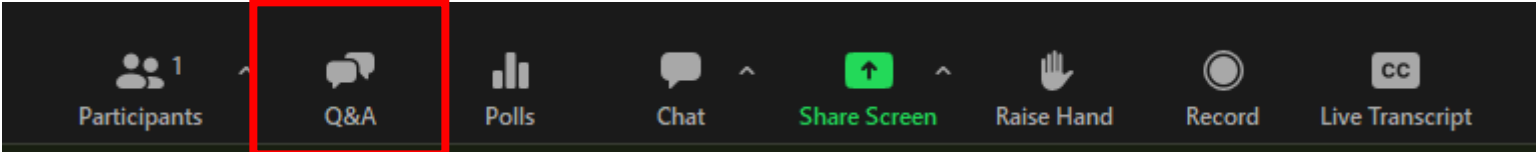


# RRECS Mini Mail Survey Refresher Training

February 2024

# Questions and Answers



If you have question that is unique to your office, please email the RRECS support team @ [rrecs\\_support@usps.gov](mailto:rrecs_support@usps.gov)

# Table of Contents

1. Mini Mail Survey Overview
2. RMSS Prep
3. Mini Mail Survey – Daily Inputs/Review
4. Conclusion
5. Appendix



## Mini Mail Survey Overview

## Overview:

1. **ALL** Rural Routes are included in the Mini Mail Survey
2. Trained EAS (or Craft on Higher Level) will conduct the Mini Mail Survey
3. 12 RRECS Office Walk Distances will be measured **jointly by the manager and the assigned carrier**
4. Random Letters, Random Flats, 3982 PARS labels, and Miscellaneous Office Activity will be **counted daily** and input into RMSS
5. Data will be entered daily and in a timely manner, **no later than COB current business day**



## Timeline:

The Mini Mail Survey will consist of 12 working days beginning Saturday, February 24, 2024 and will conclude Friday, March 8, 2024.

# Accessing the Mini Mail Survey and Downloading Instructions

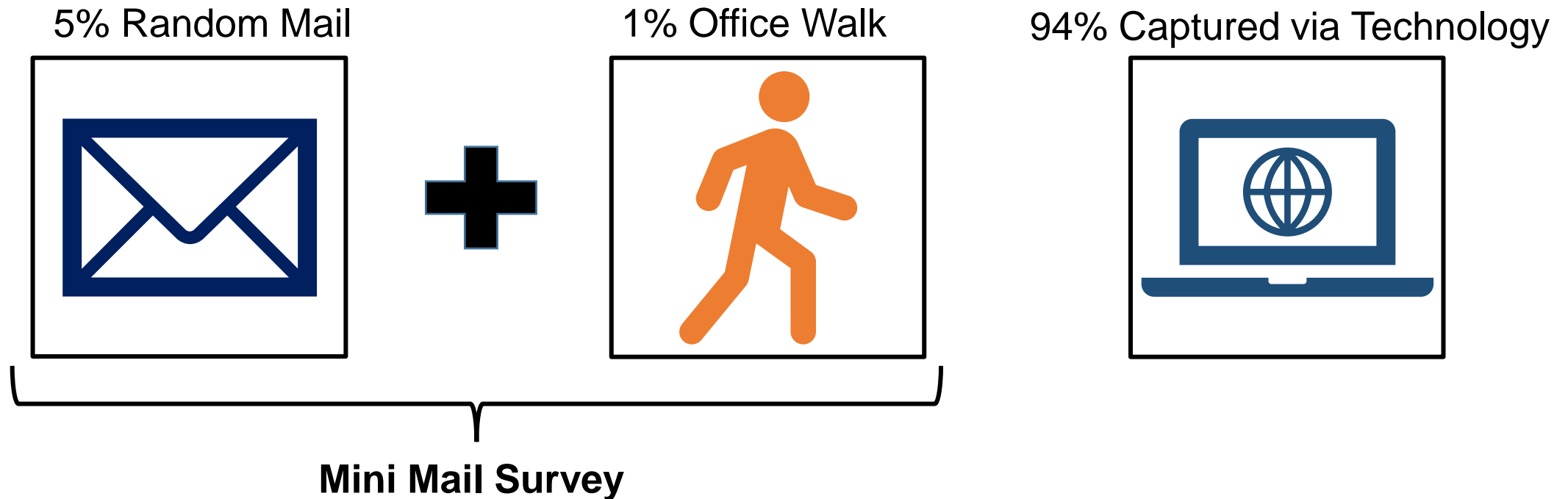
Managers will enter the Mini Mail Survey information through RMSS.

**Steps:**

- 1 Select the RRECS Survey Tab.
- 2 Users are required to review and acknowledge the **RRECS Survey Instructions**. Upon review, select the box next to **“I have read and understand the RRECS Survey forms and instructions.”**
- 3 Once selected, the **Certify** button will appear. Select the certify button to continue.

The screenshot shows the Rural Management Support System (RMSS) interface. On the left is a navigation menu with the United States Postal Service logo and the text 'Rural Management Support System'. The menu items are: Home, Reporting, Time Keeping, Scheduler, Form 4003, Mail Count, and RRECS Survey (highlighted with a red box and a red circle with the number 1). The main content area has a 'Facility:' dropdown menu. Below it is a section titled 'Instructions' with the text: 'To use the RRECS Survey, you must first read the instructions and acknowledge that you have received the proper training.' A red box highlights the 'RRECS Survey Instructions' link, with a red circle and the number 2 next to it. Below this is a larger section with the same text: 'To use the RRECS Survey, you must first read the instructions and acknowledge that you have received the proper training.' A red box highlights the 'RRECS Survey Instructions' link and the 'Certify' button, with a red circle and the number 3 next to it. The 'Certify' button is a dark blue button with the text 'Certify' in white.

# Random Mail & Office Walk Database + Technology = Full Evaluation



A Mini Mail Survey and Office Walk Database population are required for RRECS evaluation.

RRECS only requires true 'random' mail to be counted in a semi-annual Mini Mail Survey entered in RMSS.

## RMSS Prep



## RMSS Prep Why?

2/10/2024 – 3/15/2024

- RMSS Prep provides the manager the opportunity to preload the unique identifiers for each delivery unit/route to indicate:
  - Route settings
  - Office walk distances (Managers and carriers must measure together)
- Preloading these elements allow managers to focus upon accurately capturing and recording mail volume and time during the Mini Mail Survey



# Certification of RRECS Survey Instructions

UNITED STATES POSTAL SERVICE Rural Management Support System

Home Reporting Time Keeping Scheduler Form 4003 Mail Count RRECS Survey

Facility: [dropdown]

Instructions

To use the RRECS Survey, you must first read the instructions and acknowledge that you have received

1 [↓ RRECS Survey Instructions](#)

- [rrecs\\_mini\\_mail\\_survey\\_daily\\_misc\\_activity\\_s...](#)  
Type: Adobe Acrobat Document
- [RRECS\\_mini\\_mail\\_survey\\_daily\\_worksheet\\_sa..](#)  
Type: Adobe Acrobat Document
- [rrecs\\_mini\\_mail\\_survey\\_route\\_summary\\_final..](#)  
Type: Adobe Acrobat Document
- [rrecs\\_mini\\_mail\\_survey\\_training\\_version\\_1.5...](#)  
Type: Adobe Acrobat Document
- [rrecs\\_walking\\_distance\\_worksheet\\_instructio...](#)  
Type: Adobe Acrobat Document

To use the RRECS Survey, you must first read the instructions and acknowledge that you have received the proper training.

[↓ RRECS Survey Instructions](#)

2  I have read and understand the RRECS Survey forms and instructions  Certify 3

# RMSS PREP: Route Settings & Office Walk Distance

Pre-Survey information must be completed prior to entering survey data. Entries can begin on February 10<sup>th</sup> and must be completed by COB March 15<sup>th</sup>

## Pre-Survey Requirements:

- 1 Update Route Settings
- 2 Input Office Walking Distances

**Note:** Pre-Survey information must be completed prior to entering survey data.

UNITED STATES POSTAL SERVICE Rural Management Support System

Facility: 541316 - CHATTAROY, WA

Instructions

To use the RRECS Survey, you must first read the ins

[RRECS Survey Instructions](#)

✓ You have been certified for RRECS Surveys

Survey Periods

1 Route Settings

2 Walking Distances

Daily Volume

# RMSS PREP: Route Settings – High Option Election

## Notes for Route Settings

- Upon log-in all High Option Election toggles will be defaulted as 'Low'
- If Carrier elects and qualifies for 'High Option Election' then the Toggle **must** be selected to 'H'
  - Carrier **must** sign leave commitment (Form 4241) at the end of the Mini Mail Survey

The screenshot shows the 'Rural Management Support System' interface. On the left is a navigation menu with options: Home, Reporting, Time Keeping, Scheduler, Form 4003, RRECS Survey, Route Settings (highlighted), Walking Distances, and Daily Volume. The main content area has a 'Facility:' dropdown menu and a 'Save' button. Below is a table with columns: Carrier Name, Carrier EIN, Route, and High Option Election. The 'High Option Election' column contains 'N/A' for routes 001 and 005, and toggle switches for routes 002, 003, and 004. The toggle for route 002 is currently in the 'H' (High) position. A red circle highlights the 'High Option Election' header and the toggle for route 002.

