

Mr. Steven Raymer
Director, Maintenance Division
American Postal Workers Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

RE: Q06T-4Q-C 09136271/A19T20092
Q06T-4Q-C 09148152/A19T20094
Washington, DC 20260-9998

Dear Mr. Raymer:

Recently, the parties met to discuss the above-captioned grievances which are pending at National Level Arbitration of the grievance/arbitration procedures. The parties mutually agree to resolve the issues as follows:

These grievances concern the Revamped Maintenance Selection System (RMSS) to include the following two letters:

1. Re: Follow-up to the Maintenance Selection System (MSS) Revision – Qualification Standards and Examination 955 which the American Postal Workers Union initiated as an Article 19 Appeal to Arbitration on February 27, 2009.
2. Re: In Accordance with Article 19 the USPS is Revising Handbook EL-304 – Maintenance Selection System (MSS) which the American Postal Workers Union initiated as an Article 19 Appeal to Arbitration on March 3, 2009.

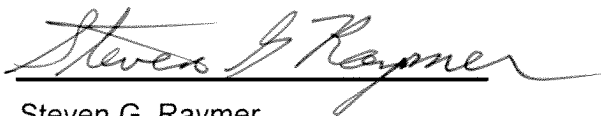
The Memorandum of Understanding (MOU) between the United States Postal Service and the American Postal Workers Union, AFL-CIO, dated June 1, 2009, Subject: Revamped Maintenance Selection System (RMSS) applies to these issues. Additionally, the implementation of the RMSS required the parties to agree to minor modifications of Maintenance Craft Qualification Standards and changes to the Handbook EL-304, Maintenance Selection System.

1. The attached June 2009 EL-304 is the agreed upon Maintenance Selection System handbook applicable to the RMSS including Examination 955.
2. As a result of creating the 2009 EL-304, which governs the Maintenance Selection System, the parties made minor modifications to Maintenance Craft Knowledge, Skill and Abilities (KSAs) contained in qualification standards for maintenance positions. The purpose of the KSA modifications was solely to facilitate the Revamped MSS testing process for Maintenance Craft positions.

Please sign and return this decision as your acknowledgment of the agreement to settle and withdraw these cases from the pending National Level Arbitration listing.



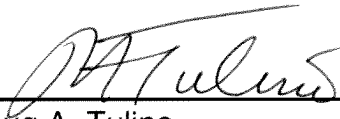
Ronald J. Scott
Labor Relations Specialist
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Steven G. Raymer
Director
Maintenance Division
American Postal Workers Union, AFL-CIO

Date: 6/3/09

Due to the implementation and utilization of the new Revamped Maintenance Selection System, the parties mutually agree to the following Memorandum of Understanding which contains specific language modifications to Article 38 of the 2006-2010 Collective Bargaining Agreement between the United States Postal Service and the American Postal Workers Union, AFL-CIO.



Doug A. Tulino
Vice-President
Labor Relations



William Burrus
President
American Postal Workers Union – AFL-CIO

Date June 1, 2009

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

SUBJECT: Revamped Maintenance Selection System (RMSS)

The United States Postal Service (USPS) and the American Postal Workers Union (APWU) mutually agree to the following amendments to work rules governing the Maintenance Selection System. All other work rules will remain in effect, except where explicitly changed by this agreement.

1. In accordance with Article 38.5.B.1, all employees under the current Maintenance Selection System (MSS) who, prior to the signing of this document, have participated in the MSS and received an eligible rating will be placed at the top of the Promotion Eligibility Registers (PER) for each occupational group.
2. The employees identified in paragraph 1 above will be ranked in accordance with Section 5.B.8.a and 5.B.8.b of Article 38 of the 2006-2010 APWU/USPS Collective Bargaining Agreement. Each individual, eligible, incraft MSS rating for each employee shall remain valid and shall not expire.
3. Employees, other than those who applied during the 2009 MSS Open Season, who have begun the MSS process prior to May 27, 2009 and are awaiting scheduling and completion of the process, including Promotion Eligibility Updates pursuant to the current Article 38.5.D, or are awaiting their results shall continue to be processed and if they receive an eligible rating shall be ranked on the appropriate PER with the employees according to paragraphs 1 and 2 above.
4. Except for application of the above, the Revamped MSS shall be effective upon the signing of this document. The Revamped MSS consists of Examination 955 and a Review Panel. To implement the Revamped MSS, the parties made modifications to certain Maintenance Craft Knowledge, Skill and Abilities (KSAs) contained in qualification standards for maintenance positions. The purpose of the KSA modifications was solely to facilitate the Revamped MSS testing process for Maintenance Craft positions.

5. Employees receiving an eligible rating from the Revamped MSS process will be ranked on the PER below the employees identified in paragraphs 1 through 3 above.
6. A new item c. will be inserted into Article 38.5.B.8 of the 2006-2010 APWU/USPS Collective Bargaining Agreement (with the current Article 38.5.B.8.c and 8.d re-lettered to d and e respectively) as described below:

The provisions in Section 5.B.8.a and Section 5.B.8.b above do not apply to employees under the Revamped Maintenance Selection System. The employer will convert all employees achieved scores into banded scores as indicated below and all employees who are determined to be eligible under the Revamped Maintenance Selection System shall be ranked on the appropriate PER by their banded score. All achieved scores within a listed band will be considered as a tie (or the same score) for all successful applicants within each specific band.

90.0 – 100.0

80.0 – 89.9

75.0 – 79.9

70.0 – 74.9

7. Due to the implementation and utilization of the Revamped MSS, the parties agree that Article 38.5.D of the 2006-2010 APWU/USPS Collective Bargaining Agreement will be revised as follows with the exception that the sentences that are being deleted shall remain in effect and citable for any MSS dispute, grievance or issue currently pending:

~~Upon notification from an employee of the acquisition of new or additional training, education, or experience pertinent to the qualifications for the position, the Employer will request from NTAC the necessary training material within 7 calendar days of receipt of such notification. The employer shall have an additional 30 days to complete the update process. Such employee notification must be furnished within thirty days of the acquisition of such additional training, education or experience.~~ **Employees under the Revamped Maintenance Selection System shall be permitted to update by retaking the incraft RMSS process no earlier than 120 days from the generation of their last MSS rating. This is applicable to both eligible and ineligible ratings obtained under any current or previous MSS process. Upon such**

employee update request the employer shall have thirty-seven (37) days to complete the process including notification of the result to the employee. The promotion eligibility register shall not be updated during the period of time a vacant position is in the process of being filled. Employees shall be listed on this register in order of qualifications, and all listed positions for promotion shall be awarded to the best qualified applicants, except those positions set forth in Section 5.B.2 of this Article.



Doug A. Tulino
Vice-President
Labor Relations



William Burrus
President
American Postal Workers Union – AFL-CIO

Date June 1, 2009

Maintenance Selection System
Handbook EL-304

June 2009

- A. Explanation. This is an updated Handbook for the Maintenance Selection System.
- B. Instructions. Destroy all previous copies of the Handbook EL-304 dated prior to June 2009.
- C. Distribution
Print a copy from the intranet.
- D. Comments and Questions. Examination processing inquiries should be directed via email to NTAC MSS. Other inquiries must be directed through the appropriate Area Office to Headquarters Selection, Evaluation and Recognition.
- E. Effective Date. This handbook is effective June 2009.

