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AUG 10 2021

LABOR RELATIONS



August 6, 2021

Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7020 3160 0002 0328 9009

Dear Mr. Wagner:

As a matter of general interest, the Postal Service will conduct a proof of concept test concerning the efficiency of Function 4 operations. Generally, the subject test will evaluate the benefits of performing the processing and distribution of packages for delivery prior to that of letters and flats. Additionally, the documents developed in connection with this test aim to clearly articulate respective roles and responsibilities for employees in Function 4 operations.

The proof of concept test will be conducted at the Racine, WI Post Office and will commence on August 9.

Enclosed are the following documents:

- Standard Work Instruction (SWI) titled, *Work Instructions: F4 Play – HQ Performance SWI*;
- SWI titled, *Work Instructions: F4 Play – District Performance SWI*;
- SWI titled, *Work Instructions: F4 Play – POOM Performance SWI*;
- SWI titled, *Work Instructions: F4 Play – MPOO/MCSO/PCES PM Performance SWI*;
- SWI titled, *Work Instructions: F4 Play – Station Manager/Postmaster Performance SWI*;
- SWI titled, *Work Instructions: F4 Play – Supervisor Performance SWI*; and
- SWI titled, *Work Instructions: F4 Play – Clerk Performance SWI*.

Please contact Mike Faber at 215-432-0613 if you have any questions concerning this matter.

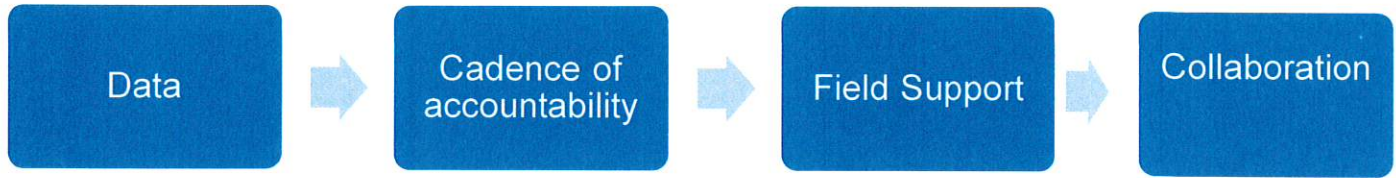
Sincerely,





A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson
Director
Contract Administration (APWU)

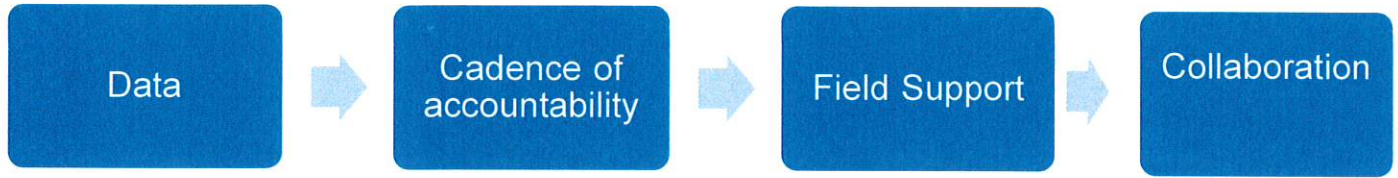
Enclosures

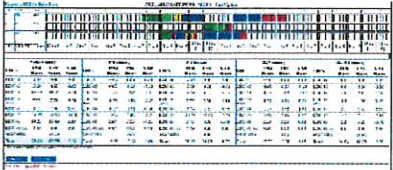

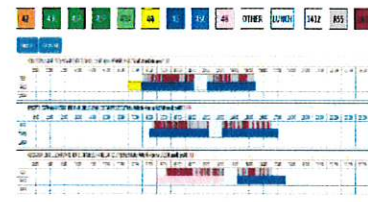
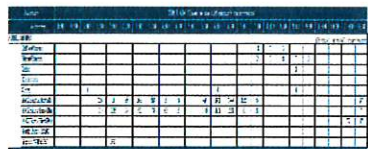

