NRLCA MINI MAIL SURVEY PRESENTATION

February 22-March 7, 2025





IMPORTANT DATES

Important Dates					
Complete By:	Action:				
02/08/2025 - 03/14/2025	Delivery Units enter Office Walk, Route Settings and Daily Volume data into the Rural Management Support System (RMSS) web application				
02/22/2025	A 12-day Mini Mail Survey of stated items begins on all rural routes				
02/22/2025 - 03/07/2025	Data entry must be made daily by COB for all routes				
03/07/2025	DPM / LTM Mapping Deadline Date. No mapping changes will be reflected post this date in Eval 5				
03/14/2025	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.				
03/29/2025	Print and distribute 4241A's and 4241M's				
04/05/2025	Effective date of the RRECS Evaluation; Update the Rural Carrier schedules in RMSS Scheduling tool URL: https://blue.usps.gov/delret/L3do/rural/timekeeping/rural_schedule_tool_v19.1.01.xlsx				



02/22/2025

03/07/2025

- A National Mini Mail Survey will be conducted for twelve (12) working days beginning Saturday, February 22 and ending on Friday, March 7, 2025.
- A stand-up talk will be given prior to the mail survey. This will be your opportunity to ask questions and confirm procedures.
- Mail Survey
- Effective date of the RRECS Evaluation will be April 5, 2025

- The mini mail survey is one component used to determine the route evaluation under RRECS
- It is used in conjunction with other data gathered from automated processes
 - MDD Scanner
 - Route Mapping Data





- EAS employees will conduct the mini mail survey
- 12 RRECS Office Walk Distances will be measured round trip jointly by the manager and the assigned carrier.
- Data will be entered daily and in a timely manner no later than COB current business day.





ONLY the following Items will be Measured and/or Counted and Entered into RMSS:

- Random Letters
- Random Flats
- **∞**Office Walk Distances
- Miscellaneous Office Activity



January 23, 2025

Mr. Donald L. Maston President National Rural Letter Carriers' Association 1630 Duke Street Alexandria, VA 22314-3467

Dear Don:

This letter serves to confirm our mutual agreement to modify the manner in which PS Form 3982, Postal Automation Redirection System (PARS) *Label*, a component of the Mini Mail Survey, is captured for data collection.

With recent technological advancements, beginning with the Mini Mail Survey for the April 5, 2025 Route Evaluation, PS Form 3982, *PARS Label data* was captured electronically during the prior 52-week data collection period. Therefore, a physical count of PARS labels received during the Mini Mail Surveys will no longer be necessary.

Sincerely,

Richard L. Howard

A/Director

Contract Administration (NRLCA)

Concurrence:

Donald L. Maston.

President

National Rural Letter Carriers' Association

PARS Label will now be counted throught Automations and will no longer be a part of the Mini mai Survey

Date: 1 - 23 - 2025



SURVEY FORMS

NRLCA MINI MAIL SURVEY 2025

Three Forms are used to Collect Survey Data

- RRECS Office Walking Distance-Data Collection Form
- Daily Volume Worksheet
- Miscellaneous Activity Worksheet



Walk Distance Form

NRLCA MINI MAIL SURVEY 2025

RRECS AM Office Walking Distances: Data Collection Form

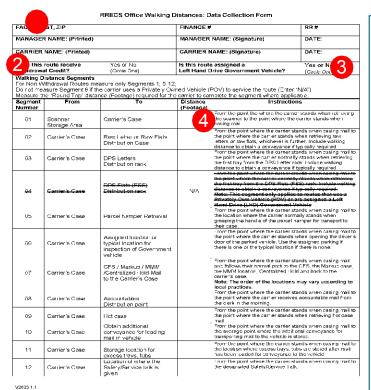
FACILITY, ST, ZIP		FINANCE #	ŧ	RR# DATE:		
MANAGER NAME: (Printed) CARRIER NAME: (Printed)			MANAGER			NAME: (Signature)
			CARRIER I	NAME: (Signature)	DATE:	
	route receive	Yes or No				
Measure the **Office Wideparting	Distance Segments ne "Round Trip" dist /alking Distances o	ance (footage) required for the only applies to activities perfe	ormed in the	nplete the segment where applical AM while the carrier is in the of carrier returns to office from deli	fice prior to	
Segment Number	From	То	Distance (Footage)	Instruction	s	
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)		
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. (Withdrawal Routes Only)		
04	N/A	N/A	N/A	N/A		
05	Carrier's Case	Parcel hamper Retrieval		From the point where the carrier sta the location where the carrier norma grasping the handle of the parcel ha their case.	ally stands when	
06	Carrier's Case	Assigned location or typical location for inspection of Government vehicle		From the point where the carrier sta the point where the carrier stands w door of the parked vehicle. Use the there is one or the typical location if	hen opening the driver's assigned parking if	
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. Note: The order of the locations may var according to local practices.		
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail the point where the carrier receives accountable mail fron the clerk in the morning.		
09	Carrier's Case	Hot case		From the point where the carrier sta the point where the carrier stands w mail. Note: Not applicable if perfo with load time.	hen retrieving hot case	
10	Carrier's Case	Location to obtain an additional piece of empty equipment (rolling stock) prior to loading vehicle		From the point where the carrier sta the average point location to obtain empty equipment (rolling stock) prio Note: This only applies if this ad- equipment is required for loading	an additional piece of r to loading vehicle. ditional piece of	
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier sta the location where excess trays, tub has been loaded for conveyance to	s are stored after mail the vehicle.	
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier sta the designated Safety/Service Talk.	nds when casing mail to	

