

U. S. Postal Service  
**OPERATIONS ANALYSIS REPORT**

Report for (Check one)  
 Day  Week  AP

Post Office			City		State	ZIP + 4 Code			Date		A/P
Volume Handled	FHP	Ratio	PTPH	Clerk/ MH Hours	PCS/Hrs	Plan	% Diff	Clerk/ MH OT	Supv Hours	Sply	
										PTPH	C/M Hours
A1. Dist Hours											
OG Ltrs											
INC Ltrs											
MPLSM											
SPLSM											
<b>Total Letters</b>											
OG Flats											
INC Flats											
<b>Total Flats</b>											
OG Parcels											
INC Parcels											
<b>Total Parcels</b>											
2. Dist. Rel. Hours											
3. Other MP Hours											
<b>Total Mail Proc (A)</b>											
B1. Customer Services											
2. Finance											
3. Human Relations											
<b>Total Non MP (B)</b>											
<b>Total (A&amp;B)</b>											

Remarks