Work Instructions: F4 Play- HQ Performance SWI



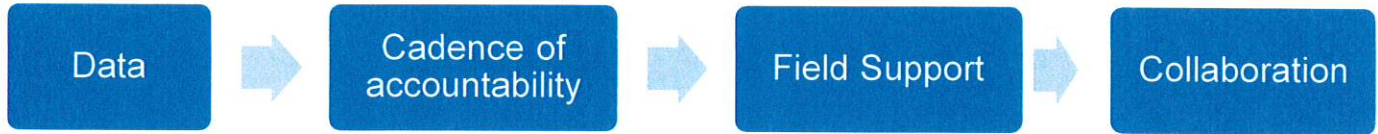
	Important Steps	Key Points	Reasons for Key Points
	1. Ensure leading indicator F4 data is being produced on time and examined for errors.	<ul style="list-style-type: none"> Provide Data in the same format daily On schedule Examine for errors prior to publishing data. 	<ul style="list-style-type: none"> Data integrity is a must Provide the tools to provide the support and focus on opportunities.
	2. Institute a daily Cadence of accountability	<ul style="list-style-type: none"> Streamline daily cadence with the team to address certain indicators in the same manner and time. 	<ul style="list-style-type: none"> Avoid confusion Repetitive actions will enhance the process Prioritize data publishing to complement the cadence schedule.
	3. Extend Field Support	<ul style="list-style-type: none"> Provide a uniformed method of support based on the need. Establish field SME for local reach and GEMBA activities. 	<ul style="list-style-type: none"> Supporting the field is essential to enhance the skills and abilities of EAS and great investment to improve performance.
	4. Implement Field Review Collaborations	<ul style="list-style-type: none"> Data, Policy, training, programs implementations etc. comes from within the HQ teams. Conducting daily huddles is an established practice that works. 	<ul style="list-style-type: none"> For the performance accountability group; it is essential we satisfy our required data and also it is critically important to provide feedback of the field needs.

Work Instructions: F4 Play- District Performance SWI



	Important Steps	Key Points	Reasons for Key Points
	1. Ensure 1994/MAP is current	<ul style="list-style-type: none"> MAP & 1994 must reflect the operational needs of the unit 	<ul style="list-style-type: none"> Aligning Mail Arrival and staffing needs is the key to matching workhours to workload
	2. Ensure PMs are inputting time into 1260 program daily as well as exporting timely	<ul style="list-style-type: none"> BUW must be entered in the 1260 program daily Data must be exported timely 	<ul style="list-style-type: none"> Daily input yields more accurate input Timely export provides accurate reports
	3. Cadence of accountability (Office deep dives)	<ul style="list-style-type: none"> Offices not making CSV/SOV are investigated for root cause SSRD/CSAW deep dives IVES schedule reviewed 	<ul style="list-style-type: none"> Conducting deep dives provides the data needed to address performance Look for quick wins Change culture to lead to sustained success
	4. Daily VAP reviews	<ul style="list-style-type: none"> Keeps the focus on productivity and efficiency goals 	<ul style="list-style-type: none"> Meeting our productivities and efficiencies will assist with improving F2
	5. Zoom with office/POOM/OPS staff to offer improvements	<ul style="list-style-type: none"> Present findings to office Offer guidance on ways to improve Follow up to ensure improvements have been made 	<ul style="list-style-type: none"> Follow up to ensure that changes are made to improve performance Engaging with our supervisors and coaching them on strategies to improve will give them confidence to have discussions with their employees

Work Instructions: F4 Play- POOM Performance SWI



	Important Steps	Key Points	Reasons for Key Points
	1. Review POOM Daily Performance Reports	<ul style="list-style-type: none"> CSAW Performance Reports , Program Usage, EFlash Volume Input & Comparison Reports & Trip Volume Reports provide real time data 	<ul style="list-style-type: none"> Timely input yields more accurate input
	2. Review POOM Daily CSAW Performance Reports	<ul style="list-style-type: none"> CSAW Performance Reports provide real time data 	<ul style="list-style-type: none"> Matching work hours to workload by LDC
	3. Ensure Units are inputting volume into CSAW program timely as well as reviewing TACs & NEBR hours timely	<ul style="list-style-type: none"> Volume must be entered by Trip Projected workhours entered by trip and LDC 	<ul style="list-style-type: none"> Timely reporting provides accurate data and enables more accurate & efficient workhour matching

Work Instructions: F4 Play- POOM Performance SWI

[illegible]

4. **Cadence of accountability**
(Office deep dives)