Walking Distance 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.

Note: The user must download the Data Collection Form found in the *RMSS Survey Instructions*Zip File to view and print.





Once the worksheet is retrieved:

- Input necessary route information in each field at the top of the worksheet. Ensure the manager prints/signs their name along with the date of entry
- Confirm route withdrawal credit (Circle "Yes" or "No")
- Confirm if the route is assigned a POV or Left Hand Drive or Gov Vehicle (Circle "Yes" or "No")
- Confirm walking distance measurement for each segment.

Note: Both the manager and assigned carrier must be present to confirm walking distance measurement. Both must sign when completed





ROUTE SETTINGS

NRLCA MINI MAIL SURVEY 2025

Route Settings Confirmed by Manager on the RRECS Office Walking Distance Data Collection Form

- Confirm Left Hand Drive Government Vehicle or POV
- Carrier Withdrawal Allowance



Walk Distance

NRLCA MINI MAIL SURVEY 2025

Office Walk Measurements:

- 1. Scanner Storage Area
- 2. Letters/Flats Distribution Case***
- 3. DPSL Distribution Case***
- 4. FSS Distribution Case***
- 5. Parcel Hamper
- 6. Location of Vehicle Inspection^^^
- 7. CFS Markup/Centralized Hold
- 8. Accountable Distribution Point
- 9. Hot Case Location
- 10. Location of Hamper/Conveyance
- 11. Location of Excess Trays/Tubs
- 12. Safety/Service Talk Location
- ***not measured for Non-Withdrawal Routes
- ^^^not measured for POV Routes





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

Shared with the carrier



Daily Volume Worksheet

NRLCA MINI MAIL SURVEY 2025

Rural Route - Daily Volume

Survey Period:

Finance:

Date:

Route	Letters Manual (Pieces)	Flats Manual (Pieces)	Miscellaneous Activity Reason	Misc. Activity Actual Time (Mins:Secs)
				40
	7			
		5-11-2		

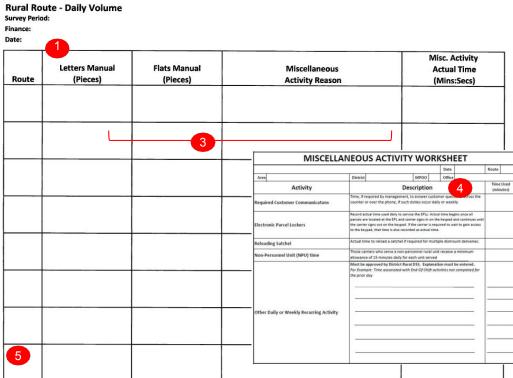
Daily Volume Worksheet

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.

Once the worksheet is open; Print the worksheet and conduct the following:

- 11 Confirm that the Finance Number and date are correct.
- For Majority DPS Letters Cased, enter "Y" for Yes, or enter "N" for No.
- Record the data for each category of mail: Letters Manual (Pieces), Flats Manual (Pieces), Misc. Activity time
- Use Miscellaneous Activity Worksheet for recording actual time
- 5 Use the correct tab for each day





Random Letters and Flats

Random Letters Include:

- A. Letters that have not been run on any type of automation
- B. Letters from manual distribution cases
- C. DPS letter mail errors (3M mail/Hi-rise without secondary addresses, CFS, RTS, UBBM, hold mail, closed business)

Note: Do not include Walk Sequence Saturation mailings or Boxholders

Random Flats Include:

- A. Flats that have not been run on automation.
- B. Flats from manual distribution cases
- C. Flat-sized mailings not received in white tubs or from local distribution cases.

Note: Do not include Walk Sequence Saturation mailings or Boxholders



Daily Volume Worksheet

- Postmaster or manager who conducts the count should sign every day.
- Carrier should receive a copy each day
- Disagreements and disputes should be documented and dealt with as soon as possible.

