

APHIS AR Duties	Jennifer Elias	Vacant Analyst	Kate Sopcyk	Justin Rhea	Lucy Currie	Greg Wilkes	Kimberly Runnigen	Bonnie Ketola	Shin Christensen	Jeremy Pouliot	Melvin Copeland	Kathryn Collins
<b>Collections Processing</b>												
Wires			X	X								
ACH			X	X								
Credit Cards			X	X								
Lockbox			X	X								
Cash Rec			X	X								
ABS Helpline			X	X								
Debit Vouchers			X	X								
<b>Debt Management</b>												
VS/ROT	Lead							G-N	A-F	O-Z		
Military	Lead							X				
AQI	Lead					A-I	J-Z, RR's					
Wildlife Svcs		Lead			X							Assists
Misc	Lead				X							
Civil Penalties	Lead									Back-up	X	
<b>Trust Funds</b>												
Lead (FMMI programming (CRs/RTs), problem resolution, leads/oversees others work, A123, TF Projects)		Lead										
Statements												
Reconciliations (6 with 2 more pending)		Lead										
Customer Service/Administrative (set up, refund, close out accounts)		Lead/PPQ										
Deposits												
TF Email Box												
Past Due Process (Debt Management)												
e-File Statements												X
<b>Other Duties</b>												

Vessel Refunds						X						
Calendar	X	X	X	X	X	X	X	X	X	X	X	X
WAR	X	X	X	X	X	X	X	X	X	X	X	X
IDP / Training	X	X	X	X	X	X	X	X	X	X	X	X
<b>Projects</b>												
Team Internet/Intranet												X
SOPs												
I Drive Clean Up												
Debt Management Packets (Streamline/Consistent/Paperless?)												
Employee System Access/Roles (Streamline/Consistent/Paperless?)												
APHIS 94 Mail Back												