
INSTRUCTIONS

(I) *Explanation and Purpose*

Beginning with 12:00 a.m. each hour of the day is represented in the columnar arrangement shown on the reverse side of this form. The intermediate vertical lines within each column are quarter-hour markers. The purpose of this arrangement is to permit charting mail volume and personnel complements and relating one to the other.

(II) *Mail Volume*

The approximate quantity (percent) of each receipt and dispatch as related to the total received and dispatched daily should be indicated in the open spaces opposite the words, "Received and Dispatched," with dots (•), black for receipts and red for dispatches, entered in the appropriate space above.

(III) *Complement*

The work schedule of an employee may be charted by showing the employee's title such as "Clerk" in the left margin and drawing a continuing horizontal line to show the hours he is on duty. For example: If an employee begins duty at 8:15 a.m., works until 12:15 p.m., returns at 12:45 p.m., and ends at 4:45 p.m., a line should be drawn from the first vertical line in the column headed "8 to 9" under "A.M. Hours" to the first vertical line in the "12 to 1" column under "P.M. Hours" and continued from the third line in that column to the third line in the column headed "4 to 5" under "P.M. Hours."

If more than one employee in the same category observes the same schedule a single line should be used. For example, if five distribution clerks are assigned the same schedule as that shown above, "5 clerks" or "5 distributors" would be shown in the margin in lieu of "clerk."

The title of each supervisor or officer whose work schedule is charted should be shown in the left margin.

Days of the week, including Saturdays, Sundays, and Holidays may be shown either in the left margin or centered in the body of the form.