



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

January 23, 2017

Debby Szeredy
Executive Vice President

202-842-4250 (Office)
202-842-4297 (Fax)

National Executive Board

Mark Dimondstein
President

Debby Szeredy
Executive Vice President

Elizabeth "Liz" Powell
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Coordinator, Northeast Region

Kennith L. Beasley
Coordinator, Southern Region

Omar M. Gonzalez
Coordinator, Western Region

To: Lamont Brooks, Assistant Director, Clerk Division

From: Debby Szeredy, Executive Vice President

DS 1-23-17

**Subject: Expanding MyPO Access to include a Clerk Role
Notification No: GCCC20170041**

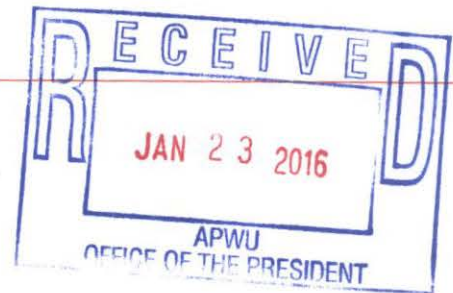
Attached please find a copy of a letter dated 1/18/2017 from Rickey Dean regarding the above-referenced matter.

You are designated as the APWU contact person in this matter. Contact the USPS representative as soon as possible for discussion, if appropriate. Please provide notification of your review to me by 2/23/2017.

Please note: Your secretary should update the Notification Tracking Module in Step 4 CAS as necessary.

**Cc: Michael O. Foster, Director, MVS Division
Steven Raymer, Director, Maintenance Division
Clint Burelson, Director, Clerk Division
Vance Zimmerman, Director, Industrial Relations**

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January 18, 2017

Mr. Mark Dimondstein
President
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Certified Mail tracking Number:
7016 1370 0002 3014 1033

Dear Mark:

As a matter of general interest, the Postal Service will be expanding MyPO access to include a clerk role. Currently, there are eighteen tasks in MyPO that are completed by a supervisor or manager. The expansion will allow clerks access to six of those tasks.


The clerk role will include the following tasks:

1. Hold for Pick-up/COD
2. Expedited Packaging Supplies
3. Retail Inventory
4. 3849-Second/Final Notice
5. Return to Sender Items
6. PO Box Sampling

The supervisor or manager in the office will oversee the assignment and completion of the six clerk role tasks. Logging into MyPO will be done on a daily basis by both management and the assigned clerk(s). Clerks will request MyPO clerk role access through eAccess and be trained locally. Any office that uses MyPO will have access. The effective date for this initiative will be January 21st.

If there are any questions, please contact Ms. Shannon Richardson of my staff at extension 5482.

Sincerely,


Rickey Dean
Manager
Contract Administration (APWU)