



Maintenance Career Assistance Guide

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Maintenance Policies and Programs

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Letter of Intent
Between the
U.S. Postal Service
and the
American Postal Workers Union, AFL-CIO

Re: Maintenance Career Assistance Guide

In recognition of the parties' commitment to providing career guidance for all Maintenance Craft employees, including custodial employees, the "Maintenance Career Assistance Guide" includes courses that are open to all Maintenance Craft employees without regard to level or job title. The foregoing in no way diminishes the U.S. Postal Service's existing commitments to career guidance.

This guide represents the parties' commitment to assist maintenance supervisors and managers, training and developmental personnel and Maintenance Selection System coordinators in providing career guidance and counseling to Maintenance Craft Employees. Secondly, and more importantly, the guide represents the parties effort to assist Maintenance Craft employees preparing for advancement to positions covered by the Maintenance Selection System (MSS).

Basically, the guide is divided into six major sections as follows:

- Postal Policy and procedures concerning training and development;
- Compensation during training;
- Fair Labor Standards Act Requirements;
- Postal Training Courses conducted by Postal Employee Development Centers and the National Center for Employee Development (NCED), located in Norman, OK;
- Correspondence courses offered by the U.S. Department of the Army and
- Correspondence courses offered by the U.S. Air Force Extension Course Institute.

Each course is listed under the respective heading of the individual job element, (i.e., knowledge, skill or ability (KSA), which will be enhanced by satisfactory completion of the course. Additionally, a brief description of each correspondence course is provided. These descriptions are listed numerically by course number under the Army or the Air Force heading.

Detailed information concerning administrative procedures and enrollment eligibility concerning the correspondence course programs have been provided under the individual program headings. Users of the guide must familiarize themselves with these requirements before applying for correspondence courses.

Application for correspondence courses is limited to Maintenance Craft employees.

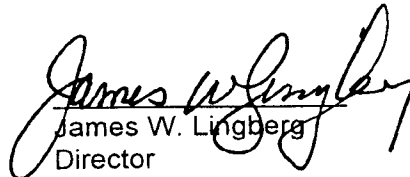
In regard to non-postal courses, such as those offered by local technical schools, colleges and universities, other government agencies, etc., information concerning these courses has not been included in the guide. The rationale for this decision is obvious: it is virtually impossible to include all such course offerings in a guide of this nature. In addition, the determination as to whether a non-postal course applies to a particular KSA can best be determined at the local level. If the employee takes such a course and presents the course material for review to management, the only determination that management may make is whether the course is related to the KSA(s) being updated. There is no determination as to whether the employee will do better on the PER after taking the course. If the material is related the employee shall be allowed to update.

The parties also considered developing a suggested reading list which could be used as a criterion for enhancing employees' knowledge, skills or abilities. However, we agreed that such a list would be difficult to compile and maintain given the vast availability of existing and newly published reading materials. As such, we believe that the decision concerning whether new or additional education acquired as a result of reading books, technical publications, etc. applies to a particular KSA can best be determined at the local level.

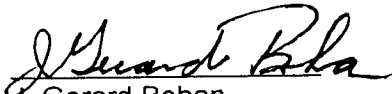
In closing, this guide should serve as a valuable tool contributing to the career growth of Maintenance Craft employees throughout the U.S. Postal Service.



Peter A. Sgro
Acting Manager
Contract Administration
(APWU/NPMHU), Labor Relations



James W. Lingberg
Director
Maintenance Division
American Postal Workers Union
AFL-CIO.



J. Gerard Bohan
Manager
Maintenance Policies and Programs

Date: 4/16/99

How to Use This Guide

The primary purpose of the Maintenance Career Assistance Guide is to identify postal and nonpostal courses which, if satisfactorily completed, will enhance a knowledge, skill or ability (KSA) pertaining to positions within the Maintenance Craft. The guide was formatted to allow the user to match job elements, i.e. KSAs, to postal and nonpostal training courses.

Three chapters address specific training courses, i.e., postal training courses conducted by Postal Employee Development Centers and the National Center for Employee Development; correspondence courses offered by the U.S. Department of the Army; and correspondence courses offered by the U.S. Air Force Extension Course Institute. With each chapter, the user may identify available training courses and match them with the applicable KSAs. The courses have been grouped as follows:

Postal courses are listed in Chapter 7 by title in alphabetical order and by job element;

U.S. Army courses are listed in Chapter 8 in numerical (e.g., 2-80) and alpha-numerical order (e.g., EN0533) based on the course/subcourse number and by job element. A brief course description is provided; and

U.S. Air Force correspondence courses are listed in Chapter 9 in numerical order based on the course number and by job element. A brief course description is provided.

(NOTE: Detailed information concerning administrative procedures concerning the correspondence course programs has been provided under the individual program headings. Users of the guide must familiarize themselves with these requirements BEFORE applying for correspondence courses.

In addition to the above, the guide is divided into three other major sections: postal policy and procedures concerning training and development; compensation during training; and Fair Labor Standards Act requirements.

Required forms are shown as exhibits throughout the guide.

To assist users, the following checklist is provided:

Use the KSA Individual Summary Report to identify failed KSA(s). See Chapter 2.

If no KSA has been failed, determine KSA to be developed.

Review course listings by job element.

Apply for course.

If applying for a nonpostal course:

Review correspondence course descriptions, select course and verify eligibility.

Review administrative procedures required by the U.S. Army or the U.S. Air Force. See Chapter 8 or 9, respectively.

For U.S. Army courses, enrollment in the Army courses can only be accomplished electronically through the Army Institute of Professional Development web site at <http://atscweb.atsc-army.org/accp/aipd.htm>

For U.S. Air Force courses, complete ECI Form 23, ECI Enrollment Application. See pages 9.1 (Item 4), 9.4 and 9.5.

Complete a FLSA waiver form for each U.S. Army and U.S. Air Force course being applied for. See Chapter 6.

OR

If applying for self-developmental postal course, comply with provisions of ELM 711.42. See Chapter 3.

If updating a promotion eligibility register:

Review the appropriate course listing to determine which KSA(s) has been developed as a result of completing the course. (For USPS courses, see pages 7.1 - 7.12; for U.S. Army courses, see pages 8.15 - 8.55); and for U.S. Air Force courses, see pages 9.8 - 9.19)

If the employee has evidence of satisfactory completion of the course, the appropriate KSA(s) will be approved for update.

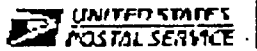
The Maintenance Selection System (MSS) Individual KSA Summary is a computer printout generated by the National Test Administration Center. Its primary purpose is to provide applicants and Maintenance Coordinators an overview of applicants' performance on MSS registers.

An Individual KSA Summary is generated for each position applied for. It lists all KSAs, by number and title, for the given position and identifies the measurement techniques (i.e., an examination, supervisor evaluation and/or review panel evaluation) used to score each KSA. The summary also identifies those KSAs which were passed or failed, as well as, those KSAs which the applicant scored below the average incumbent. (The below incumbent average is provided as information and allows applicants to compare their performance with that of individuals assigned to the position being applied for.)

Each summary is annotated "USPS Restricted Information" requiring Maintenance Coordinators to ensure that these reports are kept secure. However, applicants may be given of a copy their summary.

With respect to career guidance, the summary can be used as an effective tool for Maintenance supervisors (and training personnel) to provide guidance and suggested training to employees. It is especially useful in conjunction with this guide.

A sample Individual KSA Summary is on the following page.



Maintenance Selection System
Incraft Rating Summary

DATE: 05/04/1999
REF: 999999

JOE Q POSTAL
23 HAPPY VALLEY DRVIE
SPRINGFIELD AL 00000

SSN 000-00-6789
Group GENERAL MAINTENANCE POSITIONS

Finance 015602 MOBILE
Exam Center 010783 BIRMINGHAM

		KSA'S																																					
Position ID	Rating	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
M02	64.0	B	B		*	B	*	*				*	B	B	*	*	*		*	B		B	B								B		*		B	B	*		
M11	64.0	B			*		*	*				*	*	B	*		*					B	B	B										*		B			
M13	68.0			*	*		*	*	*		*	*	*		*	*	*		*		*	*							*					*	*	*	*	*	*
M12	64.0				*		*	*				*	B	B	*		*			B		B	B							B		*		B	B				
M21	66.0		*	*	*		*	*	*	*	*	*	*	*	*		*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M23	68.0		*	*	*		*	*	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M36	66.0			*	*		*	*			*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
M40	66.0		*	*	*		*	*	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M42	68.0			*	*		*	*			*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M41	66.0	B		*	*		*	*		*	*	*	*	*	*	*	*	*	*	*		B	B								B		*		B		*		
M38	66.0			*	*		*	*			*	*	*	*	*	*	*	*			*												*		*		*		
M24	64.0		*	*	*		*	*			*		*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M22	68.0		*	*	*		*	*	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
M15	66.0			*		*	*	*	*		*	*	*	*	*	*	*	*	*	B		B	B								*		B	*	*	*	*		
M14	66.0		*	*	*		*	*	*	*	*	*	*	*	*	*	*	*	*		*	*	*	B							*		*	*	*	*	*	*	

blank Means passed KSA
* Means not used in rating this position
B Means your KSA score was passing but below the average score for incumbents in this position
F Means your KSA score was not passing

Components Used In Rating	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
Examination 931	Y	Y	Y		Y							Y	Y							Y	Y	Y	Y	Y		Y					Y				Y	Y	Y	
Review Panel	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y				Y	Y		Y	Y	Y	Y		Y	Y		Y	Y	Y	Y
Supervisor					Y			Y	Y			Y									Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

Examination Date 03/27/1999
Review Panel Evaluation Date 03/20/1999
Supervisor Evaluation Date 04/29/1998
Register Date 03/16/1999

EXAMINATION CENTER USPS
351 24TH ST N
BIRMINGHAM AL 35203-9421

Exhibit #2: Sample KSA Individual Summary

The U.S. Postal Service's general policy on training and development is stated in the Employee and Labor Relations Manual.

The following excerpts of the Employee and Labor Relations Manual, Chapter 7, Training and Development, Issue 13, June 1998, are provided for your information:

711.4 Categories of Training and Development. Training and development programs and learning experiences fall under three basic categories, i.e., Job Training, Self-Development Training, and Job Experiences.

711.41 Job Training

711.411 Description. Job training is that which is required by management to qualify an employee for presently assigned duties, to improve an employee's performance of assigned duties, or to prepare an employee for a future assignment subject to selection procedures. Job training is always compensable for Fair Labor Standards Act (FLSA) nonexempt employees. Salaried exempt employees continue to receive their salary while attending Job Training.

711.412 Conditions. To be categorized as Job Training, all of the following conditions apply:

- a. Management requires attendance at the training.
- b. The training is directly related to the performance of the employee's current job or specific future assignment subject to satisfactory completion of the training and/or a job examination.
- c. Refusal to attend the training, or less than satisfactory performance in the training, may jeopardize the employee's present position or make the employee ineligible for qualification or promotion to a specific position or duty.

711.413 Examples. Specific examples of Job Training are:

- a. Postal orientation for a new employee.
- b. A Postal Employee Development Center (PEDC) course in electricity, mechanics, or basic electronics for a mechanic, MPE.
- c. A driver training program for a motor vehicle operator.
- d. A PEDC financial transaction course for a window clerk.
- e. A PEDC or National Center for Employee Development digital electronics course for an electronics technician.

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- d. A PEDC financial transaction course for a window clerk.
- e. A PEDC or National Center for Employee Development digital electronics course for an electronics technician.

- f. A window clerk training program for a distribution clerk who is the senior bidder for a window clerk position.
- g. A postmaster correspondence course taken in preparation for a specific Officer-In-Charge (OIC) assignment.
- h. Scheme training for an employee in the deferment period established by Article 37, Section 3.F.3, of the USPS-APWU/NALC National Agreement when the employee qualifies for and accepts the preferred assignment.

711.42 Self-development Training

711.421 Description. Self-Development Training is that which is taken in order to attain self-determined goals or career objectives but is not directly related to the employee's current job. This training is noncompensable for FLSA-nonexempt employees and must be approved by management in advance if postal resources are to be used. Such approvals should take into account the provisions of 713.1 and 713.2.

711.422 Conditions. In self-development training all of the following conditions apply:

- a. The employee's request to participate in the training is voluntary.
- b. Participation in the training is outside the employee's regular working hours.
- c. The training is not directly related to the employee's job or to a definite future assignment subject to satisfactory completion of training and/or job examination.
- d. The employee does not perform any productive work during the training.
- e. Management approves the employee's participation in the training if the training involves the use of postal resources.

711.423 Job Related. Requests for Self-Development must be assessed on an individual basis to determine the job-relatedness. If the subject matter of a training program is directly related to an FLSA nonexempt employee's current job or definite future assignment subject to selection requirements, the time spent by the employee in training is considered "Job Training" subject to the provisions of 711.41 and compensable under FLSA.

711.424. Examples. Specific examples of self-development training are:

- a. A PEDC course in basic mathematics for a secretary.
- b. A PEDC course in writing skills for a MPLSM operator.
- c. A PEDC course in accounting for a mailhandler.
- d. A local college or university course in engineering for a letter carrier.
- e. A local college or university course in sales management for a mail processing supervisor.

711.43 Job Experiences.

711.431 General. Job Experiences can contribute significantly to maintaining, improving, or developing knowledge, skills, and attitudes.

711.432 Within Current Job Assignment. Learning experiences can be incorporated within the employee's current assignment to increase and/or enhance knowledge, skills, and attitudes. Examples include the following:

- a. Task force assignments.
- b. Committee assignments.
- c. Special projects.
- d. Assignments of additional responsibilities or new duties.
- e. Tutoring by a technical expert.
- f. Special work assignments that focus attention on improving supervisory, managerial or technical behaviors.

711.433 Outside Current Job Assignment. Assignments to work and/or to positions outside the current job and job location on a temporary basis are productive means that serve both organizational and employee development needs. From the employee's perspective, such assignments provide opportunities to learn new and different skills and abilities. From the organization's perspective, such assignments can provide efficient means of drawing on particular technical or managerial expertise to accomplish work for the organization. Examples include the following:

- a. Assignment to a leadership or staff role on a special task force or project.
- b. Temporary assignment to another position within or outside the organization, at the same level, lower level, or higher level. (See 350 for more specific information about temporary assignments.)

