

Mandatory Stand-Up Talk

February 13, 2023

2023 FEBRUARY MINI MAIL SURVEY

This stand-up talk must be presented to all rural carriers by COB: **Friday, February 24, 2023.**

2023 Mini Mail Survey Period: **February 25 through March 10.** A Mini Mail Survey is scheduled to begin February 25, and will continue for 12 delivery days, concluding on March 10. The Mini Mail Survey is a required component of the Rural Route Evaluation Compensation System (RRECS).

The Mini Mail Survey requires that certain data be collected manually to include in the route evaluations established under RRECS. The data to be collected manually includes: random letters, random flats, PARS 3982 labels, and Miscellaneous Activity (actual time entries). Additionally, immediately prior to or during the Mini Mail Survey, offices must complete and submit the Office Walk Distance information.

- The Mini Mail Survey period will start with the AM mail cased on Saturday, February 25, and will conclude at end of shift duties on Friday, March 10.
- ALL routes are included in the Mini Mail Survey. No routes are excluded under any circumstances
- EAS employees will conduct the Mini Mail Survey. Craft employees working in EAS higher level assignments may conduct the required activities for the Mini Mail Survey provided they have received appropriate training and have a PS Form 1723 Assignment Order on file.
- The Office Walk Distances will be measured jointly by the carrier and a manager.
- Random letters, random flats, PARS 3982 labels, and Miscellaneous Office Activity will be counted or timed daily and entered into RMSS no later than COB on the current day.
 - The Daily Volume Worksheet will be provided to the carrier upon completion, no later than the morning following the day's entries. It will also be provided at the end of the survey period, for review.
- Change Of Addresses (COA): Carrier cases will be checked by management on the day preceding the start of the Mini Mail Survey. All COA's must be processed timely.
- At the conclusion of the Mini Mail Survey, if a regular desires to elect the High Option (if applicable) on the route, they must indicate their election option on the Mini Mail Survey Summary.
 - High option may be elected if the carrier has:
 - Demonstrated they will not exceed 2080 hours in the guarantee period.
 - Agreed in writing to use sufficient annual leave to not exceed 2080; and
 - The regular carrier must have a minimum of 10 years from his/her retirement computation date.

Thank you for your time and for your dedication to the Postal Service.