



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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(703) 836-9660

March 9, 2026

Board Memo 012-2026: Updated ELM 650 Form

Executive Board,

The USPS has provided NAPS headquarters with the new version of the ELM 650 Form (January 2026). The updated form now provides a centralized email address for all appeals.

- 3) I understand that **this form (or written request) and a copy of the discipline** must be sent by email within **ten (10)** calendar days from my receipt of an applicable disciplinary action to the **ELM 650 Mediation Facilitator, ELM650_Mediation_Request@usps.gov**. **The discipline must show the date I received it.** Additionally, I will notify the management official who issued the action and the appropriate District or Area Labor Relations office of my intention to participate in ELM 650 mediation.

Please share with your membership.

Thank you and be safe.

NAPS Headquarters



Request for ELM 650 Mediation

USPS Case Number (Completed by 650 Facilitator)

I. Appellant/Requester Information

Appellant's Name (Last, First, MI)		Employee Identification Number	Home Telephone Number
Home Mailing Address (Include Street Address, City, and State)		ZIP+4®	Email Address
Facility Where You Work (City, State, ZIP+4)	Position Title	Position Level	Office Telephone Number
Pay Location	Facility Finance Number	Duty Hours (Include AM/PM)	Off Days/Nights

II. Issuing Management Official Information

Name (Last, First, MI)	Job Title	Telephone Number
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III. Type of Discipline Issued (Check One)

Letter of Warning (LOW) in Lieu of 7-Day Suspension
 LOW in Lieu of 14-Day Suspension
 Downgrade
 Removal
 Other (Specify)

IV. Representative Information

Name	Telephone Number	Duty Hours (Include AM/PM)	Off Days/Nights
Work Location (City, State, ZIP+4)	Email Address	Position Title	Representative Organization

V. Request for Mediation (with Discipline Attached)

- I, _____, am voluntarily requesting that the disciplinary action issued to me on _____ be mediated before an outside mediator appointed by the United States Postal Service.
- I understand that by requesting mediation I am not forgoing any appeal rights granted by subchapter 650 of the *Employee and Labor Relations Manual* (ELM). Rather, if mediation does not result in resolving the issue, I will still have the right to appeal the issuance of this discipline through the traditional appeal process afforded by subchapter 650 of the ELM.
- I understand that **this form (or written request) and a copy of the discipline** must be sent by email within **ten (10)** calendar days from my receipt of an applicable disciplinary action to the **ELM 650 Mediation Facilitator, ELM650_Mediation_Request@usps.gov. The discipline must show the date I received it.** Additionally, I will notify the management official who issued the action and the appropriate District or Area Labor Relations office of my intention to participate in ELM 650 mediation.

VI. Privacy Act Statement and Rehabilitation Act Notice

Privacy Act Statement: Your information will be used to administer the grievance and appeal procedure for nonbargaining unit employees. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not be able to process your request. We may disclose your information as follows: In relevant legal proceedings; to law enforcement when the U.S. Postal Service® (USPS®) or requesting agency becomes aware of a law violation; to a congressional office at your request; to entities or individuals under contract with USPS (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding Postal Service privacy policies, visit www.usps.com/privacypolicy.

Rehabilitation Act Notice: Under the Rehabilitation Act, medical information is confidential and may only be requested or disclosed in limited circumstances. Information about medical restrictions (but not medical conditions) obtained in these proceedings may be disclosed only to supervisors and managers who need to know about restrictions on the employee's work or duties and about necessary accommodations. Supervisors and managers are not permitted to share such information with peers or subordinates or to discuss the information with those who have no need to know and whose requests for the information are not job-related and consistent with business necessity.

VII. Authorization

Appellant's Signature	Date
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