

U.S. POSTAL SERVICE								
INDIVIDUAL TRAINING RECORD								
OCC Code	Salary Level	Position No.	Position Title(s) <b>CLEANER IN CHARGE; GROUP LEADER, CUSTODIAL</b>					
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. 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.

