

2015 NRLCA MAIL COUNT GUIDE

February 7-28, 2015 Mail Count

IMPORTANT DATES TO REMEMBER FEBRUARY 7 – 28, 2015 RURAL ROUTE INSPECTION AND NATIONAL COUNT OF MAIL

Important dates requiring action relative to the 2015 (February 7 thru 28) National Rural Route Mail Count

BEGUN/ COMPLETED BY	ACTION	DATE COMPLETED
DEC 27, SAT.	BEGINNING OF THE "OPTION OUT" PERIOD. REGULAR RURAL CARRIERS OR MANAGEMENT MAY "OPT OUT" A REGULAR ROUTE TO THE 2015 NATIONAL MAIL COUNT.	_____
DEC 31, WED.	DELIVERY UNIT MANAGER'S MAY BEGIN DATA ENTRY INTO THE RURAL DELIVERY VARIANCE (RDV) ROUTE INSPECTION AND PRE-COUNT TRACKING WEBSITE.	_____
JAN 07, WED.	WHERE DELIVERY POINT SEQUENCE LETTER MAIL (DPS) IS BEING INTRODUCED, THE NRLCA REPRESENTATIVE AND THE POSTAL MANAGER AT THE UNIT LEVEL SHOULD JOINTLY REVIEW THE DPS SORT SCHEME TO ENSURE ZIP + 4 CODING OF RURAL ROUTES COMPLIES WITH THE CODING CONVENTIONS. DPS LETTERS MUST BE RUNNING BY THIS DATE. (AT LEAST 30 DAYS PRIOR TO THE MAIL COUNT).	_____
	DELIVERY POINT SEQUENCE FLATS MUST BE INTRODUCED FOR DELIVERY ON THIS DATE TO QUALIFY FOR THE NATIONAL COUNT.	_____
	RURAL ROUTE INSPECTIONS MAY BEGIN FOR ALL ROUTES SCHEDULED TO BE COUNTED. INSPECTION DATA MAY BE ENTERED INTO PS FORM 4248 WEB BASED PROGRAM. THERE IS NO REQUIREMENT TO INSPECT ROUTES NOT BEING COUNTED (EXCEPT AS PROVIDED IN M-38 PART 512).	_____
JAN 23, FRI.	END OF THE "OPT OUT" PERIOD AT CLOSE OF BUSINESS. PRE-COUNT CONFERENCES MUST BE COMPLETED ON ALL ROUTES BEING COUNTED BY COB THIS DATE. ALL VACANT REGULAR ROUTES AND AUXILIARY ROUTES AS OF THIS DATE MUST BE COUNTED.	_____
JAN 24, SAT.	LAST DAY TO HAVE AN EMPLOYER PROVIDED RHD VEHICLE ASSIGNED TO A ROUTE WITH DPS LETTERS TO QUALIFY FOR RHD RATE.	_____
	RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION: DELIVERY UNIT MANAGERS/SUPERVISORS MAY "PRE-LOAD" KNOWN "OTHER SUITABLE ALLOWANCE" AND "DISMOUNT / DISTANCE" DATA VIA THE RRMC WEB APPLICATION	_____
	BEGIN TEMPORARY SUSPENSION OF RURAL ROUTES MOVING TO ANOTHER FACILITY AS A RESULT OF DELIVERY UNIT OPTIMIZATION (DUO) AND/OR POSTPLAN DEPLOYMENT.	_____

