

# PLEASE POST ON ALL BULLETIN BOARDS.

**Posting dates 9/29/2025 – 10/5/2025.**

This position is posted on an office-wide basis to all Career Employees in the APWU, NALC & NPMHU Crafts. Please see attached and distribute within the San Antonio Bid Cluster.

- This Training Technician position is being posted office-wide to all Career Employees in the **APWU, NALC, & NPMHU Crafts**
- The (5) KSA's that must be addressed on the 991 are located on the Qualifications attachment under Requirements
- Applicants must demonstrate basic computer skills (Exam718), have a safe driving record and consent to a motor vehicle record check.
- Attached is the required PS Form 991 and the data collections sheet for your assistance

<b>WORK SCHEDULE:</b> 0900-1800-60L-Sa-SuS
<b>VACANCY/BULLETIN:</b> #01-BQV-25
<b>DATE POSTED:</b> 29-SEP-2025 <b>DATE WITHDRAWN:</b> OCTOBER 8, 2025
<b>DISTRIBUTION:</b> DISTRICT, CSO, SAPO, SA P&DC, ANNEX, SA VMF, UNIONS

US POSTAL SERVICE  
SAN ANTONIO, TX 78284-9998

**BEST QUALIFIED – TRAINING TECHNICIAN PEDC, P7 07, VACANCY (1 POSITION – JOB # 71819835)**

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The position listed on the attached sheet is posted a **BQ SELECTION ON AN OFFICE WIDE BASIS TO APWU, NALC & NPMHU CRAFTS.**

The Training Technician PEDC position is a Clerk Craft. If the successful bidder is from another craft, they will become a Clerk Craft employee and start a new period of seniority.

**HOW TO APPLY:** Employees must submit a completed PS form 991 and all other required documents to Employee Development Manager Attn: Juan Cantu 10410 Perrin Beitel Rd San Antonio, Tx 78284. PS Form 991 **must be received or postmarked no later than the closing date below.** **Round-dated stamps will not be accepted.** USE FORM 991 DATED JUNE 2014, previous forms are obsolete. **Incomplete/unsigned or incorrectly filled out Forms 991 will not be considered.** **Remember, it is the sole responsibility of the applicant to ensure that their PS Form 991 is received timely and in accordance with instructions.** **If you have any questions, call 210-368-8425 or 210-368-8436 8:00 a.m. to 5:00 p.m. Monday-Friday.**

**SPECIAL NOTE: REQUIREMENTS (Knowledge, Skills & Abilities) MUST BE ADDRESSED INDIVIDUALLY ON PS FORM 991.** Incomplete, unsigned, or incorrectly filled out **PS Forms 991** will not be considered. Applicants must demonstrate basic computer skills (**Exam 718**). In order to determine eligibility or process enrollment, you must **submit a completed data collection sheet.** Applicants must have a safe driving record. The selected candidate will be asked to provide consent for a motor vehicle record check. Physical and additional requirements must also be met by the applicant. These forms can be obtained from the Training Office, Human Resources Office.

Employees applying for BEST QUALIFIED positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualifications. If available evidence of your qualifications is incomplete, **you are responsible for providing us with the appropriate information** to update your records prior to the closing date of this posting.

Qualification requirements of EL-303 apply. Additional duties as assigned by Supervisor.

Work Schedule: 09.00-18.00 – 60L – Sa – SuS

Any employee temporarily disabled must provide medical certification within 10 days from the date of the award posting indicating that the employee will be able to fully perform the duties of the bid position within (6) months of the bid. If the employee fails to provide such certification, the bid shall be disallowed, and if the assignment was awarded, the employee shall become an unencumbered employee and the bid will be reposted. Under such circumstances, the employee shall not be eligible to re-bid the next posting of that assignment.

**VACANCY/BULLETIN: #01-BQV-25**

**DATE POSTED: September 29,2025**

**DATE WITHDRAWN: October 8,2025**

**DISTRIBUTION: DISTRICT, CSO, SAPO, SA P&DC, ANNEX, SA VMF, UNIONS**

The USPS provides reasonable accommodations to qualified individuals with disabilities. If you need accommodations for any part of the application, bidding, interview, and selection process, please contact Human Resources Office at 210-368-8396. Reasonable accommodations will be granted on a case-by-case basis.

**STD JOB DESCRIPTION**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)  
OCCUPATION CODE: 1712-34XX**

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**FUNCTIONAL PURPOSE:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0017

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**Doc Date: 11/02/1994****Occ Code: 1712-34XX**

BID Cluster: BC487980 - San Antonio(TX) Bid Cluster

Post No Changes \_\_\_ Revert \_\_\_ Take no Action \_\_\_ Post with Changes \_\_\_  
 Changes:

JOB ID/Position: 71819835 Vacated on: 09/06/2025 Vacated By: ALBERT KIM  
 Occupation Code: 1712-34XX TRAINING TECHNICIAN PEDC PS Type / PS Group: P7 / 07 Job: 00050700  
 Posted Reason: Position Status: Posted Position Status: Craft: Clerk  
 Cost Center: 487980 Employee Group/EG: Full Time Employee SubGroup: Clerks - NonHQ  
 Installation: 00036718 SAN ANTONIO(TX) POST OFC - INSHD  
 Organization: 00036718 SAN ANTONIO(TX) POST OFC - INSHD Tour: TOUR II Day Shift  
 ROUTE FACILITY DESC INSP DATE ADJ DT  
 Route-1:  
 Route-2:  
 Route-3:  
 Route-4:  
 Route-5:  
 Section: Work Area-1: Work Area-2:  
 Work Schedule: 0900-1800-60L-Sa-SuS \*\* All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF		OFF	OFF		09:00	18:00	60	09:00	18:00	60	09:00	18:00	60	09:00	18:00	60	09:00	18:00	60

LDC: 65  
 JOB SLOT COMMENTS/Position Comments: Qualification: Must demonstrate a sufficient level of each KSA to include at least minimum competency for senior qualified position. Applicants demonstrates these levels by describing examples of experience, education, or training. Failure to demonstrate any KSA is disqualifying.  
 Qualifications: (LIC)VALID STATE DRIVER'S LICENSE |

**QUALIFICATIONS**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)**  
**OCCUPATION CODE: 1712-34XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**1712  
(1712-34XX)

TRAINING TECHNICIAN PEDC

**DOCUMENT DATE:** November 30, 1987**FUNCTION:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS:**

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications, etc.

