

Ketchum, Mark L - Eagle Grove, IA

515-242-7441

From: Coulson, Ted - Des Moines, IA
Sent: Wednesday, January 28, 2009 3:49 PM
To: Brokens, Greg A - Alden, IA; McGuire, Thomas T - Algona, IA; MOORE, MARC R - ARMSTRONG, IA; Zimmerman, Michael H - Bancroft, IA; Allen, Thomas J - Boone, IA; Goodale, Tina R - Clarion, IA; Ketchum, Mark L - Eagle Grove, IA; Hill, Lori A - Ellsworth, IA; Tomkins, John E - Emmetsburg, IA; Price, Linda A - Gowrie, IA; Nessa, Kevin D - Hubbard, IA; Zwiefel, Daryle D - Humboldt, IA; Mallo, Deanna C - St. Ansgar, IA; Wiley, Kathy J - LAURENS, IA; Schaffer, Lori M - Manson, IA; Kilmer, James F - NEVADA, IA; Buel, Richard A - NEWELL, IA; Ohlsen, Todd A - Ogden, IA; Reinders, Douglas L - Pocahontas, IA; Corkrean, Timothy J - Rockwell City, IA; St Peter, Jeffrey A - Sac City, IA; Kisner, James D - Storm Lake, IA; Mason, Robert J - Story City, IA; Reisdorf, Joy D - Webster City, IA
Cc: Berg, Wendy A - Fort Dodge, IA
Subject: PTF Clerk Scheduler

Importance: High

All:

The way in which the PTF Clerk Scheduler is to be handled will change beginning next week.

Each office is to submit their PTF clerk schedules to Robyne Clement, Secretary to SR. MPOO Cathy Ellett by close of business each Monday.

Robyne will then assign clerks on a rotating basis according to the needs submitted by PM Wendy Berg of Ft. Dodge, IA. and send back to your offices on Tuesday so you can duly notify your PTF clerks when they are going to work.

There will be no changes to the schedule after it has been submitted by Robyne on Tuesday.

I will begin to review medical documentation that has been supplied by PTF clerks within your facilities. If documentation does not state the required information, the PTF clerk will be informed in writing to have the necessary corrections or updates completed and submitted within a timely fashion.

Here is the pecking order that will be followed:

Clerks that want to volunteer within a 50 mile radius will be scheduled first; include this on your schedules.

Clerks that want to volunteer within a 75 mile radius will be second (there

will be no per diem)
Clerks will be mandated within a 50 mile radius.

This is not a choice as to whether you want to participate or not, it is a mandate and my expectations are that each Postmaster will follow these instructions as posted.

The upside is that plans are already in the works to realign bids in Ft. Dodge addressing the real issues at hand, with the ultimate goal of drastically reducing to totally eliminating loaner help from the field.

Remember this begins on Monday next week, submit all schedules to Robyne Clement.

Thanks

Ted Coulson
MPOO Area 2
515/573/4729