Deborah Gannon-Jackson
Vice President
Employee Resource Management
Human Resources

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Summary of Changes

Narrative and Explanation of Changes to Handbook EL-304 are:

- The Employee Maintenance Application (PS Form 8085) is obsolete. Simplifies application process.
- The Maintenance Selection System Cover Sheet (PS Form 8051) is obsolete.
- The MSS Review Panel Evaluation (PS Form 8087 and PS Form 8088) is obsolete and is replaced by the MSS Structured Interview.
- The MSS Supervisor Evaluation (PS Form 8086) is obsolete and the supervisor evaluation is no longer conducted and the references to it have been removed.
- The MSS Update/Setup Form (PS Form 8084) is obsolete.
- The groups have been renamed and the job families and positions covered by the different job families have been rearranged.
- The knowledge, skills and abilities (KSAs) have been grouped into competencies.
- The Review Panel Evaluation is no longer sent to the National Test Administration Center for processing.
- The Candidate Supplemental Application Booklets are no longer used. Simplifies application process.
- The section on Recruitment replaced to coincide with programs administered by Talent Retention and Acquisition.
- The section on the order of filling maintenance craft positions now contains the reference to the Joint Contract Interpretation Manual.
- The National Test Administration Center (NTAC) does not score Examination 955 under the revised MSS. Instead, it is administered through an online testing system.
- The applicants who are career employees have the option of receiving examination results via email or First-Class Mail.
- Examination 955 is administered online.

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Overview

General Principles of the Maintenance Selection System

The goal of the Maintenance Selection System is to ensure the selection and promotion of qualified maintenance personnel and to promote a uniform application of qualification requirements. The Maintenance Selection System (MSS) is the means to meet that goal.

Note: Non MSS Positions. The procedures outlined in Postal Bulletin 21770 dated August 23, 1990 and Handbook EL-312, *Employment and Placement*, section 72 must be used to determine eligibility for maintenance craft positions not covered by the procedures in this handbook. These positions are commonly known as Non-Maintenance Selection System positions.

MSS Grievance Settlements

Grievance and prearbitration settlements, EEO discussions, or similar actions involving MSS must be coordinated with NTAC and/or Headquarters Labor Relations during the investigative phase. Such coordination will ensure that settlement implementations are in accordance with provisions of MSS.

Planning

Once a decision has been made to begin the entrance, inservice, or new position incraft process the planning stage begins. It is imperative that once begun, the process continues in a timely fashion as required by Article 38 of the United States Postal Service/American Postal Workers Union (USPS/APWU) National Agreement. The order of the steps is critical and must be followed exactly.

Incraft Process

Maintenance Craft Career Employees are given first priority in filling vacancies in the maintenance craft. Article 38 of the USPS/APWU National Agreement defines a maintenance craft career employee. These employees are referred to as incraft employees in the context of MSS.

Inservice Process

When it becomes apparent that incraft procedures will not meet the present or future staffing needs, the USPS looks to career postal employees who are qualified to fill the maintenance positions.

Entrance Process

When it becomes apparent that neither incraft nor inservice procedures will meet the present or future staffing needs, the USPS recruits outside applicants.

Organizational Responsibilities

Coordinators: For MSS to be effective, day-to-day coordination of the program's related activities is essential. The MSS administration is the responsibility of both Human Resources (HR) MSS Coordinators and Maintenance MSS Coordinators.

Selecting Coordinators: Managers must select HR Coordinators within each district and Maintenance MSS Coordinators at each maintenance-capable installation who are responsible for ensuring that all activity in their areas of responsibility is completed in a proper and timely manner.

Human Resources:

- Notifies, in writing, all new incraft employees that they have 30 days from the receipt of letter to request inclusion on all PERs in the office.
- Provides Employee Maintenance Position Selection Sheet (EMPS) and instructions for completing to incraft and inservice applicants.
- Provides *Instruction Letter* (Exhibit K) to employees regarding how to use the Online Assessment System for exam 955. Human Resources will send an *Applicant Data Collection Sheet* (Exhibit L) with the *Instruction Letter*.
- Maintains MSS Structured Interview Guides under double lock and key. Also, maintains a log of checkout and return of each numbered booklet.
- Coordinates the establishment and scheduling of review panels.
- Maintains all files concerning MSS applicants.

Maintenance:

- Provides MSS Structured Interview Guides to panel members for review.
- Collects and accounts for all MSS Structured Interview Guides and returns booklets to the HR MSS Coordinator.
- Reviews requests submitted for incraft updates and determines whether the applicant is eligible to update.

List of Terms

Competency – A collection of Knowledge, Skills and Abilities (KSAs) that are required for qualification for a job as identified in the qualification standards for the specific standard position.

Component - Process step required to complete the MSS process, i.e., examination and MSS Structured Interview.

Eligibles - Applicants who receive a numerical rating.

Entrance Hiring List - A list of eligibles based on an entrance vacancy announcement.

Entrance Examination Rating - The examination result received by entrance applicants who apply for a vacancy. An eligible rating only guarantees the entrance applicant further consideration if the score is reached competitively. **Note:** An entrance examination score is transferrable to either incraft or inservice applications to satisfy the examination requirement.

Incraft - A career maintenance craft employee in accordance with Article 38 of the USPS/APWU National Agreement.

Incraft Promotion Eligibility Register (PER) - A register established for the purpose of filling vacancies in particular occupational groups and levels (for which there is an existing or newly authorized position at an installation) in accordance with Article 38 of the USPS/APWU National Agreement.

Incraft Result - The result based on the examination and MSS Structured Interview components, received by incraft maintenance employees.

Inservice Register - This register is a group of eligible career Postal Service employees who have applied as a result of an Inservice announcement. **Note:** An inservice examination score may be applied to an incraft application.

Inservice Result - The composite result, using the examination and MSS Structured Interview, received by career postal employees who applied as a result of an inservice announcement. This result can only be used to determine whether an applicant is eligible to be placed on the inservice register for further consideration.

Installation - A main post office, airport mail center or facility, terminal, bulk mail center, processing and distribution center or facility, Maintenance Support and Repair Facility or any similar organizational unit under the direction of one postal official together with all stations, branches and other subordinate units.

Job Family - Maintenance positions having the same test qualification standard (see Job Families 0, 1, 2, 3 and 4 listed on the EMPS Sheet in Exhibit B).

Job Group - Maintenance positions having the same test requirement. Job Groups are shown on the sample Notice of Result (NOR) in Exhibit H.

KSA - Knowledge, skills, and abilities identified for each individual position that are required for qualification for a job.

Maintenance Examination - Examination 955.

MSS - Maintenance Selection System, the process for qualifying employees and applicants for maintenance positions within the USPS.

Notice of Result - A summary sheet generated for incraft applicants for each MSS job family. For entrance applicants, the summary sheet identifies all positions and ratings for each position.

NTAC - The National Test Administration Center, which maintains examination data.

Position - A specific job in the maintenance craft.

Register Dates - The register date for an applicant depends on the application process.

Entrance - the proctored examination date

Inservice - the closing date of the announcement

Incraft - New to Craft - the date employee entered the maintenance craft
Incraft - Newly Authorized Position - the closing date of the announcement
Incraft - Transfer to Another Facility - the date of the transfer
Incraft - Update - the employee's original register date for the register he/she is updating

Review Panel - The Review Panel is composed of one EAS Human Resources and two EAS Maintenance officials (Maintenance Manager or designee must be one of the members).

Review Panel Evaluation – An assessment made by the Review Panel during a MSS Structured Interview. The Interview Panel Consensus Final Rating Sheet is the result of the review panel evaluation.

USPS/APWU National Agreement - A collective bargaining agreement between the United States Postal Service and the American Postal Workers Union, which covers the maintenance craft employees.

Veterans' Preference - The Postal Reorganization Act of 1970 specifically provides that the Postal Service continues to recognize veterans' preference in the rating, ranking, and selecting of postal applicants. The Veterans' Preference Act of 1944 allows certain privileges for those applicants who meet the requirements for veterans' preference entitlement. The privileges include the addition of either five or 10 points to competitive entrance examination scores, priority in selection decisions, and the opportunity to compete in exams not open to the general public. The law also restricts certain positions to those entitled to veteran preference.

