

**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:

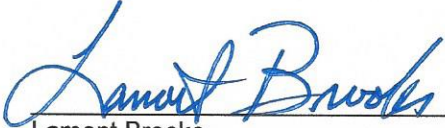
- Before employees will be deemed as pending qualification, they will still be required to pass the necessary pre-requisite training.
- Once employees are determined to be pending qualification, they will be detailed to the Bulk Mail Tech or MRC positions while completing the necessary qualification.
- 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.

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



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