

652.51 Exceptions

Mediation may not be appropriate in cases where the charges involve egregious misconduct, criminal activity, repeated misconduct, inability to perform, and other conduct as determined by the Postal Service. Additionally, mediation may not be appropriate where the appeal concerns issues beyond the control of the Postal Service, such as the denial of Workers' Compensation benefits, retirement eligibility determinations, and similar matters adjudicated by other agencies. The determination of whether to grant mediation in a particular case is within the discretion of the Postal Service.

652.52 Mediation

Mediation programs will be implemented by area offices under guidelines issued by the manager, National EEO Compliance and Appeals Programs.

652.53 Mediation for Letters of Warning in Lieu of Time-off Suspensions and/or for Time-off Suspensions

An employee issued a proposed letter of warning in lieu of a time-off suspension, or a time-off suspension in Office of Inspector General cases, may request mediation as an alternative to his/her right to respond to the deciding official as outlined in [651.64](#). If no resolution is reached between the employee and the proposing official as a result of the mediation, the employee may submit written responses to the proposed letter of warning in lieu of a time-off suspension within 10 calendar days of the mediation to the deciding official. The deciding official will issue a letter of decision regarding the proposed action in accordance with [651.65](#). The employee may appeal the decision pursuant to [652.3](#).

652.54 Mediation for Adverse Actions

An employee issued a written notice of proposed adverse action may request mediation as an alternative to the traditional written and/or verbal response to the deciding official as outlined in [651.74](#). If no resolution is reached between the employee and the proposing official as a result of the mediation, the employee may submit written responses to the proposed adverse action within 10 calendar days of the mediation to the deciding official. The deciding official will issue a letter of decision regarding the proposed action in accordance with [651.75](#). The employee may appeal the decision pursuant to the provisions outlined in [652.2](#), which will be outlined in the letter.

660 Conduct

661 Statutory Provisions**661.1 Laws Referenced in This Manual**

The laws mentioned in this manual are listed for information only. Nothing in this manual constitutes an interpretation or construction of these laws which might be construed as binding the United States Postal Service or the United States.

Failure to mention a statute does not excuse any person from complying with the statute.

661.2 **Application to Postal Employees**

In addition to the statutes listed in Title 5, Code of Federal Regulations (CFR), Part 2635.901-902, the following statutes and regulations are applicable to all employees in the Postal Service.

- a. Prohibition against proscribed political activities (Title 5, United States Code (U.S.C.), subchapter III of chapter 73, and 18 U.S.C. 602, 603, 607, and 608).
- b. Prohibition against appointing or promoting a relative, or advocating such an appointment or promotion (5 U.S.C. 3110).
- c. Prohibition against disloyalty and striking (5 U.S.C. 7311; 18 U.S.C. 1918).
- d. Prohibition against bribery, graft, and conflicts of interest (18 U.S.C. 201, 203, 205, 208, and 209).
- e. Prohibition against acting as the agent for a foreign principal registered under the Foreign Agents Registration Act (18 U.S.C. 219).
- f. Prohibition against unauthorized taking or use of documents relating to claims against or by the government (18 U.S.C. 285).
- g. Prohibition against postal employees becoming interested in any contract for carrying the mail (18 U.S.C. 440).
- h. Prohibition against counterfeiting and forging transportation requests (18 U.S.C. 508).
- i. Prohibition against deprivation of employment or other benefit for political activity (18 U.S.C. 601).
- j. Prohibition against:
 - (1) Embezzlement of government money or property (18 U.S.C. 641).
 - (2) Failing to account for public money (18 U.S.C. 643).
 - (3) Embezzlement of money or property of another person in the possession of an employee by reason of his or her employment (18 U.S.C. 641).
- k. Prohibition against:
 - (1) Disclosure of classified information (18 U.S.C. 798).
 - (2) Disclosure of confidential information (18 U.S.C. 1905).
- l. Prohibition against fraud or false statements in a government matter (18 U.S.C. 1001).
- m. Prohibition against participation in lottery enterprises (18 U.S.C. 1303).
- n. Prohibition against carriage of mail contrary to law (18 U.S.C. 1693).
- o. Prohibition against desertion of mail (18 U.S.C. 1700).
- p. Prohibition against obstruction of correspondence (18 U.S.C. 1702).
- q. Prohibition against delay or destruction of mail or newspapers (18 U.S.C. 1703).
- r. Prohibition against theft of property (18 U.S.C. 1707).
- s. Prohibition against theft of mail (18 U.S.C. 1709).

- t. Prohibition against theft of newspapers (18 U.S.C. 1710).
- u. Prohibition against misappropriation of Postal Service funds (18 U.S.C. 1711).
- v. Prohibition against falsification of postal returns (18 U.S.C. 1712).
- w. Prohibition against improper issuance of money orders (18 U.S.C. 1713).
- x. Prohibition against misuse of the franking privilege (18 U.S.C. 1719).
- y. Prohibition against the unlawful sale or pledge of stamps (18 U.S.C. 1721).
- z. Prohibition against unlawful collection of postage (18 U.S.C. 1726).
- aa. Prohibition against improper approval of bond or sureties (18 U.S.C. 1732).
- ab. Prohibition against lobbying with appropriated funds (18 U.S.C. 1913).
- ac. Prohibition against the use of deceit in an examination or personnel action in connection with government employment (18 U.S.C. 1917).
- ad. Prohibition against mutilating or destroying a public record (18 U.S.C. 2071).
- ae. Prohibition against disclosure of lists of names and addresses (39 U.S.C. 412).
- af. Prohibition against making or receiving political recommendations for appointment or promotion (39 U.S.C. 1002).
- ag. Prohibition against receipt of unauthorized fees (39 U.S.C. 1009).
- ah. Prohibition against opening First-Class Mail[®] (39 U.S.C. 3623).
- ai. Oath of office required for all postal employees (39 U.S.C. 1011).
- aj. Privacy Act of 1974 (5 U.S.C. 552a).

662 **Federal Standards of Ethical Conduct**

662.1 **Publication**

To ensure that every citizen can have complete confidence in the integrity of the federal government, each federal employee, including each postal employee, must respect and adhere to the principles of ethical conduct set forth in 5 CFR 2635, 5 CFR 7001, and 39 CFR 447.

Note: The *Code of Federal Regulations* can be accessed at <https://www.ecfr.gov/>.

