

Work Descriptions for Mail List Services

Here is a list of my duties and other responsibilities that I handle on a daily basis.

- Mail List Services
- Standard Distribution List (SDL)
- Federal Express Invoices
- Assistant Supervisor
- Customer Service
- Processes Registered/Certified Mail
- Commercial Invoices
- Metering Mail
- Processing Federal Express packages Domestic and International
- Ordering Federal Express Supplies and Office supplies

Standard Distribution List

The SDL is a list that only a few people in NASA are able to gain access to.

The SDL was created for users that have mass addresses that they need to be maintained. There are more than 100,000 addresses in this system now and it continues to grow.

The SDL was accessed through the Marshall Space Flight Centers Mainframe, but has now changed to the Goddard Space Flight Centers Mainframe.

This list is used by multiple users here at NASA Headquarters. Each addressee is assigned a number that is used to locate each addressee along with their suite and the number of the list and how many copies.

See copy attached for example.

Federal Express Invoices

Federal Express Invoices are invoices that I receive every week to submit for payment.

I keep record of every invoice that is received. I keep a track of the date, invoice number and dates the invoices are for.

Once I receive the invoices, I input the appropriate information and then the invoices are sent up to Mike Barrett for approval. Once I receive the approved invoices, I make copies of each invoice and then they are sent to Goddard Space Flight Center for payment.

Assistant Supervisor

As Assistant Supervisor, I take over whenever Keith is out-of- the-office, or on vacation. All of the duties that he performs I take the lead on all decisions or problems or issues that arise Due to his absence. I was chosen to be his Assistant Supervisor by him, due to the knowledge that I have of the Mail Center and the ability to handle all issues that occur in the mail center along with judgment calls. I take pride in being his “Right hand Man”.

Customer Service

I take pride in helping customer's everyday. I help our customers with everything that they need. I help them with just general questions on the phone or when they call or if they come into the Mail Center for direct help.

I help them with issues as far as helping with the filing out our 241 form for federal express or how to complete a commercial invoice, or just taking mail from them that they bought in themselves.

I even help ease their minds if there is a problem. I will track packages for them, call Federal express if something was wrong with their package. I try to take on their problems to make them feel more comfortable and at ease and take their problems from them and then solve it for them.

REGISTERED/CERTIFIED MAIL

Even though Registered and Certified Mail are duties of the Mail Clerks. I also assist in helping them out.

I assist them in making sure that our Registered mail that has to be locked up in a secure bag and all paper work is completed is done for pick-up by our postal service.

I also assist them with the Certified Mail, making sure that all the paperwork required for shipment is correct.

Ordering Supplies

I place all orders for supplies that we need. This includes the ordering of Mail Center supplies and Federal Express supplies. This insures that we have all the materials that we need to have a smooth running day.

Domestic and International Federal Express and Commercial Invoice

I help out with processing the Federal Express Domestic and International packages. When we receive a NHQ 241 form along with the package. I help process that package to insure delivery of next day service

The Commercial Invoice is something that is required by customs along with certain information so that the package can be forwarded to the place of delivery.

Metering Mail

Although the metering of the mail is done by the mail clerks, when someone walks in and hands me a piece of mail, I walk it to the back and place the postage on it.