U.S. Postal Service **WORK ASSIGNMENT AND MAIL COUNT** *(Messenger Operations)*	Unit Name and ZIP+4 Code	Date(s)	Tour	Run No.

INSTRUCTIONS

Volume — Record number of pieces sorted, by type. Identify "Other" in comments section.
Collections/Deliveries — Record the number of Collection Stops and Deliveries made.
Miles — Record the number of miles driven.
Workhours — *Special Delivery* — Record the total number of workhours used for *Special Delivery* functions. Enter office and street times separately.
— Other — Record the total number of workhours used for "Other" functions. Enter office and street times separately.

Messenger No. Date or District	Volume				Collections		No. Dels.	No. Miles	Leave Ofc	Rtn Ofc	SD Workhours			Other Workhours			Other Duties *(Explain)*
	SD	EM	Other	Total	EM	Reg					Ofc	St	Total	Ofc	St	Total	

PS Form **1597,** April 1989 (Continue on reverse) **(Previous edition usable)**

RUN NUMBER _____

Messenger No. Date or District	Volume				Collections		No. Dels.	No. Miles	Leave Ofc	Rtn Ofc	SD Workhours			Other Workhours			Other Duties *(Explain)*
	SD	EM	Other	Total	EM	Reg					Ofc	St	Total	Ofc	St	Total	
TOTAL FOR PERIOD ▶																	

Comments

PERFORMANCE INDICATORS																
										Run 1	Run 2	Run 3	Run 4	Total		
Total Pieces		Total Del/PUs		Total Miles		Total OT		Total SL/UA		To City Carrier						
Total Off		Total St.		Total St. Hours		Total Workhours		Total Workhours		To Rural/HCR						
Pcs/Hr (Office)		Del/Pus/Hour		Miles/Hour		OT Ratio		SL/UA Ratio		To PO Box/Caller						