

NATIONAL RURAL MAIL COUNT 2008

Things You Should Know!

Computerized 4239: If using a computerized version of PS Form 4239, the carrier still must receive a copy of the manual form for verification. Both copies should be returned to the carrier daily.

Reloading/Unloading Time (18 minutes week): This time will be automatically credited on the PS Form 4241, similar to other fixed credits such as stamp stock and personal time.

Do Not Bend: Do not fold or bend endorsed items whether properly prepared in accordance with the DMM or not, that cannot be cased without damage to the item should be credited in Column D as parcels.

Mail Pieces that Contain Rigid Articles: In accordance with a Step 4 settlement, FOOR-4F-C-03096043, the parties at the national level agreed that the overall dimensions and rigidity or flexibility characteristics of a mail piece determine whether the article is a parcel rather than any particular item enclosed within that mail piece.

Scanner setup Time: The scanner setup time of 6 minutes per week (1 minute per day) will be recorded in Column R. It is no longer automatically credited in Column S with the time for stamp stock.

Carrier Pick-Up: Packages picked up, ONLY through the carrier pick-up Web application, will be credited 90 seconds for each carrier pick up request completed during the mail count and nine (9) seconds for each carrier pick up item (per piece) received (Express Mail, Priority Mail, or International Mail). This includes all the duties in the office and on the street associated with the carrier pick up request.

Note; Prepaid ordinary and insured parcels or letters or flats accepted in conjunction with the carrier pickup items will not be included in the new standard

- Prepaid parcels under two pounds should be recorded in Column N- Letters and flats Collected
- Prepaid parcels weighing over two pounds or any parcel left by the customer with the appropriate funds for postage should be recorded In Column 0 - Ordinary and Insured Parcels Accepted. carriers must weigh, rate, and affix postage if management provides the necessary scales and rate charts.

However, if the necessary equipment is not made available, credit for a parcel collected is still given.

NOTE: The carrier cannot be required to stand in the lobby to purchase stamps or weigh parcels.

Shipment Confirmation Acceptance Notice (SCAN)-Related Duties: The new SCAN service associated with Carrier Pickup requires carriers to count parcels and perform a scan of the customer's manifest (PS Form 5630). During the mail count--each Shipment Confirmation Acceptance Notice will receive credit under Column R for 18 seconds.

Form 3982-R Rural Box holder Non-Delivery Request (RBNR): Section 322 of the PO-603, Rural Carrier Duties and Responsibilities will be changed to reflect the new Rural Box holder Non-Delivery

Request (RBNR).

Time will be credited during a mail count in the following manner:

- 1) One (1) markup for transcribing the non-delivery request information on the PS Form 3982-R or annotating or discarding the form when receiving a reinstatement of delivery.
 - 2) One (1) piece in Column A Letters for casing the PS Form 3982-R.
 - 3) The one (1) piece recorded in Column A will be included in withdrawal time.
 - 4) One (1) piece credited in Column N Letters and Flats Collected for bringing the PS Form 3982-R back from the route.
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Column F: Includes all Registered, Certified, Numbered insured, Return Receipt for Merchandise, Express Mail, and Signature Confirmation, including foreign items that are prompted for a PS Form 3849 by the scanner.

2nd Trips: This applies when carriers are required to perform an additional trip(s) to the street due to mail that could not be accommodated on the first trip, either due to the volume of mail, the physical size of the parcels, or insufficient room in the delivery vehicle. Should an additional trip(s) be necessary during the mail count period, the time associated with the additional trip(s) will not be recorded on the mail count forms, however the associated mail piece(s) will be recorded appropriately for the intended route and compensation for the additional trip(s) will be granted as provided in Pre-Arbitration settlement, C95R-4C-C 98023318.

50 Foot Rule (This rule ONLY applies to three (3) circumstances): If the round trip is over 50 feet, the difference is multiplied by .00284 minutes and credited in Column "R"

1. Parcel retrieval: If the parcels are not conveniently located for the carriers to retrieve, during their normal trips away from their case, the 50 foot round trip rule applies. If the closest edge of the carrier's case to the parcel staging area is greater than 50 feet (round trip), the 50 foot rule applies.
 2. DPS Mail retrieval: All routes, whether or not they case their DPS mail, will receive additional time if required to retrieve their DPS mail, if the location is greater than 50 feet (round trip) from the closest edge of the case to the staging area, the 50 foot rule applies.
 3. Return from the route trip to the accountable cage: When carriers return the accountable items to the accountable cage in the afternoon and the round trip exceeds 50 feet, the difference is multiplied by .00284 minutes and credited in column R.
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What are some items credited in Column "R" ?:

- Trips to - Throwback case, CFS placement (if not combined with another paid function), holds if not at the case, accountable cage in the morning if you have no accountables and have to retrieve arrow key.