- Offices not making CSV/SOV are investigated for root cause
- SSRD/CSAW deep dives
- IVES schedule reviewed

- Conducting deep dives provides the data needed to address performance
- Look for quick wins
- Change culture to lead to sustained success

[illegible]

5. **Cadence of accountability**
(Office deep dives of prior week)

- Offices not making CSV/SOV are investigated for root cause
- SSRD/CSAW deep dives
- IVES schedule reviewed

- Conducting deep dives provides the data needed to address performance
- Look for quick wins
- Change culture to lead to sustained success

Sales by Line		Customer Service Sales Activity Worksheet - M1-2019																Date: 11/29/2018 11:43	
CHARTERLOT, CO. CLM 71 BARBERS ST.		Set new		See new		Re-see new		Two new		Wid new		New P		Fid new		Total			
Weekend	Final	Factors	Entered	Accepted	Product	Product	Product	Product	Product	Product	Product	Product	Product	Product	Product	Product	Product		
LDC 41 L1	0	0.00	0.00	Wdr Pcs	0	0	0	0	0	0	0	0	0	0	0	0	0		
LDC 41 P3	0	0.00	0.00	Wdr Pcs	0	0	0	0	0	0	0	0	0	0	0	0	0		
LDC 41 B8	0	0.00	0.00	Wdr Pcs	0	0	0	0	0	0	0	0	0	0	0	0	0		
LDC 41 L02	1744	6.03	2.22	Letters Pcs	1033	320	2146	1000	1030	1848	2210	10033					10033		
LDC 41 P02	4531	9.01	2.91	Letters Pcs	2838	916	2838	2838	2838	5161	5161	2838					2838		
LDC 41 P04	4156	20.04	24.00	2279	20	6200	1385	5552	1000	4505	5307	0					20		
LDC 41 Allied	0	6.78	0.00	None	5	30	1985	630	3	0	0	0					0		
LDC 41 M06L	42	26.64	None	0	0	57	37										36		
LDC 41 B06L	1291	5.01	6.02	Letters Pcs	133	240	133	-20	167	958	675						240		
LDC 41 B06L	913	-6.73	0.00	None	1000	1000	1000	1000	1000	1000	1000						1000		
LDC 41 B07P	530	7.24	6.02	75w Pcs	1075	343	1187	47	5.83	1506	175	3460					3460		
LDC 41 B08P	47	233.33	200	75w Pcs	30	0	81	25	38	37	47	2373					2373		
LDC 41 T00L	115	4.63	2.29	None	2	0	26	23	12	9	11	89					89		
LDC 41 B04	550	38.09	2.38	EXHIBITION	0	0	0	0	0	0	0	0					0		
LDC 41 B04	903	1.39	0.00	None	49	3	164	84	0	0	0	0					84		
LDC 41 B05P	0.00	8.00	0.00	EXHIBITION	0	0	0	0	0	0	0	0					0		
LDC 41 B06	72.00	8.00	8.00	EXHIBITION	46	11	53	37	52	64	8	468					468		
LDC 41 L02	901	24.00	EXHIBITION	6303	20	111	1040	25030	85536	1000	11171	5713					5713		
LDC 41 L02	0	3.05	None	2	0	22	115	2.04	237	283	329	1000					1000		
LDC 41 L04	0	-16.73	16.73	None	35	14	2024	100	6534	1034	-1748						1034		
Daily Entered as Actual Activity																			
TACS Item 0																			
LDC	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	Entered	TACS	
41	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06		
42	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06	0.00	2.06		
43	2.06	3321	1433	1737	2400	3835	2000	3766	2937	3330	3346	1738	0	0	0	0	1738		
44	2.06	3321	1433	1737	2400	3835	2000	3766	2937	3330	3346	1738	0	0	0	0	1738		
45	18.46	2738	1030	2548	4437	2848	4366	2446	4535	2658	4872	2748	0	0	0	0	2748		
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100	18.46	2738	1030	2548	4437	2848	4366	2446	4535	2658	4872	2748	0	0	0	0	2748		
Daily Variance																			
Weekly Summary	LDC 41	LDC 42	LDC 43	LDC 44	LDC 45	LDC 46	LDC 47	LDC 48</											