662.11 **Ethics Advice**

Employees who have questions about the application of the ethics regulations to particular situations should seek advice from an agency ethics official. Disciplinary action for violating these regulations will not be taken against an employee who has engaged in conduct in good faith reliance upon the advice of an agency ethics official, provided that the employee has made full disclosure of all relevant circumstances in seeking such advice. In any investigations of, or actions against, employees in their individual capacities, employees are not protected by the attorney-client privilege and may not assert in that context that such privilege prevents disclosure of their

communications made to agency ethics officials or attorneys. An agency ethics official is required by 28 U.S.C. 535 to report any information he or she receives relating to a violation of the criminal code (Title 18 U.S.C.).

However, the Postal Service may still assert the attorney-client privilege and other privileges available in the civil litigation context, and/or Freedom of Information Act (FOIA) exemptions, to protect from public disclosure information provided to an agency ethics attorney from an employee, ethics advice provided from an agency ethics attorney to an employee, and any related documents, in response to FOIA requests, news media inquiries, and other external requests for information (except when disclosure is required by law).

662.12 **Ethics Officials**

Employees who wish to obtain ethics advice in accordance with [662.11](#) above must obtain that advice from one of the following agency ethics officials or their designees: the Postal Service general counsel, the chief counsel for ethics and federal requirements, the managing counsel for the civil practice section, or the managing counsel for each field legal office. Inspection Service employees may also seek routine ethics advice from the Inspector in Charge, Office of Counsel, or designee. Office of Inspector General employees may also seek routine ethics advice from the Office of Inspector General counsel or designee.

662.2 **Financial Disclosure**

Certain federal and postal employees are required by law to disclose their personal financial interests in order to ensure confidence in the integrity of the federal government. The federal regulations regarding financial disclosure are set forth in 5 CFR 2634. Specific instructions regarding the financial disclosure requirements of postal employees are contained in Management Instruction EL-660-97-1, *Financial Disclosure Report Procedures for the U.S. Postal Service*, January 30, 1997.

663 **Participation in Political and Community Activities**

663.1 **Political Activities**

663.11 **General**

663.111 **Employees Included**

With the exceptions noted in part [663.112](#), Postal Service employees are subject at all times to restrictions on their participation in political activities under the Hatch Act (5 U.S.C., subchapter III of chapter 73, and 18 U.S.C. 602, 603, and 607) and related regulations.

663.112 **Employees Excluded**

Postal employees who are employed on an irregular or occasional basis (e.g., experts and consultants, substitute rural carriers, or those on a per-diem basis), and those employees who are employed without compensation or on a when-actually-employed basis are subject to the restrictions mentioned in [663.111](#) only while in an active duty status and only for the entire 24 hours of a day of actual employment. Notwithstanding this

paragraph, full-time employees in a leave status and part-time employees are fully subject to the restrictions of [663.111](#).

663.113 **Nonpartisan Office**

An employee may seek, accept, or hold a nonpartisan federal, state, or local office subject to the provisions of this Code and this section. A nonpartisan office is one filled as a result of a nonpartisan election. A nonpartisan election is an election in which none of the candidates to be nominated or elected represent a political party whose candidates for presidential elector received votes in the last preceding election held to select presidential electors.

663.114 **Employee Responsibility**

Example: An employee who wishes to seek, accept, or hold a nonpartisan federal, state, or local office is responsible for ascertaining:

- a. Whether the office is nonpartisan within the definition in [663.113](#).
- b. Whether federal, state, or local law permits a Postal Service employee to seek, accept, or hold the particular office.
- c. Whether the duties of the office would result in a conflict with Postal Service employment.
- d. Whether the discharge of the duties of the office would interfere with the acceptable performance of Postal Service duties or would interfere with the acceptable performance by other Postal Service employees of their respective duties. Employees may seek advice from one of the agency ethics officials listed in [662.12](#) or from the Office of Special Counsel (OSC) in making these determinations. The advisory service of the OSC can be reached at (800) 854-2824.

663.115 **Prohibition Against Conflict**

An employee is encouraged to seek advice from one of the agency ethics officials listed in [662.12](#) or from the OSC before taking any action to seek, accept, or hold a federal, state, or local office. If the employee assumes the duties of this nonpostal office and they interfere with the proper discharge of postal duties, either by that individual or by other postal employees, then the employee holding the nonpostal office must be advised by a superior to eliminate the interference. This can be accomplished either by resignation from the nonpostal office or some other appropriate manner. If the employee fails, refuses, or neglects to comply with this advice and the interference continues, that individual will be subject to disciplinary proceedings.

663.116 **Campaign While on Leave**

Employees, other than postmasters, district managers, or acting postmasters in a salary level of EAS-25 or higher, may be granted permission to campaign for a full-time state or local nonpartisan office while on annual leave or on authorized leave without pay during the campaign when:

- a. The criteria in [663.114a](#) and [663.114b](#) are met.
- b. The vice president of Area Operations determines that the employee's postal responsibilities are being conducted in a satisfactory manner and that the absence of the employee during the campaign period will not disrupt the operation of the facility where the person is employed.

Note: Requests must be submitted through the postmaster or other installation head to the vice president of Area Operations. An employee

who is elected and takes such a full-time office may either be separated from the Postal Service or granted leave without pay.

A postmaster in salary level EAS-25 or higher, a district manager, or an acting postmaster in salary level EAS-25 or higher, may not be authorized to take annual leave or leave without pay for the purpose of campaigning for a full-time state or local nonpartisan office.

663.12 **Additional Prohibited Political Activities**

In addition to the restrictions on political activities referred to in [663.111](#), an employee may not:

- a. Display a political picture or sticker on property owned or leased by the Postal Service. The employee is not forbidden, however, from displaying a picture, including a personally autographed picture of a political figure, in an office or place of work if it contains no language in the nature of political campaigning.
- b. Wear a political badge or button while in uniform or while on duty.
- c. Display a political picture or sticker on a private vehicle while that vehicle is being used for official purposes.

663.13 **Investigation and Enforcement**

The independent Office of Special Counsel investigates allegations of political activity in violation of the Hatch Act by Postal Service employees. The Merit Systems Protection Board adjudicates such allegations.

663.2 **Community Affairs**

663.21 **General**

An employee is permitted to participate in community affairs to the extent consistent with the proper performance of postal duties and in compliance with applicable laws and regulations. Nothing in this section prevents an employee from serving as an official of a religious, fraternal, or civil nonpolitical organization that is supported by dues or contributions from its own members, or from participating in the nonpartisan activities of a civic, community, social, labor, professional, or other similar organization in his or her personal capacity.

