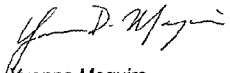


Management Instruction

| | |
|-----------|-------------------------|
| Date | September 18, 2000 |
| Effective | Immediately |
| Number | EL-720-2000-6 |
| Obsoletes | EL-730-85-3 |
| Unit | Employee Development |


Yvonne Maguire
Vice President
Employee Resource Management

BUSINESS MAIL ACADEMY TRAINING PROGRAM

PURPOSE

This instruction informs officers, executives, and managers at Headquarters, areas, and districts about the policy for use of the Business Mail Academy Training Program, which replaced the Standard Mail Classification Training Program and its accompanying qualifying exam called Postal Service Test 480 that were discontinued February 11, 2000.

This new training program changes the process in which senior bidders, or senior bidders for relief assignments, attend training and ultimately qualify for the following positions:

1. Bulk mail clerk.
2. Bulk mail technician.
3. Mailing requirements clerk.

Note: For the purposes of this training program, a *relief assignment* is an assignment in which handling business mail in a relief capacity is indicated in the bid posting.

Policy

General

The Business Mail Academy Training Program supersedes all existing programs for training employees entering these positions and is the only training program that may be used. The program is in accordance with the *Employee and Labor Relations Manual (ELM)* 15, 720, and applicable provisions of Article 37 of the USPS / APWU National Agreement.

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Deferment Period

Article 37 allows senior bidders for these positions to be deferred from permanent assignment until they have successfully completed components 1 through 6 listed below. The deferment period begins with the identification of the senior bidder and ends when the results of Postal Service Test 427 (component 6) are received.

Description

The Business Mail Academy Training Program consists of seven components listed in the left-hand column below. These components are addressed in the *Business Mail Academy Training Program Administrator's Guide* (course number 57601-02) and are to be provided in the order given. Qualified bidders will attend on-the-job training (component 7).

| | What component is offered? | Is component required for bulk mail clerk? | Is component required for bulk mail technician? | Is component required for mailing requirements clerk? | Where is the component administered? |
|----|---|--|---|---|---|
| 1. | <i>Working in Business Mail Entry: A Job Preview for Clerks (video)</i> | Required | Required | Required | Locally |
| 2. | Postal Service Test 714, <i>Data Entry</i> | Local option | Local option | Required | Locally |
| 3. | <i>Introduction to Business Mail Entry</i> | Required | Required | Required | Locally |
| 4. | Postal Service Test 425, <i>Business Mail Entry Unit</i> | Required | Required | Required | Locally |
| 5. | <i>Business Mail Academy</i> | Required | Required | Required | National Center for Employee Development (Norman, OK) |
| 6. | Postal Service Test 427, <i>Business Mail Academy</i> | Required | Required | Required | National Center for Employee Development (Norman, OK) |
| 7. | <i>On the Job Training for Business Mail Academy Graduates</i> | Required, but not for qualification | Required, but not for qualification | Required, but not for qualification | Locally |

Application

Any employee identified as senior bidder, or a senior bidder for relief assignment, that is assigned to the following positions must successfully complete the first 6 components listed above to qualify for the job.

| Employee | Level | Occupational Code |
|----------------------------|-------|-------------------|
| Bulk mail clerk | PS-5 | 2320-15xx |
| Bulk mail technician | PS-6 | 2320-28xx |
| Mailing requirements clerk | PS-5 | 2345-32xx |
| Mailing requirements clerk | PS-6 | 2345-32xx |

Exceptions

An employee identified as the senior bidder is deemed *already qualified* if any one of the following statements is true:

- a. The employee's "live record" indicates that he/she is qualified in accordance with Article 37.1.L of the National Agreement.
- b. The employee has successfully completed the (now-obsolete) Standard Mail Classification Training Program and passed Postal Service Test 480 (now obsolete) within the last 5 years.
- c. The employee has successfully completed the Business Mail Academy Training Program and passed Postal Service Test 427 within the last 5 years.
- d. The employee has held a relief bid assignment for a bulk mail clerk position, mailing requirements clerk position, or bulk mail technician position within the last 5 years.

If any of the above exceptions are true, the senior bidder need not requalify. He or she may be required to attend brush-up training in accordance with Article 37.1.M and with the Brush-Up Training Memorandum of Understanding of the National Agreement, paragraph II.G.