

PS FORM 4239 ITEM DESCRIPTIONS

United States Postal Service Rural Route Count of Mail			Post Office			State & Zip + 4			Route No.
1. Letter Size	2. Sector/Segment Letters	3. DPS Letters	4. Flats, Catalogs, Magazines, Newspapers, Rolls	5. DPS Flats	6. Parcels	7. Boxholders	8. Accountable Mail Signature Item	9. Customers Due Rcvd for Del C.O.D.	10. Postage Due
Letters, cards, newsletter-type mail and circulars 6 1/8" or < in width and 3/8" or < in thickness; <i>Detached Address Labels (with specific address)</i>	Letter mail 6 1/8" or < in width processed on postal automated equipment, normally not exceeding 20" segments. <i>DPS when avg under 2400 pcs per week.</i>	Letter mail 6 1/8" or <, processed on postal automated equipment into Delivery Point Sequence (DPS)	Newspapers, flats, magazines, catalogs, rolls, other non-letter size mail that can be cased using casing equipment. Default from letters/parcels.	All mail processed on the Flat Sequencing System equipment in delivery point sequence flat order.	Rigid, exceed 5" high, 18" length, or 1 9/16" wide. Non-rigid, too big for separation. <i>See training materials for rigid item in non-rigid container</i>	Detached cards, samples, and letter or flat sized pcs using simplified addresses without specific box or house number in address. Pieces delivered that day. Maximum family or box count.	Articles received that day for delivery. Signature Capture and foreign parcels requiring signature. <i>Do NOT include in Cols 1,2,3,4,5,6 or 10.</i>	Articles received that day which the customer must pay for at the time of delivery.	Articles that require a carrier to collect additional postage. <i>Do NOT include in columns 1, 2, or 3, 4 or 5.</i>
11. Change of Address	12. PS Form 3982 PARS Label	13. Marked Up Mail Pieces	14. PS Form 3821 Completed	15. Non Signature "Scan" Items	16. Load Vehicle (Explanation Required when time exceeds 15 minutes)	17. Other Suitable Allowance Explanation Required	18. Authorized Dismounts Explanation Required	19. Authorized Dismount Distance Feet	20. Letters and Flats Collected
Number of COAs carriers required to process (<i>Forms 3575, 3575Z, or 3546.</i>)	PARS label received, no additional duties required associated with 3575.	Undeliverable as addressed mail requiring the carrier to bundle or individually endorse. <i>See training guide for endorsements.</i>	Total number of 3821's completed. <i>May receive more than one credit for multiple CODs sold.</i>	Delivery Confirmation barcodes, insurance items that do not require signature, SCAN, Delivery Unit Saturation and Bundle Scanning.	Actual time in MIN:SEC to transfer mail from carrier's work area to the vehicle, load the vehicle and return equipment to designated location. <i>Do not include sequencing parcels.</i>	Daily or weekly recurring functions authorized by management and not recorded in any other column on this form. Document in RRMIC.	Number of authorized dismounts daily. <i>Explanation in comments section of 4239 required.</i>	Dismount distance daily, in feet. <i>Additional distance credited for more than one trip, if necessary.</i>	Pieces collected on the route. Do not count mail from collection boxes or CBU collection compartments. Bundled mail is counted as one piece. Include 3982Rs returned to office.
21. Carrier Pickup "Requests"	22. Carrier Pickup "Items"	23. Parcel Accepted, Ordinary, Insured, C.O.D.	24. Registered Certified Accepted	25. Money Order Application Processed	26. Return Receipt "L" Route Only	27. Lock Pouch Weight Carried Daily	28. Reserved	29. Waiting Time	30. Counting Time
Credit each Carrier Pickup notification received by the carrier through My Post Office.	Record the ACTUAL number of qualifying packages (Priority, International, Express) picked up by the carrier. <i>Non-qualifying items should be entered in columns 20 or 23, as appropriate.</i>	Parcels the carrier weighs, rates and affixes postage to; <i>OR parcels over two pounds w/prepaid postage.</i>	Articles collected and carrier has provided a Form 3986, Receipt for Registered Article, or Form 3800, Receipt for Certified Mail. (Not recorded in columns 8, 9, or 20.)	Money order applications received on the route that day. Form 6387 must be used.	"L" Routes, only if Firm Delivery Book is used.	Daily weight, in rounded pounds, to or from designated offices. Do not include non-personnel unit served.	No entry.	Actual time in "whole" minutes carrier spent waiting for mail after official start time.	Actual time in "whole" minutes, if used by carrier on the route to verify count.