Carrier Name	Carrier EIN	Route ^	High Option Election
		001	N/A
		002	L <input checked="" type="checkbox"/> H
		003	L <input checked="" type="checkbox"/> H
		004	L <input checked="" type="checkbox"/> H
		005	N/A

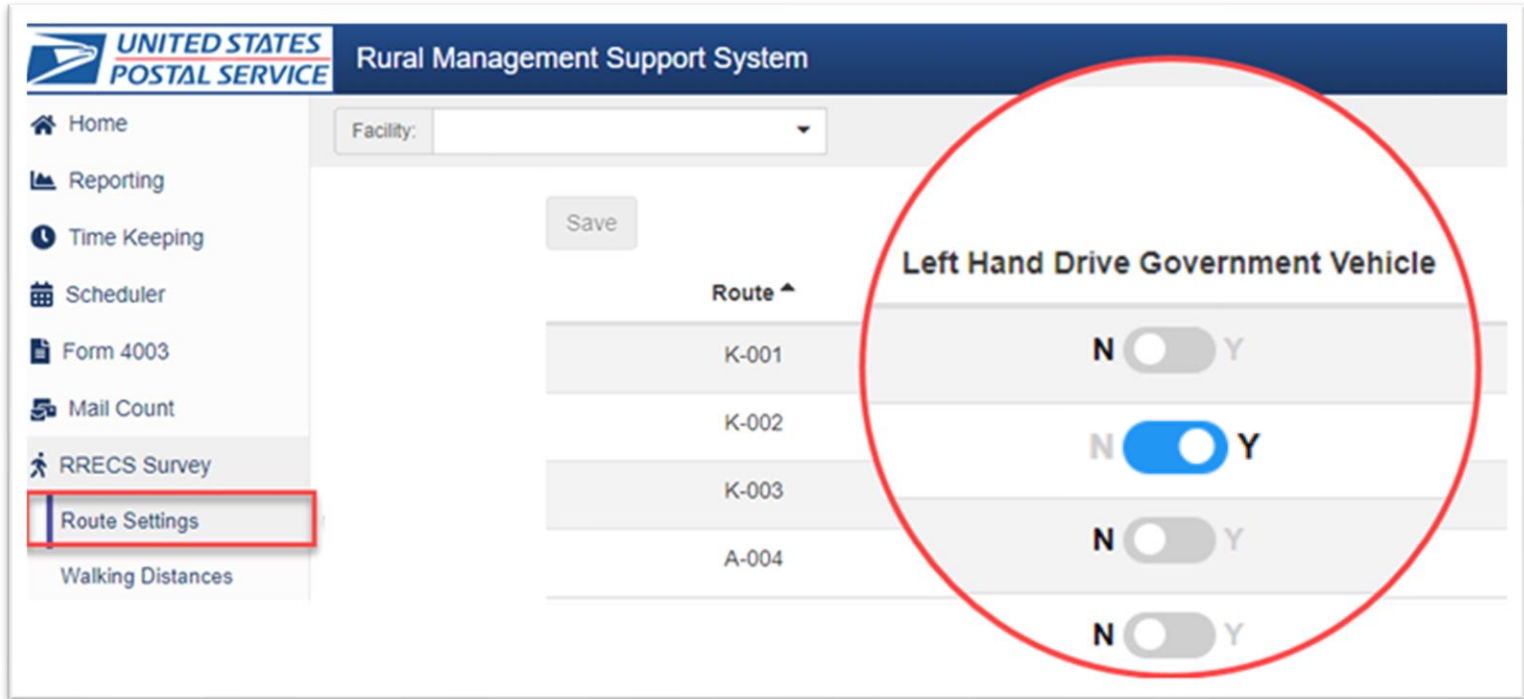
# RMSS PREP: Route Settings – Left Hand Drive Government Vehicle

Prep work to include Gov Vehicle check to ensure ability to input daily data.

## Manager Inputs:

### 1. Confirm 'Left Hand Drive Government Vehicle'

- Government vehicles that have the steering wheel on the left-hand side qualify as LHD
- ONLY vehicle types listed below should be toggled to Yes: **N  Y**
  - Minivan (Dodge Tradesman, Caravan)
  - 2 TON
  - ProMaster





## What is Withdrawal Allowance?

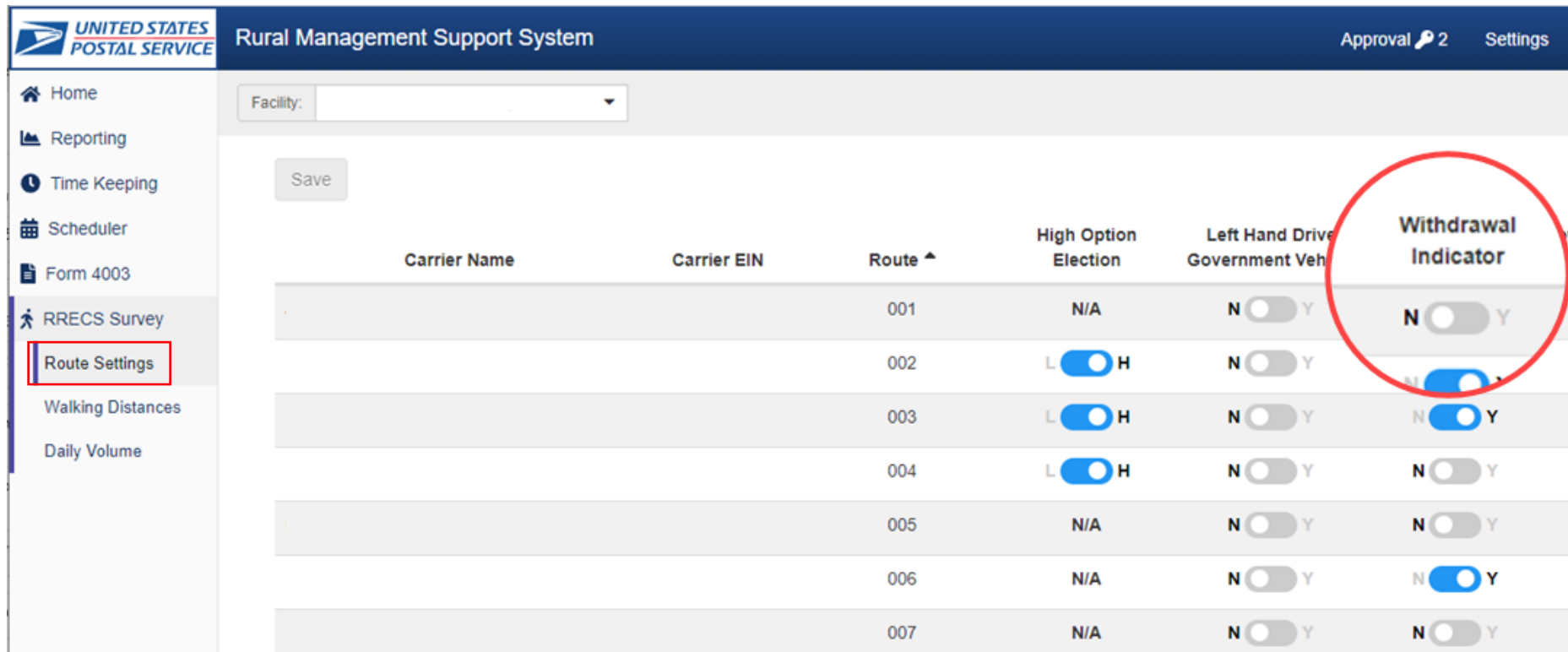
- If carriers perform any withdrawal functions - allowance is added
- Applies to all routes in the delivery unit
  - All or Nothing - No provision for partial credit within the same unit
- Number of withdrawals allowed:
  - Upon Reporting
  - Two additional in morning
  - Upon return from route




















# RMSS PREP: Route Settings – Withdrawal

Upon log-in all withdrawal indicator toggles will be defaulted as 'No'

- Toggle = Yes, then: 
  - Carrier must withdraw their own mail
  - Clerks generally do not take mail to the carrier's case
- Toggle = No, then: 
  - Carrier must wait on mail from clerks
  - Clerks must take mail to the carrier's case



Carrier Name	Carrier EIN	Route ^	High Option Election	Left Hand Drive Government Veh	Withdrawal Indicator
		001	N/A	N  Y	N  Y
		002	L  H	N  Y	N  Y
		003	L  H	N  Y	N  Y
		004	L  H	N  Y	N  Y
		005	N/A	N  Y	N  Y
		006	N/A	N  Y	N  Y
		007	N/A	N  Y	N  Y

## RMSS PREP: Office Walk Distances Data Collection - Measurement Tool

- Measure “Round Trip” from the point where the carrier stands when casing mail to the designated location, using the most direct walking path possible
- Measurements must be captured jointly with management and carrier
- Required to use a measuring device (i.e., measuring wheel tool, measuring tape)
- Measuring wheel can be purchased through eBay Plus under item #8RL45 – 1'CIRC FT&10TH Compact Measuring Wheel

