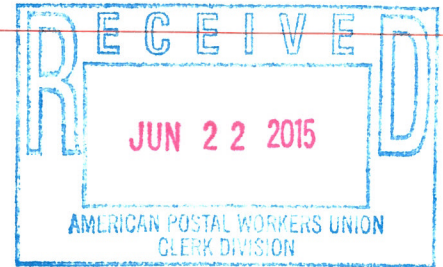


SCANNED



June 18, 2015

Mr. Lamont Brooks
Assistant Director, Clerk Division
American Postal Workers
Union (APWU), AFL-CIO
1300 L Street NW
Washington, DC 20005-4128

Certified Mail Tracking Number:
7014 0510 0000 6596 7694

Dear Lamont:

This is in response to your request made during our May 27 meeting concerning the proposed revisions of Handbook F-101, *Field Accounting Procedures*, Chapter 24. Specifically, you requested materials regarding the use of the Electronic 1412 (e1412) web based system in offices with Single Drawer Accountability (SDA).

We have enclosed the following job aids:

- RMPO (R2/R4): Ordering, Receiving and Returning Stamp Stock & Money Orders
- SDA Closeout List
- Cash Management in an e1412 Office

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A blue ink handwritten signature, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosures