



**Electronic Comprehensive
Application Package (eCAP) Instructions
for Postal Inspector Applicants**

THIS DOCUMENT PROVIDES INSTRUCTIONS ON HOW TO COMPLETE AN ELECTRONIC COMPREHENSIVE APPLICATION PACKAGE (eCAP). IT IS FOR INSPECTOR APPLICANTS WHO HAVE ALREADY COMPLETED THEIR PROFILE, CREATED A USER NAME AND PASSWORD, AND PASSED THE ONLINE APPLICATION AND EXAM PART 1 IN IRAS.

OVERVIEW

The eCAP is a collection of online forms.

You must complete the eCAP and submit it by the specified deadline, which is five (5) calendar days after the receipt of the email. You will be given no further consideration if you do not complete and submit the eCAP within the allotted time.

BEFORE YOU BEGIN

Before you begin eCAP, be prepared to provide the following:

- Personal information (Social Security number, contact information, birth information)
- Five-year residence history
- Other names used
- High school and college/university
- Honors and special qualifications (security clearance, licenses, skills with machines, patents or inventions, publications, public speaking experience, membership in professional or scientific societies, typing or shorthand speed, etc.)
- 10-year work history
- Service in the U.S. Armed forces and veteran's preference, if applicable
- Assets and liabilities
- Student loans
- Driver's license information
- Driving record (accidents and violations)

REVIEW eCAP NAVIGATION

NAVIGATION PANE – appears on the left of each screen

REVIEW AND PRINT – available from any page

SAVE – you must save each page before moving to the next page or data will be lost

SAVE AND EXIT – will save your information and the exit the application

CANCEL AND EXIT – will return you to the Welcome or Home Page

CANCEL – cancels the entire entry

DELETE – clears the data field

REQUIRED FIELDS – are noted with a red asterisk

NUMERICAL DATA – you do not have to enter slashes or dashes when entering dates or telephone numbers. Include leading zeros. (Example: enter March 6, 1989 as 03061989)

TO BEGIN

Navigate to the Inspector Recruitment Application System portal, <https://iras.uspis.gov/ApplicantPortal/login/Welcome.aspx>, and click the **Login** button.



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U.S. POSTAL INSPECTION SERVICE

Inspector Recruitment Application System (IRAS): Applicant Portal

[Home](#) [Login](#)

Welcome to the Inspector Recruitment Application System (**IRAS**). This system is designed to serve as your source of information regarding your progress through automated portions of the Postal Inspector application process. From this site, you will be able to:

1. Create an account, using the "Applicant Registration" tab above, which will allow you to initiate the application process. **(This feature is only accessible during open seasons.)**
2. Monitor your application status and update your profile, using the "Login" tab above.


Click here to access [IRAS Troubleshooting Tips](#).

IMPORTANT NOTICE: All start times and end times in the IRAS system are based on Central Standard Time.

The U.S. Postal Inspection Service is an equal opportunity employer.

THE FIRST PAGE

Some of the data you provided in your profile will pre-populate in the **Personal Information** fields. After completing this page, click **Save** before advancing to the next section.



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Electronic Comprehensive Application Package (eCAP)

PERSONAL INFORMATION	
1a: Personal Information	* Applicant's Full Name (First - Middle - Last): Silvana [] Lewis []
1b: Residence History	* Mailing Address: 1401 S Street, NE []
2: Other Names Used	* City: Washington []
3a: High School	* State: District of Columbia [v]
3b: College/University	* ZIP Code: 20202 [] 2020 []
4: Honors/Special Qualifications	* Primary Telephone Number: 2419303940 []
5: Work History	Secondary Telephone Number: []
6a: U.S. Armed Forces	* Email Address: silven8@yaya.com []
6b: Veteran's Preference Questions	
7a: Assets	
7b: Liabilities	
8: Student Loan	
9a: Driver's License Information	
9b: Driving Accidents	* Date of Birth: 06/01/1983 []
9c: Driving Violations	* Country of Birth: BAHAMAS [v]
10: Attach Documents	
11: Complete and Submit	* Are you willing to travel? <input checked="" type="radio"/> Yes <input type="radio"/> No

*** Required Fields**
v09202016s

[Save](#)

CONTINUE THROUGH eCAP

As you fill in your information, remember to **Save** each page before moving to the next. For numerical data, remember you do not have to enter slashes or dashes when entering dates or telephone numbers, and you should include leading zeros.

ATTACHING DOCUMENTS

An Action Required – eCAP email has been sent to your email address.

Attach ONLY the documents listed below to the eCAP (we will advise you later in the process if additional documentation is required):

- *Authority to Possess Firearms*
- Copy of driver's license (reflecting current address)
- *Disclosure and Authorization for Consumer Reports and Investigative Consumer Reports (PS Form 2181-D)*
- *U.S. Postal Inspection Service Drug Policy*

The total file size cannot exceed 4 MB.

SUBMITTING eCAP

Once you submit your eCAP, it becomes a read- only file and you can no longer make changes. You will see a confirmation message: "Your application has been submitted." However, if any required fields were left blank, a message will indicate the sections to complete.

AFTER SUBMITTING eCAP

After you submit your eCAP, you will need to mail these documents:

- Certified copy or original birth certificate (if foreign born, a copy of the naturalization papers)
- Official college or university transcripts (must be mailed directly by the college or university)
- *Certificate of Release or Discharge from Active Duty (DD-214)* and *Application for 10-Point Veteran Preference (SF-15)* and supporting documentation if veteran's preference is claimed

To this address:

USPIS SECURITY INVESTIGATIONS SERVICE CENTER
225 N HUMPHREYS BLVD 4TH FLOOR
MEMPHIS TN 38161-0001
ATTN MANAGER, APPLICANT PROCESSING UNIT

YOU WILL BE NOTIFIED

Thank you for applying to the U.S. Postal Inspection Service. You will receive notification by email on the status of your application. If you have any questions, please direct them to PIRecruitment@uspis.gov.