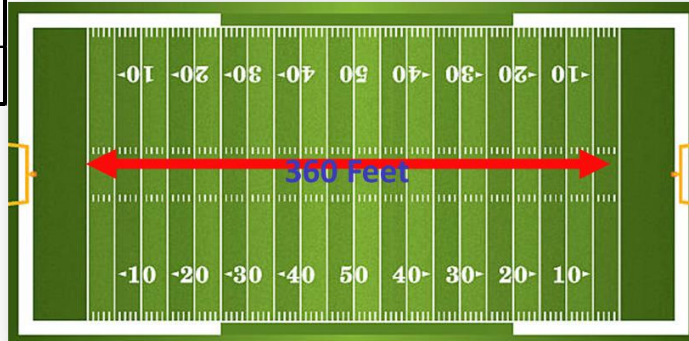




# Office Walk Distances Outliers from 2<sup>nd</sup> Mini Mail Survey

AREA	(5) Parcel Hamper	Mileage Equivalent	Weekly Value in hr:mm
<b>SOUTHERN</b>	<b>26,653</b>	<b>5.05</b>	<b>11:27</b>
<b>ATLANTIC</b>	<b>11,615</b>	<b>2.20</b>	<b>4:59</b>
ATLANTIC	4,042	0.77	1:44
ATLANTIC	3,795	0.72	1:38
ATLANTIC	3,360	0.64	1:27

AREA	(3) DPSL Distribution	Mileage Equivalent	Weekly Value in hr:mm
<b>CENTRAL</b>	<b>2,343</b>	<b>0.44</b>	<b>1:27</b>
ATLANTIC	1,687	0.32	0:27
CENTRAL	1,528	0.29	0:24
SOUTHERN	1,394	0.26	0:22
SOUTHERN	1,128	0.21	0:18



AREA	(10) Load Mail Conveyance	Mileage Equivalent	Weekly Value in hr:mm
<b>SOUTHERN</b>	<b>2,242</b>	<b>0.42</b>	<b>0:58</b>
SOUTHERN	2,027	0.38	0:52
SOUTHERN	2,000	0.38	0:52
SOUTHERN	1,998	0.38	0:52
SOUTHERN	1,951	0.37	0:50


AREA	(2) Raw Letters Flats Distribution	Mileage Equivalent	Weekly Value in hr:mm
<b>SOUTHERN</b>	<b>2,207</b>	<b>0.42</b>	<b>0:57</b>
SOUTHERN	2,139	0.41	0:55
SOUTHERN	1,624	0.31	0:42
SOUTHERN	1,614	0.31	0:42
SOUTHERN	1,612	0.31	0:42


# RMSS PREP: Office Walk Distances Data Collection Form

The RRECS Office Walking Distance Data Collection Form is used to record the walking distance data for each route as indicated. The data recorded on this form will then be entered into RMSS.

Instructions






To use the RRECS Survey, you must first read the instructions and acknowledge

 **RRECS Survey Instructions**

 You have been certified for RRECS Surveys

**Note:** User must download the 'Office Walk Distance Data Collection Form' located in the **RMSS Survey Instructions** zip file to view and print.

RRECSMailSurveyReferences.zip

-  rrecs\_mini\_mail\_survey\_daily\_misc\_activity\_s...  
Type: Adobe Acrobat Document
-  RRECS\_mini\_mail\_survey\_daily\_worksheet\_sa..  
Type: Adobe Acrobat Document
-  rrecs\_mini\_mail\_survey\_route\_summary\_final..  
Type: Adobe Acrobat Document
-  rrecs\_mini\_mail\_survey\_training\_version\_1.5....  
Type: Adobe Acrobat Document
-  rrecs\_walking\_distance\_worksheet\_instructio..  
Type: Adobe Acrobat Document

# RMSS PREP: Office Walk Distance Data Collection Form Review

Both the **manager and regular/assigned carrier must be present and sign** to confirm walking distance measurements

RRECS Office Walking Distances: Data Collection Form

FACILITY, ST, ZIP <b>1</b>		FINANCE # <b>2</b>	RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)	DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)	DATE:
Does this route receive Withdrawal Credit? <b>4</b>	Yes or No (Circle One)	Is this route assigned a Left Hand Drive Government Vehicle? <b>5</b>	Yes or No (Circle One)

Populate the following required fields:

- 1** Facility, ST, ZIP
- 2** Finance No.
- 3** Manager & Carrier Name
- 4** Withdrawal Credit (Circle “Yes” or “No”)
- 5** Left Hand Drive (Circle “Yes” or “No”)



# RMSS PREP: Office Walk Distances - Data Collection Form

## Walking Distance Segments

For Non-Withdrawal Routes measure only Segments 1, 5-12;  
 Do not measure Segment 6 if the carrier uses a Privately Owned Vehicle (POV) to service the route (Enter "N/A")  
 Measure the "Round Trip" distance (Footage) required for the carrier to complete the segment where applicable.

Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required. (Withdrawal routes only)

# RMSS PREP: Office Walk Distances - Data Collection Form – Cont.

Segment Number	From	To	Distance (Footage)	Instructions
03	Carrier's Case	DPS Letters Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Letter rack. Include walking distance to obtain a conveyance if typically required. <b>(Withdrawal routes only)</b>
<del>04</del>	<del>Carrier's Case</del>	<del>DPS Flats (FSS) Distribution rack</del>	N/A	<del>From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Flats (FSS) rack. Include walking distance to obtain a conveyance if typically required. Note: This segment only applies to routes that use an EMA or are assigned a Left Hand Drive (LHD) Government Vehicle and is a withdrawal route</del>

# RMSS PREP: Office Walk Distances - Data Collection Form – Cont.

Segment Number	From	To	Distance (Footage)	Instructions
05	Carrier's Case	Parcel hamper		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.
06	Carrier's Case	Assigned location or typical location for inspection of vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none. (Government vehicles only)

# RMSS PREP: Office Walk Distances - Data Collection Form – Cont.

Segment Number	From	To	Distance (Footage)	Instructions
07	Carrier's Case	CFS/Markup /MMM /Centralized Hold Mail To the Carrier's Case		<p>From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case.</p> <p><b>Note: The order of the locations may vary according to local practices.</b></p>
08	Carrier's Case	Accountables Distribution point		<p>From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.</p>
09	Carrier's Case	Hot case		<p>From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail</p>

# RMSS PREP: Office Walk Distances - Data Collection Form – Cont.

Segment Number	From	To	Distance (Footage)	Instructions
10	Carrier's Case	Location of hamper or other conveyance for loading mail in vehicle		From the point where the carrier stands when casing mail to the average point where the conveyance for transporting mail to the vehicle is stored.
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier stands when casing mail to the location where excess trays, tubs are stored after mail has been loaded for conveyance to the vehicle.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.





# RMSS PREP: Office Walk Distances

UNITED STATES POSTAL SERVICE
Rural Management Support System
Approval 2 Settings Help Log out

- Home
- Reporting
- Time Keeping
- Scheduler
- Form 4003
- RRECS Survey
- Route Settings
- Walking Distances
- Daily Volume

Facility:

Route:

Routes Requiring Action

- 004 ⚠
- 005 ⚠
- 007 ⚠

✖ Alert! Please take the appropriate action for the routes listed in the "Routes Requiring Action" Column!

Segment	Description <small>Segments begin at the Carrier's Case and include the Return trip</small>	Round Trip Distance (ft)
1	Scanner Storage Area	<input type="text" value="110"/>
2	Raw Letters / Flats Distribution Case	Non-Withdrawal Route! Segment not Applicable!
3	DPS Letters Distribution Case	Non-Withdrawal Route! Segment not Applicable!
4	FSS Distribution Rack (N/A)	
5	Parcel Hamper Retrieval	<input type="text" value="20"/>
6	Government Vehicle Inspection	<input type="text" value="386"/>
7	CFS/Markup / MMM / Centralized Hold Mail	<input type="text" value="23"/>
8	Accountable Distribution Point	<input type="text" value="140"/>
9	Hot Case	<input type="text" value="108"/>
10	Obtain Additional Conveyance To Load Vehicle	<input type="text" value="20"/>
11	Storage Location Of Excess Trays / Tubs	<input type="text" value="75"/>
12	Carrier Case to Safety / Service Talk Location	<input type="text" value="4"/>

Reason for Update:

Total: 886

Current Date: 12/29/2021 | Day 12 of Pay Period 01
Delivery Manager, RWHT\_DEL4
Version: 2.2.2 | API Documentation



# RMSS PREP: Office Walk Distances

The round-trip distances recorded Office Walking Distance Data Collection Form are entered into RMSS accordingly.

The screenshot shows the RMSS interface with a sidebar on the left containing navigation options: Home, Reporting, Time Keeping, Scheduler, Form 4003, RRECS Survey, Route Settings, Walking Distances (highlighted), and Daily Volume. The main content area includes a header with the United States Postal Service logo and 'Rural Management Support System', and user options for Approval (2), Settings, Help, and Log out. Below the header are dropdown menus for Facility and Route. A yellow alert banner reads: 'Alert! Please take the appropriate action for the routes listed in the "Routes Requiring Action" Column!'. A 'Save' button is visible. A table lists segments with their descriptions and round-trip distances. A red circle highlights the 'Round Trip Distance (ft)' column, which contains values 110, 20, and 386, with some rows marked as 'Withdrawal Route! Segment not Applicable!'.

Segment	Description	Round Trip Distance (ft)
1	Scanner Storage Area	110
2	Raw Letters / Flats Distribution Case	Withdrawal Route! Segment not Applicable!
3	DPS Letters Distribution Case	Withdrawal Route! Segment not Applicable!
4	FSS Distribution Rack (N/A)	
5	Parcel Hamper Retrieval	
6	Government Vehicle Inspection	20
7	CFS/Markup / MMM / Centralized Hold Mail	386

**Note:** Distance measurements entered should be rounded up to the nearest whole foot

# Validation: Walking Distance Extract

Once all data has been recorded, the Walking Distance excel sheet should be printed, and a copy provided to the carrier for validation

Rural Management Support System Settings Help Log out

Facility:  Route:

**Instructions**

To use the RRECS Survey, you must first read the instructions and acknowledge that you have received the proper training.