712 Training Compensation Guidelines

712.1 General. The determination as to whether time spent in training is compensable depends upon the FLSA status (exempt or nonexempt), the category of training (Job or Self-Development), and when the training takes place (on or off the clock). Only FLSA nonexempt employees are covered by the compensable training time policies. The application of these concepts is explained in 438.

712.2 FLSA Considerations

712.21 Coverage. Compensable training time includes time spent in actual training and all related study, practice, and laboratory time suffered or permitted by management.

712.22 Scheduling. Unless otherwise specified, all training programs delivered to FLSA nonexempt employees are designed and scheduled to conform to a training day of no more than 8 hours and a training week of no more than 5 consecutive workdays.

712.23 Disclaimer. Nothing herein is intended to make any training compensable that is not otherwise required to be compensable pursuant to FLSA.

712.24 Management Responsibilities. Management must inform each employee of all factors relevant to the training program being taken, such as allotted time, nonavailability of supplemental training time, and the prohibition on removing training materials from postal premises.

712.25 Employee Responsibilities. Each employee must follow the applicable rules and guidelines of any training or employee development program.

713 Selection

713.1 Equal Opportunity Policies

The selection of employees to participate in training must not be discriminatory based on race, color, religion, sex, age, national origin, physical or mental handicap, or any other nonmeritorious factor. If the training is to be considered in a subsequent personnel action, all eligible employees must be considered for the training.

713.2 Selection Considerations

Except as otherwise specified in the collective-bargaining agreements, the following considerations apply in selecting individuals for training:

- a. The degree to which an employee's improved performance will benefit the Postal Service by helping to achieve immediate organizational needs.
- b. The relative degree of an employee's need for training.

- c. The extent to which an employee's performance is likely to be improved by training.
- d. The degree to which the Postal Service will ultimately benefit from an employee's improved performance.
- e. The results of previous training completed by an employee.
- f. An employee's own interest in and efforts to improve work performance.
- g. The potential of an employee for advancement to positions in which the training can be used beneficially.
- h. The ability of an employee to pass the training on to others upon return to the job, if appropriate.
- i. Affirmative action commitments.

713.3 Assignment After Training

Unless specifically stated in current directives, successful completion of a training or development program does not guarantee promotion or selection to a given vacancy. There are many learning experiences that are considered beneficial to the individual and to the organization, but which do not necessarily lead to advancement. An employee's success in completing a training or development program does not always mean the employee will obtain a promotion; it may mean that the employee has acquired new or improved behaviors for improving performance on the same job.

The Role of Supervisors and Managers

The following excerpt of Chapter 7 of the Employee and Labor Relations Manual defines the role of supervisors and managers concerning their obligation to contribute to their employees' individual growth and improved performance in current or future jobs:

712.24 Management must inform each employee of all factors relevant to the training program being taken, such as allotted time, nonavailability of supplemental training time, and the prohibition on removing training materials from postal premises.

721 Organizational Responsibilities/Functions

721.4 Supervisors and Managers. Supervisors and managers are responsible and accountable for:

- a. Ensuring that employees under their supervision are trained, in a timely manner, to perform their assigned job tasks.
- b. Identifying employees' needs for improvement in their present jobs.
- c. Planning for the training of their employees in coordination with the training systems available for their postal facilities.
- d. Providing follow-up after Job Training has been completed to ensure optimum and appropriate use of newly acquired knowledge, skills and attitudes.
- e. Identifying and providing other training to meet the needs of the organization and of individual employees.
- f. Evaluating and supporting, as warranted, employee requests to participate in Self-Development Training opportunities.
- g. Providing employees with information and guidance on career growth.

The Role of Employees

The following excerpt of Chapter 7 of the Employee and Labor Relations Manual defines the role of employees concerning their obligation of individual growth and improved performance in current or future jobs:

712.25 Each employee must follow the applicable rules and guidelines of any training or employee development program.

721 Organizational Responsibilities/Functions

721.5 Employees. Employees are responsible for:

- a. Making effective use of training opportunities, directed by management, in order to perform their duties correctly and efficiently.
- b. Guiding their own growth and development by consulting with their supervisors and pursuing personal career goals.
- c. Continuing to learn throughout their careers to improve their knowledge and skills and to share these with other employees.

The following excerpt of Chapter 4 of the Employee and Labor Relations Manual is provided for your information:

438 Pay During Travel or Training

438.2 Pay During Training

438.21 General

438.211 An Interpretative Bulletin of the U.S. Department of Labor, section 785.27 of Title 29, Code of Federal Regulations provides as follows:

- a. Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following four criteria are met:
 - (1) Attendance is outside of the employee's regular working hours;
 - (2) Attendance is in fact voluntary;
 - (3) The course, lecture, or meeting is not directly related to the employee's job; and
 - (4) The employee does not perform any productive work during such attendance.
- b. If any one of the four criteria is not met the time must be counted as working time. (See exception in 438.213.) Note: If the postal training imparts knowledge and skills uniquely beneficial to the Postal Service, it is to be considered as time worked whether the training is directly related to the employee's job or not.

438.212 Section 785.28 of the Interpretative Bulletins provides that attendance "is not voluntary in fact if the employee is given to understand or led to believe that his or her present working conditions or the continuance of her or his employment would be adversely affected by nonattendance."

438.213 Section 785.30 of the Interpretative Bulletins provides as follows:

Of course, if employees on their own initiative attend an independent school, college or independent trade school after hours, the time is not hours worked for their employers even if the courses are related to their jobs.

438.22 Specific Rules on Compensation for Training Time

438.221 The determination of whether time spent in training is compensable depends upon (a) when the training takes place; (b) the category of training, subject to applicable limitations on paid training hours (see ELM 711.5 and 712); and (c) the eligibility of the employee.

438.222 All employees are eligible for compensation for any training time which occurs during their established hours of service on a scheduled work day. For purposes of the proceeding sentence, any leave time is not considered established hours of service on a scheduled work day. However, when a senior qualified employee, pursuant to a voluntary bid, engages in scheme study, training, testing, and qualifying, that employee may elect to use annual leave for such purpose, and for directly-related travel that would be compensable under ELM section 438.132, provided that that employee has a sufficient annual leave balance. The study, training, testing and qualifying time will be recorded on Form 2432, Individual Training Progress Report. Where the senior bidder passes the appropriate examination and accepts the position, the annual leave (including compensable travel) will be converted to hours worked, the employee's annual leave balance will be recredited a like number of hours, and FLSA premium pay may be due for any hours worked over 40 in any such work week.

438.223 Nonexempt employees are eligible for compensation for job training time suffered or permitted outside their established hours of service on a scheduled work day, as well as any time suffered or permitted on a nonscheduled work day. (See ELM 711.5 for categories of training.)

438.224 No employees are eligible for compensation for any type of self-developmental training occurring outside their established hours of service on a scheduled work day.

438.23 Special Training Provisions

438.231 Management agreement to fund wholly or partially the tuition and related costs of a course or courses given by an accredited educational institution when such agreement is made at the request of an employee does not cause the training to become job training so as to make the training time compensable.

438.232 Attendance at training courses sponsored by the various management associations or labor unions is not compensable.

