

4241-A EXPLANATION SHEET

OFFICE TIME	RANDOM LETTERS INCLUDES ALL CLERK SORT LETTERS, MMM MAIL FROM DPS, CFS, RTS, INVERTED DPS (1 FOR EVERY 4 INVERTED DPS), HOLD MAIL FOR BUSINESS CLOSED 7 OR LESS COUNTED AS RANDOM LETTERS, 8 OR MORE 1 UNSCANPARCEL IN ACTIVITY SCAN MENU, TIME TO GATHER RANDOM MAIL AND TRANSPORT TO CASE	RANDOM FLATS FLATS THAT HAVE NOT BEEN RUN ON AUTOMATION, MANUAL FLATS IN DISTRIBUTION CASE, FLAT MAIL DROPPED AT OFFICE BY MAILER (IE NEWSPAPERS,	WSS LETTERS LETTERS RECEIVED ROUTED TO THE CARRIER FULL OR NEARLY FULL COVERAGE	WSS FLATS FLATS RECEIVED ROUTED TO THE CARRIER FULL OR NEARLY FULL COVERAGE	BOXHOLDER LETTERS NON-ADDRESSED LETTERS FULL COVERAGE	BOXHOLDER FLATS NON-ADDRESSED FLATS FULL COVERAGE	DPS LETTERS ONLY applies to Second-Run DPS and fewer than 400 pieces per day	DPS FLATS ALL DPS FLAT MACHINES WILL BE REMOVED EFFECTIVE MAY 27, 2023 WEEKLY AVERAGE FROM EOR REPORTS	CR FLATS FLATS THAT ARRIVE AT THE UNIT TO A SPECIFIC ROUTE, NO SORTATION REQUIRED BY CLERKS	PULL DOWN CASED MAIL (32 PIECES PER RUBBERBAND) *CASED MAIL INCLUDES: RANDOM LETTERS+RANDOM FLATS+CR FLATS+WSS FLATS+WSS LETTERS+BOXHOLDERS+SECOND-RUN DPS
	PARCELS ONE CART = 62 PARCELS, ADDITIONAL TRIPS CREDITED FOR OVER 62 PARCELS/DAY, ORGANIZE LARGE PARCELS, ORGANIZE SMALL PARCELS	ACCOUNTABLE MAIL SIGNATURE ITEM PROCESS ACCOUNTABLE MAIL, SIGNATURE ITEMS ITEM PERFORM FIXED ACCOUNTABLE CAGE ACTIVITIES	CARRIER PICKUP FORM PROCESS CARRIER PICK-UP EVENT FORMS	COD'S CUSTOMES DUE PROCESS CUSTOMS DUE, PROCESS COD	POSTAGE DUE PROCESS POSTAGE DUE	MARKUPS PROCESS MARKUP BUNDLES	3982 PARS LABEL PROCESS PARS LABEL (FORM 3982)	OFFICE WALK OFFICE WALKING,	LOAD TIME LOAD VEHICLE, INSPECT GOVERNMENT VEHICLE	DAILY ACTIVITIES SCANNER SETUP ACTIVITIES, COMPLETE TRIP REPORT (FORM 4240), END-OF-SHIFT OFFICE ACTIVITIES
ROUTE TIME	ROUTE LENGTH MILES TO 2 DECIMAL POINTS	REGULAR BOXES CURB LINE BOXES	CENTRALIZED BOXES CBU BOXES, CENTRALIZED BOXES,	TOTAL BOXES TOLTAL OF ALL BOXES	COLLECTION COMPARTMENTS THE NUMBER OF ALL COLLECTION COMPARTMENTS	DAILY DISMOUNTS THE TOTAL NUMBER OF AUTHORIZED DISMOUNTS	DAILY DISMOUNT DISTANCE TOTAL NUMBER OF FEET FOR AUTHORIZED DISMOUNTS	RESERVED	BLUE BOX COLLECTION TOTAL NUMBER OF BLUE BOXES YOU SERVICE	SERVICE INTERUNIT UNATTENDED POSTAL UNIT, LOCKED POUCH, DESIGNATED HIGH OR LOW DEPENDANT ON VOLUME
	DRIVE MILES X DRIVE SPEED MATRIX	SERVICE DPM AND LTM MAPING (BOXES, CONTROL POINTS ETC)	WALK WALK DISTANCE	TCP STOP SIGN, YIELD SIGN, TRAFFIC LIGHT, SCHOOL CROSS WALK, RAILROAD CROSSING, ACCESS GATE	FUEL GOVERNMENT VEHICLES ONLY, DSM + 3.1421	VOLUME FACTOR OFFICE WALKING, CASE RANDOM LETTERS,CASE RANDOM FLATS, CASE CARRIER ROUTE FLATS,CASE WSS FLATS,CASE WSS LETTERS, CASE BOXHOLDER FLATS,CASE BOXHOLDER LETTERS,GATHER DPS FLATS,CASE DPS FLATS,PULL DOWN MAIL,GATHER PARCELS, ORGANIZE LARGE PARCELS FOR DELIVERY,ORGANIZE SMALL/MEDIUM PARCELS FOR DELIVERY,PROCESS ACCOUNTABLE MAIL,PROCESS CUSTOMS DUE ,COD,POSTAGE DUE,CARRIER PICKUP EVENTS OFFCE,MARKUP BUNDLES,COA,PARS LABEL,DRIVE (MAIL STOP TO DDD STOP),WALK (DDD STOP TO DOOR),PARCELS TO DOOR,PARCELS TO MAIL BOX, PARCELS TO LOCKER,DELIVER ACCOUNTABLE MAIL, SIGNATURE ITEM,DELIVER CUSTOMS DUE,DELIVER COD,COLLECT POSTAGE DUE,CARRIER PICKUP & PREPAID EVENT,CARRIER PICKUP & PREPAID ITEMS, PRELIM & CONCL ACT AT VEHICLE,GATHER ACCOUNTABLE MAIL/LARGE PARCEL AT VEHICLE,RELOAD MAIL FOR DELIVERY,RELOAD MEDIUM PARCELS FOR DELIVERY,RELOAD LARGE PARCELS FOR DELIVERY,PERFORM SIMPLE ONE-STEP SCAN,PERFORM PROMPTED TWO-STEP SCANS,CONTACT RURAL REACH CUSTOMERS,SELL STAMP STOCK	DRIVE SPEED AVERAGE DRIVE SPEED	ROUTE COVERAGE PERCENTAGE OF BOXES DELIVERED EVERY DAY, BASED ON A ROLLING 13 WEEK AVERAGE	USPS VEHICLE USED YES OR NO IF A GOVERNMENT VEHICLE IS ON THE ROUTE	