List of Abbreviations

APWU -American Postal Workers Union
ASM - Administrative Support Manual
EAS - Executive and Administrative Schedule
EEO - Equal Employment Opportunity
EMPS - Employee Maintenance Position Selection Sheet
HR - Human Resources
KSA - Knowledge, Skills, and Abilities
MSS - Maintenance Selection System
MTSC - Maintenance Technical Support Center
NTAC - National Test Administration Center
NTSN - National Technical Support Network
OPF - Official Personnel Folder
PER - Promotion Eligibility Register
PS - Postal Service
USPS - United States Postal Service

Incraft Application Process

Overview

Maintenance Craft Career Employees are given first priority in filling vacancies in the maintenance craft. Article 38 of the USPS/APWU National Agreement defines a maintenance craft career employee. These employees are referred to as incraft employees in the context of MSS. Incraft employees are given the opportunity to fill a vacant position based on their

standing on the Promotion Eligibility Register (PER). That standing is determined by the results of their completion of the MSS process for the job family that includes that position. There are four circumstances under which maintenance craft employees can apply to be included in a PER:

- (1) When first entering the maintenance craft.
- (2) When a facility announces a maintenance position newly authorized in that office.
- (3) When an employee transfers to another maintenance facility.
- (4) When there is an official MSS Open Season.

Once an incraft applicant has completed the MSS process and received an incraft result, whether eligible or ineligible, he/she may not apply for that job family, as an incraft applicant, again.

The applicant may, however, apply to improve that rating through a process called updating. Updating is available only to incraft applicants and it applies only to their incraft ratings. Basically, the update process allows an incraft applicant to re-participate in MSS that will reevaluate the employee and generate a new rating. The special process and rules for updating are explained in detail in the section entitled "Updating Process".

The incraft process for MSS (except for updates) consists of six distinct steps. They are:

- (1) Announcement
- (2) Application
- (3) Record review
- (4) Examination
- (5) MSS Structured Interview
- (6) Results

The first two steps, announcement and application, differ depending on which of the four circumstances (new to craft, new position, new to a facility, or Open Season) apply. The remaining four steps are the same regardless of those circumstances. The order of the steps is important! Performing steps out of order will create additional work for the local office and, in some cases, it will create serious problems. There is a deadline of 150 days for completing the entire process.

The following paragraphs explain the six-step process in detail.

Steps 1 and 2: Incraft Announcement and Application

For the New-to-Craft Applicant.

Step 1: Notify the new-to-craft employee of the right to apply and send Employee Maintenance Position Selection Sheet. Human Resources (HR) must notify all new maintenance craft employees, in writing, of their right to apply (Exhibit A) for the Promotion Eligibility Registers (PERs) in their office. Retain a copy of the notification. The employee should be given the notice, along with an Employee Maintenance Position Selection (EMPS) Sheet (Exhibit B) within 15 calendar days of entering the maintenance craft. The new-to-craft employee has 30 calendar days from the receipt of the EMPS Sheet to return it completed and signed, indicating the position(s) for which they are applying. If they do not return the sheet completed and signed within the 30 days, the HR MSS Coordinator annotates the retained copy indicating that the

employee was notified and declined to apply, and places it in the employee's maintenance file. No further action is required.

For the Applicant to a Newly Authorized Position in an Office.

Step 1: Notify the employees of the newly authorized position. Human Resources posts a notice (Exhibit C) announcing that a Promotion Eligibility Register (PER) is being created for the newly established position(s). The notice must be widely publicized for all career maintenance craft employees at the installation, and must be posted for no less than 30 calendar days. During this period, career maintenance craft employees may apply by completing and signing an Employee Maintenance Position Selection Sheet which must be made widely available during the 30-day posting period. Employee Maintenance Position Selection sheets will not be accepted after the announcement closing date.

(1) Applicants who have an eligible rating for the MSS Structured Interview for the applicable position will not receive a new MSS Structured Interview.

(2) Applicants who have completed the process for the job family containing the new position already have a rating for the new position and that is the one that must be used to place them on the new register. This includes applicants whose rating is 'ineligible'.

The original Employee Maintenance Position Selection Sheet is retained locally by the HR MSS Coordinator and will be needed again when the final results are generated.

For the Craft Applicant Newly Transferred to the Facility.

Step 1:

Notify the newly transferred employee of the right to apply (Exhibit D) and send the Employee Maintenance Position Selection Sheet. Human Resources (HR) must notify all new maintenance craft employees, in writing, of their right to apply for the Promotion Eligibility Registers (PERs) in their office. Retain a copy of the notification. The employee must be given the notice along with an Employee Maintenance Position Selection sheet within 15 calendar days of entering the maintenance craft. The newly transferred employee has 30 calendar days from the receipt of the notification letter to return the sheet completed and signed indicating the register(s) for which they are applying. If they do not return the sheet completed and signed within the 30 calendar days, the HR MSS Coordinator annotates the retained copy indicating that the employee was notified and declined to apply, and places it in the employee's maintenance file. No further action is required.

Step 2:

(1) Transfer applicants, who have an eligible rating for a MSS Structured Interview for the position of interest, will not require a new MSS Structured Interview.

(2) Transfer applicants who have completed the process for the job family, which contains the new position, already have a rating for the new position. That rating must be used to place them on the new register. This includes applicants whose rating is 'ineligible.'

The original Employee Maintenance Position Selection sheet is retained at the district and will be needed again when the final results are generated.

For the MSS Open Season Applicant.

MSS Open Season occurs in accordance with Article 38. Selection, Evaluation and Recognition will publish separate instructions outlining the announcement and application process prior to each Open Season.

Step 3: Incraft Record Review

The district determines whether there are components (examination and/or MSS Structured Interviews) already on file that apply to those particular applications.

Once you have obtained the list:

Review the applicants shown as not having an examination on file and make a list of them. The examination must take place before the MSS Structured Interview, so schedule accordingly.

Review the applicants shown as not having a Review Panel Evaluation or MSS Structured Interview on file. Finalize the schedule for conducting their review panel and notify the applicants of the schedule.

Step 4: Examination Process

Scheduling. If the Record Review step indicated a need for an examination, it should be scheduled to take place before the review panel process.

Conducting. Maintenance examinations are conducted in the online assessment system according to the general rules and procedures specified by headquarters for the conducting of examinations. The MSS examination consists of two parts: one unproctored portion and one proctored portion.

Note: If the review record shows a Review Panel Evaluation on file, notify the applicant that he/she will not be scheduled for a MSS Structured Interview (Exhibit E).

Abandoned Examinations.

1) If an applicant abandons the examination process (fails to attend a scheduled examination or asks not to be scheduled), notate the employee's maintenance file. Before notating, verify that the circumstances justify such an action.

2) On the other hand, since other applicants with the same or earlier register dates cannot receive their results until the abandoned examination has been updated in the records, abandons must be processed in a timely manner.

Step 5: Incraft Review Panel Evaluation

Construct a Review Panel. Each MSS Review Panel has three members:

- (1) The senior maintenance manager or designee, who serves as chairman,
- (2) A maintenance supervisor from the functional area, or, if one is not available, then a maintenance supervisor who is knowledgeable about the duties and requirements of the position in the job family, and
- (3) One Human Resources representative.

When precise membership for review panels is not available, management may designate Human Resources and maintenance representatives from the next higher level or nearby facility.

Review Panel members must not be:

- The immediate supervisor of any applicant.
- A 204B or craft employee.