663.3 **Nonparticipation in Segregated Meetings**

663.31 **Prohibition Against Participation**

Postal officials may not participate in conferences or speak before audiences where any racial or ethnic group or members of either sex have been purposely segregated or excluded from the meeting, from any of the facilities, from the conference, or from membership in the group. When requests to speak or participate are received under circumstances where discrimination may be practiced, the invited official should inquire as to the practices of the group before acceptance.

663.32 **Prohibition Against Sponsorship**

The Postal Service may not sponsor, support, or financially assist, directly or indirectly, any conference, convention, or meeting held where participants

are segregated or are treated unequally on the basis of prohibited discrimination.

663.33 **Exceptions**

If the Postal Service civil rights program will be better served by permitting an exception to this policy in a particular case, the area manager of Human Resources must be advised prior to making any commitments and requested to provide a confirmation of a waiver of the policy in [663.31](#).

664 **Bribery, Undue Influence, or Coercion**

An employee must report immediately to the Office of Inspector General:

- a. Any instance in which a person either within or outside the Postal Service uses or attempts to use bribery, undue influence, or coercion to induce or attempt to induce the employee to act or neglect to act in regard to official responsibilities.
- b. Any information that causes the employee to believe that there has been a violation of a federal criminal statute or any law or regulation directly or indirectly related to the responsibility of the Postal Service.

Note: A copy of the report must be sent in a sealed envelope clearly marked “Restricted Information—To Be Opened by the Addressee Only,” to this address:

US POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL
HOTLINE
1735 N LYNN ST 10TH FL
ARLINGTON VA 22209-2020

665 **Postal Service Standards of Conduct**

665.1 **General Expectations**

665.11 **Loyalty**

Employees are expected to be loyal to the United States government and uphold the policies and regulations of the Postal Service.

665.12 **Performance of Public Duties**

Employees are expected to serve on juries and to act as witnesses when summoned by official sources.

665.13 **Discharge of Duties**

Employees are expected to discharge their assigned duties conscientiously and effectively.

665.14 **Reporting Violations**

Allegations of violations of postal laws by postal employees, including mail theft, must be reported immediately to the Office of Inspector General.

665.15 **Obedience to Orders**

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor’s order, the individual must nevertheless carry out the order and may immediately file a protest in

writing to the official in charge of the installation or may appeal through official channels.

665.16 **Behavior and Personal Habits**

Employees are expected to conduct themselves during and outside of working hours in a manner that reflects favorably upon the Postal Service. Although it is not the policy of the Postal Service to interfere with the private lives of employees, it does require that postal employees be honest, reliable, trustworthy, courteous, and of good character and reputation. The Federal Standards of Ethical Conduct referenced in [662.1](#) also contain regulations governing the off-duty behavior of postal employees. Employees must not engage in criminal, dishonest, notoriously disgraceful, immoral, or other conduct prejudicial to the Postal Service. Conviction for a violation of any criminal statute may be grounds for disciplinary action against an employee, including removal of the employee, in addition to any other penalty imposed pursuant to statute.

665.17 **Reporting Requirements for Sex Offenders**

An employee who is required by the law of any jurisdiction to register as a sex offender must report in writing that he or she is subject to this requirement, as follows:

- a. Any employee who is not an Area or Headquarters employee must make their report to the District Manager of Human Resources; Area employees must make their report to their Area Manager of Human Resources; and Headquarters employees must make their report to the Headquarters Manager, Corporate Personnel.
- b. An employee who first registers as a sex offender on or after May 24, 2007, must make this report to management within 10 calendar days after the employee first registers as a sex offender.
- c. An employee who registered as a sex offender at any time before May 24, 2007, must make this report to management no later than June 4, 2007.
- d. If, after making his or her first report to management, the employee is required to register as a sex offender in a different jurisdiction, or to register anywhere because the employee has committed an additional offense, the employee must inform management within 10 calendar days after so registering.

665.2 **Prohibited Conduct**

665.21 **Incomplete Mail Disposition**

It is a criminal act for anyone who has taken charge of any mail to quit voluntarily or desert the mail before making proper disposition of the mail according to 18 U.S.C. 1700.

665.22 **Unofficial Recommendations**

Employees must not recommend or suggest the employment of any person offering services as a consultant, agent, attorney, expeditor, or the like, for the purpose of assisting in any negotiation, transaction, or other business with the Postal Service unless required to do so as part of their official duties.

665.23 Discrimination

Employees acting in an official capacity must not directly or indirectly authorize, permit, or participate in any action, event, or course of conduct that subjects any person to discrimination, or results in any person being discriminated against on the basis of:

- a. Race, color, sex (including pregnancy, sexual orientation, or gender identity, including transgender status), national origin, religion, age (40 or over), genetic information, disability, or retaliation for engaging in EEO-protected activity as provided by law; or
- b. Other non-meritorious factors, such as political affiliation; marital status; status as a parent, and past, present, or future military service.

665.24 Violent and/or Threatening Behavior

The Postal Service is committed to the principle that all employees have a basic right to a safe and humane working environment. In order to ensure this right, it is the unequivocal policy of the Postal Service that there must be no tolerance of violence or threats of violence

by anyone at any level of the Postal Service. Similarly, there must be no tolerance of harassment, intimidation, threats, or bullying by anyone at any level. Violation of this policy may result in disciplinary action, including removal from the Postal Service.

665.25 Illegal Drug Sale, Use, or Possession

The Postal Service will not tolerate the sale, possession, or use of illegal drugs, or the abuse of legal drugs while on duty or on postal premises. Employees found to be engaged in these activities are subject to discipline, including removal and/or criminal prosecution where appropriate.

665.26 Intoxicating Beverages

Except as provided below, employees must not drink beer, wine, or other intoxicating beverages while on duty; begin work or return to duty intoxicated; or drink intoxicating beverages in a public place while in uniform. Employees found to be violating this policy may be subject to disciplinary action.