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STREET VOLUME TIME	VERIFY MAIL	RELOAD	REG & CERT ACCEPTED	MO APPLICATIONS	CONTACT RURAL REACH	STAMP STOCK	ACTIVITY SCANS			
	THE TIME ALLOTTED FOR CARRIERS TO VERIFY THE MAIL IS FOR THE BOX THAT YOU ARE SERVING	THE TIME ALLOTTED TO MOVE THE MAIL FROM THE BACK OF THE VEHICLE TO THE FRONT BASED ON MAIL VOLUMES	REGISTERED AND CERTIFIED MAIL ACCEPTED FROM CUSTOMERS	MONEY ORDER APPLICATIONS RECEIVED FROM CUSTOMERS OR YOURSELF IF YOU LIVE ON YOUR OWN ROUTE	DISCUSSIONS WITH CUSTOMERS ON RURAL REACH PRODUCTS/BENEFITS ETC. (HOT KEY M)	SALES OF STAMP(S) WHILE SERVICING THE ROUTE (HOT KEY N)	PREFORM ONE-STEP OR TWO-STEP SCANS			
STREET VOLUME TIME	PARCELS	ACCOUNT MAIL SIGNATURE ITEM	CARRIER PICKUP ITEMS	COD'S CUSTOMS DUE	POSTAGE DUE	EXPRESS DEVIATION	MISCELLANEOUS TIME			
	Deliver parcels to mailbox, Parcels Deliver parcels to parcel locker, Parcels Deliver parcels to door, Parcels Out-of-Route Drive (mail stop to DOD stop), Parcels Out-of-Route Walk (ODD stop to door), Parcels Perform prelim & concluding activities at vehicle for trip to door, Parcels Gather acct. mail/large parcel at vehicle - Variable, Parcels Gather acct. mail/large parcel at vehicle - Fixed, Parcels Miscellaneous to door deliveries	DELIVER ACCOUNTABLE MAIL, SIGNATURE ITEM	CARRIER PICKUP & PREPAID EVENT, CARRIER PICKUP & PREPAID ITEMS, CARRIER PICKUP CARRIER PICKUP MANIFESTS AND ITEMS SCANNED - FULL, CARRIER PICKUP CARRIER PICKUP MANIFESTS AND ITEMS SCANNED - PARTIAL	ACCEPT ORD, COD, INS PARCELS, COD'S CUSTOMS DUE DELIVER CUSTOMS DUE, COD'S CUSTOMS DUE DELIVER COD	COLLECT POSTAGE DUE	DEVIATION FOR EXPRESS DELIVERY	MISCELLANEOUS ACTIVITIES, SAFETY SERVICE TALKS			
										WITHDRAWAL STATUS Y = YES N=NO