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~~recorded on the MDD as received each week throughout the year. If~~

19.

A. If these newspapers are SS saturation mailings, they would be recorded on the MDD as received each week throughout the year. If not, then ALL mail not accounted for elsewhere in RRECS will be counted and recorded during the mini mail counts.

20.(224) Are shrink wrapped magazines and catalogs included in our digitally recorded flat numbers or will they be counted as part of the mini mail counts?

A. Shrink-wrapped Carrier Route Presort Flats are recorded daily all year long from USPS data. The Panel also included an adjustment factor of 19% added to this number.

21.(

A. These are counted during the mini mail counts only.

22. 2 0 3

A. This time will be entered as Miscellaneous time during the mini mail survey periods. Dismount and time can only be entered at Authorized Dismount Locations in DPM.

23.(247) Are all the missent letters in DPS counted in the end-of-run report and fed to the RRECS?

A. No, all missent and any other "3-M" mail pulled from or brought back from DPS Letters or Flats will be counted as Random Mail during the mini mail counts.

24. (257) How does a hardship get credited to a route? This is an everyday dismount.

A. Hardship Deliveries are recorded as “Other” boxes and credited with a dismount and distance each day in the mapping program.

25. (265) Where is the credit given to remove tags from empty equipment and putting the equipment back in the staging areas?

A. Please see page 86 of the document “**Determining Rural Route Evaluations Under RRECS**” which is linked at the top of this page. (Standards)

From Page 86: Move Trays to Storage

Each route is credited with S031 (Move trays to storage) at 0.2643 minutes per day or 1.5858 minutes per week. The standard includes the following:

- 1) The carrier will gather all empty/unnecessary tubs and trays in a stack on the ledge and then pick them up for transport to the storage location.
- 2) Upon arrival at the storage location the carrier will sort and place the tubs and trays into their appropriate location until all of them have been stored.

The walking time for this task is included in the Office Walking distances.

26. (275) How will I be credited with signing and sealing up the daily registered bag that I pick up at my locked pouch stop?

A. The Panel established two different standards for Locked Pouch Stops. Both are explained on pages 87-88 of the document “**Determining Rural Route Evaluations Under RRECS**”.

From Page 87-88:

Locked Pouch Stops/Intermediate Offices

The panel saw a need to divide the time allowance for Locked Pouch Stops (Service Inter-Unit Mail) into two categories: low volume and high volume. The determining factor is the work performed servicing the inter-unit delivery. When mapping the route, the carrier will indicate each Locked Pouch (Inter-unit delivery) stop and place it in the proper category of low or high volume. If the stop is serviced regularly with one trip into the office, it would be classified as low volume. If the stop requires a trip to retrieve a conveyance to transport mail, parcels etc., then it classified as high volume.

Standard S050 (Service inter-unit mail (low volume)) is described below:

- 1) The carrier will park the vehicle, set the brake, and remove their seatbelt.
- 2) He or she will then retrieve the scanner and the mail for delivery and exit the vehicle.
- 3) The carrier will unlock the Postal Unit door via a 4-digit code or sliding key card and enter the unit. If service location has a scan code the carrier will scan it.
- 4) At the appropriate location the carrier will set down mail for delivery (typically in a tub/tray or envelope) and check the area for return mail and retrieve (if applicable) after a brief visual inspection.
- 5) The carrier will then exit the Postal Unit (door closes and locks automatically) and return to their vehicle.
- 6) At the vehicle the carrier will enter the vehicle, replace the scanner in its holster, and place any collected mail in the appropriate location.
- 7) The carrier will then depart to continue the route.

S050 is credited at 1.4787 minutes per day, per stop, averaged over 52 weeks. S051 (Service inter-unit mail (high volume)) is credited at 5.7659 minutes per day per stop, averaged over 52 weeks. The tasks involved in this standard are listed below:

- 1) The carrier will park the vehicle, set the brake, and remove their seatbelt.
- 2) He or she will then retrieve the scanner, the mail for delivery, a carry aid (tub/tray), and exit the vehicle.
- 3) The carrier will unlock the Postal Unit door via a 4-digit code or sliding key card and enter the unit. If service location has a scan code the carrier will scan it.
- 4) At the appropriate location, the carrier will set down mail for delivery (typically in a tub/tray or envelope) and check the area for return mail and retrieve (if applicable) after a brief visual inspection.
- 5) The carrier will then locate a carry aid and place the returning mail on the carry aid.
- 6) The carrier will then exit the Postal Unit (door closes and locks automatically) and go to the rear of the vehicle.
- 7) The carrier will open the rear door and load the returning trays and mail into the vehicle. If there is additional "in-bound" mail for the current Postal Unit, he or she will gather that in the carry aid before closing the rear door and returning to the Postal Unit.
- 8) The carrier will re-enter the Postal Unit and place the mail in the appropriate location and return the carry aid to the location they retrieved it from.
- 9) The carrier will then exit the Postal Unit (door closes and locks automatically) and return to the vehicle.
- 10) At the vehicle, the carrier will enter the vehicle, replace the scanner in its holster, and place any collected mail in the appropriate location.

