the Contest Award.
477.4	Safety Award	Define and describe the Safety Award.
478	Inspection Service Awards	Add section to include the following Inspection Service Awards: <ul style="list-style-type: none"> ■ Informal Award. ■ Nonexecutive Award. ■ Vice President/Chief Postal Inspector Individual Award.

We will incorporate the complete text of this revision into the next printed version of the ELM and into the online update available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- On the PolicyNet page, click *Manuals*.
(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— Compensation,
Human Resources, 11-18-10

ELM Revision: Provisions of the Family and Medical Leave Act

Effective immediately, *Employee and Labor Relations Manual* (ELM), Subchapter 510, Leave, and Part 865, Return to Duty After Absence for Medical Reasons, are revised to reflect changes in Postal Service™ policies related to the Family and Medical Leave Act (FMLA). Significant changes include establishing policies and procedures for the following requirements:

- Eligible employees may take up to 26 workweeks of leave within a 12-month period to care for a covered service member with a serious injury or illness.
- Eligible employees may request FMLA time off because of a qualifying exigency arising out of a family member’s call to covered active duty in the Armed Forces.
- The decision to clear an employee to return to work rests with management.
- Employees are responsible for providing complete and sufficient medical certification to establish a serious health condition as defined under FMLA.

Summary of Changes to ELM 510 and ELM 865

This section...	titled...	was revised to...
Chapter 5, Employee Benefits		
512.412	Emergencies	Add the following forms and explain how they are to be used: <ul style="list-style-type: none"> ■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition</i>. ■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition</i>. ■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities</i>. ■ WH-384, <i>FMLA Certification for Qualifying Exigency for Military Family Leave</i>. ■ WH-385, <i>FMLA Certification for Serious Injury or Illness of Covered Servicemember — for Military Family Leave</i>.
513.12	Sick Leave for Dependent Care	Update reference to 515.2.
513.32	Conditions for Authorization	
513.332	Unexpected Illness or Injury	Add reference to the following forms and explain how they are to be used: <ul style="list-style-type: none"> ■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition</i>. ■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition</i>. ■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities</i>.
514.22	Administrative Discretion	Update reference to 514.41 in item c.
Exhibit 514.4	Acceptable Reasons and Instructions	Update reference to 514.41 in item f.
515.1	Purpose	Delete last sentence.
515.2	Definitions	<ul style="list-style-type: none"> ■ Add new definitions. ■ Expand existing definitions.
515.3	Eligibility	Add statement that employment periods prior to a break in service of 7 years or more are not counted in determining the 12 months of employment.
515.41	Conditions	Describe conditions that entitle eligible employees to: <ul style="list-style-type: none"> ■ Up to 12 workweeks of FMLA leave within a Postal Service leave year. ■ Up to 26 workweeks of leave within a 12-month period to care for a covered service member with a serious injury or illness.
515.43	Authorized Hours	Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41.
515.5	Documentation	Change title to "Notice and Documentation."
515.51	General	<ul style="list-style-type: none"> ■ Change title to "Notice." ■ Update and clarify how and when employees are required to notify supervisors when they request FMLA leave.
515.52	Documentation	Add section that describes employee's responsibility to provide complete and sufficient medical certification to establish a serious health condition as defined under FMLA.
515.52	Particular Circumstances	Re-number as 515.53.
515.521	New Son or Daughter	Re-number as 515.531.
515.522	Care of Others for Medical Reasons	<ul style="list-style-type: none"> ■ Re-number as 515.532. ■ Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41.
515.523	Employee Incapacitation	Re-number as 515.533.
515.524	Return to Work After Employee Incapacitation	Re-number as 515.534. Delete reference to Publication 71, <i>Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act, May 2005</i> .
515.535	Qualifying Exigency	Add a section that describes procedures for employees requesting FMLA time off because of a qualifying exigency arising out of a family member's call to covered active duty in the Armed Forces.
515.53	Additional Medical Opinions	<ul style="list-style-type: none"> ■ Re-number as 515.54. ■ Clarify that for any recertification, whether required or not, the employee bears the cost and the time required for a medical opinion obtained off the clock.