[RRECS Survey Instructions](#)

**Survey Periods**

Setup Start	Survey Begin	Survey End	Lockout	Extract
02/10/2024	02/24/2024	03/08/2024	03/15/2024	<ul style="list-style-type: none"><li>Blank RRECS PS Form 4241</li><li>RRECS PS Form 4241 (R033)</li><li>Blank Daily Volume Worksheet</li><li>Weekly Summary of Daily Volume</li><li>Walking Distances &amp; Route Info</li></ul>

# Validation: Walking Distance Extract

## Rural Route - Walking Distance

Survey Period:





Finance:

RR#	Withdrawal (Y) or (N)	Left Hand Government Drive Vehicle (Y) or (N)	Vehicle (E) or (G)	(1) Scanner Storage Area	(2) Raw Letters Flats Distribution	(3) DPSL Distribution Rack	<del>(4) FSS Distribution Rack</del>
001	N	N	E	10	0	0	N/A

002	Y	N
-----	---	---

(5) Parcel Hamper	(6) Vehicle Inspection	(7) CFS Markup Hold Mail	(8) Accountable	(9) Hot Case Location	(10) Load Mail Conveyance	(11) Excess Trays Tub	(12) Safety Service
10	0	10	10	10	10	10	10
20	0	20	20	20	20	20	20

**Extract**

-  Blank RRECS PS Form 4241
-  Blank Daily Volume Worksheet
-  Weekly Summary of Daily Volume
-  **Walking Distances & Route Info**

## Mini Mail Survey Daily Inputs/Review

# Mini Mail Survey Daily Inputs

## Daily Inputs:

Volume data should be entered daily for each route. Select the appropriate date for data entry.

- 1 3982 PARS labels – Quantity
- 2 Letter Size – Pieces
- 3 Flats Size – Pieces

The screenshot shows the 'Rural Management Support System' interface. On the left is a navigation menu with options: Home, Reporting, Time Keeping, Scheduler, Form 4003, Mail Count, RRECS Survey, Route Settings, Walking Distances, and Daily Volume. The main area contains a 'Facility:' dropdown, a 'Save' button, and an 'Eval Date:' dropdown. Below these is a table with the following structure:

Route	PS Form 3982 PARS label	Letter Size Manual Count (Pieces)	Flat Size Manual Count (Pieces)	Miscellaneous Time (Mins:Secs)
001	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/>
002	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/>
003	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/>

Red circles with numbers 1, 2, and 3 are placed above the 'PS Form 3982 PARS label', 'Letter Size', and 'Flat Size' columns respectively. In the top right corner, there are links for 'Daily Summary' and 'Weekly Summary'.

# Mini Mail Survey Daily Inputs – Cont.

## Daily Inputs:

Volume data should be entered daily for each route. Select the appropriate date for data entry.

- 1 Miscellaneous Time - select the pencil icon to enter:
- 2 Explanation/Reason
- 3 Time in Minutes: Seconds

		Letter Size	Flat Size	Daily Summary Weekly Summary
Route ^	PS Form 3982 PARS label	Manual Count (Pieces)	Manual Count (Pieces)	Miscellaneous Time (Mins:Secs)
001	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/> <b>1</b>
002	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/>
003	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total: <input type="text"/>

Miscellaneous Time Allowances - Route      Date:

**2**

Reason

- Required Customer Communications
- Electronic Parcel Lockers
- Reloading Satchel
- Non-personnel Unit (npu) Time
- Extra Time - Dismount
- Other (Explanation Required)

Other Explanation

**3** Time (MMM:SS)

**This field is required**

Confirm   Clear   Cancel

**Note:** Pre-populated drop-down items are available. Contact your DSS to enter additional Misc/Unique entries.

# Daily Volume Worksheet

Prior to the actual survey period, users should download and **print** the **Daily Volume Worksheet**. The daily volume worksheet will be used to record volume and miscellaneous activity time daily.

**Open and Print the worksheet to conduct the following:**

- 1 Record the data for each category of mail: PARS 3982 Labels, Letters Manual (pieces), Flats Manual (pieces)
- 2 Misc. Activity Reason, and Misc. Activity Time (minutes:seconds)

**Rural Route - Daily Volume**  
**Survey Period:**  
**Finance:** 1  
**Date:** 2

Route	3982 PARS Label	Letters Manual (Pieces)	Flats Manual (Pieces)	Miscellaneous Activity Reason	Misc. Activity Actual Time (Mins:Secs)
001					
002					



# 3982 PARS Labels

PS Form 3982, April 2005 (Page 1 of 2) (PSN: 7530-02-000-9146)

US Postal Service  
Changes of Address

Carrier Route: B022 (Add) 11/22/22  
Start Date: 11/22/22  
Individual Only ID: 223259000275500

WILLIAM MARRON W  
5210 CLINT MASON RD  
CRISTVILLO TX 755396134

Ext: 8058270

Carrier Route: B022 (Add) 11/22/22  
Start Date: 11/22/22  
Individual Only ID: 223252000275410

WILLIAM MARRON W  
5210 CLINT MASON RD  
CRISTVILLO TX 755396134

Ext: 8058270

Carrier Route: B022 (Add) 12/05/22  
Start Date: 12/05/22  
Individual Only ID: 223379000257940

WILLIAM MARRON W  
5210 CLINT MASON RD  
CRISTVILLO TX 755396134

Ext: 8225409 88339409

FIRST Name and MI  Individual  
Temp End Date: M M D D Y Y  
Start Date: M M D D Y Y  
 3546 Submitted  3575-Z Submitted

LAST Name or BUSINESS Name:  
 Family  Business  
 Individual

FIRST Name and MI  
Temp End Date: M M D D Y Y  
Start Date: M M D D Y Y  
 3546 Submitted  3575-Z Submitted

LAST Name or BUSINESS Name:  
 Family  Business  
 Individual

FIRST Name and MI  
Temp End Date: M M D D Y Y  
Start Date: M M D D Y Y  
 3546 Submitted  3575-Z Submitted

LAST Name or BUSINESS Name:  
 Family  Business  
 Individual

Verify 3982 label for correctness and affix to this form by permanent (18 months) and temporary orders. Transcribe Forms 3546 or 3575-Z information before submitting form to generate a 3982 label. Upon receipt of 3982 label, affix over transcribed information. Discard this mailing label for forwarding at the end of 18 months for permanent changes and after the expiration date for temporary changes. Permanent entries within 5 days after the end of the 6th full month. "X" or "Y" entries on the expiration date.

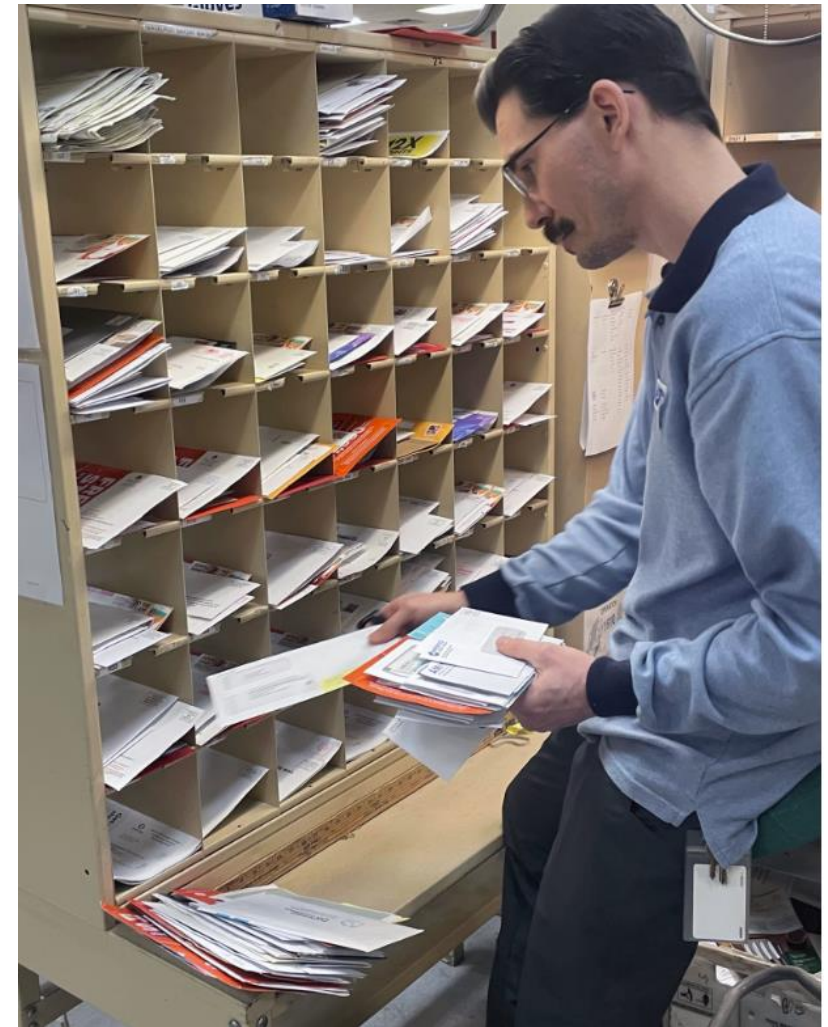
## 3982 PARS Label card “Pink Card”