For ET-11 Review Panels. Either a representative from the Maintenance Technical Support Center (MTSC) or the representative's designee (designated in writing by the MTSC office) MUST be one of the members of an ET-11 Review Panel. Any ET-11 review panel conducted without an MTSC representative will be voided. Since this is a costly and time-consuming mistake, particular care must be taken when constructing an ET-11 review panel. Refer to Management Instruction AS-530-1999-5, NTSN Guidelines for PS-10 Electronics Positions or superseding Management Instruction.

Reminder: All review panel members must be EAS employees. Do not use 204B or craft employees.

Conduct the Review Panel.

Sheet Preparation. The HR MSS Coordinator provides the MSS Structured Interview Guide and Interview Panel Consensus Final Rating sheet (Exhibit G) to the Maintenance MSS Coordinator. The HR MSS Coordinator is also responsible for entering the applicant's name and Employee ID on the sheet in advance. The Maintenance MSS Coordinator verifies that the candidate's name and Employee ID are inserted on the Interview Panel Consensus Final Rating sheet and provides the materials to the review panel.

Note: The ultimate responsibility for the accuracy of the name and Employee ID rests with the HR MSS Coordinator. Under no circumstances should the review panel members be given sheets without the names and Employee IDs entered.

Evaluation. The review panel evaluates each candidate's qualifications using the MSS Structured Interview Guide and enters the appropriate rating on the Interview Panel Consensus Final Rating sheet (see Exhibit G). The review panel must evaluate all of the competencies on the sheet.

Sheet verification. The review panel returns the completed form(s) to the HR MSS Coordinator. The HR MSS Coordinator reviews the sheet(s) to be certain all items have been marked.

Abandoned MSS Structured Interviews.

1) If an applicant abandons the review panel process (fails to report for a scheduled review panel or asks not to be scheduled), notify the applicant that he/she is no longer considered an applicant for the position (see Exhibit F).

2) On the other hand, abandons must be processed in a timely manner. Requests to abandon must be submitted within 15 calendar days of the scheduled date for the MSS Structured Interview. Other applicants with the same or earlier register dates cannot receive their results until the abandon request has been processed.

Step 6: Results

Posting

The final step is recording and filing the results of the process. Once the HR office has on file the results of the examination and MSS Structured Interview, it will notify the employee of the results. Exhibits H and J show the basic contents and layout for a results letter.

Match the results letter with the Employee Maintenance Position Selection sheet which the applicant filled out at the beginning of the process. The results document may not cover each position selected since each job family result is issued separately and may or may not complete the process at the same time. Place the applicant on each register selected on the sheet according to his or her rating for that register. Place a copy of the applicant's results in their OPF and Maintenance File.

Applicant Inquiries

The applicant may not receive his/her personal copy before the results are posted to the register. Since the office copy contains the same information, a copy may be provided to the applicant upon request.

Remember! Eligible Incraft ratings are based from 70 to 100. If the applicant has a numerical rating, he/she is eligible.

Actual vs. Banded Score Results -Incraft scores are banded as per Article 38 of the National Agreement.

Verification of Components - The HR office will search for the components used to determine the employee's current position on the PER.

Rerate request -If an applicant requests a verification of the results, commonly referred to as a rerate, the applicant must submit a signed request for a review and include a copy of his/her examination results. If an applicant submits a signed request, review it for completeness and forward under cover letter, with attachment, to NTAC. NTAC will respond directly to the applicant with a copy to the office.

Union requests for information - While MSS documents are considered confidential, an employee may obtain copies of Interview Panel Consensus Final Rating Sheet completed during their MSS Structured Interview. Information about individual employees may be released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations, when permitted as a routine use of the system of records. If in doubt about the obligation or the permissibility of a disclosure, obtain the advice of the chief field counsel (Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management). The disclosure of one's social security number, date of birth, and home address must be deleted from copies of MSS forms or documentation authorized for release to third parties.

Promotion Eligibility Register

Establishment

Eligible applicants are ranked in descending order, first by banded score and then by seniority, within the same banded score. Banded scores are covered in Article 38 of the USPS/APWU collective bargaining agreement.

Ineligible applicants are maintained separately from the PER, in an alphabetical listing.

Higher level employees have a right to apply for all PERs. However, they are not placed onto a PER unless it is for the same level or higher position.

Maintenance supervisors can use the MSS Inservice/Incraft Notice of Result (Exhibit H) and the MSS Interview Panel Consensus Final Rating sheet (Exhibit G) as effective tools to provide appropriate guidance and suggested training to employees.

Human Resources staff is responsible for the administration and custody of the PERs.

Updating Process

Incraft employees who have received a rating or set of ratings for an incraft job and are on the register (or on the separate list of ineligible applicants) have the right to update that rating or set of ratings.

Management has only 37 calendar days from the date of the applicant's update request to complete the process and have results back in the office and notify the employee.

Eligibility to update.

To be eligible to update a job family, applicants must meet all of the following three criteria:

- 1) They must have received an incraft rating or set of ratings for the job families.
- 2) They must be an applicant for at least one position in the job family (be on at least one register or list of ineligibles in the job family) they are asking to update. This does not include those who abandoned the process.
- 3) Applicant must not have participated in the examination in the last 120 days from the date the examination result was generated.

Update application process.

a. The employee: The employee must submit a request, in writing, to the Maintenance MSS Coordinator.

b. The Maintenance MSS Coordinator: The Maintenance MSS Coordinator reviews the list of positions for which the employee applied. From this, the coordinator determines if:

- The applicant has no other update in process for the job families in question.

If the request is denied, either in whole or in part, the applicant must be notified in writing by the Maintenance MSS Coordinator as to the specific reasons for the denial.

c. The HR MSS Coordinator: The update for the applicant is then scheduled for the examination and maintenance is notified of the need for the MSS Structured Interview, if needed.

Note: Although the Maintenance MSS Coordinator reviews the request to verify when the employee last took exam 955, it remains the responsibility of the HR MSS Coordinator to schedule the examination and MSS Structured Interview.

d. The Update Examination: The examination must be given according to the general rules for examination disseminated by NTAC. The update examination must be given after the date the update is requested by the employee.

Exam results must be compared to previous exam results to determine if the employee improved their rating. If so, the new rating is used to establish employee's position on the PER. Any new rating with a lower score shall be ignored and the current score will remain.

e. The Update Review Panel: The panel must evaluate the applicant according to the MSS Structured Interview Guide. The panel must be held after the date the employee requests the update. The HR MSS Coordinator must enter the applicant's name, Employee ID, on the review panel sheet. Under no circumstances will the update review panel be given a sheet to complete without the name and Employee ID entered. The panel must evaluate the applicant on all of the competencies. Upon completion, the review panel returns the sheet to the HR MSS Coordinator who checks it for completion.

Inservice Application Process

Overview

When it becomes apparent that incraft procedures will not meet the present or future staffing needs of an installation, the installation may establish an inservice register for each position for which an entrance register will likely be utilized. Human Resources and Maintenance should periodically review their register(s), and when appropriate, should give current employees an opportunity to apply.

Important Note! New Inservice announcements may not be posted until such time as all prior inservice applicants have been processed.

The Inservice process for MSS consists of six distinct steps. They are:

- (1) Announcement
- (2) Application
- (3) Record review
- (4) Examination
- (5) MSS Structured Interview
- (6) Results

The order of the steps is important! Performing steps out of order will create additional work for the local office.

Step 1: Inservice Announcement

The HR MSS Coordinator prepares an inservice announcement (Exhibit I) for all career postal employees within the pre-determined area of consideration (installations, districts, etc.) announcing that in-service applications are being accepted. The announcement is sent to all offices within the area of consideration for posting.

The announcement must contain the following information:

- Families
- Position(s) within Families
- Opening and Closing Dates
- Application Instructions

Include a statement that the register(s) established by the posting will be used to fill vacancies in the installation.

