



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

March 6, 1986

Rec. Jan 7, 1986

Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
817 - 14th Street, N.W.
Washington, D.C. 20005-3399

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| ARTICLE | 19 |
| SECTION | F-10 |
| SUBJECT | TRAVEL |
| | |

Dear Mr. Burrus:

This responds to your January 27 letter requesting the Postal Service's interpretation of provisions of the F-10 Handbook and Section 438.134 of the Employee and Labor Relations Manual (ELM).

The provisions of the ELM are the policy provisions that govern travel while the provisions of the F-10 are specific directions that pertain to the responsibilities of the traveler.

Management always approves travel. Frequently, the development of the individual's travel itinerary is delegated to the traveler with final approval reserved by management. In special cases, management could make some or all of the travel arrangements. However, in all cases, the respective traveler and management are expected to communicate in such a manner so each understands the other's requirements and/or needs. Regardless, official business travel should always entail efficient scheduling which meets the needs of the Postal Service and as it relates to the mission of the specific travel.

Sincerely,

Thomas J. Britsch
Thomas J. Britsch
Assistant Postmaster General
Labor Relations Department

American Postal Workers Union, AFL-CIO

817 14th Street, N.W., Washington, D.C. 20005

William Burrus
Executive Vice President
(2) 842-4246

January 27, 1986

Dear Mr. Fritsch:

This is to request a clarification of an apparent discrepancy between provisions of the Employee and Labor Relations Manual and the M-9 (F-10) Handbook. The ELM provides at Section 438.134 that travel "away from home overnight is to be scheduled by management" while the M-9 Handbook at Section 112 provides that "the traveler must plan itineraries" and "schedule ... departure and arrival."

The union interprets the language of the M-9 Handbook as providing the employee with some control over the scheduling of travel with overall supervision by management.

Please review the cited sections and advise of the employer's interpretation of these travel provisions.

Sincerely,


William Burrus,
Executive Vice President

Thomas J. Fritsch, Assistant Postmaster General
Labor Relations
United States Postal Service
475 L'Enfant Plaza, S.W.
Washington, D.C. 20260

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