F-4 CLERK TYPE OF WORK	1.6A/B	OFFICE:		
DUTIES	**CLERK OR EAS?**	**HOW MUCH TIME SPENT PER WEEK PERFORMING SAID DUTY?**	**NAME AND TITLE OF PERSON INTERVIEWED**	**DATE OF INTERVIEW**
DMS -Delivery Management System				
MYPO - My Post Office				
FOR - End of Day Report				
COARS - Change of Address Reporting System				
TACS - Time and Attendance Collection System				
RWHT - Rural Work Hour Tracker				
DOIS - Delivery Operations Information System				
GEO - Gateway Exchange Office				
SPMS - Scan Point Management System				
CSAW - Customer Service Adjusted Workload				
PET - Performance Engagement Tool				
CSDRS - Customer Service Daily Reporting System				
Delivery Commitment				
RPET - Rural version of PET				
AVUS - Automated Vehicle Utilization System				
EUARS - Electronic Uncoded Address Resolution Service				
WEBBATS - Web Activity Tracking System				
Web EES - Web Electronic Edit Sheet				
Print Placards				
aRM/PD - Business Reply Mail/Postage Due				
AM Projections				
Mailboxes Collected				
PCI Compliance - Payment Card Industry				
CPMS - Collection Point Management System				
CT SCAN - Clearance Time Scan				
Scan Reviews				

All Clear Mall				
Ordering of Supplies				
DPF NOW - Delivery Point File				
Enter Information on PS 3930				
Counting Daily Mail Volume				
Enter Daily Goals for SSA				
Staffing for Window - log Into EDW (Enterprise Data Warehouse) for the WOS (Window Operations Survey) earned, actual staffing graph				
Enter Information into Postal One BRM and Postage Due Accounts				
Deliver Express and Priority Mail After Carriers Leave the Building Clearing Carriers Accountables in the morning and evening (Checking in Carriers)				
Ordering of Stamp Stock for APC Machine				
Ordering of Ready Post and Other Retail Products				
Audit of Retail Stamp Stock				
Audit of APC Stamp Stack				
Audit Cash of SSAs				
Stocking Stamp Stock for Retail				
Stocking Stamp Stock for APC Machines				
Stocking Ready Post and Other Retail Products				
General Maintenance on APC Machine				
Answer Telephone Inquiries such as Package Look-ups, Customer Complaints				
C360 - Customer 360				
Answer Dutch Door				
Lobby Assistant				

	Please Circle One		
Have you ever conducted an audit of the clerical, administrative, or technical work perforede in this office?	**Yes**	**No**	