- Managers will print the 3982 PARS Labels **daily** and provide to carriers
- Count of labels received should be documented by route on the ‘Daily Volume Worksheet’ by the Managers
- 3982 PARS Labels to be provided to the carriers for validation and review daily

# Random Letters

## Random Letters Include:

- All letters manually sorted in the office
- Letter mail pulled from DPS (3M mail/Hi-rise without secondary addresses, CFS, RTS, UBBM, hold mail, closed business)
  - Inverted DPS letters (1 random letter for every 4 inverted DPS)
    - The carrier is to take count as they either case DPS or while delivering on street
- Carrier Routed Letters
  - Routes that never receive DPS mail but receive carrier routed letters from their respective plant and the volume **does not** populate in the daily End of Run (EOR) and/or RADAR report under CASED or DPS columns, these letters are to be counted as random letters



# Random Letters Examples



# Letters [Not to be Counted]

Random Letters **DO NOT** Include:

- DPS Mail
- NLM Mail
- Walk Sequence Saturation (WSS) mailings (Unique address)
  - RRECS Activity Scan / Hotkey 3
- Boxholders (No address)
  - RRECS Activity Scan / Hotkey 5



# Random Flats

## Random Flats Include:

- Flats sorted manually into distribution case



# Random Flats examples



# Flats [Not to be Counted]

## Random Flats DO NOT Include:

- Any carrier routed bundles, such as Walk Sequence High-Density (WSH) or enhanced carrier route line of travel (ECRLT)
- Walk Sequence Saturation (WSS) mailings/sets (Unique address)
  - RRECS Activity Scan / Hotkey 2
- Boxholders (No address)
  - RRECS Activity Scan / Hotkey 4
- ASFM 100 carrier routed flats (Flat received in tubs that contain a designated route number on the label)
- Bundles dropped at the Destination Delivery Unit (DDU)



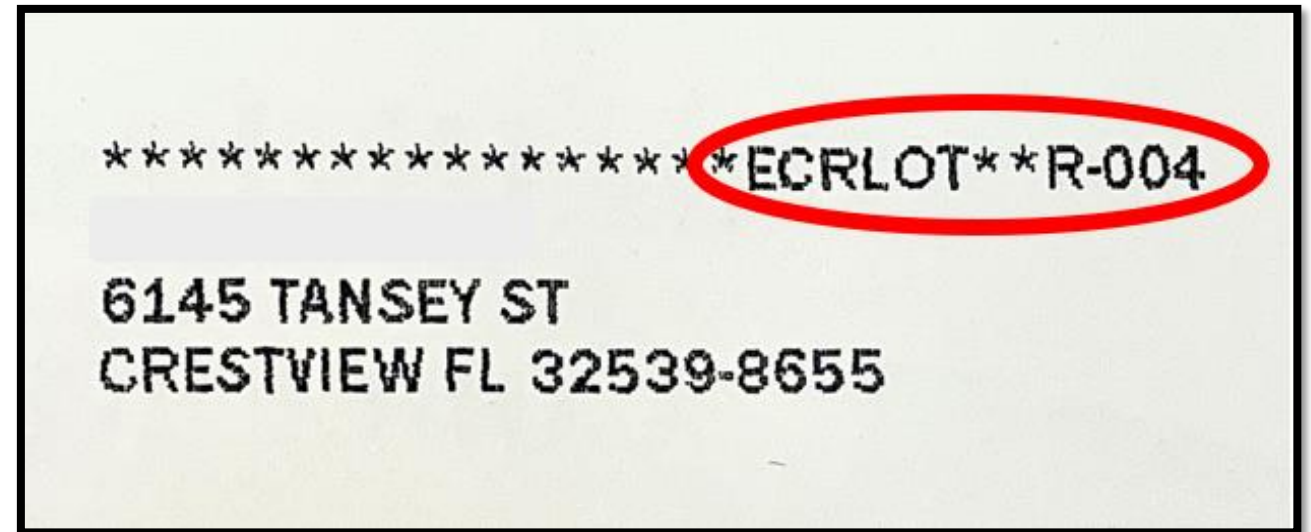
## Carrier Routed Bundled Flats [Not to be Counted]



\*Carrier Routed Bundled Flat volume is captured through IV automatically and displayed in RADAR



# Carrier Routed Bundled Flats [Not to be Counted]

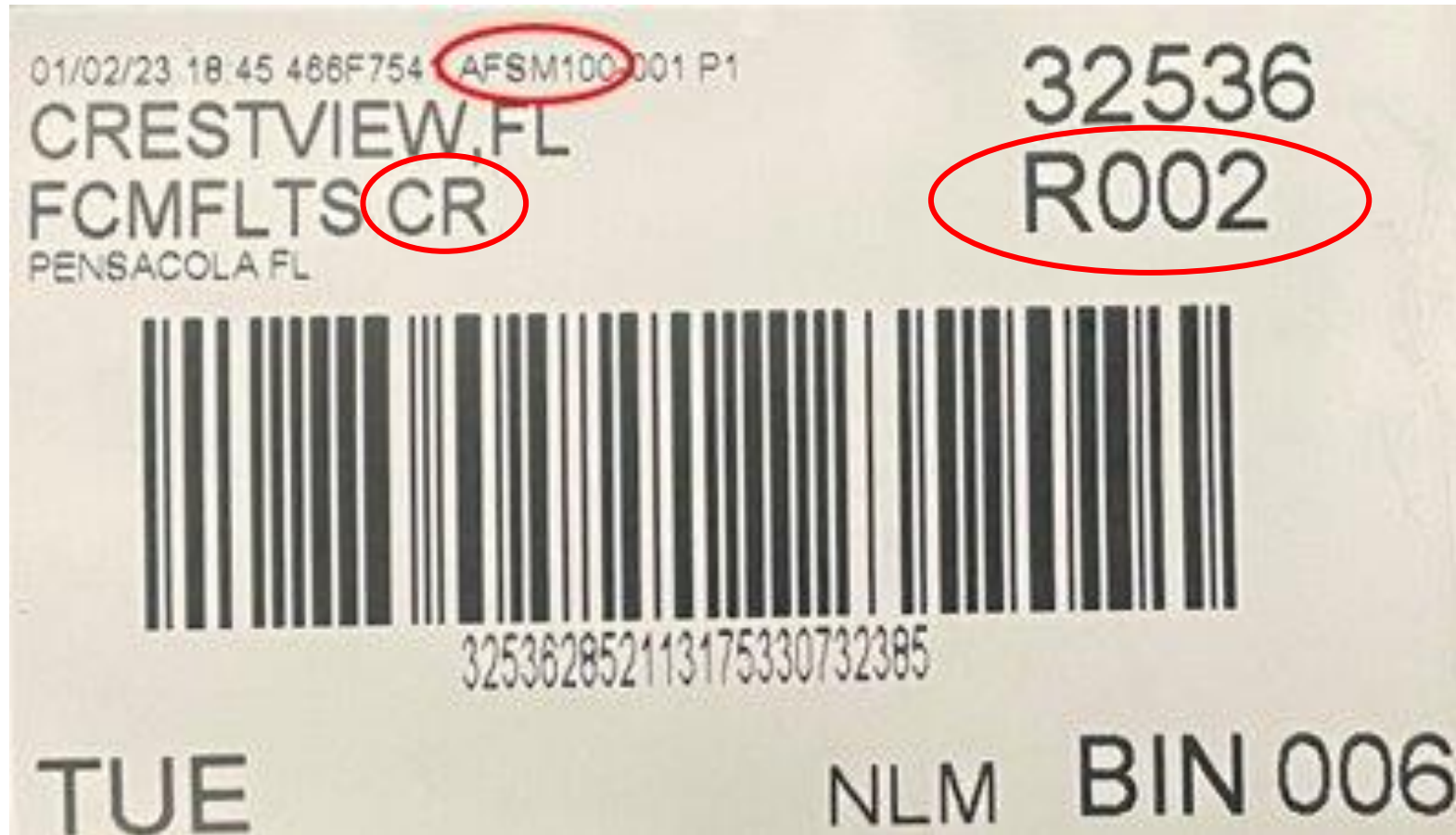


\*Carrier Routed Bundled Flat volume is captured through IV automatically and displayed in RADAR

# Carrier Routed Bundled Newspapers [Not to be Counted]



# Automated Flat Sorting Machine (AFSM) 100 Carrier Routed Flats received in Tubs [Not to be Counted]



\*AFSM100 CR Flat volume is captured through EOR automatically and displayed in RADAR

# Miscellaneous Activity Worksheet

Prior to the survey period, users should download the **Miscellaneous Activity Worksheet** located in the **RMSS Survey Instructions** zip file and print copies for each route for each day of survey (# routes x 12 days)

MISCELLANEOUS ACTIVITY WORKSHEET						
					Date	Route
Area	District	MPOO	Office			
Activity	Description					Time Used (minutes)
<b>Required Customer Communications</b>	Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.					
<b>Electronic Parcel Lockers</b>	Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier <b>signs in on the keypad</b> and continues until the carrier <b>signs out on the keypad</b> . If the carrier is required to wait to <b>gain access to the keypad</b> , that time is also recorded as actual time.					
<b>Reloading Satchel</b>	Actual time to reload a satchel if required for multiple dismount deliveries.					