438.24 Compensation Provisions

438.241 Compensable training time is counted as work time for pay purposes, including the determination of overtime for eligible employees. It is included in hours worked in excess of 8 hours in a day or 40 hours in a week and those hours worked by any nonexempt employee on a nonscheduled day.

438.242 Management may change either a nonexempt or an exempt employee's regularly scheduled working hours to coincide with the scheduled hours of training. In such cases, out of schedule overtime (434.6), or the nonbargaining rescheduling premium (434.7), is not authorized.

438.243 Employees who are eligible for night differential and who participate in compensable training are paid the applicable night differential they would have earned during their regularly scheduled work hours had they not been temporarily rescheduled by management to attend such training. Night differential and/or Sunday premiums are paid to all eligible employees whose training hours include night and/or Sunday hours.

FLSA Waiver

Title 29, Code of Federal Regulations, Section 785.27 provides that attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following four criteria are met:

- (a.) Attendance is outside of the employee's regular working hours;
- (b.) Attendance is in fact voluntary;
- (c.) The course, lecture, or meeting is not directly related to the employee's job;* and
- (d.) The employee does not perform any productive work during such attendance.

*-Section 785.29 provides that "Where a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee efficient in his skill in doing his regular work."

In light of the above, employees requesting to enroll in correspondence courses offered by the U.S. Department of Army or the U.S. Air Force Extension Course Institute (ECI) are required to complete an authorization request form.

Once the request form is completed, the original is to be placed in the employee's training file, one copy of the form is to be given to the employee and one given to the employee's supervisor.

The request form is on the following page. Additional copies should be reproduced locally.

Request to Enroll
U.S. Department of Army/U.S. Air Force
Correspondence Course

I request authorization to enroll in the course listed below which is offered by the U.S. Department of Army Correspondence Course Program or the U.S. Air Force Extension Course Institute.

I certify that: 1) I will complete the course outside of my regular working hours; 2) the course is self-developmental; 3) the U.S. Postal Service is not requiring me to complete the course; and 4) during the period of my enrollment, I will not perform any productive work related to my postal employment outside of my regular working hours.

Course Title and Number:

Employee's Name (print):

Employee's Signature:

Date:

Original--Training File
Copy--Employee
Employee's Supervisor

Chapter 7: U.S. Postal Service Courses

Chapter 7, Job Elements

Knowledge, Skills, and Abilities Descriptions

JOB ELEMENT #1--KNOWLEDGE OF BASIC MECHANICS refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

Measured by: Examination and Review Panel

JOB ELEMENT #2--KNOWLEDGE OF BASIC ELECTRICITY refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

Measured by: Examination and Review Panel

JOB ELEMENT #3--KNOWLEDGE OF BASIC ELECTRONICS refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid-state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

Measured by: Examination and Review Panel

JOB ELEMENT #4--KNOWLEDGE OF DIGITAL ELECTRONICS refers to terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.

Measured by: Examination and Review Panel

JOB ELEMENT #5--KNOWLEDGE OF SAFETY PROCEDURES AND EQUIPMENT refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), to procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #6--KNOWLEDGE OF BASIC COMPUTER CONCEPTS refers to the terminology, usage, characteristics of digital memory storage/processing devices such as core memory, input-output peripherals; and to familiarity with programming concepts.

Measured: Examination and Review Panel

JOB ELEMENT #7--KNOWLEDGE OF MAIL PROCESSING EQUIPMENT OPERATION refers to the knowledge of machine operation such as safety considerations, start up, shut down, and to operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #8--

KNOWLEDGE OF LUBRICATION MATERIALS AND PROCEDURES refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

Measured by: Review Panel and Supervisory Evaluation
(Exception: Applicants for MPE Mechanics Group (MP6)
are measured by a review panel, supervisory evaluation
and examination.)

JOB ELEMENT #9--KNOWLEDGE OF CLEANING MATERIALS AND PROCEDURES

refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #10--KNOWLEDGE OF THE NATIONAL ELECTRICAL CODE (NEC)

refers to basic knowledge and familiarity with the techniques and procedures specified in the NEC as they apply to electrical installations such as circuit protection, wiring, conduit, power, and lighting circuits.

Measured by: Review Panel

JOB ELEMENT #11--KNOWLEDGE OF METALS AND METALLURGY refers to the terminology, working properties, and other characteristics of metals used in equipment and machine maintenance applications such as heat treating, tempering, machining, bending, and inspecting.

Measured by: Review Panel

JOB ELEMENT #12--KNOWLEDGE OF REFRIGERATION refers to the theory, terminology, usage, and characteristics of refrigeration principles as they apply to such things as the refrigeration cycle, compressors, condensers, receivers, evaporators, metering devices, and refrigerant oils.

Measured by: Examination and Review Panel

JOB ELEMENT #13--

KNOWLEDGE OF HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

EQUIPMENT OPERATION refers to the knowledge of equipment operation such as safety considerations, start up, shut down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment, heating equipment). This does not include the knowledge of refrigeration.

Measured by: Examination, Review Panel and Supervisory Evaluation

JOB ELEMENT #14--KNOWLEDGE OF ELEVATOR EQUIPMENT refers to the knowledge of equipment operation, safety considerations, and operating characteristics of hydraulic and electric traction elevator equipment; including roping, controllers, and dispatchers.

Measured by: Review Panel

JOB ELEMENT #15--KNOWLEDGE OF CARPENTRY refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

Measured by: Review Panel

JOB ELEMENT #16--KNOWLEDGE OF MASONRY CONSTRUCTION refers to techniques, procedures, and materials used in mortar, concrete, stucco, plaster, brick, block, and tile construction and replacement projects.

Measured by: Review Panel

JOB ELEMENT #17--KNOWLEDGE OF PLUMBING refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

Measured by: Review Panel

JOB ELEMENT #18--KNOWLEDGE OF PAINTING refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparation, application procedures and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment.

Measured by: Review Panel

JOB ELEMENT #19--ABILITY TO PERFORM BASIC MATHEMATICAL COMPUTATIONS refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

Measured by: Examination

JOB ELEMENT #20--ABILITY TO PERFORM MORE COMPLEX MATHEMATICS refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical and electronic applications.

Measured by: Examination and Review Panel

JOB ELEMENT #21--ABILITY TO APPLY THEORETICAL KNOWLEDGE TO PRACTICAL APPLICATIONS refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #22--ABILITY TO DETECT PATTERNS refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #23--ABILITY TO USE WRITTEN REFERENCE MATERIALS refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #24--ABILITY TO COMMUNICATE IN WRITING refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #25--ABILITY TO COMMUNICATE ORALLY refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #26--ABILITY TO FOLLOW INSTRUCTIONS refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #27--ABILITY TO WORK UNDER PRESSURE refers to safely and effectively performing the duties of the position under stress or in emergency situations.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #28--ABILITY TO WORK WITH OTHERS refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #29--ABILITY TO WORK WITHOUT (IMMEDIATE) SUPERVISION refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #30--ABILITY TO WORK FROM HEIGHTS refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #31--ABILITY TO USE HAND TOOLS refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

Measured by: Examination and Supervisory Evaluation

JOB ELEMENT #32--ABILITY TO USE PORTABLE POWER TOOLS refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

Measured by: Review Panel and Supervisory Evaluation.