This section...	titled...	was revised to...
515.62	Care of Others for Medical Reasons	State that leave taken under the provisions of 515.2 may be taken intermittently or on a reduced leave schedule.
515.63	Exigency Leave	
515.63	Temporary Change in Duty Assignment	<ul style="list-style-type: none"> ■ Renumber as 515.64. ■ Add the words “that is foreseeable based on planned medical treatment” after “reduced work schedule.”
515.64	Fair Labor Standards Act	Renumber as 515.65.
515.9	Family Leave Poster	Update title of poster.
Chapter 8, Safety, Health, and Environment		
865.1	Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences	<ul style="list-style-type: none"> ■ Change first word of title from “Certification” to “Clearance.” ■ Clarify that the decision to clear an employee to return to work rests with management. ■ Clarify and expand requirements and procedures for making decisions about an employee’s return to work.
865.2	Intermittent or Reduced Schedule Leave Under FMLA	Deleted.
865.3	Nonbargaining Unit Employees Returning After FMLA Absence	Renumber as 865.2.
865.4	Documentation Required	<ul style="list-style-type: none"> ■ Renumber as 865.3. ■ Add reference to 865.1.
865.5	Assignments	Renumber as 865.4.
865.6	Fitness-for-Duty Examinations	Renumber as 865.5. Change reference from 865.4 to 865.3.

We will incorporate these revisions into the next printed version of the ELM and into the online update available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- On the PolicyNet page, click *Manuals*.
(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Health and Resource Management, Employee Resource Management, 11-18-10*

Handbooks

Handbook AS-701 Revision: Documentation of PS Form 969

Effective November 18, 2010, Handbook AS-701, *Material Management*, Part 644 Documentation, is completely revised to reflect changes in the documentation of PS Form 969, *Material Recycling and Disposal*.

Handbook AS-701, *Material Management*

	*	*	*	*	*
6	Asset Recovery: Redistribution, Recycling, and Disposal				
	*	*	*	*	*
64	Recycling and Disposal				
	*	*	*	*	*

644 Documentation

[Revise text to read as follows:]

PS Form 969 is completed by the owning unit’s personnel before the disposal of capital and noncapital property. PS Form 969 is available on the Blue page; click *Forms* (instructions are on Page 2 of the form).

Accounting practices require that signature blocks 17, 20, and 21 on PS Form 969 are signed by different individuals when disposing of *capital property*. The order (dates) in which the required signatures are obtained is at the discretion of local management.

PS Form 969 is used to document the disposal of *capital equipment*; the completed form is sent to the supporting *Asset Accountability Service Center (AASC)* for processing. Only the *original signed* document is acceptable for submission to an AASC. PS Form 969 is also used to document the disposal of *noncapital equipment*; the completed

form is filed locally (copies are not sent to the AASC unless otherwise directed).

PS Form 969 is not required for the disposal of consumables. Contact an AASC for technical guidance if needed.

Note: For Headquarters (HQ) and HQ field units, the finance number accountable manager/department head assumes the same responsibilities as an installation head for the purposes of documentation and accountability.

* * * * *

We will incorporate these revisions into the next printed version of Handbook AS-701 and into the next online

update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Asset Performance and Accountability, Supply Management, 11-18-10*

Handbook F-101 Revision: Reporting Bank Charges

Effective immediately, the Handbook F-101 is revised to reflect the change in how we report banking charges. This revision is made based on cost savings and should allow the Postal Service™ to lower expenses.

Handbook F-101, *Field Accounting Procedures*

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9 Cash Management

* * * * *

9-1 Banking

* * * * *

9-1.4 Reporting Bank Charges

[Revise text to read as follows:]

Bank Charges are reported as follows:

- a. The Postal Service uses an account analysis statement analyzer tool to automatically review the monthly account analysis statements for field deposits to ensure charges are correct. Bank Relations reviews the analysis from the tool and determines the amount to pay.

- b. Payment is made via check or electronic funds transfer (EFT) through Accounts Payable at the San Mateo Accounting Service Center. The charges are expensed to the National Banking Program finance number at Corporate Treasury–Headquarters.

A hard copy invoice is sent monthly to the Bank Relations group within Corporate Treasury.

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We will incorporate these revisions into the next updated version of Handbook F-101, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Field and International Accounting, Controller, 11-18-10*

Management Instructions

New Management Instruction EL-710-2010-3, EAS Leadership Development

Management Instruction (MI) EL-710-2010-3, *EAS Leadership Development*, is now available on PolicyNet and is effective immediately.

This MI establishes policies and procedures for developing the leadership capabilities of Executive and Administrative (EAS) level employees. The Postal Service™ is able to fulfill its mission of providing reliable, affordable, universal service through strong leadership — an element that remains critical for our continued success. The Postal

Service must continue to leverage the skills and talents of its diverse workforce.