A non-bargaining employee may consume beer or wine at an Officer Approved Event. "Officer Approved Event" means: (a) a meeting of Postal Service employees convened by management, such as a working meal, an employee recognition event, or an employee appreciation event; or (b) an event whose primary purpose is to interact with external individuals or entities, such as an industry conference, a sales meeting, or a supplier meeting; that in all cases is either attended by an Officer of the Postal Service who personally decides that the consumption of beer and wine by employees is appropriate, or with respect to which an Officer of the Postal Service has granted specific, written, and advance approval for the consumption of beer and wine by employees.

A non-bargaining employee may consume beer, wine, or other intoxicating beverages at a Postmaster General Approved Event. "Postmaster General Approved Event" means any Postal Service-related event with respect to

which the Postmaster General personally approves the consumption of beer, wine, or other intoxicating beverages.

No employee may become intoxicated while at an Officer Approved Event or a Postmaster General Approved Event. Except in connection with an Officer Approved Event or a Postmaster General Approved Event occurring at a Postal Service facility or premises, no employee shall have or bring any container of beer or wine into any Postal Service facility or premises, whether the container has been opened or not. Intoxicating beverages other than beer and wine may never be brought into any Postal Service facility or premises under any circumstances.

665.27 **Gambling**

Employees must not participate in any gambling activity while on duty or while on property owned or leased by the Postal Service or the United States. This prohibition includes the operation of any gambling device, conducting a game for money or property, or selling or purchasing a numbers slip or ticket.

Note: This section does not prohibit participation in activities specified here if participation is necessitated by an employee's law enforcement duties, or if participation is in accordance with Executive Order No. 10927, relating to agency-approved solicitations, or in accordance with the Randolph-Sheppard Act, when approved by postal management.

665.3 **Cooperation in Investigations**

Employees must cooperate in any postal investigation, including Office of Inspector General investigations.

665.4 **Attendance**

665.41 **Requirement of Regular Attendance**

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

665.42 **Absence Without Permission**

Employees who fail to report for duty on scheduled days, including Saturdays, Sundays, and holidays, are considered absent without leave except in cases where actual emergencies prevent them from obtaining permission in advance. In emergencies, the supervisor or proper official must be notified of the inability to report as soon as possible. Satisfactory evidence of the emergency must be furnished later. An employee who is absent without permission or who fails to provide satisfactory evidence that an actual emergency existed will be placed in a nonpay status for the period of such absence. The absence may be the basis for disciplinary action. However, once the employee provides management with notice of the need for leave in accordance with Family Medical Leave Act (FMLA)-required time frames, and the absence is determined to be FMLA protected, the employer must change the AWOL to approved FMLA-LWOP, and delete the AWOL status from the record.

665.43 Tardiness

Any employee failing to report at his or her scheduled time in installations where time recorders are not used is considered tardy. Tardiness in installations equipped with time recorders is defined as any deviation from schedule.

665.44 Falsification in Recording Time

Recording the time for another employee constitutes falsification of a report. Any employee knowingly involved in such a procedure is subject to removal or other discipline. Failure of a supervisor to report known late arrivals is regarded as condoning falsification. These practices may also result in criminal prosecution.

665.5 Furnishing Address

Employees must keep the installation head informed of their current mailing addresses. Any change in mailing addresses must be reported to the installation head on PS Form 1216, *Employee's Current Mailing Address*, through "Self Service" on the Postal Service Blue Page, or through USPS approved methods including *PostalEase*.

665.6 Disciplinary Action

Postal officials may take appropriate disciplinary measures to correct violations of the regulations referred to in [665](#).

666 Prohibited Personnel Practices**666.1 Restrictions****666.11 Applicability of Restrictions**

The following restrictions apply to any Postal Service employee who has authority to take, direct others to take, recommend, or approve any personnel action with respect to any employee, eligible, or applicant.

666.12 Prohibited Discrimination

The following provisions apply:

- a. *Political Affiliation*. No discrimination may be exercised, threatened, or promised by any person or in favor of any employee, eligible, or applicant because of political affiliation except as may be authorized or required by law.
- b. *Individual Status*. No person may be discriminated against because of:
 - (1) Race, color, sex (including pregnancy, sexual orientation, or gender identity, including transgender status), national origin, religion, age (40 or over), genetic information, disability, or retaliation for engaging in EEO-protected activity as provided by law; or
 - (2) Other non-meritorious factors, such as political affiliation, marital status; status as a parent; and past, present, or future military service in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.

- c. *Conduct That Does Not Adversely Impact Performance.* No person may be discriminated for or against on the basis of conduct that does not adversely impact that person's performance or the performance of others. In determining suitability or fitness of that person, any conviction for any crime under the laws of any state, the District of Columbia, or of the United States may be taken into account.

666.13 **Nepotism**

See provision applicable to nepotism in Handbook EL-312, *Employment and Placement*.

666.14 **Improper Employment and Placement Practices**

Deceitfully or willfully obstructing or improving the prospects of any person competing for a position by granting a preference or advantage not authorized by law, rule, or regulation (including defining the scope or manner of competition or the requirements for a position), or by influencing anyone to withdraw from competition for a position, is prohibited.

666.15 **Improper Recommendations**

Soliciting or considering any recommendation or statement, oral or written, with respect to any individual who requests or is under consideration for any personnel action is prohibited, unless such recommendation or statement is based on the personal knowledge or records of the person furnishing it and consists of:

- a. An evaluation of the work performance, ability, aptitude, or general qualification of such individual.
- b. An evaluation of the character, loyalty, or suitability of such individual.

666.16 **Coercion of Political Activity**

Coercion of the political activity of any person (including the providing of any political contribution or service), or the taking of any action as a reprisal for the refusal of any person to engage in such political activity, is prohibited.

666.17 **Reprisal for Exercising Appeal Rights**

Taking or failing to take any personnel action as a reprisal for the exercise of any appeal right granted by a law, rule, or regulation is prohibited.

666.18 **Reprisal for Release of Information**

No one may take or fail to take a personnel action, or threaten to do so, with respect to any employee or applicant for employment because the employee or applicant discloses information that he or she believes evidences:

- a. A violation of any law, rule, or regulation, or
- b. A gross waste of funds, gross mismanagement, an abuse of authority, or a substantial and specific danger to public health or safety.

Disclosure of information that is specifically prohibited by law does not carry the protection described above. However, no disclosure under a. and b. above is prohibited by law if made to the Inspector General of the Postal Service. There can be no reprisal for disclosures to the Inspector General unless the complaint was made or the information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

666.2 Remedies**666.21 General**

Depending on the status of the employee complaining and the action taken against him or her, complaints that one or more of the restrictions in [666.1](#) have been violated may be brought through the following appeal procedures.

666.22 Equal Employment Opportunity Complaint Procedures

Any employee or applicant may file a complaint alleging discrimination based on:

- a. Race, color, sex (including pregnancy, sexual orientation, and gender identity, including transgender status), national origin, religion, age (40 or over), genetic information, disability, or retaliation for engaging in EEO-protected activity as provided by law; or
- b. Other non-meritorious factors, such as political affiliation; marital status; status as a parent; and past, present, or future military service.

The complaint must be filed within 45 days of the event believed to be discriminatory. For details, see Publication 133, *What You Need to Know About EEO*.

666.23 Adverse Action Appeals to the Merit Systems Protection Board

All employees eligible for veterans' preference and certain other nonbargaining unit employees with one year of current continuous service in the same or similar position may appeal removals, reductions in grade or pay, suspensions of more than 14 days, or furloughs of 30 days or less. The appeal must be made to the Merit Systems Protection Board (MSPB) within 30 days of the effective date of the action. Preference eligible employees may also appeal reduction-in-force (RIF) actions to the MSPB.

666.24 Grievance Procedures

Employees covered by a collective bargaining agreement may file grievances regarding wages, hours, and working conditions in accordance with the provisions of the applicable agreement. Nonbargaining unit employees at EAS-17 and below may use the procedure in ELM [652.4](#) to appeal matters other than suspensions or adverse actions. Nonbargaining unit employees at EAS-18 and above may use these procedures to appeal letters of warning and emergency placement in a nonduty status.

666.25 Nonbargaining Unit Appeals Procedures

Non-probationary employees not subject to the provisions of a collective bargaining agreement may appeal removals, reductions in grade or pay, and suspensions or furloughs of 30 days or less under the provisions of Part [652.2](#). Letters of warning in lieu of time-off suspensions may be appealed under the provisions contained in Part [652.3](#).

666.26 Other Appeal Procedures for Prohibited Personnel Practices

Allegations of violations of the provisions of [666](#) that cannot be brought through any other procedure may be sent to the following address:

VICE PRESIDENT LABOR RELATIONS
UNITED STATES POSTAL SERVICE

475 L'ENFANT PLZ SW
WASHINGTON DC 20260-4100

Complaints filed with the vice president must be in writing and include as much specific information on the alleged violation as possible. The complaint is referred to the proper official. Allegations of violations of law are referred to the Inspection Service and/or the Office of Inspector General. The complainant will be informed in writing of the disposition of the complaint.

666.3 **Whistleblower Protection**

666.31 Allegations of reprisal for the release of information as set forth in ELM [666.18](#), raised by any Postal Service employee, should be addressed to:

UNITED STATES POSTAL SERVICE OFFICE OF
INSPECTOR GENERAL HOTLINE
1735 N LYNN ST
ARLINGTON VA 22209-2005

Allegations of reprisal received from Office of Inspector General employees will be referred to an outside organization or individual for investigation. In such instances, the outside organization or individual will act in place of the Office of Inspector General, and the Office of Inspector General will act in place of Postal Service management, regarding the application of the procedures set forth in this section.

666.32 Upon receipt of the allegations, the Office of Inspector General will conduct a preliminary review of the allegations and determine if further action is warranted.

666.33 In addition to investigations of allegations submitted to the Office of Inspector General under ELM [666.31](#), the Office of Inspector General may, in the absence of an allegation, conduct an investigation for the purpose of determining whether there are reasonable grounds to believe that reprisal for disclosures protected by ELM [666.18](#) has occurred.

666.34 The Office of Inspector General may recommend to the Vice President, Labor Relations, for purposes of ELM [666.3](#), a stay of any pending personnel action until the conclusion of the investigation and the issuance of a report if the Office of Inspector General determines that there are reasonable grounds to believe that the personnel action was taken, as a result of a release of information as set forth in ELM [666.18](#). The Office of Inspector General shall provide to the Vice President, Labor Relations, an interim report explaining the nature of the allegations of reprisal and the reasons supporting the Office of Inspector General's recommendation that a stay should be ordered.

666.341 The Vice President, Labor Relations, or designee, shall, within three business days of the request, order the stay unless he/she determines that, under the facts and circumstances involved, such a stay would be inappropriate.

666.342 A stay shall not be for a period in excess of 120 calendar days from the date granted and it may be terminated by the Vice President, Labor Relations at any time.

666.343 When the Vice President, Labor Relations, or designee, does not order the stay, he/she shall advise the Office of Inspector General of his/her decision within three business days of the receipt of the request for a stay.

- 666.344 Where the Vice President, Labor Relations does not order a stay, or where a stay has been ordered and it is subsequently terminated by the Vice President, Labor Relations, the Office of Inspector General may request that a Postal Service Administrative Law Judge order a stay of a personnel action for a period of 45 days from the date granted.
- a. A stay will be granted if the Administrative Law Judge finds that there are reasonable grounds to believe that a personnel action was taken, or is to be taken, as a result of a release of information.
 - b. Unless denied, any stay under this subparagraph shall be granted within 3 calendar days (excluding Saturdays, Sundays, and legal holidays) after the date of the request for the stay by the Office of Inspector General.
 - c. A stay may be terminated by the Administrative Law Judge at any time, except that the Administrative Law Judge may not terminate a stay on his or her own motion or on the motion of the Postal Service, unless notice and opportunity for oral or written comments are first provided to the Office of Inspector General.
- 666.345 When a stay has been ordered, the Office of Inspector General shall notify the Vice President, Labor Relations in writing immediately if the Office of Inspector General terminates an investigation.
- 666.35 Except when the Office of Inspector General declines to investigate or does not substantiate the complainant's allegations under [666.32](#), no later than 120 days after the date of receiving complainant's completed questionnaire under [666.32](#), the Office of Inspector General shall provide an investigative report to the Vice President, Labor Relations.
- 666.36 After receipt of the investigative report, the Vice President, Labor Relations, shall advise the Office of Inspector General in writing of the Postal Service's decision.
- 666.37 Where the Postal Service determines that no action is to be taken or, where the Office of Inspector General determines that the action taken by the Postal Service is not corrective, the complainant may appeal and obtain a hearing before a Postal Service Administrative Law Judge under the following conditions:
- a. The complainant is a nonbargaining unit employee who does not have a right to appeal the matter to the Merit Systems Protection Board or through the hearing procedures set forth in ELM [652.2](#);
 - b. The appeal is only available for personnel actions as defined in ELM [669k](#); and
 - c. The Office of Inspector General has found a prima facie case of reprisal for whistleblowing.
- 666.371 If the Administrative Law Judge finds that the Postal Service has established that it would have taken the same personnel action in the absence of a disclosure under ELM [668.1](#), no corrective action will be ordered.
- 666.372 Where the Administrative Law Judge orders corrective action, such corrective action will place the complainant, as nearly as possible, in the position the individual would have been in had the improper personnel action not occurred.