Include a description of the position and attach the appropriate qualification standard to the announcement.

Step 2: Inservice Application

During the posting period, career postal employees may apply by completing and signing an Employee Maintenance Position Selection Sheet (Exhibit B), modified to show only those jobs in the announcement, which must be made available to all career employees during the posting period. Employee Maintenance Position Selection Forms will not be accepted after the announcement closing date.

Note: Incraft applicants who have completed the incraft process are not eligible to apply or be on inservice registers for the same positions which they completed (whether eligible or ineligible) incraft. The local offices must ensure that their staff is adhering to this rule.

Step 3: Inservice Record Review

Once the EMPS sheets are submitted, HR determines whether there are examinations and/or MSS Structured Interviews already on file that apply to those particular applications.

HR will make a list of applicants, along with the examinations and MSS Structured Interviews that are already on file, available to the office. As the technology evolves, this list will change from an electronically transmitted document to an on-line database.

Once you have obtained the list:

Review the applicants shown as not having an examination on file and make a list of them. The examination must take place before the MSS Structured Interview, so schedule accordingly.

Review the applicants shown as not having a Review Panel Evaluation (review panels after 2/8/97) on file. Finalize the schedule for conducting their review panel and notify the applicants of the schedule.

Step 4: Inservice Examination Process

Scheduling. If the Record Review step indicated a need for an examination, it should be scheduled to take place before the review panel process.

Conducting. Maintenance examinations must be conducted in the online assessment system according to the general rules and procedures disseminated by headquarters for conducting examinations. The MSS examination consists of two parts: one unproctored portion and one proctored.

Abandoned Examinations.

1) If an applicant abandons the examination process (fails to attend a scheduled examination or asks not to be scheduled), notate the employee's maintenance file. Before notating, verify that the circumstances justify such an action.

2) On the other hand, since other applicants with the same register dates cannot receive their results until the abandoned examination has been updated in the records, abandons must be processed in a timely manner.

Step 5: Inservice Review Panel Evaluation

Construct a Review Panel. Each MSS Review Panel has three members:

- (1) The senior maintenance manager or designee, who serves as chairman;
- (2) A maintenance supervisor from the functional area, or, if one is not available, then a maintenance supervisor who is knowledgeable about the duties and requirements of the position in the job family; and
- (3) One Human Resources representative.

When precise membership for review panels is not available, management may designate Human Resources and maintenance representatives from the next higher level or nearby facility.

Review Panel members must not be:

- A supervisor of any applicant.
- A 204B or craft employee.

Reminder: All review panel members must be EAS employees. Do not use 204B or craft employees.

Conduct the Review Panel.

Sheet Preparation. The HR MSS Coordinator provides the MSS Structured Interview Guide and Interview Panel Consensus Final Rating Sheet (Exhibit G) to the Maintenance MSS Coordinator. The HR MSS Coordinator is also responsible for entering the applicant's name and Employee ID on the sheet in advance. The Maintenance MSS Coordinator verifies that the candidate's name and Employee ID are inserted on the Interview Panel Consensus Final Rating Sheet and provides the materials to the applicable supervisors.

Note: The ultimate responsibility for the accuracy of the name and Employee ID rests with the HR MSS Coordinator. Under no circumstances should the review panel members be given sheets without the name and Employee ID entered.

Evaluation. The review panel evaluates each candidate's qualifications using the MSS Structured Interview Guide and enters the appropriate rating on the Interview Panel Consensus

Final Rating Sheet (see Exhibit G). The review panel **MUST** evaluate all the competencies on the Interview Panel Consensus Final Rating sheet.

Sheet verification and submission. The review panel returns the completed sheet(s) to the HR MSS Coordinator.

Abandoned MSS Structured Interviews.

If an applicant abandons the review panel process (fails to report for a scheduled review panel or asks not to be scheduled), notate this information in the employee's maintenance file. Before notating, verify that the circumstances justify such an action.

Step 6: Results

Posting

The final step is recording and filing the results of the process. Once the HR office has on file the results of the examination and MSS Structured Interview, it will notify the employee of the results. Exhibit J shows the basic content for a results letter.

Match the results letter with the Employee Maintenance Position Selection sheet which the applicant filled out at the beginning of the process. The results document may not cover each position selected since each job family result is issued separately and may or may not complete the process at the same time. Place the qualified applicant on each register selected on the sheet according to his or her rating for that register. Place a copy of the applicant's results in their OPF.

Note: Maintenance Craft employees can request to transfer the exam eligibility and structured interview eligibility to the appropriate PER.

Applicant Inquiries

The applicant may not receive his/her personal copy before the results are posted to the register. Since the office copy contains the same information, a copy may be provided to the applicant upon request.

Remember! Eligible Inservice ratings are based from 70 to 100. If the applicant has a numerical rating, he/she is eligible. Inservice scores are not banded.

Examination and MSS Structured Interview Dates -If an applicant questions the dates of the examination or MSS Structured Interview used in calculating the rating, review the rules and the dates with the applicant. The rules are as follows:

Verification of Components -If, after reviewing the matching rules with the applicant, the applicant is still not satisfied that the correct examination or MSS Structured Interview was used, the applicant may request a formal review:

Rerate request -If an applicant requests a verification of the results, commonly referred to as a rerate, the applicant must submit a signed request for a review and include a copy of his/her results. If an applicant submits a signed request, review it for completeness and forward under cover letter, with attachment, to NTAC. NTAC will respond directly to the applicant with a copy to the office.

Union requests for information - While MSS documents are considered confidential, an employee may obtain copies of the Interview Panel Consensus Final Rating Sheet completed for their MSS Structured Interview. Information about individual employees may be released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations, when permitted as a routine use of the system of records. If in doubt about the obligation or the permissibility of a disclosure, obtain the advice of the chief field counsel (Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management). The disclosure of one's social security number, date of birth, and home address must be deleted from copies of MSS forms or documentation authorized for release to third parties.

Special Note: Inservice results are good indefinitely unless the examination requirements are changed.

Entrance Application Process

External Recruitment for Maintenance Positions

A. Evaluate and determine your current hiring needs, and engage a representative from Talent Acquisition & Retention to discuss what those needs are. Talent will review the current labor market in your particular area and assist you in developing a recruitment strategy and plan that will meet your hiring goal.

B. The recruitment strategy and plan can and should consist of a variety of sources such as; Electronic job boards, professional associations, military outreach, etc.

C. Please keep in mind that there are costs associated with using some of these sources in your recruitment plan; however Talent Acquisition & Retention holds nationwide contracts with various job boards (i.e. Monster.com) and will work closely with you to source the best candidates possible.

D. The following metrics should also be captured as part of your effort; Cost to hire and time to hire.

For additional information and recruitment assistance please contact a Corporate Recruiter at (202) 268-5627 or Talent@usps.gov.

Entrance Announcements / Application Procedures

Job Family 0, Electronics Technician, Level 11, cannot be opened under entrance procedures.

Record Review Procedures

While most applicants for entrance maintenance positions have not taken the multiple choice examination, you may find some applicants who have.

Examination Procedure

Conducting -Maintenance examinations must be conducted according to the general rules and procedures disseminated by NTAC for conducting examinations.

Eligibility Notification -The online assessment system will send eligibility notifications to the applicants. Exhibits J shows the basic content for a Notice of Result. The eligibility notification guarantees ONLY further consideration to entrance applicants whose eligibility ratings are reached competitively.

Review Panel Evaluation

Determining an Applicant's Qualifications -The MSS Structured Interview Guide provides information for evaluating maintenance applicants. A review panel consists of a member of HR and two maintenance supervisors/managers who are familiar with the positions. Conduct a review panel for all entrance applicants who passed the written examination, using the MSS Structured Interview procedures.

