

# Exhibits

Exhibit 212.2 (page 1 of 2)	
PS Form 820, Ranking of Position Request . . . . .	23
Exhibit 212.2 (page 2 of 2)	
PS Form 820, Ranking of Position Request . . . . .	24
Exhibit 412.12b	
Position Groups Eligible for Supervisory Differential Adjustment Rate . . . . .	71
Exhibit 418	
Equivalent Grades . . . . .	82
Exhibit 421.7	
Rate Schedule Summary and References . . . . .	93
Exhibit 421.81	
Higher Level Pay	
Effective November 20, 1999 . . . . .	93
Exhibit 421.82	
Promotional Increase . . . . .	94
Exhibit 422.123a	
Promotion Chart — PS Schedule 1 to PS Schedule 2 . . . . .	102
Exhibit 422.123b	
Promotion Chart — PS Schedule 2 to PS Schedule 2 . . . . .	105
Exhibit 422.13	
Bargaining Unit Step Increase Waiting Periods . . . . .	112
Exhibit 422.13 (p.2)	
Bargaining Unit Step Increase Waiting Periods . . . . .	113
Exhibit 432.62	
Guaranteed Time Pay Eligibility Table . . . . .	158
Exhibit 434.141a	
Postal Overtime Pay Eligibility Table . . . . .	164
Exhibit 434.141b	
FLSA Overtime Pay Eligibility Table . . . . .	165
Exhibit 434.141c	
Penalty Overtime Pay Eligibility Table . . . . .	165
Exhibit 434.2	
Night Differential Pay Eligibility Table . . . . .	167
Exhibit 434.3	
Sunday Premium Pay Eligibility Table . . . . .	169
Exhibit 434.52	
Holiday-Worked Pay Eligibility Table . . . . .	173
Exhibit 434.614	
Computing Out-of-Schedule Premium Hours . . . . .	175
March 2024	<b>ci</b>

Exhibit 434.621	
Out-of-Schedule Premium Pay Eligibility Table . . . . .	176
Exhibit 434.8	
Pyramiding of Premiums . . . . .	178
Exhibit 436.73a	
Interest on Back Pay Decisions. . . . .	190
Exhibit 436.73b	
Interest on Back Pay Settlements. . . . .	190
Exhibit 438.13	
Eligibility for Travel Time Compensation. . . . .	195
Exhibit 491.1	
Service Recognition and Incentive Awards. . . . .	230
Exhibit 493.1	
Service Awards . . . . .	235
Exhibit 493.27a	
Sample Letter of Appreciation — Employee With 25, 30, 35, 40, or 45 Years of Service . . . . .	238
Exhibit 493.27b	
Sample Letter of Appreciation — Employee With 50 Years of Service. . . . .	239
Exhibit 493.351a	
Sample Letter of Appreciation — Retiring Employee With Less Than 50 Years of Service . . . . .	243
Exhibit 493.351b	
Sample Letter of Appreciation — Retiring Employee With 50 or More Years of Service . . . . .	244
Exhibit 495.1	
Formal Awards . . . . .	246
Exhibit 496.1	
Special Awards . . . . .	254
Exhibit 497.1	
Other Awards . . . . .	258
Exhibit 498.1	
Inspection Service Awards . . . . .	260
Exhibit 512.232	
Wars, Campaigns, and Expeditions of the Armed Forces Since 1937 . . . . .	268
Exhibit 512.311	
Accrual and Crediting Chart for Full-Time Career Employees . . . . .	273
Exhibit 512.312	
Accrual and Crediting Chart for Part-Time Career Employees . . . . .	275
Exhibit 514.4	
Acceptable Reasons and Instructions for LWOP . . . . .	300
Exhibit 516.11	
Absences for Court-Related Service. . . . .	310
Exhibit 521.423	
Certification for Foster Children . . . . .	340
Exhibit 523.62	
Statement by Former Spouse Regarding FEHB Coverage Under the Spouse Equity Act . . . . .	353

## Exhibits

Exhibit 525.132	
PS Form 202, Health Benefits Refund Payment Authorization . . . . .	373
Exhibit 525.142	
Transfer of FEHB Enrollment to OWCP . . . . .	375
Exhibit 525.422	
Memorandum About FEHB Enrollment . . . . .	383
Exhibit 531.3	
Exclusions . . . . .	394
Exhibit 547.55	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim . . . . .	460
Exhibit 547.55 (p. 2)	
PS Form 2562, Injury Compensation Program — Notice of Potential Third Party Claim . . . . .	461
Exhibit 547.57a	
Sample Letter A, Notice to Attorney of Government’s Lien . . . . .	464
Exhibit 547.57b	
Sample Letter B, Request for Status and Transmittal of Information . . . . .	465
Exhibit 547.57c	
PS Form 2556, Third Party Statement of Recovery . . . . .	466
Exhibit 547.57c (p. 2)	
PS Form 2556, Third Party Statement of Recovery . . . . .	467
Exhibit 547.58a	
Sample Letter C, Notice to Employee of Government’s Lien . . . . .	468
Exhibit 547.58b	
Sample Letter D, Notice to Third Party of Government’s Lien . . . . .	469
Exhibit 547.58c	
PS Form 2557, Employee’s Third Party Recovery Statement. . . . .	470
Exhibit 547.59a	
Sample Letter E, Request for Information from Employee and Notice of Government’s Lien . . . . .	473
Exhibit 547.59b	
PS Form 2559, Third Party Claim — Information Request . . . . .	474
Exhibit 547.59c	
PS Form 2577, Assignment of Claim to the USPS . . . . .	475
Exhibit 547.59d	
PS Form 2560, Referral of Third Party Material . . . . .	476
Exhibit 547.59e	
Sample Letter F, Notice of Assignment of Postal Employee’s Claim and Request for Settlement . . . . .	477
Exhibit 547.73	
Sample Letter G . . . . .	481
Exhibit 547.83	
Third Party Court Appearance Sheet . . . . .	483
Exhibit 567.16	
Conditions for Termination, Restoration, or Changes in Survivor Annuity . . . . .	526

Exhibit 567.18	
Election by Annuitants and Resultant Survivor Annuities . . . . .	527
Exhibit 615.34	
Sample Constitution . . . . .	609
Exhibit 615.35	
Sample Bylaws . . . . .	610
Exhibit 615.5	
Instructions for Keeping Records and Files for the Employee Social and Recreational Committee. . . . .	615
Exhibit 615.62	
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds). . . . .	618
Exhibit 615.62 (p. 2)	
PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds). . . . .	619
Exhibit 925.1	
PS Form 1188, Cancellation of Organization Dues From Payroll Withholdings . . . . .	788