11) The carrier will then depart to continue the route.

27.(316) End of shift duties. When a carrier returns from their route, one thing they bring back is DPS/FSS errors. If the errors were missorted, on their route but not in delivery order, would this be cased as an end of shift duty or as PM casing?

A. Handling of mail brought back from the street is part of end of shift duties. PMCASING is used only when casing newly received mail for the next day. **DPS/FSS errors are counted as Random Letters or Random Flats during the Mini Mail Survey.**

28.(336) Is riffle time for DPS gone?

A. No, it is included in Standard S008- Method Description:

1. The carrier will arrive at the DPS mail location and release their cart to begin searching. The initial search will include walking between the DPS carts while scanning the paper inventory of trays posted on the cart until the carrier finds the DPS Cart with their route listed.
2. Once they find the correct DPS cart, the carrier will look for trays with their route label possibly moving trays for visibility (carrier should be careful not to rearrange trays too much or allow trays to spill).
3. As the carrier finds trays labeled for their route, they should check some of the mail in the tray to verify it is labeled correctly (i.e. it does belong to the carrier) and is sorted in order.
4. The carrier will repeat steps 1-3 above at the overflow DPS location as necessary.

29.(338) Waiting on elevators. Is that timed during the mini mail counts?

A. This time and time for stairs at **Authorized Dismount locations only** should be entered at the time of mapping under Other Time for the dismount location. There is no time allowance for stairs or elevators with normal delivery of parcels or accountable mail to an address that is not an Authorized Dismount.

30.(339) **Is there any credit for handling missorted parcels in the office as we were previously given credit for the parcel?**

- A. **If applicable, this would be entered as Miscellaneous Time during the mini-mail survey.**
31. ***(341) Regarding end of shift duties, what happens in these smaller offices where a carrier returns from the route and no clerk is around to sign the clearance form, pay for postage, stamp stock, etc.?***
A. ***According to the PO-603, Section 481 there should be a process in place to clear accountables in the afternoon, even if no clerk or manager is available. If applicable, the additional clearance activities would be completed the following day and entered as Miscellaneous Time during the mini-mail survey.***
32. (342) When mail arrives at the carrier case in tubs, is it assumed they have been machined? How can this be confirmed?
A. There will be a label on the tub indicating when the mail was run through the automated sorters. The flats should also appear on the End of Run Report.
33. ***(343) When a carrier must wait for a train, is it timed as previously, or does the location of the crossing in the mapping program provide ample average credit, that this will not be necessary?***
A. ***If applicable as per the Step 4 Settlement, this would be entered as Miscellaneous Time during the mini-mail survey.***
34. ***(344) Do we get credit for upside down DPS, if so, how?***
A. ***Yes, one additional Random Letter is entered in the mini mail survey for every 4 inverted DPS Letters found. One additional Random Flat is entered for every 2 backwards DPS Flats found.***
35. ***(345) Will there be any miscellaneous time for parcels that are presented to carriers on the floor or not in conveyances to carriers? Often carriers spend a lot of time loading large parcels into hampers to transport to vehicle.***
A. ***If applicable, this would be entered as Miscellaneous Time during the mini-mail survey. However, all parcels should be taken to the carrier case or presented in parcel hampers or tubs. This is the basis for the Parcel Cart Standard.***

36. **(346) I have an Amish route and I pick up a lot of parcels that need postage affixed. The window is usually closed when I get back from the route and the parcels get mailed the next day. So, other than unloading them from my car, I will not get credit. Correct?**
- A. No. If applicable, this would be completed by the carrier the following day and the actual time entered as Miscellaneous Time during the mini-mail survey.**
37. (352) How are we credited for accessing DPS that is spread throughout multiple GPCs that we are required to dig through each day?
- A. See Standards S007-Gather DPS Letters, and S008-Locate and Access DPS Letter Trays. S007 is a credit per tray, S008 is a daily credit.
38. (353) One standard is based on 62 parcels fitting in a cart. Sometimes only 3 parcels will fit in a cart or hamper due to the size, is that just a loss?
- A. No, it is a standard established by the Engineering Panel based on averages. No additional time will be included.
39. How is the carrier credited with unlocking and locking doors at an intermediate office?
- A. All intermediate offices should be mapped as a “Locked Pouch Stop” and would receive all of the credits in that standard including door locks.