If an additional trip is required to a designated location to deposit "MMM mail. the additional trip including placing/depositing the mail or bundles of mail on or into the provided equipment is compensated in Column R. (No time is given for casing or separating individual mail pieces).

- All Delivery Confirmation scans, receive 18 seconds per scan in Column "R". Foreign items that prompt a signature on PS Form 3849 by the Scanner are recorded in Column F.
- Collecting mail from a collection box
- Actual time to complete additional Edit book duties pursuant to the PO-603 revision, beyond the time that would have been required on the back of the PS Form 4240. 717e actual time required to perform the edit book duties must be recorded in column R (beyond the time that would have been required on the back of the PS Form 4240)
- Carriers may be required to face and deposit mail that is credited in Column N in a designated location upon returning to the office. Management shall not require rural carriers to deposit mail into more than two designated locations. If more than two locations are required, additional Column R time is appropriate.
- safety/service Talks: Actual time used during mail count. Normally, this will be 5 minutes per week. An additional time credit must be given to the route if management elects to repeat a weekly safety talk for relief employees or a carrier who was not present for the first one.
- Any other required reoccurring daily or weekly activity not covered elsewhere on PS Form 4239.
- Also included under Column "R" is the time resulting from the 50 foot rule noted above.

DPS Riffling Process and Error Retrieval for Mail History Tracking System (MHTS):

With the introduction of the Mail History Tracking System, the DPS riffling process is being standardized to include MHTS error retrieval, as detailed below:

- ROUTES THAT DO NOT USE BREAKER CARDS - Carrier chooses a few intervals in each DPS tray, then checks one or two mail pieces before moving further along in the tray to provide assurance that DPS mail is in the proper sequence. During the riffling process, carriers will also retrieve any errors as identified by MHTS. Credit for this work is measured by actual time recorded in seconds in Column R,
- ROUTES THAT USE BREAKER CARDS-Carriers retrieve any errors as identified by MHTS. Credit for this work is measured by actual time recorded in seconds in Column R, Other Suitable Allowance.

DPS MAIL/AUTOMATED MAIL:

Inverted DPS: You may receive this type of mail in small quantities which will be counted as DPS however, complete mailings or large quantities means this mail was fed into the machine wrong. A policy letter was sent to the plants on proper procedures and they have been instructed not to run the mail any other way than normal. If you find a large quantity, or all your mail is inverted, contact your steward or designee and track the number of pieces.

Flat size pieces, 6 1/8": Letters over 6 1/8", found in DPS, will be counted as flats (no double credit).
End of run reports: The end of run report (for DPS Letters Only) will be used for the DPS count provided there are no obvious errors. Either party may verify the machine count. Do not use the end of run for flats.

Holds, Forwards, mis-sorts, etc: Any mail brought back, Or if DPS is cased and would have been brought back. will receive a DPS count and the appropriate credit. (double credit).

If fewer than 2,400 pieces of DPS mail are averaged per week during the entire mail count period and/or the route was not validated (for those routes counting under DPS for the first time) before the count as meeting the 98 percent quality threshold, mail processed as DPS will be recorded as sector/segment in Column B on PS Form 4241 (Rural Delivery Statistics Report), or if it does not qualify as sector/segment mail, recorded in Column A, Letter Size.

Fletters: Letters ran on the automated flat machines and found in flat tubs (6 1/8" & under), will be counted as letters. They are not counted as both.

Flats Processed on UFSM 1000: On Form 4239, each entry in Column C for flats received from UFSM

1000 equipment should be circled. Prior to totaling Column C on Form 4239, total the circled entries, and place the resulting number in the Comments section of Form 4239. Multiple this number by .175 (17.5 percent) and round to the nearest whole number. This calculation should be written out in the Comments section. Transfer the result of this calculation to Column C as a separate entry and place an asterisk next to this entry. This will signify that the route has received the additional credit for the flat volume.