To address this business imperative, the Postal Service has implemented EAS Leadership Development (ELD) as its structured approach to identifying and developing future leaders for key managerial positions in each district. Employees accepted into this program as ELD participants have the opportunity to develop their managerial and func-

tional/technical skills through virtual learning, on-the-job development, feedback, and coaching.

MI EL-710-2010-3 is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- Click *MIs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Executive Development and Succession Planning, Employee Development and Diversity, 11-18-10*

Notices

Revised Editions of Notice 32-B and Notice 32-C Will Be Available Soon, But Previous Versions Are Still Valid

Notice 32-B, *Post Office Box Service Fee Due*, and Notice 32-C, *Caller Service Fee Due*, have been revised and will be available near the end of the calendar year. However, the previous editions (dated July 2007) are still valid; so to avoid waste, the Material Distribution Center (MDC) will continue to fulfill orders with the previous editions until the new editions (dated September 2010) are available. The field may use the previous editions until the new editions are available.

Post Office™ facilities make Notice 32-B and Notice 32-C available to customers on the first business day of the month to alert them that payment is due by the last day of the month. Facilities put Notice 32-B in the Post Office boxes of customers, and they make Notice 32-C available to customers with caller service.

The Postal Service™ has enhanced the revised editions of both notices with new messaging to aid customers in updating their application information and making payments on time. Notice 32-B also informs customers that a handling charge may apply if payment is not made by the due date, and it provides information for payment options, including that customers can pay online or at an Automated Postal Center® (APC®) in select Post Offices.

The field can order these items from the MDC by using eBuy2 or touch tone order entry (TTOE): Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, see the document at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4. To visit the National Material

Customer Service website (which has a link to the TTOE ordering instructions), go to http://blue.usps.gov/purchase/operations/ops_nmcs_home.htm.

Use the following information to order these items:

	Notice 32-B	Notice 32-C
PSIN	NOT32B	NOT32C
PSN	7610-03-000-8332	7610-03-000-8333
Unit of Measure	EA	EA
Minimum Order Quantity	250	250
Quick Pick Number	491	492
Bulk Pack Quantity	3,000	3,000
Price	\$0.0239 (subject to change)	\$0.0307 (subject to change)

The MDC reminds the field that it can take about 2 weeks to complete fulfillment of an order (receive the order, process it, fulfill it, and deliver stock through bulk mail delivery), so facilities should consider this time requirement as they monitor current stock and place orders.

Both Notice 32-B and Notice 32-C are available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *Notices*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Special Services, Retail Products and Services, 11-18-10*

Forms

Revised PS Form 3074, Request for Waiver of Claim for Erroneous Payment of Pay

Effective immediately, all Post Offices™ and postal retail units are to use the September 2010 edition of PS Form 3074, *Request for Waiver of Claim for Erroneous Payment of Pay*. Previous versions are obsolete and must be disposed of properly.

Eagan Accounting Services will process only a September 2010 version of PS Form 3074 that is properly completed with all required signatures. Obsolete versions and incomplete PS Forms 3074 will not be processed and will be returned to the employee.

PS Form 3074 is revised as follows:

- The Social Security Number has been replaced with Employee Identification Number (EIN).
- The word “Retired Employee” has been removed under Claimant’s Status in part 1. Employees who are not currently employed by the Postal Service™ will choose the “Former Employee” status.
- The Privacy Act Statement has been updated.
- A distribution list has been added to the bottom of each copy.
- Position titles have been updated in parts 2, 3, and 4.
- Instructions were added for manager, Human Resources (District) in part 3.
- “Printed name” and “Phone number” sections have been added in parts 2, 3, and 4.
- A “Claim Denied” section was added to part 4.
- The mailing address for Eagan has been added to the bottom of page 2.

PS Form 3074 is available on the Postal Service Intranet:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *Forms*.
- Under “Browse Forms — By Number”, click 3000–3999.
- Click the PDF icon for PS 3074.

Additionally, you can order PS Form 3074 from the Material Distribution Center (MDC) via the eBay on-catalog requisition system; search for item using the PSN listed below (without the dashes). If your office does not have access to eBay, you may order using touch-tone order entry (TTOE): Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 3074 from the MDC:

PSIN:	PS 3074
PSN:	7530-03-000-3700
Unit of Measure:	EA
Minimum Order Quantity:	1
Quick Pick Number:	NA
Bulk Pack Quantity:	NA
Price:	\$0.0663
Edition:	09/10

— *Field and International Accounting,
Controller, 11-18-10*