

**POST OFFICE DEPARTMENT
DALLAS REGIONAL OFFICE
MAIN POST OFFICE BUILDING
DALLAS, TEXAS 75221**

IN REPLY REFER TO

311:TJP:at

January 21, 1969

Dr. Hector P. Garcia
1315 Bright Street
Corpus Christi, Texas 78405

Dear Hector:

Enclosed please find excerpt from Postal Bulletin No. 20680 dated January 1, 1969, which is the end result of Postmaster General W. Marvin Watson's latest assault on unfair Equal Employment Opportunity practices. Civil Service Commission Publication AN 2450 "How to Get Ready for a Postal Job" and Amendment to same, is enclosed.

Acting on recommendations of a special Equal Employment Opportunity Task Force Survey Team, which emphasized training as a means of improving promotional opportunities for all, the Postmaster General has now authorized classroom instructions for employees preparing for supervisory exams and job seekers preparing for entrance test.

Sincerely yours,

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Encls.

All Field Installations

Assistance to Persons Preparing for Civil Service and Postal Examinations

Entrance Examinations

• Where this is not already being done and it is otherwise needed and feasible, the postmaster should offer to assist local community, civic, labor, employment, educational and other similar organizations in planning and establishing instructional services to help interested persons prepare to take basic postal service entrance examinations for positions such as clerk, city letter carrier, mail handler, etc. Assistance may include the use of available post office classroom space and providing sample copies of materials such as Civil Service Commission Publication AN 2450, *How to Get Ready for a Postal Job*, on preparing for the mail handler and clerk-carrier examinations. It may also consist of encouraging willing postal employees to serve off-the-clock as instructors in the nonpostal organization's instructional activities. Postal employees may perform such service if they do not use inside information that would give an unfair advantage to those being taught and if their instruction is not "dependent on information obtained as a result of Government employment that is not available to the public." (POSTAL BULLETIN 20675.)

In-Service Examinations

• Where needs exist and it is otherwise feasible within budgetary limitations, postmasters should establish instructional or counseling services that may assist all interested current employees, off-the-clock, to prepare themselves for examinations they are eligible to take, such as the supervisor examination and the

electro-mechanical examination, on which eligibility is required for promotion or reassignment to postal positions. For this purpose, employees may be officially assigned in a pay status to serve as instructors and to prepare themselves to perform such instruction. Instruction may be based on materials, such as Booklet A and Booklet B of POD Publication 132 on postal supervisory examinations, which is furnished by the Department.

• For both entrance and in-service examinations, the postmaster must assure himself that the information about available assistance is posted and publicized so that it will reach all individuals and groups who are eligible to receive such assistance.

• The director of each regional office industrial relations division will assist postmasters in his region. The director will submit a report to the Employment and Placement Division, Bureau of Personnel, with Form 2405, Recruitment Report, at the end of each accounting period, describing the programs established and assistance provided in his region. These reports must include a specific instructional plan for each program or course of counseling or instructional services designed to provide assistance in preparing for in-service examinations.

• Any requests for AN 2450 should be submitted to the director, industrial relations division, regional office. He will coordinate all examination instructions and will make certain that the AN 2450 is compatible with the clerk-carrier examination in use in that region.—Bureau of Personnel, 1-9-69.