MISCELLANEOUS TIME

Entry Steps:

- 1. Print out enough copies for each route for each day of survey (#rtes x 12)
- 2. Enter Area, District, MPOO and Office Name
- 3. Enter 3-digit route number
- 4. Complete each day for each route. If no activities occur on any day, enter N/A on sheet for the day.

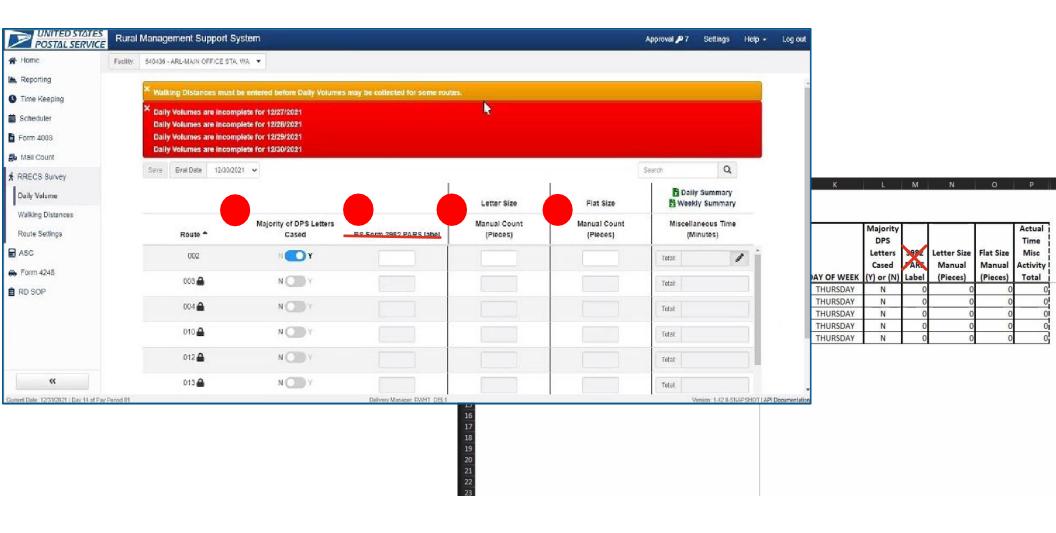
				Date		Route	
Area	District	MP	00	Office	- 3		
Activity	Description			Time (min	Used utes)		
Required Customer Communicatons	Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.						
Electronic Parcel Lockers	Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier signs in on the keypad and continues until the carrier signs out on the keypad. If the carrier is required to wait to gain access to the keypad, that time is also recorded as actual time.						
Reloading Satchel	Actual time to reload a	a satchel if required	for mul	tiple dismo	unt deliveries.		
Non-Personnel Unit (NPU) time	Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served						
Other Daily or Weekly Recurring Activity	Must be approved by For Example: Time ass the prior day		15				



Miscellaneous Activity Worksheet

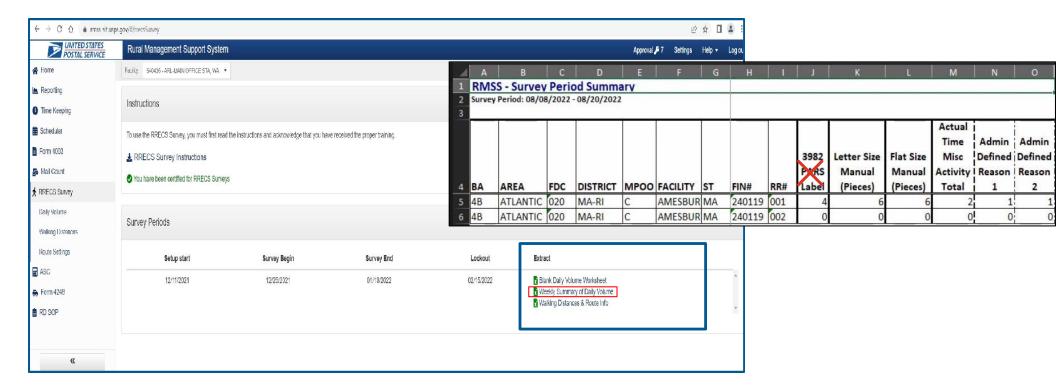
- Reasonable time allowance for recurring duties
- Must be:
 - Authorized or required by management
 - Recurring Duties (Daily or Weekly)
 - Required Customer Communication
 - Electronic Parcel Lockers
 - Reloading Satchel
 - Non-Personnel Unit
 - All other Activity must be pre-approved by DSS
 - Not covered in any other allowance
- Actual Time Rounded to Nearest Minute

Verification Daily Summary



Mini Mail Survey Summary

At the conclusion of Daily Volume data collection in RMSS each week, managers should **print** the **Weekly Summary of Daily Volume** excel sheet and provide to carriers for confirmation. Managers and carriers should work together to verify Daily Volume data entries displayed on the worksheet. If necessary, managers and carriers should identify any discrepancies and make adjustments as needed daily.



Mini Mail Survey Summary (By Route)

At the conclusion of Mini Mail Survey, after all data is entered, managers should **print** the **Mini Mail Survey Summary** excel sheet and provide to carriers for confirmation. If any discrepancies still remain, they should be corrected immediately. The Detail Route Summary will include confirmation by the assigned carrier and the manager that the information is correct. This file will also provide the opportunity for the carrier to commit to take sufficient annual leave to avoid exceeding 2080 hours in the guarantee period if selected.

Rural Route Mini Mail Survey Summary

Survey Period (Date Range):

Area:		District: MPOO:					
Finance:		Facility:	ZIP:	RR:			
	Date	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Misc. Activity Actual Time Total (MM:SS)			
	Total						
COMPLI	ETE THE FOLLOWI	NG INFORMATION	ON THE LAST DAY	OF THE MAIL SUF	RVEY		
High C	Option: Yes	No 🗌					
9.2.C. Comm In the during	7.a. of the National Ag nitment" below: event that I am eligible	s the assigned Regula reement to include the e to elect a higher rout to assure that my tota	e Carrier's signature a	greeing to the "Leave e to use sufficient ann	ual leave		
Carrie	r Signature for "Leave	Commitment":		Date:			
Surve	y Data Certified To Be	Correct:					
Carrie	r's Signature:		Date (M	IM/DD/YYYY):			
Manag	ger's Signature:		Date (N	/IM/DD/YYYY):			

RRECS PS Form 4241, Jan 2025



Conclusion of Mail Survey

High-Low Option (If qualified)

Carrier Commits to Take Sufficient Annual

Leave to Avoid Exceeding 2080 Hours

Carrier's Signature Certifying the Survey to be Correct

COUNTING YOUR MAIL

Counting your mail

Carrier may count their own mail as a verification of management's counts.

No compensation
 ■
 No compensation

COUNTING YOUR MAIL

Intermediate Office

- All Forms are completed and returned to the main office
 - RRECS Office Walking Distance-Data Collection Form
 - Daily Volume Worksheet
 - Miscellaneous Activity Worksheet
- Edit Book updates performed at the Intermediate Office are entered on the Miscellaneous Activity Worksheet



Credit for Inverted DPS Letters

Credit one Random Letter for every 4 inverted DPS Letters



- Mormal flow of mail should be ensured
 - No extra efforts to clear out mail before count
 - No curtailment of clerk hours on the last day of count

Mailer-requested delivery dates should be honored



- If carriers perform any withdrawal functionsallowance is added
- No change from remainder of year
- Number of withdrawals required
 - Upon Reporting
 - Two additional in morning
 - Final withdrawal of Hot Case
 - Upon return from route



Carriers who DO NOT get withdrawal allowance

- Final withdrawal of Hot Case in conjunction with loading
- All other mail should be placed at case or on ledge
- ≫No dumping of sacks
- Everyone can be required to cut straps and remove plastic. It is not part of Withdrawal.
- Everyone can be required to retrieving Parcel Hampers. It is not part of Withdrawal



Mo provision for partial credit



- If management proposes a change the union must be notified
 - Majority of regular carriers must vote to accept the change
 - Change applies to ALL carriers

OPTION ELECTIONS & LEAVE AGREEMENTS

- Manager must meet with each regular carrier to discuss options:
 - High Higher pay, but less time off
 (J or H route)
 - Low Lower pay, but more time off (K or J route)



Requirements for High Option

- Route's evaluation must fall in more than one route classification (standard hours between 44:11 and 50:43)
- In order to be eligible for high option the regular carrier must have a minimum of ten (10) years of service from his/her retirement computation date.
- Demonstrated no 2080 problems previous year
- Commit in writing to use sufficient annual leave (not LWOP) so as not to exceed 2080 hrs.



Attempt to resolve disagreements at the local level

- Disputed items must be brought to managers attention prior to casing and delivery
- Agreed corrections may be made prior to sending up the forms



- If disagreement cannot be resolved locally:
 - Carrier and Manager will fill out the appropriate part of Dispute Form 1
 - Include any documentation necessary to prove what you are saying is incorrect and what the credit should be



REMEMBER THIS IS YOUR PAYCHECK!

IF YOU HAVE PROBLEMS LET SOMEONE KNOW AS SOON AS THEY OCCUR AND THOROUGHLY DOCUMENT ALL DISPUTED ITEMS!



THE END

QUESTIONS?





