

United States Postal Service Rural Route Count of Mail			Post Office				State & Zip + 4		Route No.	
<b>1. Letter Size</b>	<b>2. Sector/Segment Letters</b>	<b>3. DPS Letters</b>	<b>4. Flats, Catalogs, Magazines, Newspapers, Rolls</b>	<b>5. DPS Flats</b>	<b>6. Parcels</b>	<b>7. Boxholders</b>	<b>8. Accountable Mail Signature Item</b>	<b>9. Customers Due Rcvd for Del C.O.D.</b>	<b>10. Postage Due</b>	
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. See <i>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. Do NOT include in Cols 1, 2, 3, 4, 5, 6 or 10.	Articles received that day which the customer must pay for at the time of delivery.	Articles that require a carrier to collect additional postage. Do NOT include in columns 1, 2, or 3, 4 or 5.	
<b>11. Change of Address</b>	<b>12. PS Form 3982 PARS Label</b>	<b>13. Marked Up Mail Pieces</b>	<b>14. PS Form 3821 Completed</b>	<b>15. Non Signature "Scan" Items</b>	<b>16. Load Vehicle (Explanation Required when time exceeds 15 minutes)</b>	<b>17. Other Suitable Allowance Explanation Required</b>	<b>18. Authorized Dismounts Explanation Required</b>	<b>19. Authorized Dismount Distance Feet</b>	<b>20. Letters and Flats Collected</b>	
Number of COAs carriers required to process (Forms 3575, 3575Z, or 3546.)	PARS label received, no additional duties required associated with 3575.	Undeliverable as addressed mail requiring the carrier to bundle or individually endorse. See <i>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 equipment to designated location. Do not include sequencing parcels.	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.	
<b>21. Carrier Pickup Request Prepaid Parcel Event</b>	<b>22. Carrier Pickup Item Prepaid Parcel over 2lbs</b>	<b>23. Parcel Accepted, Ordinary, Insured, C.O.D.</b>	<b>24. Registered Certified Accepted</b>	<b>25. Money Order Application Processed</b>	<b>26. Return Receipt "L" Route Only</b>	<b>27. Lock Pouch Weight Carried Daily</b>	<b>28. Reserved</b>	<b>29. Waiting Time</b>	<b>30. Counting Time</b>	
Credit each Carrier Pickup notification received by the carrier through My Post Office. Record one event for prepaid parcels not associated with Carrier Pickup requests.	Record the ACTUAL number of qualifying packages picked up by the carrier at a Carrier Pickup location. Also, all prepaid parcels accepted	Ordinary and insured parcels accepted where the carrier has to weigh, rate, and affix postage	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.	

## PS Form 4239 with Explanations