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LABOR RELATIONS



July 27, 2022

Mr. Ivan D. Butts  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

The Postal Service has re-developed the Universal Supervisor Program to better equip our supervisors for success in today's environment. This program will continue to offer the initial two-week classroom course and will be conducted virtually by professional trainers and facilitators, primarily from the National Center for Employee Development (NCED) to ensure consistent, standardized training is provided to all participants. Twelve hours will be dedicated to training that is specific to the supervisor such as training on Customer Services to Supervisors, Customer Services, and training on Mail Processing Operations to Supervisors, Distribution Operations. This training is found among Module 16.

Two-day virtual workshops will be established each month following the initial training and will be focused on a single topic and continue until course completion after twelve months. The workshops are designed to expand the supervisor's knowledge and skills that were developed during and following the initial training.

We invited you to observe the two-week classroom course pilot of this program and are extending that offer for classes that are soon to be scheduled. We welcome and encourage your participation and recommendations with the classroom training as well as any aspect of the program. We intend to continue offering the supervisor training through October 3 and make ongoing changes to the program, based on your recommendations, and provide it to attendees in calendar year 2023. Supervisor training will not be scheduled during peak season.

We have provided all the modules as part of the training content for the program for your review pursuant to Title 39 § 1004. Please contact James Timmons at extension 2324 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that reads "James Timmons".

For

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration