U.S. POSTAL SERVICE

INDIVIDUAL TRAINING RECORD

OCC Code	Salary Level	Position No.	Position Title(s) **TOOL AND PARTS CLERK (MAINTENANCE CONTROL)**	
Employee's Name		Date Entered on Duty	DES/ACT Code	Social Security Number

TRAINING REQUIREMENT*	Check Tng. Needs	REQUIRED INSTRUCTION GIVEN**		ADDITIONAL TRAINING PROVIDED		Employee's Signature and Date	Supervisor's Signature and Date	Remarks
		Administrator's Signature and Date	Tng. Time Used	Administrator's Signature and Date	Tng. Time Used			
A. POSTAL ORIENTATION								
B. CRAFT BASICS								
C. CRAFT SKILLS BUILDING								
1. Introduction to Maintenance Services								
2. Intro. to Bldg., Bldg. Equip., & Mail Processing Equip. Maint.								
3. Duties and Responsibilities of Position								
4. Safety and Emergency Procedures								
5. Service Fundamentals								
6. Use and Care of Hand and Power Tools								
7. Shop and Shop Equipment								
8. Preventive and Repair Maintenance								
9. Stockroom Operations								
D. CAREER BASICS								
Continued on back								

*If total training requirement is not completed, list topics covered on the reverse side.
When applicable, instructor should note under **"Remarks" that additional training is needed.

TRAINING REQUIREMENT*	Check Tng. Needs	REQUIRED INSTRUCTION GIVEN**		ADDITIONAL TRAINING PROVIDED		Employee's Signature and Date	Supervisor's Signature and Date	Remarks
		Administrator's Signature and Date	Tng. Time Used	Administrator's Signature and Date	Tng. Time Used			

When applicable, instructor should note under **"Remarks" that additional training is needed.