

## In-Service Open Season 2024

\*\*\*\*\*

TO: ALL **CAREER** CRAFT EMPLOYEES WITHIN THE HAWAII DISTRICT

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### ANNOUNCEMENT **HISOS2024**

**OPENING DATE: March 1, 2024**

**CLOSING DATE: March 31, 2024**

Authorization has been given to establish Open Season In-Service registers for maintenance positions at the ***Honolulu P&DC, Associate Offices***. An In-Service register will be created for the following positions:

- Laborer Custodial (PS-04)
- Maintenance Support Clerk (PS-07): Qualification = Exam 718, KSA Submission/review
- Maintenance Mechanic (PS-07) Qualification = Exam 955, Interview 972
- Maintenance Mechanic MPE (PS-09): Qualification = Exam 955, Interview 971
- Area Maintenance Technician (PS-09): Qualification = Exam 955, Interview 973
- Building Equipment Mechanic (PS-09): Qualification = Exam 955, Interview 973
- Electronic Technician (PS-10): Qualification = Exam 955, Interview 970

These In-Service Registers will be used to fill any vacancies not filled by Maintenance In-Craft procedures or eReassign. Applicants must fall into the Area of Consideration and achieve an eligible rating on relevant exam(s) and interview(s) to be placed on the register.

#### **Please Note:**

➤ **Employees who have an ineligible rating on Exam 955 or Interviews 970-973 within the last 180 days are not eligible to apply.**

**\*\*\* On an annual basis every April 1<sup>st</sup> (beginning in calendar year 2023) all employee names from the preceding year's in-service registers shall be purged, with the following exception: any employee that is on an in-service register must submit a written request to the RMSS Coordinator during the month of March to remain on the in-service registers. \*\*\***

All interested **CAREER** craft employees within the Hawaii District must apply by completing an **In-Service Open Season Application**. You may ask your Supervisor/Manager for the application and then complete and submit it to the address listed below. Applications must be received/postmarked no later than Friday March 31, 2024.

US POSTAL SERVICE

Attn: HR RMSS Coordinator Hawaii District Naupaka Hanchett – 808-423-6022

3600 Aolele St. Honolulu, HI 96820

Naupaka.hanchett@usps.gov



## **Application for Maintenance In-Service Open Season - 2024**

You will be contacted via email with instructions on how to schedule your examination at an off-site test location via the ePAS system and you will be given a due date to complete the examination. **Failure to schedule and complete the assessment by the specified due date may result in non-consideration for the position for which you have applied.**

### **APPLICANTS MUST BRING THEIR PASSWORD WITH THEM ON EXAMINATION DAY**

First time users of ePAS will receive an email explaining how to access the website along with a login ID to register. Once registered, you will then be able to schedule yourself for the required examination at a site closest to where you live or work.

Failure to pass your examination(s) listed below will make you ineligible for placement on this In-Service Register.

### **Please select the location(s) you are interested in (Must select at least 1)**

- ☐ Honolulu P&DC   ☐ Waipahu PO   ☐ Hilo PO   ☐ Kailua Kona PO  
☐ Wailuku PO   ☐ Kahului PO   ☐ Barrigada PO   ☐ Wahiawa PO  
☐ Pearl City PO   ☐ Lihue PO   ☐ Kihei PO   ☐ Lahaina PO  
☐ Kailua PO

### **Place a check next to Maintenance register you are applying for (up to 6):**

- |  |  |
|--|--|
| <input type="checkbox"/> Maintenance Mechanic (PS-07)        | <input type="checkbox"/> Maintenance Support Clerk (PS-07)   |
| <input type="checkbox"/> Maintenance Mechanic MPE (PS-09)    | <input type="checkbox"/> Area Maintenance Technician (PS-09) |
| <input type="checkbox"/> Building Equipment Mechanic (PS-09) | <input type="checkbox"/> Electronic Technician (PS-10)       |

**☒ EXAM 955 MAINTENANCE EXAM**

Please provide the following information by **LEGIBLY PRINTING** your responses below:

PRINT NAME \_\_\_\_\_  
(Last), (First), MI 8-digit Employee ID Number

Personal eMail Address \_\_\_\_\_  
(Please ensure this is correct. This is where your email will be sent with instructions on how to sign up for the exam.)

Mailing Address : \_\_\_\_\_  
(Street Address or PO Box Number) (City) (State) (Zip Code)

Phone/Cell Number (\_\_\_\_\_) – (\_\_\_\_\_) \_\_\_\_\_  
Area Code Number

Name of Postal Facility in which you work: \_\_\_\_\_

Do you have any leave or training over 3 days scheduled in the next 21 days? ☐ YES ☐ NO

If so, please specify and provide dates: \_\_\_\_\_

I understand that failure to pass any examination listed above will make me ineligible to retake that examination again for 180 days from the date of the exam. I also understand that failure to complete the examination by the due date may result in non-consideration for the position(s) for which I have applied. This opportunity is open to CAREER craft employees of the Hawaii District.

Employee Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL THIS COMPLETED WORKSHEET TO THE ADDRESS LISTED BELOW. MUST BE RECEIVED/POSTMARKED by 3/31/2024**  
**RETURN TO:**

U.S. Postal Service  
ATTN: Naupaka Hanchett – Workforce Planning Specialist  
3600 Aolele St, Honolulu HI 96820

For HR Use ONLY

Date Entered in ePAS: \_\_\_\_\_

Entered by: \_\_\_\_\_