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Per _____

January 3, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7018 0360 0001 9950 9435

Dear Brian:

As a matter of general interest, the Postal Service intends to develop a written document as a training manual for retail employees on International Retail services.

The Instructional Design Document, 3395 – Marketing International Mail, is a guide for retail employees that will provide them with additional knowledge on international services and possible revenue growth opportunities in order to fulfill customer needs and expectations.

The training will consist of a one hour LMS course for international mail. It is anticipated that the development of the training will be complete the end of January and available in March or April.

There will be Alpha reviews of the training scheduled January 8-10 at 1-2:30 pm. A representative from your organization is invited to attend any one of these sessions. This will allow your organization to provide input or feedback on the training prior to its completion.

If you wish to attend one of the Alpha review sessions or have any questions, please contact Dion Mealy at extension 6861.

Sincerely,



Rickey R. Dean
Manager
Contract Administration (APWU)