23. RRECS Specific Scans

Several new "scans" or data entries into the MDD device are added under RRECS. For time standard purposes, they are divided into one-step and two-step input categories.

The current list of RRECs Specific Scans Includes:

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
CLOCKIN	Record start of day actual time	Scan as soon as scanner is setup and ready to scan.
LETTERSBXHOLDER	Record when a set of letter boxholders received	1 Scan for each letter-size boxholder mailing (separate scan for each set and scan dropdown for each mailing).

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
FLATSBOXHOLDER	Record when a set of flat boxholders received	1 Scan for each flat size boxholder mailing (separate scan for each set and scan dropdown for each mailing).
LETTERSWSS	Record when a set of addressed letter walk sequence mailing received	1 Scan for each letter-size addressed walk sequence mailing (separate scan for each set and scan dropdown for each mailing).
FLATSWSS	Record when a set of addressed flat walk sequence mailing received	1 Scan for each flat size addressed walk sequence mailing (separate scan for each set and scan dropdown for each mailing).
STARTLOADVEH	Record actual time for load vehicle	If mail has been placed on floor, scan STARTLOADVEH just before beginning to move mail from floor into conveyance. If mail is loaded directly into conveyance during pull-down / strap out, scan STARTLOADVEH when mail has been fully loaded at the case and conveyance is ready for trip to vehicle (this may include multiple trips). If loading is performed in multiple segments separated by other work functions, record each load separately.
ENDLOADVEH	Record actual time for load vehicle	Scan ENDLOADVEH after loading is complete and conveyance returned to designated location.
DEPART2ROUTE	Record actual time departed for route	Scan just before turning key to start vehicle.
TRIP2DOOR	Record when making multiple trips to the door OR when a delivery made to the door (not an official dismount) does not involve a scan	In vehicle after completing delivery, scan and use drop down to record number of trips in accordance with description

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
STARTDEVIATION	Record actual time when deviating from route	Stop and scan just before deviating from line of travel on route for Express Mail deliveries. Could be walking, driving or a combination of both.
ENDDEVIATION	Record actual time when deviating from route	Stop and scan when you have returned to the line of travel on your route.
PSTGDUECUSTOMS	Record count of customs mail pieces	Scan just after completing the transaction with the customer
CARRIERPU	Record each pickup event and number of items retrieved	Enter at CPU stop and indicate total number of pieces collected
NOBARCODEPARCEL	Record each parcel that cannot be scanned	Scan at delivery and indicate delivered to door, mailbox, or parcel locker
AUTHDISMOUNT	Record number of trips if more than one is required	Scan when more than one trip required on any authorized dismount
DOORMISC	Record number of trips for miscellaneous purposes such as held mail	Scan for trips required to the door to deliver held mail etc.
RURALREACH	Record number of Rural Reach customer contacts	Enter at each Rural Reach customer contact event
SELLSTAMPS	Record number of stamp sales transactions	Enter with each sale of stamps
RETURN2DU	Return to delivery unit	Scan just after returning to the office and turning key off to stop vehicle.
PMCASING	Indicates completion of End of Shift Activities	Scan after completing EOS activities before casing mail in the PM
CLOCKOUT	Record end of day, actual time	Scan just before logging off and placing scanner in cradle and leaving for the day.

S065 (Perform simple one-step RRECS input scans) is applied to those scans that require only a single entry into the MDD. The standard is 0.0795 minutes or 4.77 seconds per scan. S066 (Perform prompted two-step RRECS input scans) is applied to those scans that require a choice in a drop-down menu on the MDD. The standard is 0.0928 minutes

or 5.56 seconds per scan. These items are recoded daily, and a 52-week average used in the calculation.