Exception: Applicants for MPE Mechanics Group are measured by a review panel, supervisory evaluation and examination.

JOB ELEMENT #33--ABILITY TO USE SHOP POWER EQUIPMENT refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

Measured by: Review Panel and Supervisory Evaluation

JOB ELEMENT #34--ABILITY TO USE INFORMATION RETRIEVAL SYSTEMS refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

Measured by: Review Panel

JOB ELEMENT #35--ABILITY TO USE TECHNICAL DRAWINGS refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

Measured by: Examination and Review Panel

JOB ELEMENT #36--ABILITY TO USE TEST EQUIPMENT refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMS, oscilloscopes, circuit tracers, amprobes, and RPM meters.

Measured by: Examination and Review Panel

JOB ELEMENT #37--ABILITY TO SOLDER refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Measured by: Examination and Review Panel

JOB ELEMENT #38--ABILITY TO CUT AND WELD refers to the knowledge of and the ability to apply safely and effectively appropriate gas and electric cutting, welding and brazing techniques and procedures used in equipment and machine maintenance applications.

Measured by: Review Panel

KSA List
(Knowledge, Skills, and Abilities)

			Measured by:		
			Exam	Panel	Eval
1	Knowledge of	Basic Mechanics	X	X	
2	Knowledge of	Basic Electricity	X		
3	Knowledge of	Basic Electronics	X	X	
4	Knowledge of	Digital Electronics	X	X	
5	Knowledge of	Safety Procedures and Equipment	X		X
6	Knowledge of	Basic Computer Concepts	X	X	
7	Knowledge of	Mail Processing Equipment Operation		X	X
8	Knowledge of	Lubrication Materials and Procedures		X	X
9	Knowledge of	Cleaning Materials and Procedures		X	X
10	Knowledge of	National Electrical Code (NEC)		X	
11	Knowledge of	Metals and Metallurgy		X	
12	Knowledge of	Refrigeration		X	X
13	Knowledge of	Heating, Ventilation and Air Conditioning (HVAC) Op	X	X	X
14	Knowledge of	Elevator Equipment		X	
15	Knowledge of	Carpentry		X	
16	Knowledge of	Masonry Construction		X	
17	Knowledge of	Plumbing		X	
18	Knowledge of	Painting		X	
19	Ability to	Perform Basic Mathematical Computations	X		
20	Ability to	Perform More Complex Mathematics	X	X	
21	Ability to	Apply Theoretical knowledge to Practical Applications	X		X
22	Ability to	Detect Patterns	X		X
23	Ability to	Use Written Reference materials	X		X
24	Ability to	Communicate in Writing		X	X
25	Ability to	Communicate Orally		X	X
26	Ability to	Follow Instructions	X		X
27	Ability to	Work Under Pressure		X	X
28	Ability to	Work with Others		X	X
29	Ability to	Work Without (Immediate) Supervision		X	X
30	Ability to	Work from Heights		X	X
31	Ability to	Use Hand Tools	X		X
32	Ability to	Use Portable Power Tools		X	X
33	Ability to	Use Shop Power Equipment		X	X
34	Ability to	Use Information Retrieval Systems		X	
35	Ability to	Use Technical Drawings	X	X	
36	Ability to	Use Test Equipment	X	X	
37	Ability to	Solder	X	X	
38	Ability to	Cut and Weld		X	

USPS Courses / KSA References

Course cross referenced to KSAs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
Advanced Facer Canceled System Advanced Security Equipment AFCS-ISS Conversion AFCS-ISS System AFCS Preventive Maintenance Analytical Troubleshooting Basic Computer Concepts Basic Electricity (All Modules) Basic Electronics Basic Mechanics Basic Pneumatics and Hydraulics Basic Technical Mathematics Review BCS to OSS Conversion BCS to OSS Conversion (PATN) BMC Mail Processing Mechanic (MPM) Bulk Conveyor Systems CAKT II Maintenance Training	55654-22																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															</

USPS Courses / KSA References

Course cross referenced to KSAs		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38					
Environmental Control I Environmental Control III (HVAC Heating) Environmental Control IV (Advanced Air Conditioning) FLAT Forwarding Terminal Maintenance Flat Mail Optical Character Reader	55686-00	X			X		X		X													X								X														
	55689-05	X			X		X							X								X																						
	55689-08	X			X		X						X																															
	55669-30	X	X				X																																					
	55661-40				X		X																																					
Flat Sorting Machine 1000 Flat Sorting Machine 881 with PCC Flats Canceler Stacker Model 15 FMPCS (Maintenance) FSM 1000 Resident Maintenance Training	55661-50	X	X		X		X		X													X								X														
	55661-28	X	X		X		X		X													X								X														
	55666-00				X		X																							X														
	55670-63	X	X		X		X		X													X								X														
	55661-52	X	X		X		X		X													X								X														
FSM 881 PCC Software General Education Development (GED) High Speed Induct Unit/Package BCS System IJP Performance Improvement Industrial Electrical Service	55661-39				X		X																						X															
	15503-00						X																																					
	55670-42	X	X		X		X															X																						
	55660-86																					X																						
	55687-04	X					X																																					
Industrial Electrical Service Intro to Model 881 FSM Introduction to Consolidated MPLSM Introduction to Digital Computer Systems Introduction to ECA MLOCR/CS Model 885	55687-05	X			X		X			X												X								X														
	55663-00																																											
	55662-00				X		X															X																						
	55625-00																					X																						
	55608-00						X		X																																			
Introduction to ECA/Westinghouse Bar Code Sorter Mod. Introduction to HVAC Controls Introduction to M-36 Facer Canceler Introduction to Microprocessor Controller Mark II Facer C Introduction to Microprocessor Technology	55628-01																																											
	55664-00												X																															
	55660-00																																											
	55614-00						X		X																																			
	55644-00						X																																					
Introduction to Oscilloscopes Introduction to Personal Computers (ET) Introduction to Personal Computers (MPE) Introduction to Refrigeration and Air Conditioning Introduction to Small Parcel & Bundle Sorter (SPBS)	55661-00				X		X																																					
	55678-00						X																																					
	55677-00						X																																					
	55603-00																																											
	55647-00						X																																					
LCOCR MOD Letter Mail Labeling Machine LMLM-400 LLA Maint. Training for LMLM 400/400B Upgrade (PSTN) LMLM-400/400B System Operation/Maint.(PSTN) Maintenance Safety Awareness Training	55662-82	X	X		X		X															X																						
	55660-L3		X																																									
	55660-L7	X			X																																							
	55660-L6	X	X		X																																							
	55610-02						X																																					
Mathematics Mathematics Training MLOCR To DBCS/OCR Conversion MM DBCS Maintenance Model 881 FSM Mechanical Teletraining	15506-00																				X																							
	15505-00																																											
	55662-84	X	X		X		X																																					

