



The Maintenance Inservice Register is now open to all eligible career employees from March 1 – March 31, 2024!



March 1, 2024

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:

- Maintenance Mechanic (MM), PS-07
- Maintenance Support Clerk (MSC), PS-07
- MPE Mechanic (MPE), PS-09
- BEM/AMT, PS-09
- Electronic Technician (ET), PS-10

This Inservice Register will be used to fill any vacancies not filled by In-craft procedures. All interested inservice career employees within the **San Antonio Bid Cluster** and **San Antonio VMF** are invited to apply for this position. Preceding year applicants will be purged from registers unless a written request is submitted between March 1 -31, 2024 to the MSS Coordinator requesting to remain on the register.

Opening Date: March 1, 2024

Closing Date: March 31, 2024

ELIGIBILITY REQUIREMENTS

Maintenance Mechanic MPE / ET	BEM/AMT	Maint. Support Clerk
Career Employee	Career Employee	Career Employee
Exam 955	Exam 955	Exam 718
Interview	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, 2024. The forms may be hand-delivered or submitted by the following methods:

1. Email to : SATMNT@usps.gov
2. Mail to: USPS Maintenance Dept – Attn: Inservice
10410 Perrin Beitel Rd.
San Antonio, TX 78284-9141
3. Fax to: 210-368-8432

10410 PERRIN BEITEL RD
SAN ANTONIO TX 78284-9141
FAX: 210-368-8432

CC: EMPLOYEE BULLETIN BOARDS
SAN ANTONIO PO STATIONS/BRANCHES
HR MSS COORDINATOR

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IN SERVICE

Employee Data Collection Form****PRINT LEGIBLY******Maintenance In-Service Sheet******* (For career employees only) *****

I am requesting a Maintenance Selection System to include completion of Exam 955 and any required MSS Structured Interviews
for the following authorized positions

Electronics Technician☐

Electronic Technician / PS-10

Maintenance Mechanic-MPE☐

Maintenance Mechanic, MPE / PS-09

Maintenance Mechanic☐

Maintenance Mechanic / PS-07

Building/AMT☐

Area Maintenance Technician / PS-09

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Building Equipment Mechanic / PS-09

Non-MSS Positions**Maint Support Clerk**☐

Maintenance Support Clerk / PS-07

Admin comments:

The following information must be provided (Please print legibly)

Employee Name:

Home Address:

Employee EIN #:

City, State, Zip:

Position Title:

Employee Email:

Work location:

Employee Phone:

Employee is required to schedule exam locally. In the event that you are unable to schedule locally, contact
the HR RMSS or Maintenance RMSS coordinator for guidance.

Employee Signature

Date

Return completed form to:

SATMNT@usps.gov

Maintenance RMSS Coordinator

10410 Perrin Beitel Rd

San Antonio TX 78284-9991

Diana Flores/Juan Cantu

HR RMSS Coordinators

10410 Perrin Beitel Road Room 1011-B

San Antonio TX 78284-9427

Received by:

Name

Maintenance

Name

Employee Development

Date

Date
