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| ARCS PROCEDURE:<br><br>Author: S. Smith | DAILY ROUTINE OFFICE<br>DUTIES | PRO(TWPPO)-048.000<br><br>January 11, 2000<br>Page 1 of 3 |
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## Daily Routine Office Duties

### I. Purpose:

To provide instructions on daily routine office duties.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

#### A. Steps:

1. Open office
  - Refer to PRO(TWPPO)-034.000, Opening TWP Office
2. Check Sharon's email for OMS log items, print, and file in appropriate OMS file tray to be logged, file the electronic version in the appropriate email folders.
  - All Nauru & Manus Ops (email will most likely be addressed to TWP-Ops)
  - Shipping/Receiving (email will be from Linda Gillen)
  - Contact Worksheets (subject will have "contact" in it)
  - Foreign correspondence (email containing PNG, Kiribati, SPREP)
  - Manus Daily Report (from Helsel)
  - Nauru99 Report (from Apple)
3. Check Sharon's email for action items
  - Action Items (review email from people in our group to see if there is any immediate action required), these will not need to be logged in OMS
  - All other email can be left on desk top
4. Sort and distribute incoming mail
  - Checks - Mail incoming checks to anyone on travel/vacation to their home (if they're only gone for one to two days, put the check in their desk and notify them via email)

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- Payroll stubs – distribute to personnel immediately. Place the stubs for the people who are not here in the right hand drawer of Sharon's desk.
  - Airline Tickets – put airline tickets in travelers desk drawer if they are out of the office and notify them via email
5. Distribute incoming faxes to recipient immediately
    - Be sure to watch the fax machine continuously throughout the day
  6. Distribute incoming Fed Ex's to recipient immediately
  7. Put away all incoming JIT orders
    - Check item on stock request list posted on the bulletin board in Espy's office.
  8. Fill fax machine with paper (not too full or it will jam)
  9. Answer telephone and take messages
  10. Bulletin board update
    - Post current information
    - Take down old information
  11. Check voice mail
    - Dial LANL Voice Mail 7-5286 on the 7-1186 line
    - Dial TWPPO Mail Box Number 276892
  12. Close office
    - *Refer to PRO(TWPPO)-035.000, Closing TWP Office*
  13. Call in for service request if there are problems with the Xerox machine
    - Call the Xerox Corporation Service number at 1-800-822-2979
    - Refer to Serial Number: 52K305239
  14. Call in for service request problems with small copier or fax machine
    - Call Rocky Mountain Business Systems at 983-1181

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**V. References:**

None.

**V. Attachments:**

None.