

U.S. POSTAL SERVICE  
**POSTMASTER WORKLOAD INFORMATION**

Post Office, State & ZIP Code	Postmaster's Signature	Date
MSC, State & ZIP Code	MSC Manager's Signature	Date
District Office, State & ZIP Code	District Manager's Signature	Date

(Check Box)

Vacancy                       Management Review                       RFR

*See Instructions on Reverse*

1. Current Office Level		
2. Finance Number	(1-6)	<input type="text"/>
3. General Delivery Families Served	(7-9)	<input type="text"/>
4. Post Office Boxes/Call Boxes Rented	(10-15)	<input type="text"/>
5. Possible City Deliveries	(16-20)	<input type="text"/>
6. Administrative Rural Boxes Served	(21-25)	<input type="text"/>
7. Intermediate Rural Boxes Served	(26-30)	<input type="text"/>
8. Administrative Responsibility for Intermediate Rural Boxes for Other Offices	(31-35)	<input type="text"/>
9. Administrative Highway Contract/Star Route Boxes Served	(36-39)	<input type="text"/>
10. Intermediate Highway Contract/Star Route Boxes Served	(40-43)	<input type="text"/>
11. Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	<input type="text"/>
12. Number of Carrier Stations/Branches	(48-49)	<input type="text"/>
13. Number of Finance Stations/Branches	(50-51)	<input type="text"/>
14. Number of Contract Stations/Branches & Community Post Offices	(52-53)	<input type="text"/>
15a. Does Office Experience A Seasonal Workload? (box one "Y" for yes, "N" for no) (If you answer 'yes' for this question, complete 'Seasonal Workload' section on reverse.)	(54)	<input type="text"/>
15b. Duration of Seasonal Workload (Minimum of 8 weeks)	(55-56)	<input type="text"/>
16. Does Office Perform Outgoing Distribution for Other Offices?	(57)	<input type="text"/>
17. Does Office Perform Incoming Primary Distribution for Other Offices?	(58)	<input type="text"/>
18. Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	<input type="text"/>
19. Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	<input type="text"/>
20. Do You Separate All Incoming Flat Mail to City & Rural Carrier Routes for Your Own Office?	(61)	<input type="text"/>
21. Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	<input type="text"/>
22. Does Your Office Have Administrative Responsibility for An Air Transfer Office?	(63)	<input type="text"/>
23. Is Postmaster Lessor for Government Owned Building?	(64)	<input type="text"/>
24. Does Office Have MPLSM/SPLSM?	(65)	<input type="text"/>
25. Does Office Distribute Food Stamps?	(66)	<input type="text"/>

## Seasonal Workload

(Complete this section only if you answered 'yes' to 15a.)

	Normal	During Seasonal Period
General Delivery Families Served		
Post Office Boxes/Call Boxes Rented		
Possible City Deliveries		
Administrative Rural Boxes Served		
Intermediate Rural Boxes Served		
Administrative Responsibility/Number Intermediate Rural Boxes		
Administrative Highway Contract/Star Route Boxes Served		
Intermediate Highway Contract/Star Route Boxes Served		
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes		

### Instructions

<ol style="list-style-type: none"> <li>1. Enter current evaluated office level.</li> <li>2. Enter the 6 digit post office finance number.</li> <li>3. Enter number of general delivery families served.</li> <li>4. Enter total number of post office boxes and call boxes <i>rented</i>. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.</li> <li>5. Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, <i>Carrier Route Report</i>, for the previous accounting period.</li> <li>6. Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.</li> <li>7. Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.</li> <li>8. Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.</li> <li>9. Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.</li> <li>10. Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.</li> <li>11. Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.</li> <li>12. Enter the number of classified stations and/or branches that have carrier delivery service.</li> </ol>	<ol style="list-style-type: none"> <li>13. Enter the number of classified finance stations and/or branches (<i>without carrier delivery service</i>) staffed by postal employees.</li> <li>14. Enter the total number of contract stations, rural stations and community post offices.               <ol style="list-style-type: none"> <li>(a) A contract station is a detached finance unit manned by non-postal employees.</li> <li>(b) A rural station is a post office box delivery unit serviced by a rural carrier.</li> <li>(c) A community post office is a contract unit which provides service in a small community.</li> </ol> </li> <li>15. To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.</li> </ol> <p style="text-align: center;"><b>Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)</b></p> <ol style="list-style-type: none"> <li>16. Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?</li> <li>17. Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?</li> <li>18. Does office separate incoming mail to carrier routes for other associate offices?</li> <li>19. Does office separate all incoming letter size mail to city, rural and/or star routes?</li> <li>20. Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?</li> <li>21. Do you have a vehicle maintenance facility under your jurisdiction?</li> <li>22. Do you have an air transfer office under your jurisdiction?</li> <li>23. Do you occupy a government-owned building and lease a portion of the building to someone else?</li> <li>24. Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?</li> <li>25. Does your office distribute food stamps?</li> </ol>
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