Application for ePAS (Postal Assessment System)

EMPLOYEE REQUEST FOR IN-SERVICE EXAMINATION: THE FOLLOWING INFORMATION IS NEEDED:

**APPLICANT DATA COLLECTION SHEET FOR IN-SERVICE EXAMINATION REQUESTS**

**PLEASE ENTER ALL REQUESTED INFORMATION LEGIBLY.**

EXAMINATION NUMBER: 955

EMPLOYEE ID NUMBER (EIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAILADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note that ALL communications are done via email; Please make sure you print your email address legibly, preferably a personal email address.**

EMPLOYEE’S PHYSICAL ADDRESS:

ADDRESS 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ZIP CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SCAN AND EMAIL PAGES 1 AND 2 by March 31, 2024 TO** [Lyndsay.e.jackson@usps.gov](mailto:Lyndsay.e.jackson@usps.gov)

Please check which installations and positions you are interested in below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | AMT | BEM | BMC | ET | MM | MPE |
| ALBANY NY P&DC |  |  |  |  |  |  |
| BINGHAMTON PO |  |  |  |  |  |  |
| BUFFALO NY P&DC |  |  |  |  |  |  |
| ITHACA PO |  |  |  |  |  |  |
| MID-HUDSON NY P&DC |  |  |  |  |  |  |
| NORTHWEST ROCHESTER |  |  |  |  |  |  |
| ROCHESTER NY P&DC |  |  |  |  |  |  |
| SYRACUSE NY P&DC |  |  |  |  |  |  |
| UTICA PO |  |  |  |  |  |  |
| WESTCHESTER |  |  |  |  |  |  |

EMPLOYEE ID NUMBER (EIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: employees that receive an eligible register score (exam/interview eligibility rating) and are placed on in-service registers must submit a written request to the RMSS coordinator during the month of March in each consecutive year starting in 2023 to remain on the register.

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**In Service**

**RMSS Request Procedure**

To begin the RMSS Process, complete the attached RMSS Employee Maintenance Position Selection Form EMPS Application. The **FULLY COMPLETED** form should be sent to the HR RMSS Coordinator by the due date on the EMPS sheet. The process will include the required exam at an off-site facility and any necessary MSS Structured Interview review panels. Please be sure to include the following information on the EMPS Application Form:

* Full Name (as shown on pay stub)
* Home address (to determine testing location)
* Email Address (this is the only way that you will be contacted)
* Job Title/Work Location (Installation)
* Home Telephone number
* 8-digit Employee Identification Number (EIN)
* Signature/Date

Once received, the HR RMSS Coordinator will use the completed form to enter your information into the ePostal Assessment System (ePAS) to begin the process. **After a properly completed application is received and the HR MSS Coordinator has input the information**, you will receive an email notification from ePAS that will ask you to log onto a computer and create your account.   If you do not provide an email address on your EMPS application sheet, an exam proxy (HR RMSS Coordinator) will assist you in creating your account at a determined time and location. To create your account, go to [https://uspscandidate.psionline.com/createaccount.jsp](https://secure.vitapowered.com/USPS/login.screen) and follow the prompts.

Please note, Candidates who may have previously had accounts on the former legacy OASYS testing platform will be required to register for a new account on the PSI ePostal assessment system as shown above.

Once you have created your account, you will be able to immediately log into ePAS at <https://uspscandidate.psionline.com/createaccount.jsp> 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 schedule and complete the proctored examination 955 at an off-site test center.

Notice is sent to you by email when your exam scores are available for viewing in ePAS. For employees that do not have an email address, the exam proxy must assist you with account creation and other assessment set up processes.