B-19. Ability to instruct.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-45. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

**EXPERIENCE REQUIREMENTS:**

Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

Experience as a teacher or instructor.

Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.

Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.

Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.

Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

#### **ADDITIONAL PROVISIONS:**

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

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**Doc Date: 06/01/2005**

**Occ Code: 1712-34XX**

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This application provides the evaluator a summary of your education, work experience, and capabilities that pertain to the vacant position to which you are applying. List your education or training and work experience in the spaces provided. Number your entries consecutively in the Reference No. columns, e.g., education or training 1-6, postal positions 7-10.

The vacancy announcement to which you are responding lists the job requirements. In this application, you provide your qualifications as they apply to those requirements. Your statement of qualification should include a demonstration of the required knowledge, skill, or ability. All of the requirements in the vacancy announcement should be addressed. If you do not address each requirement, you will have an incomplete application. This may cause you to be found unqualified.

Read each of the requirements listed on the vacancy announcement. Consider carefully your achievements which demonstrate the specified requirement. An achievement may be either a specific instance or sustained high performance over a period of time. These achievements may have occurred in all kinds of settings, e.g., paid work in the Postal Service or any other organization, volunteer work, education, training activities. For each requirement, try to give several examples of achievements that demonstrate you have the knowledge, skill, or ability being addressed. We recommend describing achievements by (1) telling of a situation or task which needed to be done; (2) stating what action you took; and (3) describing the result of that action. Be sure it is clear to the evaluator that:

1. What you are describing demonstrates the requirement.
2. The situation, action, and result are fully described.
3. You were in some way responsible for the result.
4. If you displayed initiative or innovation, you have shown this.

If your achievement was the acquisition of education or training, then your achievement description should indicate the following:

1. What you learned and how that learning relates to the knowledge, skill, or ability specified in the requirement.
2. Details or nature of the course, e.g., topics covered, level of complexity.
3. Evidence of the quality of your performance in the course, if available. Simply mentioning that you took a course will not show you gained any knowledge from it.
4. Any application of what you learned.

The content of your description is more important than your writing style. You must communicate to the evaluator how you have demonstrated the requirement. Be specific about what you did. Saying that you possess a requirement is not an adequate description.

When you write your achievement descriptions, you should assume that the evaluator does not know anything about you. After each achievement description, indicate the reference person(s) who could verify your achievements. Your supervisor may also be contacted to verify any work-related statements you write. Indicate for each achievement the reference number of your education or training, or work experience connected to your achievements.

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## Notes to Applicant

1. **This form is to be used when applying for duty assignments that require you to describe your knowledge, skills, and abilities as they apply to the vacancy.**
2. **Copy page 3, Statement of Qualifications, and use a separate page 3 for each requirement.**
3. **Do not attach transcripts or recommendations to this application.**
4. **After completing this form, fill in the "Requirements Page \_\_ of \_\_" item at the bottom right corner of each copy of page 3.**

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

### PRIVACY ACT STATEMENT

Your information will be used for consideration of employment, promotion or reassignment. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, you may not receive full consideration. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the 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; 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](http://www.usps.com/privacypolicy).

**WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.**

## Applicant Information

Name (Last, First, MI)		Title of Present Position		
Mailing Address		Name and Location of Employing Office		
Home Phone Number (Area Code)	Work Phone Number (Area Code/PEN)	Employee ID Number	Grade	Years of Service

## Information About Vacant Position

Vacancy Announcement Number	Closing Date	Position Applied For	Grade
Name of Vacancy Office		Location of Vacancy Office	

## Education/Training

Ref. No.	Date (Mo./Yr.)		Name of Educational Institution (Address Not Required)	Major Fields of Study	No. of Credits (Hours)		Type of Degree	Date
	From	To			Semester	Quarter		
			High School					
Ref. No.	From	To	Name of Postal or Other Training Facility	Course Name				

## Postal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days. List in reverse chronological order. Use additional space on page 2, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Name & Location of Organization	Grade
	From	To			
		Present			



**Nonpostal Positions**

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.  
List in reverse chronological order. Use additional space below, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Grade or Salary	Name & Location of Organization
	From	To			

Use this additional space in completing Postal and Nonpostal Positions information. You may also use the space to list any special assignments, projects, civic and professional organizations, awards, honors, special skills, etc.

**Application must be received at vacancy office by closing date.**

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Employee/Applicant	Date
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<b>Statement of Qualifications</b>	Name
Announcement Number	Position Applied For

Applicant position requirements are listed on the vacancy announcement. Enter the requirement in the space provided and explain your qualifications in reference to the requirement. It is recommended that you use a situation/task-action-result format to describe your qualifications.

**APPLICANT - COPY THIS PAGE. USE ONE PAGE PER REQUIREMENT.**

Requirement \_\_\_\_\_

\_\_\_\_\_

Reference Number	Reference Name & Phone Number <i>(For use of evaluator &amp; selector)</i>
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