- 666.38 Complainants who raise an affirmative defense of whistleblower reprisal during the appeals process for adverse actions set forth in ELM [652.23](#) and the claim of whistleblower reprisal is not sustained, may file a written request within 30 calendar days from the date of issuance of the Step 1 decision for review of the whistleblower reprisal determination by a Postal Service Administrative Law Judge under the following conditions:
- a. The complainant is a nonbargaining unit employee who does not have a right to appeal the matter to the Merit Systems Protection Board,
 - b. The complainant has made the allegation of whistleblower reprisal to the Office of Inspector General and the Office of Inspector General has found a prima facie case of reprisal for whistleblowing, and,
 - c. There will be no hearing. The Administrative Law Judge's review will be limited to the record of the appeal.

The decision on the allegation of whistleblower reprisal of the Step 1 official must be affirmed unless the Administrative Law Judge finds that it is 1) arbitrary, capricious, an abuse of discretion, or otherwise not in accordance with law; 2) obtained without procedure required by laws, rule, or regulation having been followed; or 3) unsupported by substantial evidence.

When the Administrative Law Judge does not affirm the decision of the Step 1 official, the Administrative Law Judge shall remand the appeal to the Step 1 official for issuance of a new decision on the merits. The Step 1 official shall be bound by the Administrative Law Judge's finding regarding the allegation of whistleblower reprisal.

667 **Service Matters**

667.1 **General Service Behavior**

667.11 **Compiling Directories**

Employees may not compile or furnish restricted information for or otherwise assist publishers in compiling city directories for public use, nor request publishers to send free copies to them, nor accept any money or gratuity arising from publication of directories.

667.12 **Engaging in Campaigns for Changes in Mail Service**

Employees in active status must not engage in campaigns for or against changes in mail service. This regulation must not be construed to infringe on the rights to participate in labor organizations.

667.13 **Paying for Exchange of Positions**

It is unlawful for employees to give or receive payment, directly or indirectly, to affect an exchange of position in the same or different postal units, or any place in the public service. This offense is punishable by fine and imprisonment and disqualification from holding any office in the federal government.

667.14 **Manufacture of Rural Mailboxes**

Employees are prohibited from manufacturing or acting as the agent for a manufacturer of rural mailboxes.

- 667.15 **Loitering**
Carriers must not loiter or stop for unnecessary conversation on their routes. Employees must not linger about cases or racks after their tours of duty have ended or report at cases or racks before their tours are scheduled to begin.
- 667.16 **Controversies With the Public**
Employees must not engage in controversies with customers, railway employees, airline employees, or other members of the public while on duty or on federal property.
- 667.17 **Obstructing the Mail**
Title 18 U.S.C. 1701 provides penalties for persons who knowingly and willfully obstruct or retard the mail. The statute does not afford employees immunity from arrest for violations of law.
- 667.18 **Giving Testimony or Campaigning for Additional Transportation Services**
Postmasters and other field officials must not furnish postal information or testimonial statements or letters that purport to reflect postal needs to civic bodies or rail or air common carriers to be used in support of applications for new or additional common carrier service at a given community. Such requests for postal information must be referred to Headquarters. When there are justifiable reasons for recommending changes in transportation services, postmasters and other field officials must furnish a complete report to the proper official at Headquarters and then await specific instructions before engaging in any local activity or hearing relative to such changes.
- 667.2 **Interception of Oral or Wire Communications by Postal Employees**
- 667.21 **Prohibition**
During the course of activities related to postal employment, postal employees may not record, monitor, or otherwise intercept the oral or wire communications of any other person through the use of any electronic, mechanical, or other device, nor listen in on a telephone conversation, nor direct another to do so, unless all parties involved in the communication are made aware of and consent to such interception.
- 667.22 **Exceptions**
This prohibition does not apply to postal inspectors or Office of Inspector General investigators while acting in the course of their official duties, nor does it apply to authorized personnel conducting “Compliance and Monitoring” activities in accordance with Handbook AS-805, *Information Security*. All activity conducted in this area must be in accord with applicable federal statutes governing the interception of wire or oral communications by law enforcement officers.

Call monitoring programs may be established by postal management for legitimate business purposes, such as quality assurance and training. Call monitoring programs must comply with any applicable federal statutes and regulations.

667.23 Definitions

For the purposes of [667.2](#), the terms *oral communication*, *wire communication*, *intercept*, and *electronic, mechanical, or other device* have the meanings used in 18 U.S.C. 2510.

667.3 Records, Information, and Associated Processing Systems and Equipment**667.31 Purpose of Controls**

Federal law and sound business practice require compliance with certain rules over the uses and protection of information and information processing resources owned by the Postal Service. These rules apply specifically to those types of Postal Service property emphasized in the definition at [669h](#). They are provided here for the information of current and former employees and also for use by management as a basis for ensuring compliance and taking disciplinary action, when appropriate. These rules supplement [667.18](#) and [667.21](#) referred to earlier in Section [661.2g](#).

667.32 Prohibited Disclosures**667.321 General**

Employees may not furnish to members of the public any Postal Service records or copies of records, or information taken from Postal Service records, including information contained in a computer system, unless it is a part of the duties of their position to do so. Decisions to withhold or disclose records and information must be consistent with applicable laws, Executive Orders, and Postal Service regulations and directives. Accordingly, the responsible official must consult with the Chief Privacy Officer (CPO), managing counsel for the appropriate field legal office, or the general counsel if there is any question as to the appropriate course of action.

667.322 Personal Information

Disclosing nonpublic information about an individual to another person or organization not entitled by Postal Service regulations to the information, without the signed authorization from the individual, is prohibited under penalty of law. See Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*.

667.323 Trade Information

Disclosing any information not available for public disclosure as described under ASM 824 and Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, Chapter 3, to any unauthorized person or organization is prohibited under penalty of law.

