

Mini Mail Survey 2023 Important dates

Date	Action
Tuesday, February 7	Rural Management Support System (RMSS) 4003 feature lock out: 4003 Feature will be made unavailable to users at 17:00 CT. No transactions will be accepted past this date.
Saturday, February 11	Delivery units may begin entry of Route Settings and Office Walk data into the Rural Management Support System (RMSS) web application.
Friday, February 24	Route Settings and Office walk data entries must be completed by COB Mini Mail Survey Stand Up Talk should be completed by COB
Saturday, February 25	12-Day Mini Mail Survey of stated items begins on all rural routes
February 25-March 10	Data entry must be made daily by COB for all routes
Friday, March 10	12-Day Mini Mail Survey ends on all rural routes.
Tuesday, March 14	All Mini Mail Survey entries must be finalized by 17:00 CT. No additional changes will be accepted past this date.
Saturday, March 25	Effective date of the RRECS Evaluation Carrier schedules Updated in RMSS and Rural Route Scheduling (RRS)
Saturday, April 8	End of Rural Management Support System (RMSS) Lockout: Systems available to users

Stay tuned to the NRLCA website for further information on trainings!

MISCELLANEOUS ACTIVITY WORKSHEET

					Date		Route
Area	District	MPOO		Office			
Activity		Description				Time Used (minutes)	
Required Customer Communicatons		Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.					
Electronic Parcel Lockers		Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier signs in on the keypad and continues until the carrier signs out on the keypad. If the carrier is required to wait to gain access to the keypad, that time is also recorded as actual time.					
Reloading Satchel		Actual time to reload a satchel if required for multiple dismount deliveries.					
Non-Personnel Unit (NPU) time		Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served					
Other Daily or Weekly Recurring Activity		<p>Must be approved by District Rural DSS. Explanation must be entered.</p> <p><i>For Example: Time associated with End-Of-Shift activities not completed for the prior day</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					

Rural Route - Daily Volume

Survey Period:

Finance:

Date:

Route	3982 PARS Label	Letters Manual (Pieces)	Flats Manual (Pieces)	Miscellaneous Activity Reason	Misc. Activity Actual Time (Mins:Secs)

FACILITY, ST, ZIP		FINANCE #	RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)	DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)	DATE:
Does this route receive Withdrawal Credit?	Yes or No (Circle One)	Is this route assigned a Left Hand Drive Government Vehicle?	Yes or No (Circle One)

Walking Distance Segments

For Non-Withdrawal Routes measure only Segments 1, 5-12;

Do not measure Segment 6 if the carrier uses a Privately Owned Vehicle (POV) to service the route (Enter "N/A")

Measure the "Round Trip" distance (Footage) required for the carrier to complete the segment where applicable.

Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required.
03	Carrier's Case	DPS Letters Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Letter rack. Include walking distance to obtain a conveyance if typically required.
04	Carrier's Case	DPS Flats (FSS) Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Flats (FSS) rack. Include walking distance to obtain a conveyance if typically required. Note: This segment only applies to routes that use a Privately Own Vehicle (POV) or are assigned a Left Hand Drive (LHD) Government Vehicle
05	Carrier's Case	Parcel hamper		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.
06	Carrier's Case	Assigned location or typical location for inspection of vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none.
07	Carrier's Case	CFS / Markup / MMM /Centralized Hold Mail To the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case. Note: The order of the locations may vary according to local practices.
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail
10	Carrier's Case	Location of hamper or other conveyance for loading mail in vehicle		From the point where the carrier stands when casing mail to the average point where the conveyance for transporting mail to the vehicle is stored.
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier stands when casing mail to the location where excess trays, tubs are stored after mail has been loaded for conveyance to the vehicle.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.