- Enter time used each day for each miscellaneous route activity
  - If no activities occur on any day, enter N/A on sheet for the day



# Miscellaneous Activity Worksheet – Cont.

MISCELLANEOUS ACTIVITY WORKSHEET		
Activity	Description	Time Used (minutes)
<b>Non-Personnel Unit (NPU) time</b>	Non-personnel units are small, non-staffed stations and branches that are served by a rural carrier in a location typically provided by a contractor. A non-personnel unit provides essential mail services on a self-service basis, such as the collection and delivery of mail and the sale of stamps. Rural carriers are required to remain at NPU for a minimum of 15 minutes each day	
<b>Extra Time - Dismounts</b>	Additional time associated with accessing delivery point at an authorized dismount such as, key keeper, security guard/gate check-in, or access code entry	
<b>Other Daily or Weekly Recurring Activity</b>	<b>Must be approved by District Rural DSS. Explanation must be entered.</b> <i>Time associated with End-Of-Shift activities (time between RETURN2DU and PMCASING/CLOCKOUT) should not be recorded as misc. time</i>	

- Enter time used each day for each miscellaneous route activity
  - If no activities occur on any day, enter N/A on sheet for the day



# Miscellaneous Time Allowances

Enter Miscellaneous time through the RRECS Survey Daily Volume

UNITED STATES POSTAL SERVICE Rural Management Support System

Approval Settings Help Log out

Facility: [dropdown]

Walking Distances must be entered before Daily Volumes may be collected for some routes.

Save Eval Date [dropdown] Search [input]

Route ^	PS Form 3982 PARS label	Letter Size Manual Count (Pieces)	Flat Size Manual Count (Pieces)	Miscellaneous Time (Mins:Secs)	Miscellaneous Time Other Explanation
001	[input]	[input]	[input]	Total: [input] [edit]	New Explanation.. [edit]
002	[input]	[input]	[input]	Total: [input] [edit]	New Explanation.. [edit]
003					
004					

Miscellaneous Time Allowances - Route 001

Reason	Other Explanation	Time (MMM:SS)
✖ Required Customer Communications		001:00
✖ Other (Explanation Required)	Test Reason	001:00
+		

Confirm Clear Cancel

# Daily Summary Volume Report

Print the Daily Summary Report to verify totals per route each day and provide copy to carrier for review.

		Letter Size	Flat Size	<input checked="" type="checkbox"/> Daily Summary <input checked="" type="checkbox"/> Weekly Summary
Route ^	PS Form 3982 PARS label	Manual Count (Pieces)	Manual Count	Miscellaneous Time
001	<input type="text"/>	<input type="text"/>	<input type="text"/>	
002	<input type="text"/>	<input type="text"/>	<input type="text"/>	
003	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Rural Route - <b>Daily Survey Extract</b>						
Survey Period:						
RR#	DATE	DAY OF WEEK	3982 PARS Label	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Actual Time Misc Activity Total
001	12/29/2021	WEDNESDAY	0	0	0	0:00
002	12/29/2021	WEDNESDAY	0	0	0	0:00
003	12/29/2021	WEDNESDAY	0	0	0	0:00
004	12/29/2021	WEDNESDAY	0	0	0	0:00





# Weekly Summary of Daily Volume Report

At the conclusion of Daily Volume data collection in RMSS each week:

- Managers will print the **Weekly Summary of Daily Volume** excel sheet and provide to carriers for confirmation
- Managers and carriers will work together to verify Daily Volume data entries displayed on the worksheet
- If necessary, Managers and carriers will identify any discrepancies and adjust as needed daily

RMSS - Survey Period Summary												
Survey Period:												
BA	AREA	FDC	DISTRICT	MPOO	FACILITY	ST	FIN#	RR#	3982 PARS Label	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Actual Time Misc Activity Total
4B	ATLANTIC	020	MA-RI	C	AMESBUR	MA	240119	001	4	6	6	2
4B	ATLANTIC	020	MA-RI	C	AMESBUR	MA	240119	002	0	0	0	0

Extract

-  Blank RRECS PS Form 4241
-  Blank Daily Volume Worksheet
-  **Weekly Summary of Daily Volume**
-  Walking Distances & Route Info



The Summary provides confirmation by the assigned carrier and manager that data is correct.

After all data is entered:

- Managers will **print** the **MMS Summary** excel sheet and provide to carriers for confirmation
- If discrepancies are identified, Manager shall correct immediately, as the system will lock-out on March 15<sup>th</sup> 17:00 CST

Rural Route Mini Mail Survey Summary				
Survey Period (Date Range):				
Area:   District:   MPOO:				
Finance:   Facility:   ZIP:   RR:				
Date	3982 PARS LABEL	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Misc. Activity Actual Time Total (MM:SS)
<b>Total</b>				

RRECS PS Form 4241, Jan 2023



Provides confirmation by the assigned carrier and the manager the information is correct.

After all data is entered on or before March 15<sup>th</sup>, 2024:

1. This will provide the carrier the opportunity to select the High Option if they qualify and sign 'Leave Commitment'
2. Manager and Carrier should sign and date to certify the information is correct
3. High Option Election toggle must be selected in Route Settings

COMPLETE THE FOLLOWING INFORMATION ON THE LAST DAY OF THE MAIL SURVEY

High Option: Yes  No

High Option election requires the assigned Regular Carrier meeting all criteria as provided in Article 9.2.C.7.a. of the National Agreement to include the Carrier's signature agreeing to the "Leave Commitment" below:  
In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.

Carrier Signature for "Leave Commitment": \_\_\_\_\_ Date: \_\_\_\_\_

Survey Data Certified To Be Correct:

Carrier's Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

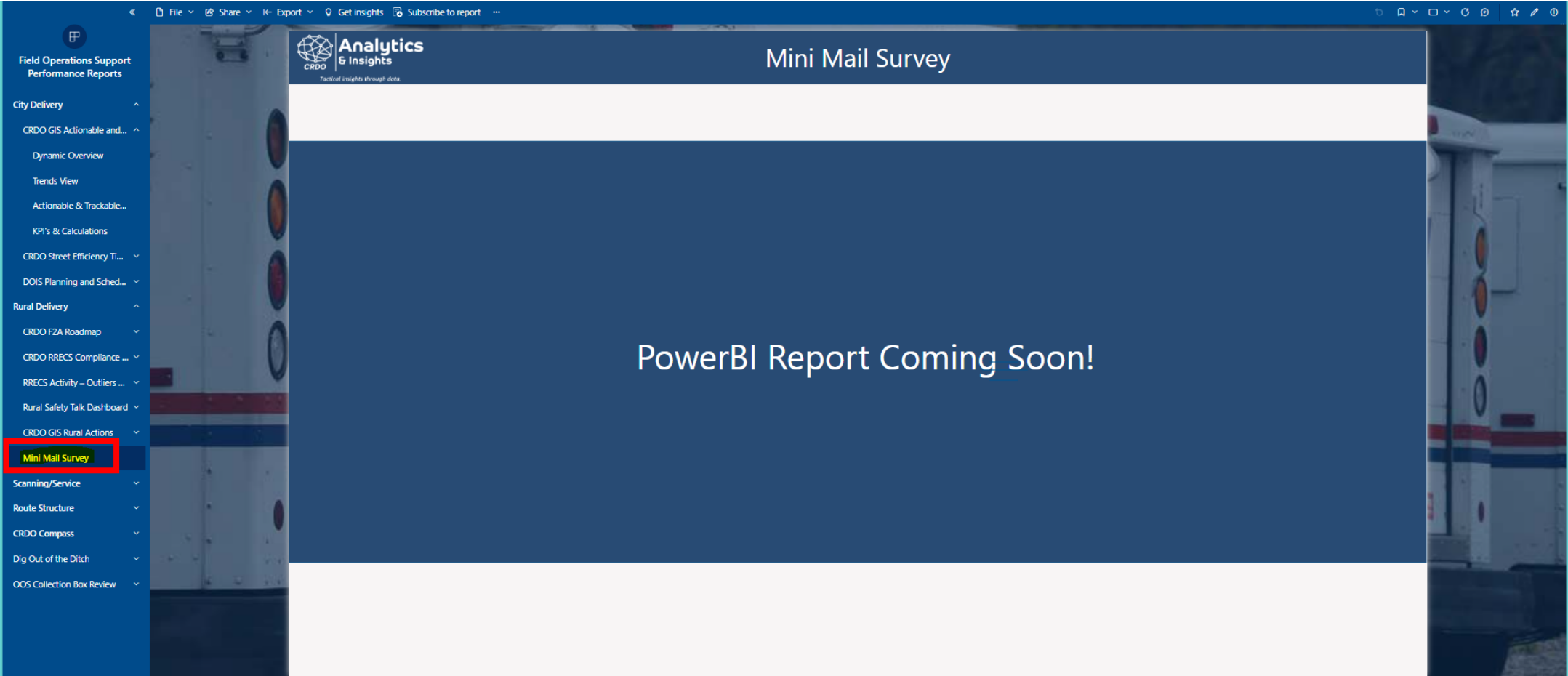
RRECS PS Form 4241, Jan 2023 Printed On: \_\_\_\_\_



## Power BI Tool - MMS

# New Power BI Tool for Mini Mail Survey Data Comparison – Available 2/12/24

[Mini Mail Survey - Power BI \(powerbigov.us\)](https://powerbigov.us)



2.25 ft of  
random  
flats = 259  
pieces



AREA	CASED LETTERS EVAL 1	CASED LETTERS EVAL 2	CASED LETTERS VARIANCE	CASED LETTERS % VARIANCE	Weekly Value in hr:mm
<b>ATLANTIC</b>	<b>74</b>	<b>16,367</b>	<b>16,293</b>	<b>22017.57%</b>	<b>22:01</b>

