

IMPORTANT DATES TO REMEMBER
SEPTEMBER 2020 RURAL ROUTE INSPECTION AND SPECIAL COUNT OF MAIL

The following are important dates that require some action relative to the inspection of rural routes and the count of mail for routes being counted pursuant to Article 9.2.C.11.

<u>BEGUN/ COMPLETED BY</u>	<u>ACTION</u>	<u>DATE COMPLETED</u>
AUG 17, MON.	RURAL ROUTES MUST BE RECEIVING DPS LETTERS/FLAT MAIL BY THIS DATE. (AT LEAST 30 DAYS PRIOR TO THE MAIL COUNT).	_____
	RURAL ROUTE INSPECTIONS MAY BEGIN FOR ALL ROUTES SCHEDULED TO RECEIVE THE SEPTEMBER SPECIAL MAIL COUNT.	_____
	DELIVERY UNITS MAY BEGIN ENTRY OF INSPECTION DATA INTO THE RURAL MANAGEMENT SUPPORT SYSTEM (RMSS) WEB APPLICATION.	_____
	DELIVERY UNITS MAY BEGIN USING THE RURAL DELIVERY VARIANCE (RDV) WEB APPLICATION TO ENTER DATES OF THE PRE-COUNT CONFERENCE AND ROUTE INSPECTIONS.	_____
AUG 29, SAT.	PRE-COUNT CONFERENCES MUST BE COMPLETED BY COB	_____
	<u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNIT MANAGERS/SUPERVISORS MAY "PRE-LOAD" KNOWN "OTHER SUITABLE ALLOWANCE" AND "DISMOUNT/DISTANCE" DATA VIA THE RRMC WEB APPLICATION	_____
SEP 12, SAT.	ROUTES WITH DPS LETTERS/FLATS THAT QUALIFY FOR THE SPECIAL MAIL COUNT MUST HAVE AN EMPLOYER PROVIDED RHD VEHICLE ASSIGNED BY THIS DATE TO HAVE RHD FLATS RATE APPLIED.	_____
SEP 16, WED.	98 PERCENT DPS QUALITY THRESHOLD FOR ROUTES INTRODUCED TO DPS LETTERS/FLATS SORTATION MUST BE COMPLETED BY COB THIS DATE.	_____
SEP 17, THU.	A 12 DAY SPECIAL COUNT OF MAIL BEGINS ON RURAL ROUTES PURSUANT TO ARTICLE 9.2.C.11.	_____
	<u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNITS MAY BEGIN DATA ENTRY OF ALL MAIL COUNT ELEMENTS.	_____
SEP 30, WED.	LAST DAY OF THE 12 DAY SPECIAL COUNT OF MAIL.	_____
	ALL RURAL ROUTE INSPECTIONS MUST BE COMPLETED BY THIS DATE.	_____
	<u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNITS MAY BEGIN APPROVAL AND SUBMISSION OF PS FORM 4241 TO THE RURAL MANAGEMENT SUPPORT SYSTEM (RMSS) WEB APPLICATION FOR CONTINUED PROCESSING.	_____

IMPORTANT DATES TO REMEMBER
SEPTEMBER 2020 RURAL ROUTE INSPECTION AND SPECIAL COUNT OF MAIL

BEGUN/ COMPLETED BY	ACTION	DATE COMPLETED
OCT 01, THU.	ALL FORMS 4241 DATA MUST BE TOTALED AND POSTMASTER REVIEW COMPLETED. THE CARRIER MUST BE PROVIDED A COPY OF FORM 4241 FOR THE TWO-DAY REVIEW. THE OPTION BLOCK AND CARRIER SIGNATURE ON FORM 4241 ARE USED FOR CARRIERS WHO WERE COUNTED AND WANT TO ELECT A HIGH OPTION.	_____
OCT 5, MON.	CARRIERS SHOULD HAVE COMPLETED THEIR REVIEW OF 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, PART 533.13 – IF DISAGREEMENT EXISTS, CARRIER MUST SUBMIT WRITTEN COMMENTS TO THE DISTRICT CONCERNING THE AREAS OF DISAGREEMENT WITH THE COUNT DATA).	_____
OCT 06, TUE.	<p><u>FINAL DAY</u> FOR DELIVERY UNITS TO SUBMIT PS FORM 4241 TO DISTRICT FOR REVIEW AND PROCESSING VIA THE RRMC WEB APPLICATION.</p> <p><u>PRIOR TO 18:00 CENTRAL TIME</u> DISTRICTS MUST SUBMIT PS FORM 4241 TO THE RURAL MANAGEMENT SUPPORT SYSTEM (RMSS) WEB APPLICATION.</p> <p><u>18:00 CENTRAL TIME</u> SYSTEM LOCKOUT BEGINS AND NO PS FORM 4241 OR FORM 4003 MAY BE SUBMITTED.</p>	_____
OCT 10, SAT.	<p>EFFECTIVE DATE OF THE SPECIAL COUNT (PP 22).</p> <p>UPDATE RURAL CARRIER SCHEDULES IN RMSS BY USING THE FORM 4241-A AND THE RURAL ROUTE SCHEDULING (RRS) TOOL FROM THE HQ RURAL DELIVERY TIMEKEEPING WEBPAGE.</p> <p>SCHEDULING TOOL URL: https://blue.usps.gov/delret/L3do/rural/timekeeping/rural_schedule_tool_v19.1.01.xlsx</p> <p>END OF RURAL MANAGEMENT SUPPORT SYSTEM (RMSS) LOCKOUT; SYSTEM AVAILABLE TO USERS.</p>	_____
OCT 23, FRI.	FINAL DAY FOR INPUT OF ROUTE INSPECTION DATA INTO THE RURAL MANAGEMENT SUPPORT SYSTEM (RMSS) WEB APPLICATION.	_____