USPS Courses / KSA References

Course cross referenced to KSAs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38		
Omni-X Scanner Alignments					X	X															X	X															X			
Output Subsystem/Mail Processing BCS					X		X														X	X	X				X	X									X			
PBM-7 / PS-22 Technician Training																			X	X																				
PBSM-624 Technician Training		X	X	X															X	X		X					X													
PC 70/80 Ink Jet Printer (Field)		X		X	X																																			
PC 70/80 Ink Jet Printer (RBCS)		X	X		X																																			
Postal Commodity Machine (PCM) 1625					X				X										X																					
Postal Data Source System II (PSDS II)		X	X	X	X	X		X													X	X	X	X			X	X			X					X				
RBCS Image Processing Subsystem (IPSS)		X	X	X	X	X	X														X	X	X	X			X									X	X			
RCR HWAJ Update (PSTN)		X	X	X	X	X	X												X								X										X			
Reading Comprehension and Vocabulary Skills																								X																
RF-Times, Maintenance Training		X	X		X		X														X	X					X													
Safety Lockout					X																																			
Security Equipment							X														X																			
Servicing Postal Vending Equipment		X																																						
Small Parcel and Bundle Sorter (SPBS)		X			X		X														X																X			
SSVE Maintenance					X																																			
Times Maintenance Training(PATN/OPTTEL)					X		X														X	X	X				X									X				
Tray Management System-Accusort	X	X	X	X	X	X	X	X													X	X					X	X								X	X			
Tray Management System-Lockheed Martin	X	X	X	X	X	X	X	X													X	X	X				X	X								X	X			
Tray Management System-Siemens		X	X	X	X	X	X	X													X	X	X				X	X								X	X			
Troubleshooting Programmable Logic Controls			X	X		X													X			X					X									X				

Chapter 8: U.S. Department of the Army **Courses**

U.S. Department of the Army
Administrative Procedures
Enrollment, Withdrawal and Termination

1. Participation in the Army Correspondence Course Program is free.
2. To apply for courses, employees should select the course or specific subcourse in which they desire to enroll.
3. Employees may enroll in only one course, or one course and individual subcourse(s), at the same time.

Note: In an individual subcourse enrollment, employees may request enrollment in numerous subcourses on one application form. Once enrolled in individual subcourses, employees may add subcourses by using the student inquiry sheet or submit a letter before mailing the last examination response sheet for grading.

DO NOT SUBMIT ANOTHER APPLICATION TO ADD SUBCOURSES TO A
CURRENT INDIVIDUAL SUBCOURSE ENROLLMENT.

4. Enrollment in correspondence courses can only be accomplished through the Army Institute for Professional Development (AIPD) Web page. Access to the Internet is required. The AIPD's home page can be reached at <http://155.217.58.58>. Link to the U.S. Army Training Support Center, then Correspondence Courses, then to On-line Enrollment. In case of problems, AIPD can be contacted at (757)878-5532.
5. When students enroll in the Army Correspondence Course Program, they will receive a student welcome packet. It gives them general instructions on what to do now that they are enrolled students.
6. Employees may voluntarily withdraw from the Army Correspondence Course Program at any time. To request withdrawal, write to the Army Institute for Professional Development and include their social security number and school code.

7. Enrollment will be terminated by the Army Institute for Professional Development for either of the following reasons:

a. Failure to satisfy the annual minimum requirements: 1) Students enrolled in a single subcourse must complete the subcourse within 1 year from date of enrollment; or 2) students enrolled in more than one subcourse, but not in a course, must complete all of those subcourses or at least 30 credit hours within each enrollment year; or 3) students enrolled in courses or phases of courses must complete at least 60 credit hours each enrollment year.

b. Completion of requirements (e.g., course/subcourse).

8. To be reinstated in the Army Correspondence Course Program, a student must reapply in accordance with item #4 above. The student will be enrolled in the most current version of the course requested and credit for previously completed subcourses will be given if appropriate.

U.S. Department of the Army
Administrative Procedures
Grading System, Reexamination and Exempt Credit

1. Grading system and reexamination:

- a. Subcourse grades indicate the weighted percentage of correct responses. The minimum passing grade is 70% unless otherwise noted in the course description. If you fail a subcourse examination, you will be sent a second answer sheet.
- b. If you are enrolled in a single subcourse, your enrollment will be cancelled after two failures of that subcourse. You must reapply in accordance with established procedures identified above.
- c. If you are enrolled in more than one subcourse, the second failure will be treated the same as if you were enrolled in a course (see next paragraph).
- d. If you are enrolled in a course and you have failed a subcourse twice, contact your AIPD student services counselor. Failing a subcourse does not affect your continued enrollment in a course; however, all subcourses within a course must be completed (or exempted) to receive a course completion notice.

2. Certifying your work:

When you submit an examination response sheet for grading, you must sign the statement on the response sheet certifying that the answers submitted are the result of your own work and that you have not had access to copies of answer sheets or solutions from others. This does not imply that you are prevented from discussing subject content with others who may be able to help with problems.

3. Exempt credit:

- a. Exempt credit is given when our records show that a subcourse was completed within 4 years before the new enrollment. The credit hours for an exempted subcourse are not added to the student's accumulated credit hours for the current enrollment.
- b. To receive exempt credit for an entire course that you completed through individual subcourse enrollments, you must meet the eligibility requirements for the course and enroll in the course in accordance with item #4 above and request exemption.

4. Student records:

- a. The AIPD maintains records for each student. Each record contains administrative information about the student's status in the program and provides the student services counselors with information on the following:
 - (1) In what course or subcourse the student enrolled.
 - (2) What subcourses have been issued to the student.
 - (3) What subcourses the student has completed.
- b. It is important that you keep AIPD informed of any changes or corrections in your address and name.

5. Change of address:

If you move, notify AIPD as soon as you have a permanent address. Subcourses are mailed fourth class and are not automatically forwarded by the U.S. Postal Service. Let AIPD know of any changes as early as possible so the changes can be made in the computer master files before your exam response sheet goes to the computer. Then, the next Subcourse will automatically be sent to your new address.

Communication with AIPD:

Student services counselors at AIPD can help with any administrative questions you may have. Questions concerning doctrine or subcourse content should be directed to the proponent school or agency at the address identified within the subcourse. You can communicate with AIPD using any of the following methods:

a. By mail. Be sure to put your name, social security number, and school code (found in the upper left-hand portion of each exam response sheet) on each page of correspondence you send to AIPD.

John Doe
SS#: 999-99-9999
School Code: 111
Address correspondence to:
Army Institute for Professional Development
U.S. Army Training Support Center
Neport News, VA 23628-0001

b. By phone. Listed below are the school codes and the phone numbers for the student services teams supporting the same.

c. By E-Mail. The e-mail addresses are listed below with the telephone numbers for each team.

School codes:

Student Services contact:

011
031
051/052
061
081
091
101
113
171
191
301
331
441
552
553B

phone: (757)878-2127/3322
E-mail: teama@emh22.eustis.army.mil

071
093
131
161
224/214
514
551
553A
553C

phone: (757)878-2079/5715
E-mail: teamb@emh22.eustis.army.mil

553E
805A
805B
805C
870/215
887
908

553D
907
999

phone: (757)878-2169/3335
E-mail: teamc@emh22.eustis.army.mil

90-day warning notice - Ninety (90) days before a student's enrollment year ending (EYE) date, an ATSC Form 157 is automatically issued if annual minimum requirements have not yet been completed. This notice must be acted upon immediately to avoid termination at the EYE date. Examination response sheets must be returned in sufficient time to allow grading before the EYE date.

