

## Pre-Count Conference Items for Discussion

1. Clarify mail processing procedures on the day preceding the count and the last day of count.
2. How to use rural template for the measurement of mail.  
*Ref: Step 4 H7R-1G-C 5107  
Springfield, VT (37)*
3. Mail withdrawal procedures and recording of DUVRS if carrier is required to record volume.
4. Carriers have the right to observe mail count on their relief days or when they are on annual leave.
5. Carriers have the right to count their own mail for verification while in an on-duty status.
6. Review of PS Form 4239 with an understanding of definitions. Forms must be available to carriers daily, upon request, before the mail is trayed or strapped out.
7. Cut-off times for mail.
8. Implementation of "Directs".
9. Depositing of CFS mail, hold mail, getting stamp box, etc.
10. Clerk/Supervisor interruptions for official business, being called to the phone or counter, etc.
11. Collection boxes, collection compartments in CBU's, and parcel lockers.
12. Dismounts and dismount distance. Heavy volume days may require more than one trip.
13. Proper credit for collected mail:
  - a. For more than 2 separations  
*Ref: Step 4 H7R-4B-C 29248  
Rochester, MI (38)*
  - b. From collection boxes.
  - c. From collection slots/compartments.
  - d. Bundled mail.
  - e. Certified and registered mail.
  - f. Express mail.
  - g. Parcels collected on the route.
  - h. Clarify appropriate credit when collecting obvious letters and flats, pre-paid parcels, carrier pickup items, with or without a carrier pickup request.
14. Loading procedures, including time for

- moving vehicle if it is not loaded or unloaded where it is parked.
15. Intermediate office procedures for routes that work out of more than one office.
  16. Misthrows.
  17. Mark-ups.
    - a. Bundle
    - b. Individual  
*Ref: PO-603, 535.12  
DMM 507.1.4.1 (39-40)*
  18. COAs and 3982 labels.  
*Ref: PO-603, 535.12*
  19. Credit for detached-label mailings.
  20. Locked pouch when transporting unsorted mail from one post office to another.
  21. High Option/Leave Commitment.
  22. Safety Talks (actual time, approximately five minutes). If two safety talks are given in a single week, compensation must be given for both.
  23. Any required functions for Saturday closeouts or closeouts on any other day of the week on which carriers return to an unattended office must be credited.
  24. Average daily mileage deviation for fueling the LLV must be added to the route mileage on PS Form 4241.
  25. If a local policy requires rural carriers to refuel more frequently than provided in the refueling allowance additional compensation may be warranted.  
*Ref: Step 4 E10R-4E-C13230599  
Denver, CO 80299 (174)*
  26. Delivery point sequence letters (DPS) issues.
    - a. Proper credit for missequenced, missorted, missent "MMM" mail  
*Ref: Step 4 B95R-4B-C 02237945  
North Reading, MA (41-42)*
    - b. Proper credit for oversized letter (over 6 1/8 inches) processed with DPS letter mail.
    - c. Multiple zone credit  
*Ref: Step 4 J06R-4F-C 11406137 Hillsboro, IL (1)*
  27. DPS Flats (FSS)
    - a. 15 seconds/tray in Column 17
    - b. Proper credit for missequenced, missorted, missent mail pieces
    - c. Proper credit for undeliverable pieces. (vacation holds, forwardable mail, UBBM, etc)
    - d. Proper credit for letter sized

- pieces and parcels found in DPS  
Flats trays
- e. Multiple Zone credit  
*Ref: Step 4 B06R-4B-C 11205381  
Manchester, CT (103-104)*
- 28. PS Form 5630, Shipment Confirmation  
Acceptance Notice (SCAN.)
- 29. Prepaid Acceptance Scans
- 30. USPS Tracking Number Bar Codes  
(PVI label)
- 31. Adult Signature Services
  - a. **Adult Signature Required:**  
Requires the signature of some-  
one 21 years of age or older at  
the recipient address.  
Requires verification of age by  
delivery employee
  - b. **Adult Signature Restricted De-  
livery:** requires delivery of mail  
piece to addressee (or author-  
ized agent) who is over 21 years  
of age. Requires verification of  
age and identity by delivery em-  
ployee.
- 32. Carrier Pickup Standard.  
*Ref: National Grievance Settlement  
Q00R-4Q-C 08030088  
Washington DC (56-57)*
- 33. Service talks (actual time)
- 34. Do Not Bend or Fold items that cannot  
be cased with other mail.
- 35. Additional time to pick up and return  
scanner if not in conjunction with other  
activities and/or not within a reasonable  
distance.  
*Ref: Step 4 E00R-4E-C08212472  
Meza, AZ (58)*
- 36. Rural Boxholder Non-Delivery Request  
(RBNR).  
*Ref: PO-603 322.23*
- 37. Village Post Office (VPO) procedures, if  
applicable
- 38. Any other local requirement that hap-  
pens on a regular basis (daily or  
weekly.)

## Pre-Count Conference Checklist

The Pre-Count Conference was held on \_\_\_\_\_

The issues have been discussed and agreed upon as listed.

Post Office \_\_\_\_\_

Supervisor/Postmaster \_\_\_\_\_

(Signature)

Rural Carrier \_\_\_\_\_

(Signature)

Route \_\_\_\_\_