6. Cadence of accountability
(Office deep dives of current week to date and plans to end successful)

- Offices not making CSV/SOV are investigated for root cause
- SSRD/CSAW deep dives
- IVES schedule reviewed

- Conducting deep dives provides the data needed to address performance
- Look for quick wins
- Change culture to lead to sustained success

CSAW Daily Performance Review 05/01/2021 Through 05/07/2021													
ATLANTIC RETAIL & DELAWARE NORTH CAROLINA DISTRICT													
Entered At: 0		Actual: 0		Budget: 0		Actual: 0		Budget: 0		Actual: 0		Budget: 0	
Return to Area Level													
	Set	Set	Star	Star	Star	Star	Star	Star	Star	Star	Star	Star	Star
	05-01-2021	05-02-2021	05-03-2021	05-04-2021	05-05-2021	05-06-2021	05-07-2021	05-08-2021	05-09-2021	05-10-2021	05-11-2021	05-12-2021	05-13-2021
WEEK	Entered At:	Set	Star	Star	Star	Star	Star	Star	Star	Star	Star	Star	Star
WEEK	1165	1285	1427	1575	1721	1868	2015	2162	2310	2457	2605	2752	2900
WEEK	1221	1370	1519	1668	1817	1966	2115	2264	2413	2562	2711	2860	3009
WEEK	1276	1425	1574	1723	1872	2021	2170	2319	2468	2617	2766	2915	3064
WEEK	1331	1480	1629	1778	1927	2076	2225	2374	2523	2672	2821	2970	3119
WEEK	1386	1535	1684	1833	1982	2131	2280	2429	2578	2727	2876	3025	3174
WEEK	1441	1590	1739	1888	2037	2186	2335	2484	2633	2782	2931	3080	3229
WEEK	1496	1645	1794	1943	2092	2241	2390	2539	2688	2837	2986	3135	3284
WEEK	1551	1700	1849	1998	2147	2296	2445	2594	2743	2892	3041	3190	3339
WEEK	1606	1755	1904	2053	2202	2351	2500	2649	2798	2947	3096	3245	3394
WEEK	1661	1810	1959	2108	2257	2406	2555	2704	2853	3002	3151	3300	3449
WEEK	1716	1865	2014	2163	2312	2461	2610	2759	2908	3057	3206	3355	3504
WEEK	1771	1920	2069	2218	2367	2516	2665	2814	2963	3112	3261	3410	3559
WEEK	1826	1975	2124	2273	2422	2571	2720	2869	3018	3167	3316	3465	3614
WEEK	1881	2030	2179	2328	2477	2626	2775	2924	3073	3222	3371	3520	3669
WEEK	1936	2085	2234	2383	2532	2681	2830	2979	3128	3277	3426	3575	3724
WEEK	1991	2140	2289	2438	2587	2736	2885	3034	3183	3332	3481	3630	3779
WEEK	2046	2195	2344	2493	2642	2791	2940	3089	3238	3387	3536	3685	3834
WEEK	2101	2250	2399	2548	2697	2846	2995	3144	3293	3442	3591	3740	3889
WEEK	2156	2305	2454	2603	2752	2901	3050	3199	3348	3497	3646	3795	3944
WEEK	2211	2360	2509	2658	2807	2956	3105	3254	3403	3552	3701	3850	4000
WEEK	2266	2415	2564	2713	2862	3011	3160	3309	3458	3607	3756	3905	4054
WEEK	2321	2470	2619	2768	2917	3066	3215	3364	3513	3662	3811	3960	4109
WEEK	2376	2525	2674	2823	2972	3121	3270	3419	3568	3717	3866	4015	4164
WEEK	2431	2580	2729	2878	3027	3176	3325	3474	3623	3772	3921	4070	4219

- ## 7. Review POOM Daily Performance to Earned Reports


- CSAW Performance Reports provide real time data

- Matching workhours to workload for maximum efficiency

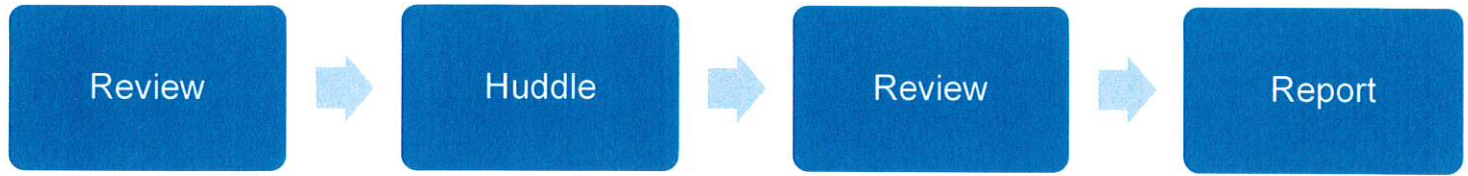
Work Instructions: F4 Play- POOM Performance SWI