667.33 Prohibited Uses**667.331 Personal Use**

Use of Postal Service property (as defined in [669h](#)) for personal enjoyment, private gain, or other unauthorized activity is prohibited, except that management at each Postal Service employment installation may permit employees to make limited personal use of postal office equipment, including information technology, (as defined in [669j](#)). See Handbook AS-805, *Information Security*, Chapter 5, Acceptable Use.

- 667.332 **Damage**
Users will be held accountable for damage to postal property caused by negligence or intentionally destructive acts.
- 667.333 **Bypassing Security Controls**
Bypassing or attempting to bypass established security controls in violation of the *Administrative Support Manual (ASM)*, Chapter 8, is prohibited.
- 667.334 **Sanctions for Misuse**
Use of postal equipment in violation or excess of [667.33](#) (Prohibited Uses) may result in limitations on future use, administrative action, disciplinary action, criminal penalty, and/or personal financial liability.
- 667.34 **Protection Responsibilities**
Employees must protect all information about individuals, customers, all other Restricted Information, and all National Security Information against unauthorized use and disclosure.
- 667.35 **Reporting Violations**
See [665.14](#).
- 668 **Legal Assistance Provided by the Postal Service**
- 668.1 **Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases**
- 668.11 **General**
Under the following procedures, an employee (hereby defined to include present and former employees or their estates) may be provided representation in civil proceedings and in state criminal proceedings in which he or she is sued, subpoenaed, or charged in his or her official capacity, when the actions for which representation is requested reasonably appear to have been performed within the scope of his or her employment, and providing representation would be in the interest of the United States.
A provision of the Federal Tort Claims Act prohibits suits against individual government employees (including Postal Service employees) for loss, damage, or destruction of property or personal injury or death when caused by the negligent or wrongful act or omission of the employee while acting within the scope of his or her employment (Title 28, U.S.C. Section 2679).
- 668.12 **Procedure for Requesting Legal Representation by the Department of Justice**
- 668.121 **Employee Responsibilities**
An employee who believes he or she is entitled to representation by the Department of Justice in a proceeding must promptly submit a written request for that representation, together with all process and pleadings served, to the employee's installation head. Failure to submit a request promptly may prevent the processing necessary to obtain approval of the employee's request.
To give a request proper consideration, it must contain a detailed statement from the employee of his or her knowledge of the subject matter of the

proceeding and be accompanied by all pertinent documents. The Department of Justice asks that the letter requesting representation be addressed to the following:

ASSISTANT ATTORNEY GENERAL CIVIL DIVISION
DEPARTMENT OF JUSTICE
WASHINGTON DC 20530-0001

The request letter must not be sent directly to the Assistant Attorney General. The request is to be sent directly to the employee's installation head, who will, in turn, forward the request in accordance with [668.122](#). The Department of Justice requires that the request contain the following:

- a. The date the employee was served.
- b. The date on which the employee must respond or appear at a proceeding.
- c. A statement that the employee has read the complaint, that all conduct related to the allegations in the complaint occurred within the scope of the employee's official duties, and that such conduct was done in the good faith belief that it was proper.
- d. A statement describing in detail the employee's knowledge of the subject matter of the complaint. Failure to provide a detailed statement of the facts may prevent the processing necessary to obtain approval of the request.

668.122 Installation Head or Higher Level Official Responsibilities

The installation head or next higher level or other designated official must:

- a. Add to the employee's request a separate statement indicating whether he or she believes the employee was acting within the scope of his or her employment at the time of the conduct that is the focus of the suit, subpoena, or citation.
- b. Forward the request without delay to the managing counsel for the area in which the proceeding arose.
- c. Submit to the managing counsel a covering transmittal memorandum containing a recommendation as to whether providing the employee representation would be in the best interests of the Postal Service. The submission must also include a statement detailing the installation head's or appropriate designee's knowledge of the subject matter of the case.

668.123 Postal Inspection Service and Office of Inspector General

Postal Inspection Service personnel and Office of Inspector General personnel should follow procedures established by the chief postal inspector and inspector general, respectively, to request representation by the Department of Justice rather than follow the procedures set forth in this section.

668.124 Criteria for Granting Representation

The Department of Justice provides representation at its discretion and only after it determines that the employee acted within the scope of his or her authority and that such representation would be in the best interest of the United States.

668.125 Department of Justice Representation

Upon determination by the Department of Justice that an attorney will represent an employee, the employee will be so notified and will be provided information about the nature of Department of Justice representation.

668.2 Reimbursement of Employees for Legal Fees, Judgments, and Settlements**668.21 Legal Fees**

An employee whose request under [668.12](#) has been denied for any reason may request reimbursement for legal fees incurred by his or her use of private counsel through the appropriate managing counsel.

668.22 Judgments and Settlements

An employee who has filed a request for representation under [668.12](#) may file a request for payment of any adverse judgment or settlement with the appropriate managing counsel.

668.23 Criteria for Reimbursement

Each request for reimbursement for legal fees, judgments, or settlements will be considered by the managing counsel on its individual merits after the case is concluded. Generally, reimbursement will be made if:

- a. It is equitable and fair to do so.
- b. The employee acted reasonably, within the scope of his or her authority, and not recklessly, in bad faith, or with obvious indifference to instructions.
- c. The amount requested is reasonable, and reimbursement is deemed to be in the best interest of the Postal Service.

668.3 USPS Governors and Officers**668.31 Requests for Legal Representation by the Department of Justice in Civil and Criminal Cases**

Except as expressly set forth in [668.3](#), the provisions of [668](#) apply also to Postal Service governors, officers and inspector general. If such persons are named as defendants in a civil proceeding or state criminal proceeding in which they are sued, subpoenaed, or charged in their official capacity, and they desire to be represented by the Department of Justice, they must submit their request in accordance with [668.12](#) to the General Counsel, provided the following conditions apply:

- a. The actions for which representation is requested reasonably appear to have been performed within the scope of their employment.
- b. Providing representation would be in the interest of the Postal Service.

The Chairman of the Board of Governors and the Postmaster General submit their requests directly to the General Counsel. The Inspector General submits the request through the Office of Inspector General (OIG) General Counsel to the USPS General Counsel. To avoid doubt, at any time, a Postal Service governor, officer, or inspector general may select his or her independent counsel.