IMPORTANT DATES TO REMEMBER
FEBRUARY 7 – 28, 2015 RURAL ROUTE INSPECTION AND NATIONAL COUNT OF MAIL

BEGUN/ COMPLETED BY	ACTION	DATE COMPLETED
FEB 06, FRI.	98 PERCENT DPS QUALITY THRESHOLD FOR ROUTES BEING INTRODUCED TO DPS LETTERS SORTATION MUST BE COMPLETED BY COB THIS DATE.	_____
FEB 07, SAT.	AN 18 DAY NATIONAL COUNT OF MAIL BEGINS ON ALL RURAL ROUTES EXCEPT THOSE ROUTES WHICH BOTH THE REGULAR CARRIER AND MANAGEMENT HAVE AGREED, IN WRITING, NOT TO COUNT. NOTE: ALL REGULAR RURAL ROUTES IN A VACANT STATUS AND ALL ROUTES IN AN AUXILIARY STATUS AS OF FRIDAY, JANUARY 23, 2015 WILL BE COUNTED. <u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNITS MAY BEGIN DATA ENTRY OF ALL MAIL	_____ _____
FEB 28, SAT.	LAST DAY OF THE 18 DAY NATIONAL COUNT OF MAIL. ALL RURAL ROUTE INSPECTIONS MUST BE COMPLETED BY THIS DATE.	_____
MAR 03, TUE.	ALL PS FORM 4241 DATA MUST BE TOTALED AND REVIEWED BY THE POSTMASTER. THE CARRIER MUST BE PROVIDED A COPY OF PS FORM 4241 FOR THE <i>TWO DAY REVIEW</i> . THE HIGH/LOW OPTION ELECTION BLOCK AND THE CARRIER SIGNATURE ON PS FORM 4241 ARE USED FOR CARRIERS WHO WERE COUNTED AND WANT TO ELECT A HIGH OPTION.	_____
MAR 05, THU.	CARRIERS SHOULD HAVE COMPLETED THEIR REVIEW OF PS FORM 4241 AND BEEN GIVEN AN OPPORTUNITY TO SIGN THE HIGH/LOW OPTION ELECTION BLOCK AND CERTIFICATION OF ACCURACY OF THE COUNT FORM. (CARRIER SIGNATURE IS OPTIONAL. SEE PO-603, SECTION 533.13. – IF DISAGREEMENT EXISTS, CARRIERS MUST SUBMIT WRITTEN COMMENTS CONCERNING THE AREAS OF DISAGREEMENT WITH THE COUNT DATA). DISTRICTS MAY BEGIN APPROVAL AND SUBMISSION OF PS FORM 4241 TO THE MAINFRAME FOR CONTINUED PROCESSING VIA THE RRMC WEB APPLICATION.	_____ _____

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FEBRUARY 7 – 28, 2015 RURAL ROUTE INSPECTION AND NATIONAL COUNT OF MAIL

BEGUN/ COMPLETED BY	ACTION	DATE COMPLETED
APR 03, FRI.	FINAL DAY FOR DELIVERY UNITS TO SUBMIT PS FORM 4241 TO DISTRICT FOR REVIEW AND PROCESSING VIA THE RRM WEB APPLICATION.	_____
APR 03, FRI.	FINAL DAY FOR DISTRICTS TO SUBMIT PS FORM 4241 TO THE MAINFRAME FOR PROCESSING VIA THE RRM WEB APPLICATION.	_____
APR 03, FRI.	FINAL DAY THAT DISTRICTS MAY MANUALLY ENTER PS FORM 4241 DATA INTO Q002 MAINFRAME APPLICATION.	_____
APR 06, MON.	MAINFRAME PROCESSING COMPLETE. BEGIN DISTRIBUTION OF PS FORMS 4241-A WITH NEW ROUTE EVALUATIONS TO DELIVERY UNITS AND DISTRICT OFFICES.	_____
APR 10, FRI.	OFFICES MUST COMPLETE INPUT OF ROUTE INSPECTION DATA INTO THE WEB BASED PS FORM 4248 PROGRAM.	_____
APR 18, SAT.	NEW ROUTE EVALUATIONS GO INTO EFFECT.	_____
May 1, FRI.	REMOVE TEMPORARY SUSPENSION OF RURAL ROUTES MOVING TO ANOTHER FACILITY AS A RESULT OF DELIVERY UNIT OPTIMIZATION (DUO) AND POSTPLAN DEPLOYMENT.	_____