U.S. POSTAL SERVICE INDIVIDUAL TRAINING RECORD OCC Code Salary Level Position No. Position Title(s) **CLEANER IN CHARGE;** GROUP LEADER, CUSTODIAL Date Entered on Duty DES/ACT Code Social Security Number Employee's Name **REQUIRED ADDITIONAL** INSTRUCTION GIVEN** TRAINING PROVIDED Check Employee's Supervisor's TRAINING REQUIREMENT* Tng. Signature Signature Remarks Administrator's Tng. Administrator's Tng. and Date Needs and Date Signature Signature Time Time and Date Used and Date Used A. POSTAL ORIENTATION **B. CRAFT BASICS** C. CRAFT SKILLS BUILDING 1. Introduction to Maintenance Services 2. Introduction to Buildings Services 3. Duties and Responsibilities of Position 4. Safety and Emergency Procedures 5. Service Fundamentals 6. Building Services Training Program 7. Additional Designated Duties 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	REQUIRED INSTRUCTION GIVEN**		ADDITIONAL TRAINING PROVIDED		Employee's	Supervisor's	
	Tng. Needs	Administrator's Signature and Date	Tng. Time Used	Administrator's Signature and Date	Tng. Time Used	Employee's Signature and Date	Supervisor's Signature and Date	Remarks
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**When a	pplicable, in	structor should note un	der "Rem	arks" that additional	training is	needed.		