



October 28, 2016

MANAGER, HUMAN RESOURCES (AREA)
MANAGER, MARKETING (AREA)

The 2015-2018 National Agreement between the Postal Service and American Postal Workers Union (APWU) includes an obligation to provide Postal Support Employee (PSE) Sales/Service & Distribution Associates, three Type 2 shirts provided they meet established criteria. Below is the language that is being incorporated into Article 26.4 of the USPS/APWU 2015-2018 National Agreement:

Article 26.4 - On an annual basis, Postal Support Employees who are assigned as PSE Sales/Service & Distribution Associates, D/A 8-14, who have met the criteria listed below, will be eligible to purchase three (3) Type 2 shirts worn by employees assigned to retail operations, with an allowance of up to \$42 per shirt:

1. Completed ninety (90) work days, or have been employed for one hundred twenty (120) calendar days, whichever comes first;
2. Successfully completing required training;
3. And who meets the requirements of the Employee Labor Relations Manual (ELM) Section 932.11.g which includes "*Retail personnel.... Whose official assignment at a retail counter is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week.*"

If a PSE SSSA, who has met the above criteria, is subsequently assigned to a different PSE job title, and/or no longer meets the requirement of ELM 932.11.g, stated in #3 above, he/she will no longer be eligible for the uniform program.

Postal Support Employees (PSEs) assigned to work the retail window are not covered under the Uniform Allowance Program. Authorized uniform items worn by PSEs working the window are available on eBuy2 as an "On-Catalog" purchase from Postal Products Unlimited. Further ordering and payment instructions can be found in Material Logistics Bulletin: National Contract Ordering Instructions, MLB-CO-12-006 at http://blue.usps.gov/purchase/operations/ops_mlb_home.htm.

A handwritten signature in cursive script that reads "Kelly M. Sigmon".

Kelly M. Sigmon

cc: Area Vice Presidents
Vice President, Labor Relations
Vice President, Employee Resource Management
Manager Operations Support
Manager Delivery Program Support