

MANDATORY SOX TRAINING

I have posted a training schedule for every clerk to complete the mandatory training within the next two weeks. I have scheduled 4 sessions for each clerk. Most of the training will be done in the Conference room; however some have also been assigned to use Don Stuhler's office in addition. This is to give everyone a quiet, private place to concentrate on the training and to break up the training as much as possible.

- **During your First Session, you are to complete modules 1-6**
- **During your Second Session, complete modules 7-8**
- **During your Third Session, complete modules 9-13**
- **The Fourth Session will be the final test**

You can go at your own pace, and you can take notes which you will be allowed to use for the final test. You should also bookmark your spot before logging out, so when you return, you can pick up where you left off.

When you finish your training for the day, please advise the next clerk scheduled, so that they can go back and begin their training promptly.

To take the training, go to the following website: <http://blue.usps.gov/bma>

Select "Hot Topics"

Select "BMA SOX Compliance Training Course"

You will use your ACE logon. The first time you log in, the password will be sox. Once you log in, you will be able to change the password.

Please see me or Janine if you have any problems logging on or any questions regarding the training.

This training will cover the following topics:

SESSION 1

1. Integrated Operating Plan
2. Acceptance Site Configuration
3. Managing the Dashboard
4. Check in Process – there will be some new steps that we will be implementing
5. Initial Verification Procedures
6. In Depth Verifications

SESSION 2

7. Plant Verified Drop Shipments
8. Full Service Verifications
9. Intelligent Mail Device Scanner

SESSION 3

10. Finalizing Verification Results
11. End of Day Reconciliation – new procedure as a double-check that all mailings have been entered and the funds deducted
12. Managing Periodicals
13. Postal One! Outages – SOP and Contingency Plan

SESSION 4

Test

SOX TRAINING SCHEDULE

DATE	8:00-10:00	10:00-12:00	12:00-2:00	2:00-4:00	4:00-6:00	6:00-8:00	6:00-8:00 Don's Office	8:00-10:00	8:00-10:00 Don's Office	10:00-12:00	
11-Jan				Patty	Patty	Patty					
12-Jan	Tom Z	Joanie	Dan P	Kathy B	Jack W	Karen	Mike S	Kirk	Tom W	Jack H	
13-Jan	Tom Z	Joanie	Dan P	Kathy B	Jack W	Karen	Mike S	Kirk	Tom W	Jack H	
14-Jan	Tom Z	Joanie	Dan P	Kathy B	Jack W	Karen	Mike S	Kirk	Tom W	Jack H	
15-Jan	Tom Z	Joanie	Dan P	Kathy B	Jack W	Karen	Mike S	Kirk	Tom W	Jack H	
18-Jan	MLK Holiday - light staffing										
19-Jan	Mike K	Paul	Joe	Phil	Dan B	Rich	Carl	Sally	Jim	Kevin	
20-Jan	Mike K	Paul	Joe	Phil	Dan B	Rich	Carl	Sally	Jim	Kevin	
21-Jan	Mike K	Paul	Joe	Phil	Dan B	Rich	Carl	Sally	Jim	Kevin	
22-Jan	Mike K	Paul	Joe	Phil	Dan B	Rich	Carl	Sally	Jim	Kevin	
ALL CLERKS: PLEASE ADHERE TO THE ABOVE SCHEDULE.											
PLEASE ADVISE THE NEXT CLERK WHEN YOU ARE DONE WITH THE TRAINING AND THEY CAN USE THE ROOM.											