

American Postal Workers Union, AFL-CIO

Telephone
(202) 842-4230

Memorandum

1300 L Street, NW
Washington, DC 20005



From the Office of THOMAS "TOMMY" THOMPSON

T.T.T. Assistant Director, Clerk Division

March 22, 2000

TO: Local Presidents

RE: Business Mail Entry Prerequisite

Business Mail Entry Prerequisite

The following Test 426 (Telephone Skills Assessment) has been eliminated from the Prerequisite and Test 714 will maintain the status quo (local option) see EL 303, part 142 and Article 37 Q&A's, Section 3F.5 and Question 118, page 33.

Attached is a letter of March 15, 2000 from Peter Sgro, Manager of Contract Administration that was sent to Cliff Guffey confirming the changes in the prerequisite mentioned.

Based on this understanding we have sent a letter of inquiry concerning the following:

- 1 Will those B.M.E.U. clerks currently qualified be grand fathered in.
- 2 Those B.M.E.U. clerks who initially failed the Test 426 or Test 714 will they be given another opportunity.
- 3 Clerks who have B.M.E.U. duties added to their job description, how much training will they receive and who will train them.

If you have any questions concerning this information please call Tommy Thompson at (202) 842-4230.

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Attachment

P.S. Please see additional attachment: POS One-related letters of demand dated April 5, 2000.



March 15, 2000

Mr. Cliff Guffey
Director
Clerk Division
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Cliff:

After consulting with the APWU regarding the training, testing, and practical demonstration of skills for Business Mail Entry Unit (BMEU) positions, the following is how the new training will be administered. Senior bidders for BMEU positions must view the job preview video and successfully complete the training course, *Introduction to Business Mail Entry*. Then they must pass Test 425, Business Mail Entry Prerequisite. With regard to Test 714 (data entry), we will maintain the status quo. In other words, for mailing requirements clerk positions, it will remain a mandatory requirement. For bulk mail clerk and bulk mail technician positions, it will remain a local option.

Bidders who successfully complete all of the above components will then attend training at the Business Mail Academy, NCED, Norman, Oklahoma. Upon graduating from the academy, they will be considered qualified for the job on which they bid. They will receive further on-the-job training when they report to their work unit.

The implementation of the training as described above does not preclude the Postal Service from revising this training in the future in accordance with the collective bargaining agreement.

If there are any questions concerning this matter, please contact Curtis Warren of my staff at (202) 268-5359.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Sgro".

Peter A. Sgro
Manager
Contract Administration

