

## 1a. Training Guide

		Assigned To:				
		Marketing/ Retail	Delivery	Maintenance	Motor Vehicles	Mail Processing
Assigned From:	Marketing/ Retail	1, 7a, 7b	2a, 2b	3	4,5	6
	Delivery	7a,7b	1,2b	3	4,5	6
	Maintenance	7a,7b	2a, 2b	1*,3	4,5	6
	Motor Vehicles	7a,7b	2a, 2b	3	1,4,5	6
	Mail Processing	7a,7b	2a, 2b	3	4,5	1*,3

1 Within craft; no training or testing required  
 \* Since maintenance and mail processing employees may be assigned to different machines training may need to be provided as required.

2a City or Rural Carrier Academy  
 2b Vehicle Familiarization

3 Maintenance Selection System  
 Maintenance training depending on system to be maintained, including prerequisites (Training in Norman, OK)

4 Vehicle maintenance training in Norman, OK

5 Vehicle Operator training

6 Depending on equipment:  
 Test of dexterity for keyers for identified sorting machines, followed by necessary keyer training  
 On the job training

7a Sales and Services Associates Training, including one week classroom, one week OJT

7b Business Mail Academy in Norman, OK, one week classroom, one week OJT, supplemental training depending on location

## 1b. Installation Orientation

Installation orientation should be provided to the impacted employee reassigned to a new installation, to familiarize them with the new facility. The orientation should include safety overview, location of the time clock, locker rooms, swing rooms, rest rooms, etc. The orientation should also include the assigned work area as well as a description of how the employee's work will be integrated with overall mail flow and/or revenue generation.