AREA	CASED FLATS EVAL 1	CASED FLATS EVAL 2	CASED FLATS VARIANCE	CASED FLATS % VARIANCE	Weekly Value in hr:mm
<b>ATLANTIC</b>	<b>456</b>	<b>8,985</b>	<b>8,529</b>	<b>1870.39%</b>	<b>1:52</b>

# New Power BI Tool for Mini Mail Survey Data Comparison



AREA	PARS LABEL EVAL 1	PARS LABEL EVAL 1	PARS LABEL VARIANCE	PARS LABEL % VARIANCE	Weekly Value in hr:mm
SOUTHERN	20	314	294	1470.00%	1:28

AREA	TOTAL OFFICE WALK DISTANCE EVAL 1	TOTAL OFFICE WALK DISTANCE EVAL 2	TOTAL OFFICE WALK DISTANCE VARIANCE	OFFICE WALK DISTANCE % VARIANCE	Weekly Value in hr:mm
SOUTHERN	2,661	28,844	26,183	983.95	1:38

# New Power BI Tool for Office Walk Distances for current MMS

## Walk Distance View

1. Toggle to select routes with potential input errors only
2. Walk Distance Entries
  - 12 Total Distances
  - Orange highlighted potential input errors

### Office Walk Distances

All Routes

1

**Total Routes with Exceptions by Area**

SOUTHERN	13.2K
ATLANTIC	5.5K
WESTPAC	4.9K
CENTRAL	4.7K

**Total Routes with Exceptions by District**

TEXAS 2	1.4K
TENNESSEE	1.3K
TEXAS 3	1.2K
AZ-NM	1.2K
FLORIDA 1	1.1K
SOUTH CAROLINA	1.0K
VIRGINIA	0.9K
AL-MS	0.8K
KS-MO	0.7K
KY-WV	0.6K
MARYLAND	0.6K
AR-OK	0.6K
CO-WY	0.6K
ID-MT-OR	0.6K

**Total Routes with Exceptions by MPOO**

TEXAS 3: K	437
TEXAS 2: D	408
GEORGIA: C	365
GEORGIA: B	344
TEXAS 1: M	343
FLORIDA 2: K	326
FLORIDA 2: H	325
SOUTH CAROLIN...	325
TENNESSEE: G	312
VIRGINIA: C	300
AZ-NM: H	285
FLORIDA 1: C	282
FLORIDA 2: L	278
AZ-NM: I	274

**Total Routes with Exceptions by Facility**

MCKINNEY PO   ...	125
CYPRESS PO   D   ...	120
CONROE PO   F   ...	110
SAT-HERITAGE ST...	89
RICHMOND PO   ...	87
GIL-VAL VISTA ST...	86
FRISCO PO   M   ...	84
MURRIETA PO   D...	83
ZEPHYRHILLS PO...	79
FRANKLIN PO   G...	78
OCA-PADDOCK ...	77
ASHBURN VA PO...	75
CHA-OCOTILLO S...	73
CARY PO   M   N...	72

Area	District	MPOO	Facility	RR#	Report Date	(1) Scanner Storage Area	(2) Raw Letters Flats Distribution	(3) DPSL Distribution Rack	(4) F55 Distribution Rack	(5) Parcel Hamper	(6) Vehicle Inspection	(7) CF5 Markup Hold Mail	(8) Accountable Case	(9) Hot Case Location	(10) Load Mail Conveyance	(11) Excess Trays Tub	(12) Safety Service
						402	426	44	0	330	644	266	440	233	812	92	62
						456	278	30	0	444	478	321	506	278	966	98	121
						456	362	50	0	394	516	320	680	534	1050	114	162
						414	291	26	0	370	574	296	492	291	1096	76	101
						404	112	40	0	296	484	282	476	290	924	48	89
						9	97	0	0	20	228	118	134	76	20	109	5
						33	85	0	0	26	265	133	149	85	109	170	10

2

# New Power BI Tool for Office Walk Distances Compared to Prior MMS

Routes will be identified when significant changes have occurred as compared to prior MMS

- Segments will be highlighted in orange and will require review for accuracy

### Office Walk Distances Compared to Prior MMS

Exceptions by AREA

Area	Exceptions
Southern	3.5
Central	1.5

Exceptions by DISTRICT

District	Exceptions
AL MS	1.0
AR OK	1.0
FLORIDA 2	1.0
IA NE SD	1.0
KY WV	1.0
SOUTH CAROLINA	1.0

Exceptions by MPOD

MPOD	Exceptions
A	1.0
E	1.0
F	1.0
H	1.0
K	1.0
T	1.0

Exceptions by FACILITY

Facility	Exceptions
ALICEVILLE	1.0
CAM KING HAIGLER STA	1.0
FMY 6 MILE CYPRESS ...	1.0
LOU FERN CREEK BR	1.0
MARLOW	1.0
SIDNEY	1.0

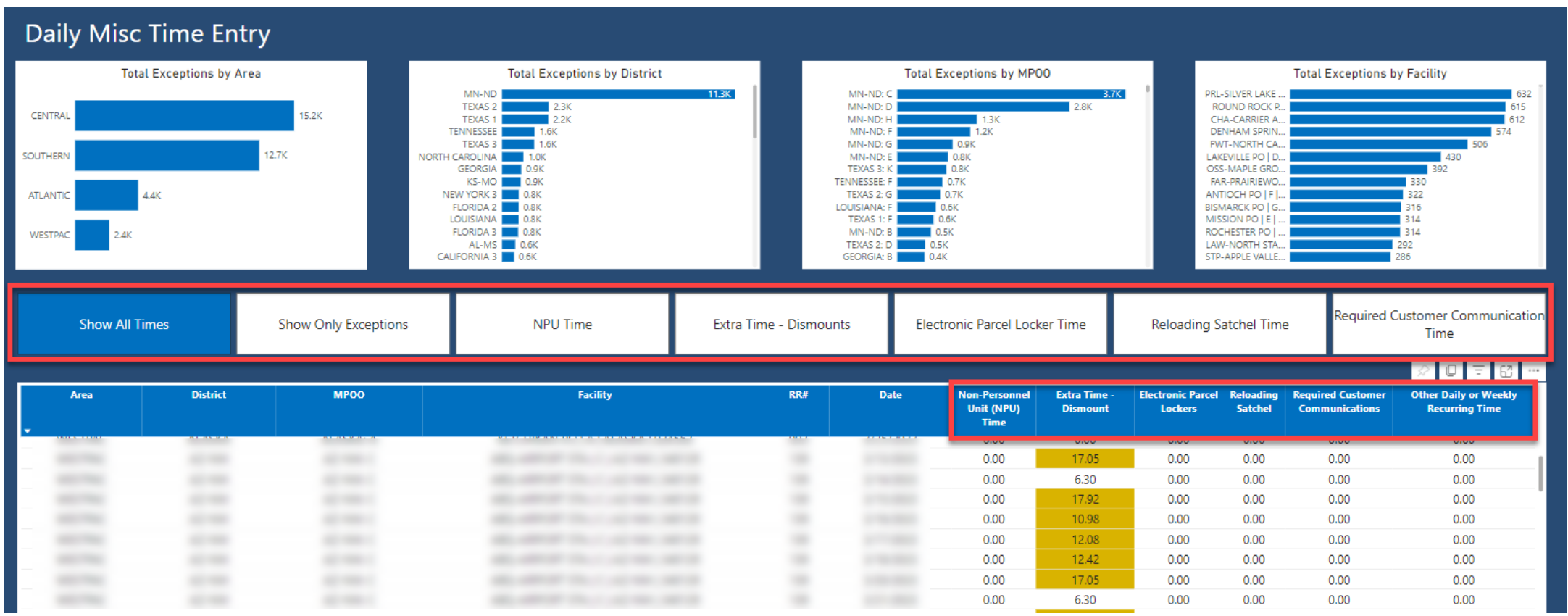
Area	District	MPOD	Facility	RR#	Report Date	(1) Scanner Storage Area Variance	(2) Raw Letters Flats Distribution Variance	(3) DPSP Distribution Rack Variance	(4) F55 Distribution Rack Variance	(5) Parcel Hamper Variance	(6) Vehicle Inspection Variance	(7) CFS Markup Hold Mail Variance	(8) Accountable Case Variance	(9) Hot Case Location Variance	(10) Load Mail Conveyance Variance	(11) Excess Trays Tub Variance	(12) Safety Service Variance
						0	-90	0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	-99	0	0	0
						0	0	0	0	-200	0	0	0	0	0	0	0
						0	0	0	0	0	-112	0	0	0	0	0	0
						0	0	0	0	5	0	0	0	0	0	0	0
						0	0	0	0	4	0	0	0	0	0	0	0



# New Power BI Tool for Miscellaneous Time

## Misc Time Entry

- Slicers available below to view individual entries
- Possible input errors will be highlighted in orange



# New Power BI Tool for Daily Volume Review

1. Toggle to select routes with potential input errors only

2. Volume Exceptions

- Letters
- Flats
- PARS Labels

• Possible input errors will be highlighted in orange

1

### Daily Volume Entry

**Count of RR# by Area**

Area	Count of RR#
ATLANTIC	14K
SOUTHERN	12K
CENTRAL	7K
WESTPAC	4K

**Count of RR# by District**

District	Count of RR#
VIRGINIA	3K
NORTH C...	2.3K
TEXAS 1	1.9K
ME-NH-VT	1.8K
NEW YOR...	1.7K
FLORIDA 2	1.6K
GEORGIA	1.5K
KS-MO	1.2K
TEXAS 2	1.2K
CO-WY	1.1K

