



February 24, 2012

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)
MANAGERS, MAINTENANCE (AREA)

SUBJECT: FY 2012 Maintenance Selection System Open Season Requirements

In accordance with the National Agreement, the U.S. Postal Service will offer opportunities for maintenance craft employees to apply for Maintenance Selection System (MSS) groups they have not previously completed. The MSS Open Season applications will be accepted March 1 through March 31. As established pursuant to Article 38, Section 5.B.7 of the 2010 National Agreement, applicants must receive their results by August 28. The open season also covers non-MSS positions.

In order to effectively administer the open season in accordance within the required timeframe, we will need support and cooperation from Maintenance and Human Resources. The following open season rules and attachments must be reviewed by your designated MSS Coordinators. Please determine the needs for your area or districts and take steps for implementation. During the Open Season period, a moratorium will be placed on in-service testing beginning April 16, 2012. Please adhere to the following:

Moratorium on all in-service examinations for MSS between April 16 and August 28:

- a. Districts should determine their needs to open announcements for any of the five in-service MSS groups before August 28. If they determine that there is no need to replenish the in-service register(s) before this date, no further action is needed.
- b. The last review panels should be conducted and the last applicants' examinations should be administered before March 31 but no later than April 16.

Telecoms will be scheduled with the appropriate Area Office staff and MSS Coordinators to discuss the instructions and timeline.

A handwritten signature in cursive script that reads "Elizabeth Hepner".

Elizabeth Hepner
Manager
Organizational Effectiveness

Attachments

2012 MAINTENANCE IN-CRAFT OPEN SEASON INSTRUCTIONS

IN-SERVICE AND ENTRANCE ANNOUNCEMENTS

Postal Service management has a contractual obligation to complete the MSS Open Season process by August 28, 2012. During the Open Season period, a moratorium will be placed on in-service and entrance testing beginning April 16, 2012. Therefore, **do not** announce the application process for in-service testing during these dates (April 16, 2012 thru August 28, 2012).

UPDATES AND NEW TO CRAFT

Updates and employees new to the Maintenance Craft should be processed in the usual manner. New-to-craft employees must not use the Open Season process in lieu of the new-to-craft process. It does make a difference. Employees who joined maintenance before the open season register date (March 31, 2012) benefit from their earlier register date. The register date for a new-to-craft employee is the date they joined the Maintenance Craft. Those who join after March 31 are not eligible for the Open Season process. **Do not** use the date of **March 31, 2012** for new-to-craft applicants. This date is reserved for Open Season.

APPLICANTS ELIGIBLE FOR OPEN SEASON

In-craft maintenance employees who are not on a promotion eligibility register (PER) or the ineligible list for a PER may apply for that PER during the 2012 Maintenance Open Season. Applicants who have abandoned the process for any group may apply for that same group during Open Season.

APPLICANTS NOT ELIGIBLE FOR OPEN SEASON

Maintenance employees already on a PER or ineligible list for a PER **may not** reapply for that PER. **The Update process is the only method available to improve a rating once the process has been completed.**

Pre-1989

Applicants who have Pre-1989 ratings and are on a PER cannot apply for Open Season.

PROCEDURES FOR NON-MSS POSITIONS

Non-Maintenance Selection System maintenance craft positions authorized at an installation must be open for In-craft application during the March Open Season application period. All Maintenance Craft employees who previously abandoned or never applied for non-MSS positions may apply for PER inclusion during this Open Season.

Employees who apply must satisfy the current examination requirements for the position. The exam requirements for the Maintenance Support Clerk positions include Postal Service Test 710 and Postal Service 714 Data Entry exam. Only employees who qualify on Postal Service Test 710 should be scheduled for Postal Service 714 Data Entry exam. The rating results of an employee's effort to qualify, whether eligible, ineligible, or a numerical score, are required should the employee wish to request an update of these requirements at a later date. Normally, the qualification review panel is only required when examination requirements are met. However, under the Maintenance In-craft procedures, it is necessary to convene a review panel to determine the applicant's overall qualifications. For positions filled as best qualified, the PS Form 1796-B process should be used. Please refer to section 728 in Handbook EL-312, *Employment and Placement*, for guidance on evaluating proficiency requirements. See also Article 38, Section 5.B.8 for procedures regarding the banding of scores.

TIME LIMIT FOR OPEN SEASON

Article 38, Section 5.B.7 of the 2010-2015 National Agreement reads in part: "The employees who apply will receive the results of their application(s) no later than one hundred fifty (150) days from March 31, provided the applications have been properly completed by the applicants."

In order for an applicant to receive his/her results, ALL applicants with a previous or same register date must have completed ALL components. This requires MSS Coordinators to complete or document ALL abandoned craft applicants still showing as incomplete before Open Season (March 31, 2012). **The end date for Open Season will be August 28, 2012.**

OPEN SEASON - MILITARY SERVICE

Current Maintenance Craft employees who miss the March 2012 Open Season because of active military service (NOA Code 460, Special Benefit Code U), must be afforded an opportunity to participate in the Open Season process upon their return.

