(1) Knowledge of basic mechanics refers to the theory of operations, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatics, and hydraulic devices.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and non postal training courses completed: _____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(2) <u>Knowledge of basic electricity</u> refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism as they apply to such things as AC-DC circuitry and hardware, relays, switches and circuit breakers.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

3) Knowledge of basic electronics refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed: _____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(4) <u>Knowledge of digital electronics</u> refers to the terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(6) Knowledge of basic computer concepts refers to the terminology, usage, and characteristics of digital memory storage/processing devices such as core memory, input-out peripherals, and familiarity with programming concepts.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(7) <u>Knowledge of mail processing equipment operation</u> refers to the knowledge of machine operation such as safety considerations, start-up, shut-down, and operating characteristics of mail processing equipment such as conveyors, letter sorter, and cancellers.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

_____

(8) <u>Knowledge of lubrication materials and procedures</u> refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed: _____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(9) Knowledge of cleaning materials and procedures refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohol, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(10) <u>Knowledge of the National Electrical Code (NEC)</u> refers to basic knowledge and familiarity with the techniques and procedures specified in the NEC as they apply to electrical installations such as circuit protection, wiring, conduit, power and lighting circuits.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(11) <u>Knowledge of metals and metallurgy</u> refers to the terminology, working properties, and other characteristics of metals used in equipment and machine maintenance applications such as heat treating, tempering, machining, bending and inspecting.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(12) Knowledge of refrigeration refers to the theory, terminology, usage, and characteristics of refrigeration principles as they apply to such things as the refrigeration cycle, compressors, condensers, receivers, evaporators, metering devices, and refrigerant oils.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(13) <u>Knowledge of heating, ventilation, and air conditioning operation</u> refers to the knowledge of equipment operation such as safety considerations, start-up, shut-down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment). This does not include the knowledge of refrigeration.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(14) <u>Knowledge of elevator equipment</u> refers to the knowledge of equipment operation, safety considerations, and operating characteristics of hydraulic and electric traction elevator equipment: including roping, controllers, and dispatchers.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(15) Knowledge of carpentry refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(16) Knowledge of masonry construction refers to techniques, procedures, and materials used in mortar, concrete, stucco, plaster, brick, block and tile construction, and replacement projects.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(17) <u>Knowledge of plumbing</u> refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(18) <u>Knowledge of painting</u> refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparations, application procedures, and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(20) Ability to perform more complex mathematics refers to the ability to perform calculations, such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical and electronic applications.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(24) <u>Ability to communicate</u> in writing refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(25) Ability to communicate orally refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(27) Ability to work under pressure refers to safely and effectively performing the duties of the position under stress or in emergency situations.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(28) Ability to work with others refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(29) Ability to work without (immediate) supervision refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision .

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(30) Ability to work from heights refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(32) Ability to use portable power tools refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as frills, saws, sanders, and grinders.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(33) Ability to used shop powered equipment refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(34) Ability to use information retrieval systems refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(35) Ability to use technical drawings refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(36) Ability to use test equipment refers to the knowledge of and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(37) Ability to solder refers to the knowledge of and the ability to safely and effectively apply, the appropriate soldering techniques.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

(38) Ability to cut and weld refers to the knowledge of and the ability to safely and effectively apply, the appropriate gas and electric cutting, welding, and brazing techniques and procedures used in equipment and machine maintenance applications.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____

Blank KSA (use this sheet for providing additional information

( ) Identify the number of the KSA for which you are providing additional information in the parentheses to the left.

Review the KSA definition above. In the spaces provided below, describe your accomplishments that best demonstrate your qualifications. Then provide identifying information (such as name, position title, address, phone number, etc.) for a person or organization who can verify this information.

☐ **I do not have education, training, or experience for this KSA.**

Postal and nonpostal training courses completed:_____

_____

_____

_____

Duty/task accomplished, how it was accomplished and dates:

Example:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Verifying information: _____

_____

_____