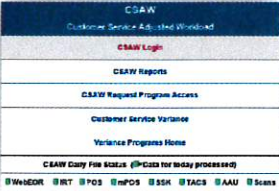


	<p>8. Cadence of accountability (Office deep dives)</p> <ul style="list-style-type: none"> Offices not making CSV/SOV are investigated for root cause SSRD/CSAW deep dives IVES schedule reviewed Conducting deep dives provides the data needed to address performance Change culture to lead to sustained success
	<p>9. Review VAP Cadence of accountability (Office deep dives)</p> <ul style="list-style-type: none"> Distribution Productivity Staffing to workload and ail arrival Conducting deep dives provides the data needed to address performance Change culture to lead to sustained success
	<p>10. CSAW Program Usage report</p> <ul style="list-style-type: none"> Provides real time login and data entry usage Conducting deep dives provides the data needed to identify under utilization of CSAW Tool
	<p>11. EFlash Volume Input and Comparison weekly report</p> <ul style="list-style-type: none"> Provides comparison of weekly volume from the Saturday morning feed to eflash & the volume for the same period of the following Monday morning Emphasizes the importance of validating the CSAW Daily Entries prior to the Saturday morning file transfer
	<p>12. Review CSAW Trip Volume reports Prior & Current Week</p> <ul style="list-style-type: none"> Provides Empty CSAW cell data for each volume category LDC 43 & 44 Provides Empty CSAW LDC 43L, 43F & 43P TACS & NEBR work hours Missing data indicates unit is not analyzing workload – work hours daily

Work Instructions: F4 Play- POOM Performance SWI

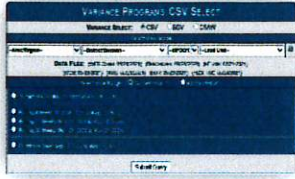

	13. Go To GEMBA	<ul style="list-style-type: none">• On site visits provide an accurate picture of current conditions	<ul style="list-style-type: none">• Visits to vital offices are crucial to promote collaboration and cooperation with stake holders
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Work Instructions: F4 Play- MPOO/MCSO/PCES PM Performance SWI

