

CAPITAL METRO LAW OFFICE



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DATE: November 4, 2011

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RE: Employee Labor Relations Manual (ELM) § 667.2

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**UNITED STATES
POSTAL SERVICE,**

Employee and Labor Relations Manual

Issue 29

October 2011
Transmittal Letter

A. Introduction

Our *Strategic Transformation Plan* enables the Postal Service™ to successfully perform our long-standing mission of providing affordable, universal service. A strategic and key Plan objective is to maintain a work environment that enables our diverse and highly motivated workforce to:

- Achieve and go beyond performance expectations.
- Be recognized for individual and team performance achievements.

The *Employee and Labor Relations Manual (ELM)* is a critical tool for understanding and implementing the programs and processes that contribute to this goal.

B. Explanation

ELM 28 was published in July 2011. ELM 29 contains changes published in the *Postal Bulletin* on October 20, 2011. For detailed information about the revisions, see the Summary of Changes. Except for deletions, substantive changes are identified in the text by a bar in the margin.

C. Availability

1. **Online.** The online ELM is updated periodically with changes published in the *Postal Bulletin*. Because we no longer publish online incremental updates, the next revision will be designated as ELM 30. ELM Issues 12.1 through 29 are available on the Postal Service PolicyNet® Web site:

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

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

The ELM is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

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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