

U.S. POSTAL SERVICE
INDIVIDUAL TRAINING RECORD

OCC Code	Salary Level	Position No.	Position Title(s) MAINTENANCE CONTROL TECHNICIAN					
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. Preventive and Repair Maintenance								
7. Work Order System								
8. Stockroom Operation								
9. Equipment Records								
10. Control Reports								
11. Planning and Scheduling								
12. Manpower Requirements--Staffing Criteria								
13. Maintenance Library								
14. Data Collection and Reporting								
15. Master Inventory Files System Class "A" Offices								
16. Analysis of Management Reports								
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.

