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 - Extension

The parties agree that the Memorandum of Understanding, *Re: Bulk Mail Tech and Mailing Requirement Clerk Position Qualification*, dated April 3, 2020, is extended through December 31, 2021.

Shannon Richardson
Shannon R. Richardson
Director, Labor Relations (APWU)
United States Postal Service

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

Date: October 1, 2021

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