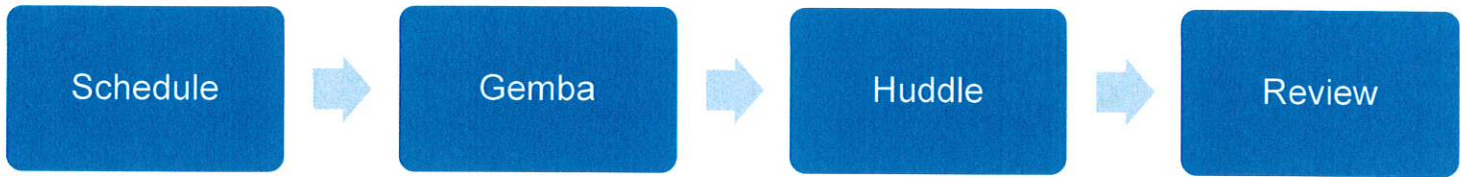



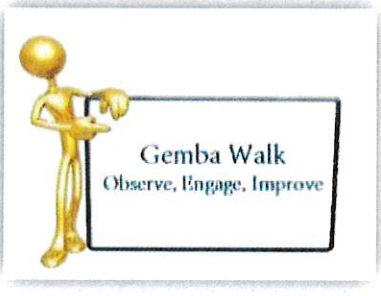

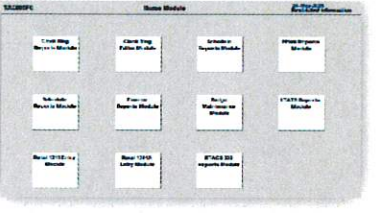
	Important Steps	Key Points	Reasons for Key Points
	Review CSAW TACS Trips Report (Current week, Exceptions Only)	<ul style="list-style-type: none"> Identify opportunity offices missing volume entries and clock ring data 	<ul style="list-style-type: none"> Communicate with opportunity offices Capture missing volume Correct process failures to insure data and earned hour accuracy
	Review previous day F4 CSAW Performance Reports	<ul style="list-style-type: none"> Identify opportunity MPOO groups and offices Review data for outliers at each appropriate level 	<ul style="list-style-type: none"> Communicate with opportunity offices Address variance hours by LDC Identify root cause Ensure data accuracy
	Conduct frequent huddles to discuss prior day CSV – SOV performance, expectations and roadblocks	<ul style="list-style-type: none"> Determine a plan of action with management staff to mitigate roadblocks Welcome local management feedback on recurring issues 	<ul style="list-style-type: none"> Provides a regular platform to discuss daily/weekly function 4 performance with opportunity offices Provides an opportunity to reflect on issues identified during Gemba walks Develop an engaged employee approach to problem solving between all management levels
	Review CSV/SOV performance weekly	<ul style="list-style-type: none"> Visualize weekly performance summary of earned vs. actual hours for opportunity offices Review data for improvement results based on weekly huddle sessions Identify areas needing additional focus. 	<ul style="list-style-type: none"> Verifies Huddle communication and process accountability between management Improve F4 efficiency and productivity

Work Instructions: F4 Play- MPOO/MCSO/PCES PM Performance SWI

	<p>Report CSV/SOV performance with District Manager</p>	<ul style="list-style-type: none"> • Provide data to Area 	<ul style="list-style-type: none"> • Create a cadence of accountability
	<p><u>Level 18-offices only</u></p> <p>Review 1260 report on Monday</p>	<ul style="list-style-type: none"> • Ensure Postmasters are performing and reporting their allotted 15 hours clerk work 	<ul style="list-style-type: none"> • Improve F4 efficiency and productivity • Maintain budget and fiscal responsibility

Work Instructions: F4 Play- Station Manager/Postmaster SWI



	Important Steps	Key Points	Reasons for Key Points
	<p>Utilize IVES to schedule F4 Clerk(s) according to earned hours and to VAP</p>	<ul style="list-style-type: none"> Schedule clerks in alignment with mail arrival to achieve National VAP Gap target. 	<ul style="list-style-type: none"> Manage staffing to meet your workload Improve F4 efficiency and productivity IVES usage improves unit scheduling and proper workhour use IVES eliminates manual scheduling, provides earned hour projections, tools for work hour usage and increases scheduling accuracy
	<p>Go to Gemba (where the work is done) daily to assess current state, workload, issues and bottlenecks requiring immediate action</p>	<ul style="list-style-type: none"> Escalate immediate issues and concerns to Postmaster/ MCSO/POOM as necessary Engage with clerks to communicate expectations and goals 	<ul style="list-style-type: none"> Inform process owners of irregularity and obstacles for achieving goals Improve F4 efficiency and productivity
	<p>Conduct Huddles (meeting with employees at Gemba) to discuss prior day performance, expectations and roadblocks</p>	<ul style="list-style-type: none"> Determine a plan of action with staff to mitigate roadblocks Welcome employee feedback on recurring issues 	<ul style="list-style-type: none"> Huddles provide an opportunity to reflect on issues identified during Gemba walk Develop an engaged employee approach to problem solving
	<p>Run and review TACS Station Summary Report (Reports-Finance Reports- Station Summary)</p>	<ul style="list-style-type: none"> Validate daily F4 hour usage to proper LDC 	<ul style="list-style-type: none"> Improve F4 workhour reporting, efficiency and productivity

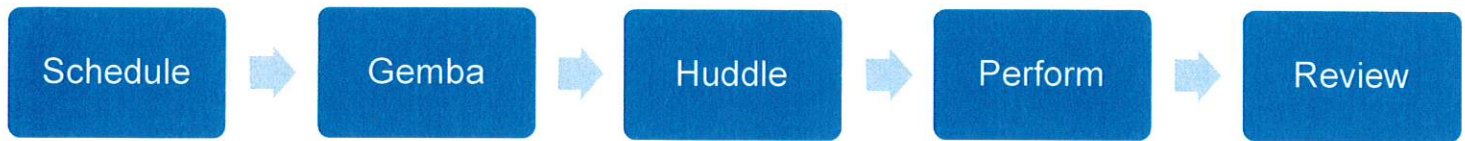
Work Instructions: F4 Play- Station Manager/Postmaster SWI



