

**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**

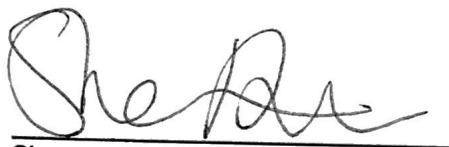
For the duration of this Memorandum of Understanding (MOU), the following will apply to those employees who are, or will be, pending qualification for Bulk Mail Tech and Mailing Requirement Clerk (MRC) positions:

- Before employees will be deemed as pending qualification, they will 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) at the location where the Bulk Mail Tech or MRC position is located. The virtual learning schedule is attached to this agreement.
- Proctored Exam 427 will be suspended.
- The virtual learning and OJT will serve as the qualification necessary for placement in the position.
- The training does not have to be performed consecutively but should be completed as soon as reasonably possible based on local circumstances.
- Any duty assignments that were posted prior to the expiration of this agreement will complete the qualification training as stated above.

The parties at the National Level will review the in-person training program offered at the National Center for Employee Development (NCED), including the material content and schedule.

This agreement is without prejudice to the positions of the parties on any issue and shall not be cited in any dispute resolution proceedings, except for the purpose of enforcing its terms.

This MOU will expire November 4, 2022, unless extended by mutual agreement.



Shannon Richardson  
Director, Labor Relations  
Contract Administration (APWU)  
United States Postal Service



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

Date: May 6, 2022

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 Auto Letters
0815					
0830					
0845					
0900	BREAK	BREAK	BREAK	BREAK	BREAK
0915	Module 3 Basic Internet Skills		Module 11 PS Forms 3600 & 3602 & PS Form 8125	Module 17 Machinable Review of Mailability	Module 22 Auto Flats
0930					
0945					
1000					
1015	Module 4 Ref & Addressing	Module 8 Classes of Mail	Module 12 Mail Acpt & Verification	Module 18 Nonprofit	Module 23 Excp & Appeals 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				Module 6 <i>PostalOne!</i> Basics	
1400					
1415	BREAK	BREAK	BREAK	Self-Study Time -- Practice Test	BREAK
1430					
1445					
1500					
1515	Self-Study Time 1 hour	Self-Study Time 1 hour	Self-Study Time 1 hour	Review -- Practice Test	Review Practice Test
1530					
1545					
1600					