Column 0 Loading Vehicle

Rural Carriers receive credit for the actual time used to:

- Transfer mail from their work areas to the vehicle.
 - Place the mail in the vehicle.
 - Return the equipment used to a designated location.
 - Loading time must be recorded in minutes and seconds.
 - If mail is placed directly into equipment used to take mail to the vehicle, loading time begins when carrier begins to move the mail to the vehicle.
 - If mail is not placed directly into the equipment used to take mail to the vehicle, loading time begins when the carrier begins to load the mail into the transport equipment. This applies in situations where the carrier is required to load mail from the floor or other location into a hamper or gurney for transport to the vehicle. A common example of this is box-holder mail, which is not ordinarily cased. Loading time would include the time needed to place box-holder bundles into a gurney or hamper. It would also be applicable if, because of space restrictions, the carrier is required to strap out mail; place it on the floor or case ledge; and then transport it to a gurney or hamper at the end of the carrier case aisle.
 - In offices where the carrier does not normally withdraw all mail for the route, the required final withdrawal from the designated distribution case, or other equipment, will be accomplished in conjunction with the loading operation, and the actual time required included in the loading allowance.
 - Does not include time to arrange parcels in delivery sequence.
 - If you make more than one trip, time does not stop while you are loading the gurney for the second or third trip (does not include time to pull down mail).
 - Loading time ends when you finish loading the vehicle and return your equipment to the designated location.
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The following changes will be reflected in the 2008 National mail count.

Column I, Change Of Address

The new time allowance for change of addresses (COA's) will be 15 seconds for each PS Form 3982

label received during the mail count (recorded in Column R) unless the carrier is required to perform any additional duties of completing any of the following forms and/or writing on the PS Form 3982. In such instances, the credit will be 2.0 minutes for the 3982 label.

- PS Form 3575, Change of Address
 - PS Form 3575Z, Change of Address (carrier Generated)
 - PS Form 3546, Notice to Change Forwarding Order
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Column J, Mark UPS

The time allowance for this column will remain at .25 minutes per entry (15 seconds)

Credit One mark up for each BUNDLE of the following:

- CFS Machinable/CFS Non-Machinable
- Insufficient Address (IA)
- Unendorsed Bulk Business Mail (UBBM & OUBBM)
- Excess box holders
- Unable to Forward (UTF) formerly Forwarding Order Expired
- Attempted Not Known (ANK)
- No Such Number (NSN)
- No Such Street (NSS)
- No mail Receptacle (NMR)
- Vacant (VAC)
- Refused (REF)
- Illegible (ILL)
- In Dispute (DIS)
- Temporarily Away (TA)
- Unclaimed (UNC)
- Missequenced, Missorted, and Missent "MMM" (If required by management)

Credit one mark up for each PIECE endorsed:

- No Record Mail
 - Deceased (DEC)
 - Transcribing information on the PS Form 3982-R
 - Other required individual carrier endorsements in DMM F010.4.2, as appropriate, and undeliverable mail the postmaster of supervisor requires the carrier to individually endorse.
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2008 National Rural Mail Count Event Dates

The following are some important dates relative to the national count and inspection of rural routes.

12-15-07 Begin the "Option In" period for regular carriers and management.

1-11-08 End of the "Option In" period.

1-18-08 carriers not available during "Option In" period must complete and submit "Option In" forms

1-11-08 All vacant regular routes with no regular carrier assigned will be scheduled to be counted

1-22-08 Where DPS is being introduced, the NRLCA representative and designated USPS manager at the unit level must jointly review the DPS sort scheme. DPS must be running by this date.

1-23-08 Rural route inspections may begin

2-2-08 Any auxiliary route converted to regular status between January 11 and February 2, 2008 will be scheduled to be counted

2-7-08 Pre-count conferences must be completed

2-22-08 For routes where DPS is being introduced, DPS quality of 98% must have been achieved.
2-23-08 12-day national mail count begins where management or carrier has opted to count the route
3-7-08 last day of 12-day national mail count. Inspections for routes being counted must be complete
3-11-08 Forms 4241 must be totaled at the delivery unit
3-13-08 last day for carriers to review Forms 4241
4-19-08 New Forms 4241-A will be completed and sent to delivery units
4-26-08 New route evaluations will go into effect

Disputes should be settled on the day that they occur if possible. If disputes are not resolved, detailed documentation with all the specific information (number of pieces, dimensions, photocopies, etc.) must be recorded. The carrier should not sign the PS Form 4241 verifying the validity of the count. The carrier must make a dated written request and give it to their manager. The postmaster/manager will also prepare a written statement and both written responses (carriers & managers positions), with all the pertinent information, is immediately forwarded to the district. The district is responsible for providing a prompt written reply to the postmaster advising of its decision. The postmaster/manager will provide the carrier with a copy of the written response. The receipt of the response from the postmaster/manager starts the 14 day dock to file a grievance. if the carrier is still in disagreement.

We must all realize that mistakes can happen and different interpretations may occur over rules concerning mail count procedures. If this happens to you, make management aware of the disagreement in a calm professional manner and attempt to resolve it at that level. It is imperative that any disagreements should be discussed on the day that they occur. If reasonable discussion fails, contact your local steward or the area/assistant state steward assigned to your office on the day they occur. Do not wait until the end of mail count.