Phase completion notice - Some courses consist of multiple phases. Upon completion of a phase, the student will receive a phase completion notice, ATSC Form 157. This is the only record the student will have showing the completion of the phase. See individual course listings for specific requirements.

Subcourse - The subcourse is a basic instructional unit of the Army Correspondence Course Program. A subcourse usually covers one subject area and consists of from one to nine lessons plus an examination. Several subcourses designed to support a specific professional field, skill qualification development, or military specialty occupational (MOS)-related tasks, make up a course. Completion of a subcourse results in a subcourse completion notice.

Subcourse completion notice - Each student completing a subcourse receives a subcourse completion notice, ATSC 157. Students are responsible for seeing that a copy of the completion notice is given to their supervisor. This is the only record the student will have showing subcourse credit hours completed. The subcourse completion notice is also proof of completion of subcourses when requesting exempt credit. Even though a student may complete all the subcourses that make up a course, if he/she is not enrolled in that specific course, a course notice will not be issued.

]



ADTDL Register is like obtaining a conventional "Library Card". Read the Privacy Act information before registering. The information will be used to identify what documents are being checked out and where they are going. We are restricting access to parts of the library. Complete the form below to register, or return to the ADTDL HOMEPAGE. Your **USERID** and **PASSWORD** will be provided via E-Mail or surface mail - depending on the information you submit.

Last Name	First Name	Middle Initial	Rank/Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	Military Unit	E-Mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address			
Number & Street			
<input type="text"/>			
Bldg. or Apt. Number			
<input type="text"/>			
City		State	ZIP
<input type="text"/>		<input type="text"/>	<input type="text"/>
Commercial Phone (include area code)	Unit/DSN Phone	Register	Clear
<input type="text"/>	<input type="text"/>	<input type="button" value="Register"/>	<input type="button" value="Clear"/>

Data Required By The Privacy Act.

AUTHORITY	10 USC 3012(b) and (g).
PRINCIPAL PURPOSE	To obtain information necessary to administer access to material contained within the Army Doctrine and Training Digital Library (ADTDL).
ROUTINE USES	Used by the Army Training Support Center (ATSC) to determine eligibility of an individual to access material within the ADTDL.
DISCLOSURE	Failure to provide this information could result in an individual not being able to access certain information within the ADTDL.

Exhibit # 3 Army Correspondence course enrollment Internet forms

Army Courses / KSA references

Course Title		Job Elements of Knowledge, Skills, and Abilities (KSAs)																																						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
Plumbers Course	2-80																	X							X											X				
	Electrician Course			X							X									X	X				X			X								X				
Basic Electronics Course	2-263			X	X	X													X	X			X													X				
	Basic Electricity Course			X	X															X	X				X											X				
Carpentry III	EN0533														X										X															
	Masonry														X									X																
Refrig and A/C I	EN0543			X								X	X						X	X			X		X															
	Refrig and A/C II			X		X						X							X	X			X		X											X				
Painting I	EN0562					X												X																						
	Painting II							X																	X															
Prepare Electrical Mats List	EN5101								X																X												X			
	Install Service Ent Systems			X						X									X	X			X		X			X								X				
Install Electrical Boxes	EN5104			X						X									X	X			X		X			X								X				
	Install Conduit Systems			X						X									X	X			X		X			X								X				
Install Sys. Eq. & Comp Grnds	EN5106			X					X															X												X				
	Install convenience Devices			X					X															X												X				
Install Circuit Protective Devices	EN5107								X															X												X				
	Prepare Plumbing Takeoff List			X						X								X						X												X				
Water Supply (Plumbing II)	EN5111																	X						X														X		
	Waste Sytems (Plumbing III)																	X						X													X			
Plumbing Fixtures (Plbg IV)	EN5113																	X						X													X			
	Repair Valve and Fxtre Devcs																	X						X												X				
Clear Wate System Stoppages	EN5115																	X						X													X			
	Carpentry I														X									X												X				
Carpentry II	EN5156														X									X												X				
	Hydraulic Systems			X												X								X													X			
Fund of Electricity	OD0098			X	X															X	X				X															
	Machine Shop Practice			X								X								X	X				X											X				
Welding	OD0425											X													X													X		X
	Digital Circuits/Precision Solder			X	X	X													X	X					X											X			X	
Engine Principles	OD0607			X																					X															
	Communications Theory																																							
Basic Math I	QM0113																		X						X															

Army Courses / KSA references

See Army Website for Course Descriptions																																									
Course Title		Knowledge, Skills, and Abilities (KSAs)																																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38		
Basic Math II	QM0114																			X				X																	
	SA0701		X																X				X																		
	SA0702		X																X				X																		
	SA0703		X																X				X																		
DC Series Circuits	SA0704		X																X				X																		
	SA0707		X																X				X																		
	SA0708			X	X														X			X																			
	SA0709			X	X		X							X					X			X																			
Elements of Elec Physics	SA0710		X																																						
	SA0712																				X																				
	SA0713																				X																				
	SA0714																				X																				
Boolean Applications, Veitch	SA0715																				X																				
	SA0716																				X																				
	SA0718			X	X		X														X																	X			
	SA0732		X																																						
AC Theory, Math & Sine Wave	SA0736		X																		X																				
	SA0745		X																	X																					
	SA0746		X																	X																					
	SA0747		X																	X																					
Intro to Vacuum Tubes	SA0757			X																X																					
	SA0758			X																X																					
	SM0448			X																X																					
	SM0449			X																			X																		
5440 Std Oscilloscope	SM0450			X																			X																		
	SM0451			X																X																					
	SM0454			X															X				X																		
	SM0455			X															X																						
534A Freq time Meas System	SM0462			X	X														X				X																		
	SM0470			X															X				X																		
	SS0099																		X			X																			
	SS0301																		X			X																			
Electrical Fundamentals	SS0302																		X			X																			
	SS0303																		X			X																			
	SS0304																		X			X																			

Army Courses / KSA References

See Army Website for Course Descriptions																																						
Course Title	Knowledge, Skills, and Abilities (KSAs)																																					
	1	2	3	4	5	6	7	8	9	10																												
Intro to Electricity	SS0308	X	X																X					X														
Intro to Electronics	SS0309		X																X	X				X														
Electron Tubes	SS0311		X																X	X				X														
Electron Tube Appls	SS0312		X																X	X				X														
Semiconductor Devices	SS0313		X	X															X	X				X	X													
Semiconductor Applications	SS0314		X	X															X	X				X	X													
Power Transistors	SS0315		X	X															X	X				X														
Digital Circuit Fundamentals	SS0391		X	X															X	X				X	X													
Safety and Preventive Maint	SS0650				X																			X														
Shop Practices and Safety	SS0651				X																			X														
Blueprint Reading & Sketching	TR0444																							X														X
Engineerom Mathematics	TR0445																		X	X				X														
Basic Hydraulics & Pumping	TR0907																							X														
Hydraulic Systems and Comp	TR0926																							X														

Chapter 9: U.S. Air Force Courses

U.S. Air Force
Administrative Procedures
Enrollment, Withdrawal and Termination

1. Participation in courses offered by the U.S. Air Force Extension Course Institute, often referred to as "ECI", is free.
2. To apply for ECI courses, employees should select the course they desire to enroll in making sure they are eligible (i.e., they are assigned to a position authorized to enroll in the course) and have met any course prerequisites. Enrollment is limited to ONE course at a time.
3. To enroll in ECI courses, employees must use ECI Form 23, ECI Enrollment Application. (A blank form can be found in this chapter on page 9.4 and also in Appendix A. Additional copies should be reproduced locally. A sample of a completed ECI Form 23 is on page 9.5.)
4. Employees must complete ECI Form 23 as follows:

Item 1. "ECI COURSE NUMBER". Enter the number of the desired course. (Course numbers can be found in the sections entitled "Course Descriptions" or "Course Listing by Job Element" which start on pages 9.8 and 9.20, respectively.)

