

REPORT CODE  
NOI01

**NOTICE OF INTENT TO FILL A VACANT  
DUTY ASSIGNMENT**

POSTING NUMBER  
2016-12

THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

In accordance with Article 38, Section 4, of the USPS-APWU National Agreement, this is to give notice that the following position will be filled using the appropriate Preferred Assignment Selection Register and/or Promotion Eligibility Register. All employees are advised that where your name appears on a Promotion Eligibility Register or a Preferred Duty Assignment Selection Form, you may be promoted and/or reassigned according to your current preferences. You have the option to exercise your right to submit a new or amended preferred assignment selection form according to the criteria established in Article 38, Section 5.A.6 of the USPS-APWU National Agreement.

**POSITION DESCRIPTION**

Occupation Group Title: MAINTENANCE MECHANIC

HRIS Number: 123456-2

Duty Assignment Number: MM799123

Occupation Code: 4749-03XX

PS Salary Level: 07

**WORK SCHEDULE**

Tour: 1

NonScheduled Days: SUN & MON

Hours of Duty: 00:00 to 08:50

**PRINCIPLE ASSIGNMENT AREA**

Work Location: SALT LAKE CITY - GMF

Pay Location: 072


**PHYSICAL OR OTHER SPECIAL REQUIREMENTS**

See Additional Requirements

An employee who is listed on the appropriate register for a vacant assignment shall have the right to withdraw a preferred assignment or promotion selection, in writing, at anytime, but no later than the closing hour & date for this notice of intent.

U.S. POSTAL SERVICE  
MAINTENANCE  
JUSTIN J. ETHERIDGE  
USPS  
1760 WEST 2100 SOUTH  
SALT LAKE CITY

UT 841999740

  
\_\_\_\_\_  
NAME  
  
MMES  
\_\_\_\_\_  
TITLE

3-3-2016  
\_\_\_\_\_  
DATE

SLC P&DC

REPORT CODE  
NOI01  
2ND PART

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**ADDITIONAL DUTY ASSIGNMENT REQUIREMENTS**

<b>Position Title:</b>	<b>HRIS No:</b>	<b>DA No:</b>	<b>Work Location:</b>	<b>PS Level:</b>
MAINTENANCE MECHANIC	123456-2	MM799123	SALT LAKE CITY - GMF	07

MUST BE WILLING AND ABLE TO ATTEND REQUIRED TRAINING COURSES, BE CAPABLE OF PHYSICAL REQUIREMENTS AS LISTED IN THE QUALIFICATION STANDARD FOR THIS JOB POSITION AND BE CAPABLE OF PERFORMING ALL DUTIES AS LISTED IN THE JOB DESCRIPTION FOR THIS POSITION.

QUALIFYING TRAINING COURSES/SCHOOLS FOR THIS POSITION IS SUCCESSFUL COMPLETION OF IES SCHOOL AND ALL PREREQUISITES FOR IES.

THIS IS A TEMPORARY HRIS DUTY ASSIGNMENT NUMBER. WHEN A HRIS DUTY ASSIGNMENT HAS BEEN GENERATED AND RECEIVED, THAT NUMBER WILL BE ASSIGNED TO THIS POSITION.