**Count of RR# by MPO0**

MPO0	Count of RR#
VIRGINIA: E	1.2K
VIRGINIA: B	1.1K
ME-NH-V...	0.8K
NORTH C...	0.7K
VIRGINIA: D	0.7K
TEXAS 1: B	0.7K
ME-NH-V...	0.6K
CALIFORN...	0.6K
NEW YOR...	0.6K
SOUTH C...	0.6K

**Count of RR# by Unique\_Facility**

Unique_Facility	Count of RR#
CARROLLT...	164
SUWANEE...	160
CONROE ...	156
FFX-CHA...	142
ELK GROV...	138
WARSAW ...	132
COS-BRIA...	122
MONTRO...	114
WESTERVI...	110
AUR-TOW...	104

2

Area	District	Facility	RR#	DATE	Letters	Flats	PARS Labels	Total Exceptions
					678	90	2	0
					1,196	22	0	2
					556	156	0	0
					610	38	0	0
					510	156	0	0
					64	4	0	0
					658	1,158	0	2

# New Power BI Tool – Daily Expectations for Data Integrity



1. Offices to review inputs and make corrections daily
2. If errors identified, corrections should be made in RMSS by COB
3. Report will be updated daily at 8:00 est for the previous day
4. All final corrections must be made by 1700 CT on Friday, March 15<sup>th</sup>

## Conclusion

# Important Dates

Complete By:	Action:
<b>02/10/2024 – 03/15/2024</b>	Delivery Units enter Office Walk, Route Settings and Daily Volume data into the Rural Management Support System (RMSS) web application
<b>02/24/2024</b>	A 12-day Mini Mail Survey of stated items begins on all rural routes
<b>02/24/2024 – 03/08/2024</b>	Data entry must be made daily by <b>COB</b> for all routes
<b>03/01/2024</b>	DPM / LTM Mapping Deadline Date. No mapping changes will be reflected post this date in Eval 3
<b>03/15/2024</b>	All Mini Mail Survey entries to include Office Walk, Route Settings and Daily Volume must be finalized by 17:00 CT. No additional changes will be accepted post this date.
<b>04/06/2024</b>	Effective date of the RRECS Evaluation; Update the Rural Carrier schedules in RMSS Scheduling tool URL: <a href="https://blue.usps.gov/delret/L3do/rural/timekeeping/rural_schedule_tool_v19.1.01.xlsx">https://blue.usps.gov/delret/L3do/rural/timekeeping/rural_schedule_tool_v19.1.01.xlsx</a>

# Training Expectations

Training will be conducted from 02/06 through 02/23

- Delivered by HQ Rural Strategy and Transformation Team

Who can count during Mini Mail Survey?

- EAS who have been trained
- Eligible craft employees serving on higher-level assignments (PS1723) and trained
  - Administrative employees who have been trained
  - CCAs who have been trained
  - Rural PTFs and RCAs *CANNOT* be utilized



# Rural Blue Page

[MMS Eval-3](#)[Activity Scans](#)[Mapping](#)[Maintenance](#)[References](#)[Communication](#)[Overview](#)[MMS Eval-2](#)[MMS Eval-1](#)

Hyperlink >>> [RRECS eMail Support](#) <<<

Hyperlink >>> [RRECS Volume \(RADAR\)](#) <<< Webpage

Hyperlink >>> [RRECS RADAR Volume Report - VP Letter](#) <<<

Hyperlink >>> [Mini-Mail Survey Outliers Eval 1 vs Eval 2](#) <<< *(Large file! Please be patient when downloading)*

## Mini Mail Survey (MMS) - Important Dates

Saturday, February 24, 2024	Begin MMS	First Day of 12-Day MMS - Begin data entry of "Daily Volume" and "Miscellaneous Time"
Friday, March 01, 2024	DPM / LTM Mapping Certification Deadline	Routes must be mapped in DPM and certified in LTM
Friday, March 08, 2024	End MMS	Last Day of MMS - Data for all routes should be entered for all 12 days of the MMS
Friday, March 15, 2024	Lockout MMS	Final Day for MMS Entries - No updates to MMS data may be made after 03.15.2024
Saturday, March 30, 2024	Forms 4241A & 4241M PDF	Print and Distribute PS Forms 4241A & 4241M
Saturday, April 06, 2024	Effective Date	Route Evaluations go into effect

\*RRECS MMS Training Completion Tracking *(Under Revision)*

\*RRECS MMS Training Presentation *(Under Revision)*

\*RRECS MMS Stand Up Talk *(Under Revision)*

\*RRECS MMS Survey Instructions & Worksheets *(Under Revision)*

THANK YOU



# Appendix

# Miscellaneous Activity Worksheet

MISCELLANEOUS ACTIVITY WORKSHEET					
				Date	Route
Area	District	MPOO	Office		
Activity	Description			Time Used (minutes)	
<b>Required Customer Communications</b>	Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.				
<b>Electronic Parcel Lockers</b>	Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier <b>signs in on the keypad</b> and continues until the carrier <b>signs out on the keypad</b> . If the carrier is required to wait to <b>gain access to the keypad</b> , that time is also recorded as actual time.				
<b>Reloading Satchel</b>	Actual time to reload a satchel if required for multiple dismount deliveries.				
<b>Non-Personnel Unit (NPU) time</b>	Non-personnel units are small, non-staffed stations or branches that are serviced by a rural carrier in a location typically provided by a contractor. A non-personnel unit provides essential mail services on a self-service basis, such as the collection and delivery of mail and the sale of stamps. Rural carriers are required to remain at NPU for a minimum of 15 minutes each day				
<b>Extra Time - Dismount</b>	Additional time associated with accessing delivery point at an authorized dismount such as, key keeper, security guard/gate check-in, or access code entry.				
<b>Safety/Service Talk</b>	The actual time recorded for each Safety/Service Talk. Time will begin when the manager calls the group together to begin the talk. Time will end when the manager concludes the the talk to the group.				
<b>Other Daily or Weekly Recurring Activity</b>	<b>Must be approved by District Rural DSS. Explanation must be entered.</b>				
	<i>For Example: Time associated with End-Of-Shift activities not completed for the prior day</i>				
	_____			_____	
	_____			_____	
	_____			_____	
	_____			_____	

# RRECS OFFICE Walking Distance: Data Collection Form

## RRECS Office Walking Distances: Data Collection Form

FACILITY, ST, ZIP		FINANCE #	RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)	DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)	DATE:
Does this route receive Withdrawal Credit?	Yes or No (Circle One)	Is this route assigned a Left Hand Drive Government Vehicle?	Yes or No (Circle One)
<b>Walking Distance Segments</b> For Non-Withdrawal Routes measure only Segments 1, 5-12; Do not measure Segment 6 if the carrier uses a Privately Owned Vehicle (POV) to service the route (Enter "N/A") Measure the "Round Trip" distance (Footage) required for the carrier to complete the segment where applicable.			

Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required.
03	Carrier's Case	DPS Letters Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Letter rack. Include walking distance to obtain a conveyance if typically required.
04	Carrier's Case	DPS Flats (FSS) Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Flats (FSS) rack. Include walking distance to obtain a conveyance if typically required. <b>Note: This segment only applies to routes that use a Privately Own Vehicle (POV) or are assigned a Left Hand Drive (LHD) Government Vehicle</b>
05	Carrier's Case	Parcel hamper Retrieval		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.
06	Carrier's Case	Assigned location or typical location for inspection of Government vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none.
07	Carrier's Case	CFS / Markup / MMM /Centralized Hold Mail to the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case. <b>Note: The order of the locations may vary according to local practices.</b>
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail
10	Carrier's Case	Obtain additional conveyance for loading mail in vehicle		From the point where the carrier stands when casing mail to the average point where the additional conveyance for transporting mail to the vehicle is stored.
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier stands when casing mail to the location where excess trays, tubs are stored after mail has been loaded for conveyance to the vehicle.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.



## Rural Route Mini Mail Survey Summary

Survey Period (Date Range): \_\_\_\_\_ - \_\_\_\_\_

Area: \_\_\_\_\_ District: \_\_\_\_\_ MPOO: \_\_\_\_\_

Finance: \_\_\_\_\_ Facility: \_\_\_\_\_ ZIP: \_\_\_\_\_ RR: \_\_\_\_\_

Date	3982 PARS LABEL	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Misc. Activity Actual Time Total (MM:SS)
<b>Total</b>				

**COMPLETE THE FOLLOWING INFORMATION ON THE LAST DAY OF THE MAIL SURVEY**

High Option: Yes  No

High Option election requires the assigned Regular Carrier meeting all criteria as provided in Article 9.2.C.7.a. of the National Agreement to include the Carrier's signature agreeing to the "Leave Commitment" below:  
 In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.

Carrier Signature for "Leave Commitment": \_\_\_\_\_ Date: \_\_\_\_\_

Survey Data Certified To Be Correct:

Carrier's Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

RRECS PS Form 4241, Jan 2023



# RRECS Daily Volume Form

<b>Rural Route - Daily Volume</b>					
Survey Period:					
Finance:					
Date:					
Route	3982 PARS Label	Letters Manual (Pieces)	Flats Manual (Pieces)	Miscellaneous Activity Reason	Misc. Activity Actual Time (Mins:Secs)