

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

**Re: Employee Developmental Opportunities - Implementation**

In a December 19, 2002 Memorandum of Understanding, the parties agreed to establish a process to provide developmental opportunities for placement of current APWU bargaining unit career employees in skilled maintenance and motor vehicle positions. The following represents the parties' agreement with respect to joint implementation of that Memorandum of Understanding for the maintenance craft.

The parties agree to adopt the Maintenance Skills Development Program which is outlined below.

Target positions are:

1. Level 5 Maintenance Mechanic
2. Level 8 Mail Processing Equipment (MPE) Mechanic

Training is intended to enhance employees' ability to establish themselves on the appropriate register.

The program can be requested where management at the district (and/or area) level determines a need.

In participating sites, local management, with local APWU input, will identify the site and timing of training, facilitators, and other matters as will promote the success of the program. The parties will work together to plan the announcement of and publicity for the program.

Participation will be voluntary and requires the successful completion of Basic Maintenance Assessment Test 922 in order to qualify for the program. Training opportunities will be provided first to current Maintenance craft employees in order of their score on Test 922, with craft seniority as the tie breaker. Current Maintenance employees who have a qualified score and standing on the in-craft Promotion Eligibility Register for all identified target positions are not eligible. Current non-maintenance craft employees who have a qualified score and standing on the inservice register for all identified target positions are not eligible.

Once all eligible Maintenance employees are assigned to training, the next training opportunities will go to other APWU career bargaining unit employees, in order of their score on Test 922, with service seniority as the tie breaker.

This will be the authorized program for maintenance developmental opportunities. No local variations of this program will be permitted, except the existing programs at Detroit and Philadelphia.

Training is composed of National Center for Educational Development (NCED) instructor-led distance learning, on-site facilitator-led classroom lectures, demonstrations, videos,

computer-based lessons, and plant tours. Content is directly linked to KSAs for target positions. The program currently requires 54 days of on-the-clock training.

NCED will schedule, coordinate and deliver training. Each participating site will be required to provide two facilitators (as are currently provided for distance learning) to support training. It is recommended that facilitators consist of one MPE and one electronic technician.

Successful completion of each module is required for the student to continue in the program.

Students must attend every day of training. Make-up training will not be provided on- or off-the clock under any circumstances. A student missing more than two days will be dropped from the program.

Each site will designate one management representative to serve as on-site program coordinator.

Upon completion of training, students will participate in the appropriate MSS process, including taking the 933 and 931 examinations, to qualify on the appropriate selection register. Maintenance employees who had an ineligible rating on the in-craft PER will be considered as updating and will receive an in-craft rating. In all other cases, the student will go through the process for placement on the in-service register.

Selection of qualified employees to fill vacant maintenance craft positions will be based on existing MSS and National Agreement guidelines, and other applicable handbooks, manuals and published regulations.

The parties agree to continue to respond to questions/issues from the field and to explore development of additional training and identification of additional target positions.



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Vice President,  
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U.S. Postal Service



Steven G. Raymer  
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American Postal Workers  
Union, AFL-CIO

Date: March 24, 2004

## Basic Skills Training Matrix

Estimated length of the Maintenance Skills Development Program (MSDP) pilot class is fifty-four days. The following table depicts the overall training program segmented into modules of subject matter, KSAs, and training days/hours. Note that sequence of the training modules are subject to change.

UNIT	KSAs	TIME	COMMENTS
MOD 1	Introduction Overview		Getting started, course administration / Bring your 991
MOD 2	Safety	5	
MOD 3	Technical Math	19	<i>Note: Failure of this module will result in disqualification.</i>
MOD 3	Number Series	22	
MOD 3	Number Conversion	20	
<i>Unit 1 Total Training Days = 10</i>			
UNIT	KSAs	TIME	COMMENTS
MOD 1	Electricity	2 & 36	Hands-on Labs
MOD 2	Electronics	3, 7 & 36	Hands-on Labs
MOD 3	Ladder Diagrams	35	
MOD 3	Test Equip (Elect) (Scope)	36	Hands-on Labs
MOD 3	Predictions/ Soldering	22 & 37	Hands-on Labs
MOD 4	Industrial Electrical Systems (IES) Postal Audio Training	2 & 36	<i>Note: Failure of this module will result in disqualification.</i>
<i>Unit 2 Total Training Days = 19</i>			
UNIT	KSAs	TIME	COMMENTS
MOD 1	Basic Mechanics	1 & 35	
MOD 1	Hand/Shop/Power Tools	31, 32 & 33	Hands-on Labs
MOD 1	Soldering	37	Hands-on Labs
MOD 2	Gears, Pulleys, Etc	1	
MOD 2	Conveyors	1, 7, 21 & 35	<i>Note: Failure of this module will result in disqualification.</i>
MOD 3	Clean/Lube	8 & 9	Hands-on labs
MOD 4	Hydraulics/Pneumatics	1	
<i>Unit 3 Total Training Days = 15</i>			
UNIT	KSAs	TIME	COMMENTS
MOD 1	Program Review	23 & 25	
MOD 2	991/CSA Book and Interview	23, 24, 25 & 34	
MOD 2	MSS Requirements	24 & 34	
MOD 3	Follow Oral Instructions	26	
MOD 3	Pattern Detection	22	
MOD 3	Letter Series	22	
MOD 4	Mail Processing Equipment	21 & 23	(Will be across several Units)
MOD 5	Mail Flow/Bar Code/Ref.	7	
<i>Unit 4 Total Training Days = 10</i>			