Within 14 calendar days of their return to work, offices must notify these employees of the opportunity to apply for inclusion on the appropriate promotional eligibility register(s) (PER) as provided in Article 38.5.B.7 and these instructions.

Employees who are activated prior to March 1, 2012, may submit an Open Season application prior to their departure. Do not separate these forms - include with all other applications.

Due to the likely possibility for extended call-ups, it is also suggested that the employee's file be annotated with a reminder that the employee is eligible for Open Season upon their return.

Any questions should be sent via email to **PAS MSS**.

VARIATIONS IN OPEN SEASON TIME FRAMES

The dates established in the timeline for the 2012 MSS Open Season are approved by Organizational Effectiveness. Any office seeking exceptions to this timeline must contact **PAS MSS** for approval.

In the following pages, you will find the documents listed below:

- Timeline for the 2012 MSS Open Season
- Sample Announcement (Exhibit 1)
- Employee Position Maintenance Selection (EPMS) Form (Exhibit 2)
- Applicant Data Collection Sheet (Exhibit 3)

**Timeline
2012 Maintenance Open Season**

Task Name	Start	Finish
Phase 1: Application Process	Thursday, March 1	Saturday, March 31
1. Post Announcement of Maintenance Open Season (Exhibit 1) 2. Make Employee Maintenance Position Selection (EMPS) Forms (Exhibit 2) available for applicants 3. Accept EMPS forms from applicants	Thursday, March 1	Saturday, March 31
Phase 2: Examination Process	Sunday, April 1	Friday, June 1
4. Perform records review for those who have applied for Open Season and determine if they are eligible. Employees who previously completed MSS for a particular group are ineligible to participate in Open Season for that group.	Sunday, April 1	Friday, April 13
5. Have employees complete and return Applicant Data Collection Sheets (Exhibit 3).	Saturday, April 14	Friday, April 20
6. MSS Coordinator adds Exam 955 to employee in Online Assessment System (OASys).	Saturday, April 21	Monday, April 30
7. Employees complete Exam 955 <i>NOTE: Employees must pass the unproctored portion of the exam in order to be invited for scheduling of the proctored portion of the exam. Once the exam is assigned to the employee in OASys, employees have 14 calendar days to complete the entire assessment process (both unproctored and proctored steps).</i>	Saturday, April 21	Monday, May 14
Phase 3: Structured Interview Process	Saturday, June 2	Sunday, July 29
8. MSS Coordinator pulls a Notice of Rating to determine which positions the employee is eligible or ineligible and compares to the EMPS form.	Saturday, June 2	Friday, June 15
9. MSS Coordinator identifies members of the Review Panel in accordance with Handbook EL-304.	Saturday, June 16	Saturday, June 30
10. MSS Coordinator schedules Structured Interviews for employees for the positions for which they received eligible ratings on exam 955.	Sunday, July 1	Sunday, July 8
11. Review Panels conduct MSS Structured Interviews	Monday, July 9	Sunday, July 29
Phase 4: Post the Results	Monday, July 30	Tuesday, August 28
12. Process all abandons.	Monday, July 30	Sunday, August 12
13. Place the applicant on each register according to his/her rating for that register. 14. Place a copy of the results in applicant's OPF and Maintenance file. 15. Mail applicant copy of results letter.	Monday, August 13	Sunday, August 26
16. Print PERs and post them on Bulletin Boards.	Monday, August 27	Tuesday, August 28
Deadline for completing Open Season		Tuesday, August 28

Exhibit 1:

SAMPLE ANNOUNCEMENT

2012 MAINTENANCE IN-CRAFT OPEN SEASON

The Maintenance In-craft 2012 Open Season application period runs from March 1 through March 31, 2012.

In-craft maintenance employees are eligible to apply for any register authorized in this office (see attached list) if they are not currently on that register or on the ineligible list. Employees who have previously abandoned the process for any group may reapply for that group during Open Season.

Eligible applicants may pick up an Employee Maintenance Position Selection (EMPS) form between March 1 and March 31, 2012 at **(specify location)**. Applicants must return the EMPS form by the close of business March 31, 2012.

Applicants for Open Season will be placed on a register (or the list of ineligibles for that register) with a register date of March 31, 2012.

(At this point add any other information which you would normally use for your announcement. Just make sure the above information is included on the posting.)

Exhibit 2:

**EMPLOYEE MAINTENANCE POSITION
SELECTION FORM**

Employee Name: _____
(Please print)

Employee ID Number: _____

Return By: _____

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

POSITION TITLE/LEVEL	
CHECK APPROPRIATE 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 3:

**APPLICANT
DATA COLLECTION SHEET**

Please print the information request.

(Data is needed to "Add Applicant" into 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

Telephone #

Candidate ID #
EIN:
<i>Enter your Employee Identification Number (For example, EIN 01122334)</i>