668.32 Indemnification**668.321 General**

The following provisions apply:

- a. Except when [668.31](#) applies, and if other sources of indemnification, including insurance, are not valid, available, collectible, or applicable, or such coverage is denied, exhausted, or expired, it is in the best interest of the Postal Service that a current or former Postal Service governor, officer, or inspector general shall be indemnified by the Postal Service to the fullest extent allowable by law in connection with the following:
 - (1) Any suit, proceeding, or appeal to which such person is a party or is threatened to be made a party.
 - (2) Any investigation directed at such person or in which such person's documents or testimony is sought, by reason of anything done or not done by him or her in his or her capacity as a current or former Postal Service governor, officer, or inspector general.
- b. Indemnification shall be subject to [668.322](#) and [668.323](#), and shall include, without limitation, attorneys' fees, judgments and amounts paid in settlement, interest, assessments and other charges paid or payable in connection with or in respect of such expenses.
- c. Notwithstanding the foregoing, if any management liability insurance policy purchased by the Postal Service is cancelled or otherwise terminated prior to expiration, rescinded, or not renewed on substantially similar terms and conditions, or the insurer is financially unable to fulfill its obligations under the policy, the Postal Service will indemnify any current or former governor, officer, or inspector general who was insured under such insurance policy to the same extent that such person was afforded coverage under such insurance policy, provided, however, that renewal on substantially similar terms and conditions with a different insurer will not trigger this indemnification obligation.

668.322 Legal Fees and Expenses

The Postal Service shall reimburse, or advance if requested by the indemnitee, all reasonable legal expenses incurred by a Postal Service governor, officer, or inspector general in connection with any matter indemnifiable under [668.321](#). The reimbursements or advances shall be paid by the Postal Service within 30 days following delivery of a written request for advancement to the General Counsel.

The request must include an itemization of the costs for which reimbursement or advancement is sought. The itemization must include sufficient detail to allow the General Counsel to determine whether such costs are subject to reimbursement or advancement hereunder, provided that all legal expenses submitted for reimbursement or advancement are presumed reasonable, and the burden is on the General Counsel to rebut this presumption.

668.323 Judgments and Settlements

The Postal Service will pay or reimburse any adverse judgment obtained after an adjudication on the merits, or any reasonable settlement in which liability is reasonably likely, and the relative exposure exceeds the settlement amount, in connection with any matter indemnifiable under [668.321](#). The Postal Service will pay such judgment or settlement within 30 days following delivery of a written request for payment or reimbursement to the General Counsel. The request must include the amount of the judgment or settlement and sufficient detail to allow the General Counsel to determine whether such costs are subject to reimbursement hereunder.

668.324 Repayment

Notwithstanding any other provision of [668.32](#), indemnification is conditioned on the agreement of the person seeking advancement, payment or reimbursement to undertake to repay such amount if a final non-appealable adjudication determines that such person is not entitled to be indemnified by the Postal Service as authorized.

668.325 Appeal

If the General Counsel determines that paying the costs for which advancement, payment or reimbursement is sought is not in the Postal Service's best interests and, therefore, such costs are not subject to advancement, payment or reimbursement in whole or in part, the General Counsel will promptly notify the person seeking advancement and include the reason(s) for the decision. Within 30 days of receiving notice of the decision, the person may appeal in writing the General Counsel's decision to the Compensation and Governance Committee of the Board of Governors. The Compensation and Governance Committee will review the decision of the General Counsel *de novo* based on the same criteria as the General Counsel (reasonableness and the best interests of the Postal Service), and make a recommendation to the Board of Governors within 30 days of the appeal. In its sole discretion, the Board of Governors will determine whether to adopt the recommendation of the Compensation and Governance Committee reasonably promptly, and, in no event, more than 60 days from the date of the Compensation and Governance Committee's recommendation.

668.33 Judgments and Settlements

A person covered by [668.3](#) may apply to the general counsel for payment or reimbursement for any adverse judgment or settlement. The general counsel will exercise discretion according to the criteria in [668.23](#).

669 Definitions

Definitions of terms used in [660](#) are:

- a. *Postal Service* — the United States Postal Service as established by 39 U.S.C. 201.
- b. *Employee* — an individual appointed to a position, temporary or permanent, within the Postal Service, or hired as an executive under an employment contract, including a substitute. The term *employee* does not include a governor of the Postal Service.

- c. *Person* — an individual, a corporation, a company, an association, a firm, a partnership, a society, a joint stock company, or any other organization, institution, or entity.
- d. *Official responsibility* — direct administrative or operating authority, whether intermediate or final, and either exercisable alone or with others, and either personally or through subordinates, to approve, disapprove, or otherwise direct Postal Service action.
- e. *Employee's interests* — the interests of an employee, his or her spouse, his or her minor child or children, and other individuals related to the employee by blood who are residents of the employee's household.
- f. *Business dealings with the Postal Service* — any contract, work, or business, or the performance thereof, or any litigation arising out of or involving any contract, work, or business, or the sale or acquisition of any real or personal property, or any interest in property, whose expense, price, or consideration is payable by or to the Postal Service.
- g. *The Standards of Ethical Conduct* — the Code of Ethical Conduct consisting of the regulations published in 5 CFR 2635, 5 CFR 7001, and 39 CFR 447.
- h. *Property* — includes records and recorded information regardless of their storage medium (e.g., paper, magnetic surfaces, film, etc.); information processing equipment such as computers and word processors, along with their peripheral and terminal devices; filmers, duplicators, and copiers; and information systems software.
- i. *Information system executive* — a Postal Service official who prescribes the existence of, and the policies for, an information system.
- j. *Office equipment* — includes, but is not limited to, personal computers, printers and modems, computer software (including Web browsers), telephones, facsimile machines, photocopiers, consumable office products, and office supplies.
- k. *Personnel action* — means an appointment, promotion, adverse action or other disciplinary or corrective action, detail, transfer, reassignment, reinstatement, restoration, reemployment, performance evaluation, a decision concerning pay, benefits, awards, education or training that may reasonably be expected to lead to an appointment, promotion, or performance evaluation, a decision to order psychiatric testing or evaluation, or any other significant change in duties, responsibilities, or working conditions.

670 Diversity, Equal Employment Opportunity, and Prevention of Employment Discrimination

671 **Diversity Overview**

The following provisions apply:

- a. All employees share responsibility for achieving the Postal Service's goals to build a diverse and inclusive workforce in which all employees