The Maintenance Inservice Register is now open to all eligible career employees from March 1 – March 31, 2023!

Please disseminate attached Maintenance Inservice Register Announcement Letter and Employee Maintenance Position/Data Collection Sheet for printing and posting to throughout your functional areas.

CC: EMPLOYEE BULLETIN BOARDS

HR MSS COORDINATOR

SAN ANTONIO PO STATIONS/BRANCHES

MAINTENANCE DEPARTMENT SAN ANTONIO P&DC 10410 PERRIN BEITEL RD SAN ANTONIO TX 78284-9141 FAX: 210-368-8432

March 1, 2023

To: San Antonio Bid Cluster and San Antonio VMF Employees

Re: Maintenance Inservice Registers

Authorization has been given to establish an inservice register for the following positions:

Laborer Custodian (LC), PS-04
 Maintenance Mechanic (MM), PS-07
 Maintenance Support Clerk (MSC), PS-07
 MPE Mechanic (MPE), PS-09
 BEM/AMT, PS-09
 (salary range: \$48,617 - \$67,437)
 (salary range: \$48,617 - \$67,437)
 (salary range: \$62,309 - \$71,021)
 (salary range: \$62,309 - \$71,021)

Electronic Technician (ET), PS-10 (salary range: \$68,579 - \$80,195)

This Inservice Register will be used to fill any vacancies not filled by Incraft procedures. All interested inservice career employees within the **San Antonio Bid Cluster and San Antonio VMF** are invited to apply for this position.

Opening Date: March 1, 2023 Closing Date: March 31, 2023

ELIGIBLITY REQUIREMENTS

Laborer Custodian	Maintenance Mechanic MPE / ET	BEM/AMT	Maint. Support Clerk							
Career Employee	Career Employee	Career Employee	Career Employee							
	Exam 955	Exam 955	Exam 718							
	Interivew	Interview	Interview							

In addition to the above-listed requirements, management will give full consideration to the work, attendance, and safety records of all employees who request consideration for reassignment.

APPLICATION INSTRUCTIONS

Eligible employees must complete the Employee Maintenance Position Selection Sheet (attached). The form can also be obtained from the local maintenance department or from Employee Development. Submitted forms must be date stamped and submitted to the San Antonio P&DC Maintenance Department by close of business March 31, 2023. The forms may be hand-delivered or submitted by the following methods:

1. Email to : <u>SATMNT@usps.gov</u>

2. Mail to: USPS Maintenance Dept – Attn: Inservice

10410 Perrin Beitel Rd. San Antonio, TX 78284-9141

Fax to: 210-368-8432

Maintenance Department Position Selection & Data Collection Form

Employee Name	e:																
(Please print)																	
Employee ID Nu	mber (EIN):		•													
Email address (do not use	a usps.g	gov email)	:													
ALL TESTING CO		_	S WILL I	_	_			_				_	S. F	PLEA	ASE I	ENS	URE
Current Position:																	
Station/Office:																	
Pay Location: Hours: Non-Sched Days:																	
Mailing address:																	
City, State, Zip:																_	
Phone number: Alternate:																	
Enter on Duty / Career Appointment Date:																	
Job Family 0, Exam 955 (result 970)					□ Electronic Technician / PS-10												
Job Family 1, Exam 955 (result 971)				☐ Maintenance Mechanic, MPE / PS-9													
Job Family 2, Exam 955 (result 972)				☐ Maintenance Mechanic / PS-7													
Job Family 3, Exam 955 (result 973)			1	☐ Area Maintenance Technician / PS-9													
				L E	☐ Building Equipment Mechanic / PS-9												
Non-MSS positions			\Box N	l ainte	nand	e S	upp	ort (Clerl	< / F	PS-	7					
14011 Mee positions					abor (Cust	odia	ın/ F	S- 4								

Privacy Statement on Back Please Read

Privacy Act Statement: Your information will be used to set you up in the Online Assessment System (OASYS) for Examination 955 and the Maintenance Selection System (MSS) Structured Interview. Collection is authorized by 39 USC 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, your application cannot be processed. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies, visit www.usps.com/privacypolicy.

* You can find your USPS Employee Identification Number on your pay stub.

^{**} Make sure to include your entire email address (for example, joe@yahoo.com). All instructions to take the assessment will be sent to this email address. You may use a personal email or Postal email address. If you do not have an email address, you may use the email address of someone who agrees to receive

the messages and give them to you. This person must agree to give you these messages in a timely fashion. All applicants must complete the entire assessment process within the time indicated on the email invitation; no exceptions will be made. Applicants who do not complete the entire assessment process within the allotted time will not receive further consideration for the position. If you need help identifying someone to receive your messages, you may contact your local HR office for assistance.

Received by Maintenance Control on: