



June 28, 2010

MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)  
MANAGER, CORPORATE PERSONNEL MANAGEMENT

SUBJECT: USERRA Training Availability via the Learning Management System

This is to notify you that the new Uniformed Services Employment and Reemployment Rights Act (USERRA) training is available via the Learning Management System (LMS) portal. The course, USERRA: A Basic Guide for Managers and Supervisors, #10017951, should not be confused with other USERRA training items in LMS. This new course can be completed in approximately one hour, and is broken into 15-minute segments to offer flexibility.

Please begin notifying the field managers so that they may begin the training. All managers and supervisors (including 204Bs) must complete the training by the end of August 2010.

Thank you for your continued support. If you have any questions or concerns, please contact Sonya Penn at [sonya.j.penn@usps.gov](mailto:sonya.j.penn@usps.gov).

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi  
Manager  
Selection, Evaluation, and Recognition





June 8, 2010

MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)  
MANAGER, CORPORATE PERSONNEL MANAGEMENT

SUBJECT: Uniformed Services Employment and Reemployment Rights Act  
Training Requirements

As you are aware, federal law requires that the Postal Service and other federal agencies provide training on the employment, reemployment rights, and limitations of military service members. This training must be provided by the end of this fiscal year to anyone with authority to recommend, take, or approve any personnel action with respect to these employees.

Postal training is being finalized and will be available by the end of June. We will notify you when it becomes accessible through the Learning Management System (LMS). All managers and supervisors (including 204Bs) must complete the training by the end of August 2010. The course can be completed in approximately one hour, and is broken into 15-minute segments to offer flexibility. You will receive a one time adjustment during the July budget cycle to cover training costs. This adjustment amount will not carryover into the area fiscal year 2011 base. Please see the attachment for the number of hours you will be compensated.

Another provision of the law requires that the Postal Service maintain documentation of this training. Employee Development and Diversity will track progress. Managers may monitor employee progress via LMS.

Thank you for your continued support. If you have any questions or concerns, please contact Sonya Penn at [sonya.i.penn@usps.gov](mailto:sonya.i.penn@usps.gov).

Sincerely,

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi  
Manager  
Selection, Evaluation, and Recognition

Attachment

## USERRA TRAINING HOURS

AREA	204Bs	SUPERVISORS	TOTAL
Capital Metro	1,621	3,993	5,614
Eastern	1,312	8,211	9,523
Southwest	1,090	5,698	6,788
Great Lakes	900	6,491	7391
Northeast	970	7,685	8,655
Southeast	1,175	5,694	6,869
Western	1,292	9,784	11,076
Pacific	1,471	4,416	5,887
<b>TOTALS</b>	<b>9,831</b>	<b>51,972</b>	<b>61,803</b>