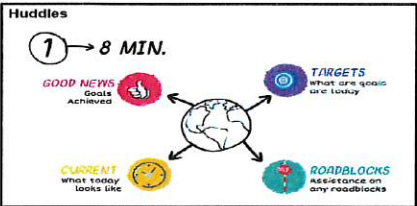

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Review function 4 management reports and tools such as daily **CSAW**, weekly **CSV**, **VAP** and **IVES**

- | | |
|--|---|
| <ul style="list-style-type: none"> • Identify workhour, workload and other performance issues that need to be addressed • provide operational summary of any issues identified or encountered to Postmaster, MCSO/POOM | <ul style="list-style-type: none"> • barriers and issues encountered within or outside local control • Verifies Huddle communication and process accountability between the unit and district levels • Improve F4 efficiency and productivity • Maintain budget and fiscal responsibility |
|--|---|

Work Instructions: F4 Play- Supervisor Performance SWI



	Important Steps	Key Points	Reasons for Key Points
	1. Utilize IVES to schedule F4 Clerk(s) according to earned hours and to VAP	<ul style="list-style-type: none"> Schedule clerks in alignment with mail arrival to achieve National VAP Gap target. 	<ul style="list-style-type: none"> IVES usage improves unit scheduling and proper workhour use IVES eliminates manual scheduling, provides earned hour projections, tools for work hour usage and increases scheduling accuracy
	2. Go to Gemba daily to identify unit workload, issues and barriers requiring immediate redress	<ul style="list-style-type: none"> Address issues within local control and escalate other immediate issues or concerns to Manager/POOM as necessary 	<ul style="list-style-type: none"> Employees may identify opportunities in their workplace based on huddles, Gemba Walks, or common-sense observations of the facility.
	3. Establish and conduct Daily Huddles to discuss workload, issues and barriers requiring unit engagement	<ul style="list-style-type: none"> Determine a plan of action with staff to mitigate issues Welcome employee feedback on recurring issues 	<ul style="list-style-type: none"> Huddles provide an opportunity to reflect on issues identified during Gemba walk Develops an engaged employee approach to problem solving
	4. Perform daily assigned tasks as required by the F4 Playbook 5. Attend HQ/Regional/District meetings as required 6. Continue Gemba walks and ensure workload is completed efficiently in alignment with productivity goals.	<ul style="list-style-type: none"> Gather relevant operational data Determine daily assignments Monitor and manage outstanding current day issues <ol style="list-style-type: none"> Daily TACS-ERMS SWI Measure and record volume correctly SWI Complete DUT on time SWI 	<ul style="list-style-type: none"> Maintains a proper balance of workload for daily management Provides visibility of unforeseen issues Keeps unit aware of operational issues Maintains management and process control to support unit productivity and efficiency

Work Instructions: F4 Play- Supervisor Performance SWI

The screenshot displays a complex data table with multiple columns and rows. The table is organized into sections, with the top section containing summary statistics and the bottom section containing detailed performance data. The data is presented in a grid format with various numerical values and some text labels.

7. Utilize function 4 management reports and tools such as daily [CSAW](#), weekly [CSV](#), [VAP](#) and [IVES](#) to provide operational summary of any issues identified or encountered to Manager/POOM

- Identify workhour, workload and other performance issues that need to be addressed

- Addresses operational barriers and issues encountered within or outside local control
- Verifies operational communication and process accountability between the unit and district levels

[F4 Guidebook LDC Explanations and Operation Codes](#)

[F4 Training & Development](#)

[F4 General Information](#)