Scheduling the Interview -The HR MSS Coordinator schedules the MSS Structured Interview.

Evaluating the Applicant - The review panel evaluates each candidate's qualifications using the MSS Structured Interview Guide and enters the appropriate rating on the Interview Panel Consensus Final Rating sheet. The review panel must evaluate all the items on the sheet.

Note: All Qualifications Review Panel members must be EAS employees. Do not use 204Bs or craft employees.

Qualification Results

Eligible Applicants -Human Resources personnel process the fully qualified applicants for appointment in accordance with the established selection procedures outlined in Handbook EL-312, *Employment and Placement*.

Ineligible Applicants -HR hiring officials notify, in writing, all applicants who did not meet the requirement(s).

Qualification Results -HR updates the results letter as follows:

Failed to report for interview (date)

Qualified on Review Panel (date)

Failed Review Panel (list competencies), Notified by letter (date)

Additional Test Opportunities -Entrance applicants may not retake the same entrance maintenance examination within 120 calendar days of the date of the last examination. If an applicant reapplies for a job family for which he/she has already taken the test, then the applicant has the option of either retaking the test or using the test score the applicant already has.

Registers

Eligibility for Registers

Incraft Promotion Eligibility Registers (PERs) -Only career employees currently in a maintenance craft position may have their names placed on an incraft maintenance PER. (Note: Applicants for a lower level position cannot be placed on a PER. They must apply during open season, upon transfer to another installation, or when a new position is authorized within their installation. There is no special opportunity for applicants seeking a lower level position. They

will receive a score which can be used later to qualify for a change to a lower level. This is a separate procedure which does not use the PER.)

Inservice Registers -Career postal employees (bargaining and nonbargaining) may apply for inservice examination announcements. Inservice examinations must be opened at the installation with the vacancy(ies) and, if necessary, the area of consideration may be expanded to a wider geographical area to include other installations.

Eligibility Restoration to Register

Promotion Eligibility Register -Once an employee is selected from an incraft PER, their name is removed from that register. If a maintenance employee leaves his/her current position and wishes to have their eligibility restored to the register, they may do so if:

- He/she is currently a maintenance craft employee.
- The examination and/or qualification requirements are unchanged – meaning their original rating is still valid.
- The register position is the same or higher level than the position they are in currently.

Inservice Register - Once an employee is selected from an inservice register, their name is removed from that register. If an employee leaves a position and wishes to have their eligibility restored, they may do so if:

- The examination and/or qualification requirements are unchanged - meaning their original rating is still valid.
- He/she is a career employee when the request is made.

Order In Which Vacant Maintenance Craft Positions Are Filled

See the USPS/APWU Joint Contract Interpretation Manual: “Order for Filling Vacant Maintenance Positions” and Article 38 of the current collective bargaining agreement, Qualifying for Transfers.

Pre-Revamped MSS Ratings

Scores attained under MSS where examination 931, 932 or 933 was used and scores generated before January 1989 are valid ratings and employees with these scores will remain on PERs. However, an employee with an ineligible rating not obtained under revamped MSS must participate in the revamped MSS to update the rating. When updating, follow the normal update procedures outlined in this handbook.

Qualifying For Transfers

An incraft employee may be afforded a special opportunity to qualify for transfer to a different installation in a position covered by the Maintenance Selection System. The transfer position may be either a promotion or change to a lower level. Both of the following criteria must be met:

- The employee has a letter from the office he or she has requested a transfer to confirming their selection for the position pending qualification.
- The employee has never completed the MSS process for the job family containing the position in question. Note: Employees with a prior rating of ineligible for the position in question are not permitted this special opportunity.

Once the above criteria are met the employee must complete an EMPS sheet. Tentatively schedule the examination and review panel. Review the applicant's record to verify that the examination and MSS Structured Interview are needed. Cancel the examination and/or MSS Structured Interview if one is already on file. Notify the supervisor of the need to provide an evaluation if the record review shows one is needed. Submit the components as they are completed.

If an applicant receives ratings for a job family as a result of this process and does not transfer to a new office, the ratings may be used to place the applicant on registers or ineligible applicant lists only during the next Open Season or if a new position is authorized in the office.

Qualifying For a Change to a Lower Level

A qualified incraft employee may request a change to a lower level incraft position in the installation and will be considered as specified in the Registers section of this handbook. An incraft employee who has not qualified under MSS for a position may not be afforded any special opportunity to qualify. The Open Season, New-To-Craft, and New Position processes described in this handbook provide the only opportunities for an incraft applicant to qualify for a lower level incraft position within the installation.

Miscellaneous Actions

Post the Names of MSS Coordinators

You must permanently post the names, locations, and telephone numbers of both the Human Resources and Maintenance MSS Coordinators in the same location where registers are posted. If your installation does not have Human Resources and/or Maintenance MSS Coordinators, you must post the names, locations, and telephone numbers of the installation coordinator(s).

Suspend Action

You may have a circumstance where one applicant has not completed the MSS requirements and cannot complete them for a long period of time (due to extenuating circumstances such as extended personal illness, or injury, military activation, leave of absences for extended periods, etc.).

Resume

The resume action is used to reactivate an applicant whose MSS effort was suspended. When the applicant who was suspended is ready to complete the process.

Maintenance File

Human Resources MSS Coordinator

The Human Resources MSS Coordinator must maintain a maintenance file for each Incraft and Inservice maintenance applicant. Following is a list of items that must be maintained in this file:

- Employee Notification Letter (Incraft)
- Employee Maintenance Position Selection Sheet
- Interview Panel Consensus Final Rating Sheet
- MSS Results and Rating Summaries
- All correspondence to and from the applicant, etc.
- Control sheet for tracking MSS activity
- Other materials deemed applicable

Maintenance MSS Coordinator

The Maintenance MSS Coordinator must maintain a maintenance file for each Incraft maintenance applicant. The following is a list of copies of items that must be maintained in this file:

- Employee Notification Letter (Incraft)
- Employee Maintenance Position Selection sheet
- MSS Results
- Requests for updates
- Notification of update approval or denial
- All correspondence to and from the applicant, etc.
- Control sheet for tracking MSS activity
- Other materials deemed applicable

While MSS documents are considered confidential, an employee may obtain copies of the Interview Panel Consensus Final Rating sheet recorded for his MSS Structured Interview. Information about individual employees may be released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations, when permitted as a routine use of the system of records. If in doubt about the obligation or the permissibility of a disclosure, obtain the advice of the chief field counsel (Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management). Since the disclosure of one's social security number, Employee ID, date of birth, and home address, is clearly an unwarranted invasion of personal privacy, such data must be deleted from copies of MSS forms or documentation authorized for release to third parties.

Ordering and Stocking Materials

The Review Panel Chairperson or HR MSS Coordinator will access the online assessment system to download copies of the MSS Structured Interview Guide.

Security of Restricted Materials

All restricted materials must be safeguarded accordingly. The Review Panel Chairperson or HR MSS Coordinator must secure proper storage equipment and enforce such security measures. Secure restricted materials in a separate room and/or in cabinets using double locks. Do not

allow unauthorized persons to handle or see restricted material. Account for all copies of the restricted material.

Exhibit A: Sample Letter for New Maintenance Craft Employees

TO: [NAME]
[ADDRESS]

In accordance with Article 38 of the National Agreement between the American Postal Workers Union, AFL-CIO, and the U. S. Postal Service, you have 30 calendar days from the receipt of this notice to complete and return the attached Employee Maintenance Position Selection Sheet for Promotion Eligibility Register(s) (PER) which is/are authorized in your facility. Please check all jobs in which you are interested.

If you do not return the attached sheet to (add local individual/title) within 30 calendar days, you will forfeit your right to apply for any of these positions until the next Maintenance Open Season (every three years).