Item 2. "SOCIAL SECURITY ACCOUNT NUMBER". Enter the employee's social security number.

Item 3. "IDENTIFY CODE/CATEGORY". Enter the letter "P".

Item 4. "NAME". Enter the employee's first initial, second initial and last name. Please verify the spelling.

Item 5. "REASON FOR ENROLLMENT". Check the block "N - Voluntary".

Item 6. "PAY GRADE". State the employee's pay schedule and grade level (e.g., PS-5).

Item 8. "ADDRESS". Enter the employee's mailing address.

Item 9. "ZIP CODE/SHRED OF TEST CONTROL OFFICE". Contact the Registrar Branch at (334) 416-4539 or 4331 for the Zip Code of the Test Control Office in your area.

Item 10. "COURSE TITLE". State the title of the course. (Course titles can be found in the sections entitled "Course Descriptions" or "Course Listing by Job Element" which start on pages 9.8 and 9.20, respectively.)

5. The employee's immediate supervisor MUST complete ECI Form 23 as follows:

Item 7. "TCO PHONE". Enter the area code and telephone number of the employee's immediate supervisor.

Item 11. "SIGNATURE AND TITLE OF APPROVING OFFICIAL". Confirm the eligibility of the student, accuracy of the data and sign the form.

Mail the application to:

EXTENSION COURSE INSTITUTE
AIR FORCE CENTER FOR CONTINUING EDUCATION
GUNTER AFB AL 36118-5643

7. Applications must be complete and accurate. Student enrollments and course records are computer processed. The student record file is maintained in course and social security number sequence. Unless all necessary information is complete and accurate, the computer will not process the application. Accuracy is paramount to ECI service.
8. Course Time Limits. ECI courses listed in this guide must be completed within 12 months. The time limit begins from the date of enrollment and requires the completion of the course examination, and a retake course examination, if necessary. (The date of enrollment is printed on the Enrollment Postcard which is forwarded to each new enrollee.)
9. Course Completion. Satisfactory completion of the course examination or retake examination within the enrollment time limit constitutes course completion. To satisfactorily complete the course examination or retake, the student must attain a passing score. The passing score for career development courses and specialized course examinations is 60%.
10. Students will be granted enrollment extensions when events beyond their control prevent them from meeting the time requirements. Extensions are limited to maximum of 4 months per course or program. Extension requests received after disenrollment date ordinarily will not be honored.
- Students must request their own course extensions. All requests must be fully justified to ECI in writing.
11. Failure to complete a course/program in the specified time limits will result in automatic disenrollment by ECI. If this situation occurs, students are ineligible to enroll in another ECI course for 18 months following the date of disenrollment.

ECI ENROLLMENT APPLICATION <i>(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)</i>									
PRIVACY ACT STATEMENT 1. AUTHORITY: 44 USC 3101; 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.									
1. ECI COURSE NUMBER				2. SOCIAL SECURITY ACCOUNT NUMBER				3. IDENTITY CODE/ CATEGORY	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>				<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>				<div></div>	
4. NAME (First Initial, Second Initial, Last Name)									
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>									
5. PAY GRADE				7. TCO PHONE (Area/Box)				5. REASON FOR ENROLLMENT - CODES	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>				<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>				L <input type="checkbox"/> MANDATORY N <input type="checkbox"/> VOLUNTARY	
8. ADDRESS (OST enrollee use address of Unit Training Office)						10. COURSE TITLE			
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>						<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>			
ZIP CODE						11. SIGNATURE AND TITLE OF APPROVING OFFICIAL			
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>						The applicant has been briefed on the enrollment policy and is eligible for enrollment in this course.			
9. ZIP CODE/SHRED OF TEST CONTROL OFFICE						SIGNATURE			
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>						<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>			
						TITLE			

ECI FORM 23
SEP 93

PREVIOUS EDITION WILL BE USED

U.S.GPO:1988-O-531-827/60146

EXTENSION COURSE INSTITUTE
Air Force Center for Continuing Education
Gunter AFS AL 36118-5643

APPLY
POSTAGE
HERE

Exhibit #5: ECI Enrollment Application, ECI Form 23

U.S. Air Force
Administrative Procedures

1. Purchasing Career Development Courses (CDC) Material.

Students requiring materials for other than upgrade training purposes, i.e., reference materials, etc., may purchase them. Price and availability information are included in the ECI Course Price listing, published annually in January, or students may telephone (334) 416-44388, to determine course availability and price.

To order course materials, submit a money order or cashier's check for the exact amount payable to ADSN 6671 Maxwell AFO. Include your name, mailing address, telephone number and course number. Mail to OAS/DMS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643.

(Note: Money orders and cashier's checks must indicate the correct price or they will be returned without action.)

Not all courses are offered for sale. Some courses contain sales restricted information which prohibit their sale, i.e., copyright or "For Official Use Only" material, or they may be restricted for sale to Department of Defense personnel only.

2. Student Assistance

Students may request assistance by telephone. This service is available from 8:00 a.m. to 4:15 p.m., Central Time, and is provided by education technicians organized into teams. The teams are assigned specific courses and are able to provide immediate response to inquiries concerning:

- (1) Clarification of current enrollment status;
- (2) Replacement of course materials;
- (3) Changes to student's address;
- (4) Course examination codes. (Calls relating to course examination scores should not be placed until 25 days from the date of mailing the answer sheet); and
- (5) Enrollment extensions.

If a written record is required, DO NOT make a request by telephone.

(Note: Requests for information other than that stated above require a written request.)

Students are reminded to read the preface to the first volume of the course material, especially the note about questions regarding content, currency or accuracy of course information.

3. For assistance by telephone, contact ECI Staff at area code 334 + 416 + extension:

Curriculum Division x4151 or x4153

Curriculum Control Branch x4153 or x4152

Curriculum Development Branch A x4686 or x4383

Curriculum Development Branch B x5175 or x4242

Curriculum Development Branch C x4318 or x4320

Course Materials Division (Contract) x4388 or x4614

Operations Division x4538 or x3450

Registrar Branch x4536 or x4331

Program Management Office x4258/4251

AIRFORCE Courses /KSA References

Course Title	Job Elements of Knowledge, Skills, and Abilities (KSAs)																																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
Electronics Fundamentals 3025					X																																		
Fundamentals of Electricity 3030		X																																					
Electronic & Special Tubes 3031			X																																				
Power Measurements 3037																					X																		X