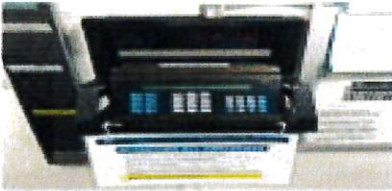
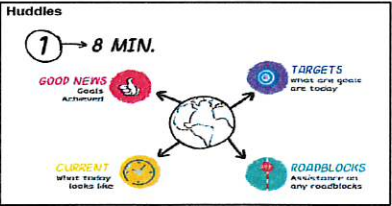
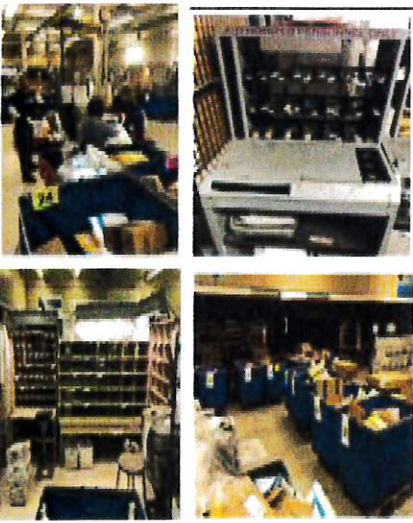
[Policies & Procedures \(Job Aids & SOPs\)](#)

[SST](#)


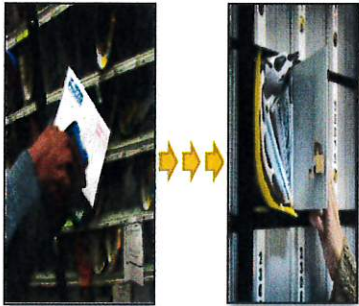
[DOIS - WBT](#)

Work Instructions: F4 Play- Clerk Performance SWI



	Important Steps	Key Points	Reasons for Key Points
	1. Arrive to unit on time, as scheduled in IVES	<ul style="list-style-type: none"> Ensure promptness to schedule 	<ul style="list-style-type: none"> Timeliness impacts F4 workhour use and unit productivity
	2. Clock-In to proper operation upon Begin Tour	<ul style="list-style-type: none"> Ensure to clock into OPN #079 Clock into correct operation numbers 	<ul style="list-style-type: none"> Charge HOURS to appropriate activity by work performed Accurate clock rings eliminate clock ring error corrections
	3. Attend Daily Huddle to discuss workload, issues and barriers as well as impacts on office	<ul style="list-style-type: none"> Determine a plan of action with team to mitigate issues Provide operational feedback on issues based on local knowledge 	<ul style="list-style-type: none"> Huddles provide an opportunity to escalate/highlight issues encountered during daily operations Provide a forum to discuss metrics, goals and daily operating plans
	4a. Perform AM Processing tasks as required by the F4 Playbook	<ul style="list-style-type: none"> Scan & Throw ALL SPRs & Parcels, FIRST! Designated Clerk Distribute NLM Mail ONE Hour before Carriers BT Designated Clerk Prepare Accountable Cart(s) Designated Clerk Report to Hot Cases to Process Working Mail ONE Hour before Carriers BT Retrieve equipment, Organize & Setup Distribution Areas 	<ul style="list-style-type: none"> Ensures the processing of all SPRs & Parcels by scheduled DUT Making DUT allows carriers to leave to the street on time Designated clerks allow other clerks to continue to throw parcels to meet DUT Post-processing setup allows for efficient P.M mail processing and does not delay the distribution of Day Zero Mail

Work Instructions: F4 Play- Clerk Performance SWI

	<p>4b. Perform PM Processing tasks as required by the F4 Playbook</p>	<ul style="list-style-type: none"> • Set Delivery Day indicator to NEXT day prior to processing • Make entries on DDI Log to ensure compliance • Scan & Throw ALL SPRs & Parcels prior to end of Tour • Organize Equipment and properly Setup Distribution 	<ul style="list-style-type: none"> • Processing ALL Day ZERO parcels allows for the Clerks in the AM to process committed SPRs & Parcels and make DUT • Post-processing equipment organization allows for efficient AM mail processing hand-off and does not delay the distribution of committed SPRs and Parcels
	<p>5. Review operational issues with team/Supervisor and escalate and/or downflow concerns and expectations, as required</p>	<ul style="list-style-type: none"> • Report issues beyond clerk control to unit supervisor • Complete ALL other Housekeeping tasks prior to leaving the building 	<ul style="list-style-type: none"> • Addresses operational barriers and issues encountered within or outside clerk controls • Verifies operational communication and process accountability between clerks and local management • Promotes overall success of the unit by streamlining workflow