RETURN TO:

Exhibit B:

Employee Maintenance Position Selection Sheet

Employee Name: _____
(Please Print)

Employee ID: _____

Return By: _____

The following MSS positions should be authorized in your facility. You must return this sheet, with a check mark beside each position in which you are interested, by the deadline listed above.

	POSITION TITLE/LEVEL
	CHECK BOX
0	<input type="checkbox"/> Electronic Technician / PS-10 <input type="checkbox"/> Electronic Technician / PS-11
1	<input type="checkbox"/> Maintenance Mechanic, MPE / PS-9
2	<input type="checkbox"/> Maintenance Mechanic / PS-6 <input type="checkbox"/> Maintenance Mechanic / PS-7
3	<input type="checkbox"/> Area Maintenance Specialist / PS-8 <input type="checkbox"/> Area Maintenance Technician / PS-9 <input type="checkbox"/> Building Equipment Mechanic / PS-9
4	<input type="checkbox"/> Blacksmith-Welder / PS-8 <input type="checkbox"/> Building Maintenance Custodian / PS-5 <input type="checkbox"/> Carpenter / PS-8 <input type="checkbox"/> Letter Box Mechanic (Shop) / PS-8 <input type="checkbox"/> Mason / PS-8 <input type="checkbox"/> Machinist / PS-8 <input type="checkbox"/> Maintenance Electrician / PS-8 <input type="checkbox"/> Painter / PS-8 <input type="checkbox"/> Plumber / PS-8

Employee Signature Required

Date Signed

Exhibit C: Newly Authorized Incraft Position Announcement

TO: ALL MAINTENANCE CRAFT EMPLOYEES

MAINTENANCE SELECTION SYSTEM (MSS)
PROMOTION ELIGIBILITY REGISTER (PER)

Authorization has been given for Maintenance Craft employees to apply for the newly established position of _____ in the _____ Post Office.

All interested Maintenance Craft employees are invited to apply for consideration for this position.

Opening Date: _____ Closing Date: _____

Contact the following person(s) for the Employee Maintenance Position Selection sheet:

_____.

This sheet must be completed and returned by: _____.

PROCESS FOR CONSIDERATION AS AN APPLICANT:

- (1) Complete the Maintenance Position Selection sheet by closing date on this announcement.
- (2) Successfully complete the examination which will be scheduled for you after you have finished step 1 above.
- (3) Satisfactorily complete an interview which will be given to you by a three-member panel.

Exhibit D: Sample Letter for Transferred Maintenance Craft Employees Only

[DATE:]

TO: [NAME]
[ADDRESS]

In accordance with Article 38 of the National Agreement between the American Postal Workers Union, AFL-CIO, and the U. S. Postal Service, you have the opportunity to apply for any authorized positions within a job family, for which you have not previously applied.

Note: If you previously applied and abandoned for a particular job family, you are eligible to reapply for any positions in that job family.

Please complete and return the attached Employee Maintenance Position Selection Sheet within 30 calendar days for Promotion Eligibility Register(s) (PER) which is/are authorized in this facility. Please check all jobs in which you are interested. If you currently have a notice of rating for any of the positions, submit a copy to the Human Resources MSS Coordinator with this sheet.

If you do not return the attached sheet, you will forfeit your right to apply for any of these positions until the next Maintenance Open Season (every three years).

RETURN TO:

Exhibit E: Sample Letter - Applicant Not Entitled To New MSS Structured Interview

[date]

TO: [name]
[address]

Our records indicate that you have a valid review panel evaluation sheet(s) on file.

Therefore, you will not be scheduled for a new MSS Structured Interview.

Should you have any questions, please contact [name of local person] at [telephone number].

[name]
[title]
[office]

Exhibit F: Sample Letter - Applicant Considered Non-Applicant

[date]

TO: [name]
[address]

Our records indicate that you failed to return [Employee Maintenance Position Selection sheet] which was due [date].

Therefore, you are considered a non-applicant and will not be eligible to apply until the next MSS Open Season.

Should you have any questions, please contact [name of local person] at [telephone number].

[name]
[title]
[office]

EXHIBIT G:

EIN: _____

Interview Panel Consensus Final Rating

Job Title: _____

Candidate Name: _____

Interview Date: _____

Interviewer Name: _____ Signature: _____

Interviewer Name: _____ Signature: _____

Interviewer Name: _____ Signature: _____

Competency Summary	Information Usage	1	2	3	4	5
	Safe Work Habits	1	2	3	4	5
	Analytical Problem Solving	1	2	3	4	5
	Organizational Citizenship	1	2	3	4	5
	Skilled Trades	1	2	3	4	5
	Electronics Knowledge	1	2	3	4	5

Overall Score: _____

Rating Scale Key	1 - Ineffective	2 - Below Average	3 - Average	4 - Above Average	5 - Extremely Effective
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Comments and Other Important Information _____

Provide written justification here for scores of 1 or 5:

EXHIBIT H: Sample Notice of Result for Exam 955 - Incraft / Inservice



DATE ISSUED: 09/12/2008

Notice of Result (Incraft / In-Service)

«LNAME», «FNAME»
 «ADDRESS1»
 «ADDRESS2»
 «CITY», «STATE» «ZIP»-«ZIP4»

This is a record of your participation in **Exam 955** Maintenance Assessment System - In Service

Candidate ID: EIN12345678
Examination Date: 09/12/2008
Job Posting Number SPQA955
Job Posting Title SPQA955
Type of Application Incraft

Job Group	Rating	EI	PCI-SM	PCI-MOT	PCI-CON	MC-H&P	MC-W&R	MC-Power Tools	MC-PPC	MC-Circuit	MC-Digital Elect	MC-AC/DC	SR-Matching	SR-Visual
Electronics Technician	Ineligible	L	M	L	H	L	M	L	L	M	L	L	M	L
Maintenance Mechanic-MPE	72	L	M	H	H	H	M	L	L	M	L	L	M	H
Maintenance Mechanic	85	H	M	L	H	H	M	L	L	M	H	L	M	M
Building/ All Other	Ineligible	L	M	L	L	L	M	L	L	M	M	L	H	L

Test Sections

EI:	Experience Inventory	PCI-SM:	Personal Characteristics Inventory – Self Management
PCI-MOT:	Personal Characteristics Inventory – Work Motivation	PCI-CON:	Personal Characteristics Inventory – Conscientiousness
MC-H&P:	Multi Craft – Hydraulics & Pneumatics	MC-W&R:	Multi Craft – Welding & Rigging
MC-Power Tools:	Multi Craft – Power Transmission, Lubrication, Mechanical Maintenance, & Shop Machines, Tools and Equipment	MC-PPC:	Multi Craft – Pumps, Piping and Combustion
MC-Circuit:	Multi Craft – Motors, Control Circuits, Schematics, & Print Reading	MC-Digital Elect:	Multi Craft – Digital Electronics, Power Supplies, Computers, and Test Instruments
MC-AC/DC:	Multi Craft – AC/DC Theory, Power Distribution, & Electrical Maintenance	SR-Matching:	Spatial Relations – Matching Figures
SR-Visual:	Spatial Relations -Visualization		

Comparison Information on Test Section Performance: L = Low, M = Medium, H = High

EXHIBIT I: Sample Notice of Result for Structured Interview



DATE ISSUED: 05/15/2009

Notice of Result (Sample for Structured Interview)

John Doe
234 Central Park Drive
Stoney Rock, New York 10934

This is a record of your participation in the Electronic Technician *Interview* - In Service

Candidate ID: EIN04012009001
Examination Date: 05/15/2009
Job Posting Number: SP95503312009001
Job Posting Title: Electronic technician test inservice
Type of Application: Special Posting

Job Title	Basic Rating
ELECTRONIC TECHNICIAN (0856-0021)	ELIGIBLE
ELECTRONIC TECHNICIAN (0856-0020)	ELIGIBLE

Exhibit J: Inservice Announcement

TO: ALL INSERVICE EMPLOYEES

MAINTENANCE SELECTION SYSTEM (MSS)

Authorization has been given to establish an Inservice register for the following position(s):

_____.

This Inservice Register will be used to fill any vacancies not filled by incraft procedures.

