



Franked Mail Daily Control Sheet

Statistical Programs – Revenue, Pieces and Weight

AP	FY
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Check One (Title)

Representative

Senator

Resident Commissioner

		(Congressperson's Name)		(City, State, ZIP Code of Congressional Office)		
	1 Date	2 Orange Pouch Received		3 Time Received (Military Time)	4 Time Released To Oprs.	5 Data Collector's Name (Print)
		Yes	No			
Week 1						
Monday	/					
Tuesday	/					
Wednesday	/					
Thursday	/					
Friday	/					
Week 2						
Monday	/					
Tuesday	/					
Wednesday	/					
Thursday	/					
Friday	/					
Week 3						
Monday	/					
Tuesday	/					
Wednesday	/					
Thursday	/					
Friday	/					
Week 4						
Monday	/					
Tuesday	/					
Wednesday	/					
Thursday	/					
Friday	/					

Franked Mail Daily Control Sheet Instructions

Each accounting period, data collectors will prepare a control sheet for each congressional member by title, name, and congressional office ZIP Code. (Since a congressperson may have more than one office, there must be a control sheet for each office.)

Column 1: Record the date (MM/DD).

Column 2: Check the applicable block, indicating whether or not an orange pouch was received.

Column 3: Record when an orange pouch is received, in military time. (This is entered by the organization assigned by local management for delivering this mail to the data collection unit. See DMM 137.155c).

Column 4: For both test and non-test days, record the time Franked Mail is returned to operations, in military time.

Column 5: Print the name of the data collector recording data on this form for each date.

Retention Period: Eight (8) Postal Quarters

Sending Forms To Your RCC

When no mail is received from a congressperson's office for an entire Postal Quarter (PQ), send copies of the Control Sheets for that PQ to your RCC who will forward them to the General Manager, Statistical Reporting Division for investigative and/or corrective action.