

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Bulk Mail Tech and Mailing Requirement Clerk Position Qualification

For the duration of this Memorandum of Understanding (MOU), the following will apply to those employees who are, or will be, pending qualification for Bulk Mail Tech and Mailing Requirement Clerk (MRC) positions:

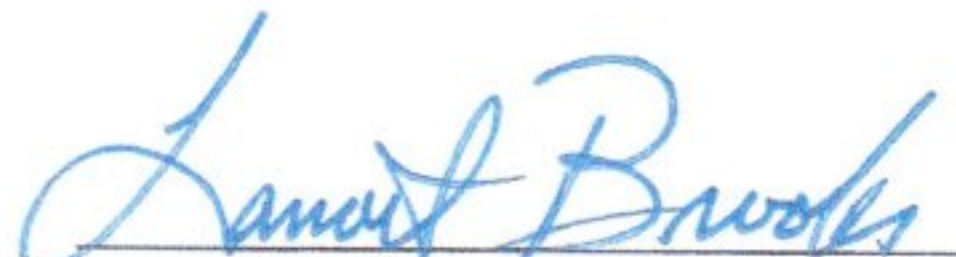
- Before employees will be deemed as pending qualification, they will still be required to pass the necessary pre-requisite training.
- Once employees are determined to be pending qualification, they will be detailed to the Bulk Mail Tech or MRC positions while completing the necessary qualification.
- The training will be 80 hours and done as a combination of virtual learning and on-the-job training (OJT). The virtual learning will be conducted at the PEDC training room. The virtual learning schedule is attached to this agreement.
- Social distancing will be practiced when completing the virtual learning and during OJT.
- Proctored Exam 427 will be suspended.
- The virtual learning and OJT will serve as the qualification necessary for placement in the position.
- For those employees who are unable to meet/completed the obligations of the training due to leave associated with COVID-19, the training will be delayed/deferred until they return to work.
- The training does not have to be performed consecutively, but should be completed as soon as reasonably possible based on local circumstances.
- Upon expiration of this agreement, any employees who have not begun the qualification training, will take the training at NCED.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire May 30, 2020.



Rickey Dean
Manager, Labor Relations (APWU)
United States Postal Service



Lamont Brooks
Director, Clerk Craft
American Postal Workers Union, AFL-CIO

Date: April 3, 2020

WK# 1	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0700	Module 1	Module 6	Module 10	Module 15	Module 20
0715	Introductions	<i>PostalOne!</i> Basics Continued	Mail Prep FCM Non-Machinable	SOX	IMb
0730					
0745					
0800					
0815	Module 2	Module 7	Module 11	Module 16	Module 21
0830	BME Function	Processing Categories	Presort Basics	Nonauto Flats Addressing	Auto Letters
0845					
0900	BREAK	BREAK	BREAK	BREAK	BREAK
0915	Module 3		Module 11	Module 17	Module 22
0930	Basic Internet Skills		PS Forms 3600 & 3602 & PS Form 8125	Machinable Review of Mailability	Auto Flats
0945					
1000					
1015					
1030	Module 4	Module 8	Module 12	Module 18	Module 23
1045	Ref & Addressing	Classes of Mail	Mail Accpt & Verification	Nonprofit	Excp & Appeals
1100					
1115	Lunch	Lunch	Lunch	Lunch	Lunch
1130					
1145					
1200					
1215	Module 4	Classes of Mail (Continued)	Module 12	Module 18	Course Review Continued
1230	Continued		Continued	Continued	
1245					
1300					
1315	Module 5		Module 13	Module 19	Practice Test
1330	Customer Service		Performance of Verifications	Enhanced Carrier Route	
1345	Module 6	Module 9			BREAK
1400	<i>PostalOne!</i>	Postage Payment Methods		Self-Study Time -- Practice Test	BREAK
1415	Basics				
1430					Practice Test
1445	BREAK	BREAK	BREAK		
1500	Self-Study Time	Self-Study Time	Self-Study Time	Review -- Practice Test	Review Practice Test
1515	1 hour	1 hour	1 hour		
1530					
1545					
1600					