All interested inservice career employees within the area of consideration are invited to apply for this position.

Opening Date: _____ Closing Date: _____

Contact the following person(s) for the Employee Maintenance Position Selection sheet:

_____.

This sheet must be completed and returned by the following date: _____.

PROCESS FOR CONSIDERATION AS AN APPLICANT:

- (1) Complete the Employee Maintenance Position Selection sheet by closing date on this announcement.
- (2) Successfully complete the examination which will be scheduled for you after you have finished step 1.
- (3) Satisfactorily complete an interview which will be given to you by a three-member panel.

Exhibit K: Sample Notice of Result for Exam 955 - Entrance



DATE ISSUED: 01/28/2009

Notice of Result (Entrance)

ANDREW SAMPLE
1234 CHERRY ST
TAMPA, FL 33601-3347

This is a record of your participation in [Exam 955 Maintenance Assessment System]

Candidate ID: 1234567890
Examination Date: 01/28/2009
Job Posting Number: 23426
Job Posting Title: ELECTRONICS TECHNICIAN - TAMPA FL, 23426
Type of Application: Entrance

Job Title	Basic Rating	Expiration Date	Retest Date
ELECTRONICS TECHNICIAN (0856-0020)	81.10	1/27/2015	5/28/2009
ELECTRONICS TECHNICIAN (0856-0021)	81.10	1/27/2015	5/28/2009
MAINTENANCE MECHANIC (4749-0004)	84.34	1/27/2015	5/28/2009
MAINTENANCE MECHANIC (4749-03xx)	84.34	1/27/2015	5/28/2009
MAINT. MECHANIC MAIL PROCESSING EQUIPMENT (5350-0001)	81.56	1/27/2015	5/28/2009
AREA MAINTENANCE SPECIALIST (4801-21xx)	82.42	1/27/2015	5/28/2009
AREA MAINTENANCE TECHNICIAN (4801-20xx)	82.42	1/27/2015	5/28/2009
BLACKSMITH-WELDER (3704-02xx)	82.42	1/27/2015	5/28/2009
BUILDING EQUIPMENT MECHANIC (5306-0002)	82.42	1/27/2015	5/28/2009
BUILDING MAINTENANCE CUSTODIAN (4749-10xx)	82.42	1/27/2015	5/28/2009
CARPENTER (4607-02xx)	82.42	1/27/2015	5/28/2009
LETTER BOX MECHANIC (3843-02xx)	82.42	1/27/2015	5/28/2009
MACHINIST (3414-02xx)	82.42	1/27/2015	5/28/2009
MAINTENANCE ELECTRICIAN (2805-03xx)	82.42	1/27/2015	5/28/2009
MASON (3603-02XX)	82.42	1/27/2015	5/28/2009
PAINTER (4102-02XX)	82.42	1/27/2015	5/28/2009
PLUMBER (4206-02XX)	82.42	1/27/2015	5/28/2009

If any rating shows as “Ineligible,” no additional consideration is provided.

Exhibit L:

Instruction letter to InCraft Employee or Inservice Applicant (SAMPLE)

Dear MSS Applicant,

You were confirmed as being eligible to take examination 955 and/or the MSS Structured Interview. To set up our Online Assessment System (OASYS) for examination 955 and the MSS Structured Interview, please complete the enclosed *Applicant Data Collection Sheet* and return it to your supervisor. The following information must be completed on the Data Collection sheet:

- Full name (as shown on pay stub)
- Valid email address (please be careful when typing - this line will be copied and pasted)
- District name and finance number
- Home address (to determine the testing location)
- Telephone number
- 8-digit Employee Identification Number (EIN)

Your information will be entered into the OASYS. After your information is added, you will receive an email notification from OASYS that will ask you to log onto a computer and create your account. If you do not provide an email address on your *Applicant Data Collection* sheet, an exam proxy will assist you in creating your account at a determined time and location. To create your account, go to <https://uat.vitapowered.com/usps/VerifySubject.aspx> and follow the prompts.

Once you have created your account, you will be able to immediately log into OASYS at <https://uat.vitapowered.com/USPS/login.screen>. Click on a hyperlinked activity that is displayed as pending (start with the first one, "About You"). Once your account is created, you will have 14-days to complete both the unproctored and proctored portions of the examination 955. If you provided an email address, you will be able to take the unproctored portion of the exam on any computer that has internet access. An eligible result on the unproctored portion will prompt you to schedule yourself for the proctored portion at a specific time and location. Notice is sent to you by email when your exam scores are available for viewing in OASYS. For employees that do not have an email address, the exam proxy must assist you with account creation and other assessment set up processes.

If you begin the assessment and are interrupted, make sure to close out of the assessment completely. You will be able to log back in later. However, if you leave the assessment open, your time may run out and it may cause you to get an ineligible result. If you are prompted to schedule yourself for a proctored session, you must sign up at a test center online. Select an available date and time.

EXHIBIT M:

**APPLICANT
DATA COLLECTION SHEET**

Please print the information requested.
The data will be used to set you up in
the Online Assessment System
(OASYS).

Last Name

First Name

MI

eMail Address *(for employees who will self-schedule the exam)*

District

Facility

Employee Mailing Address

City

State

Zip Code /
Postal Code

Telephone #

Candidate ID #
EIN
<i>Enter your Employee Identification Number. (For example, EIN01122334)</i>

Appendix B: Records Retention

1. Vacancy File

(a) Records Establishment: The HR personnel department establishes a vacancy file using a Notice of Intent Number.

(b) Components: The vacancy file consists of the following:

Current posted PER(s)

Withdrawal requests

Name(s) of selected individual(s)

Effective dates of promotion(s)

(c) Retention: Maintain the vacancy file at the installation for two years from the date of selection. After that period, it is normally destroyed UNLESS an audit, investigation, or appeal is pending. If an audit, investigation, or appeal is pending, retain the file until the need is satisfied and matter resolved.

2. PERs. Article 38 of the USPS/APWU National Agreement determines the duration of PERs. Therefore, retain all records pertaining to the establishment of PER eligibility for the duration of the Contract. All PERs since November 1985 have been rolled over to each new Contract and are still valid. All materials documenting these PERs, from 1989 forward, must be retained. After an employee retires or is deceased, files may be disposed of according to Handbook AS-353.

3. Preferred Assignment Register.

HR officials must:

(a) Transfer all records pertaining to a specific preferred assignment action to a closed file when the vacancy is filled;

(b) Close out this file monthly, and dispose of it six months from the cutoff date; and

(c) If records are part of a grievance file, dispose of them with the case file.

4. Personal Notes. Review panel members and individuals may make personal notes to assist them in evaluating applicants. These notes are considered their own property and are not records of the USPS. However, do not circulate these notes among other review panel members or other supervisors, and do not include them in the vacancy file.

Appendix C: Privacy Act and Freedom of Information Act Considerations and Disclosure of Records

Requests for Individual Records

Postal Service employees who want access to their final ratings, and review panel evaluation must submit a written request as described in Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management to the local office and/or the District HR MSS Coordinator.

Unavailable Records

1. Deny any applicant's request for the following types of information:
 - (a) MSS Structured Interview Guides
 - (b) Ratings of other employees
 - (c) Examination materials

2. Follow the procedures in Handbook AS-353 when you deny a request for disclosure of any record.