

RRECS vs. "COLUMN 17" COMPARISON

Examples from PO-603

(A) The actual time required to place Central Markup system /Computerized Forwarding System (CMU/CFS) mail in the designated location.

Covered in Office Walk Distances. Mail should be sorted at case and carrier just places in the proper slot.

(B) Where no office personnel are on duty when the carrier returns from serving the route on any day(s) of the week, the carrier receives actual time allowance only for those duties performed over and above the normal functions of this day and the following workday. (This does not include time spent counting mail or completing count forms.) *Ref: PO-603 Section 481*

Covered in EOS Duties daily. When these duties are completed the following day due to lack of personnel in the office, Miscellaneous time should be entered during mini mail survey.

(C) Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served. Boxes located in these units are not included in the route totals on PS Form 4241. Additional time above 15 minutes claimed for servicing a non-personnel unit must be explained in the Comments section. *Ref: PO-603 Section 372*

Boxes ARE included in mapping and for RRECS purposes. 15-minute allowance should be entered in Miscellaneous Time.

(D) Personal time, or time used for purchasing and checking stamp stock, should not be entered. These times are credited when the evaluation is processed by Eagan Information Service Center (ISC).

Not relevant to RRECS. Stamp sales are an MDD entry. Purchasing stamp stock is covered in EOS timed duties.

(E) No entries are made in this column for those routes using USPS-owned or leased vehicles. The ISC will automatically credit appropriate time allowances as indicated in the PO-603 Section 535.23. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and is not credited in Column 17. The carrier accumulates O time.

No Change.

(F) (Scanner/Setup/Return) is an automatic credit. It is not credited in Column 17. However, additional time to pick up and return scanner may be warranted if not in conjunction with other activities and/or not within a reasonable distance. *Ref: Step 4 E00R-4E-C08212472, Mesa, AZ (58)*

No entries in mini mail count. Actual Distance is included in Office Walk measurements.

(G) All entries in Column 17 require explanation in the Comments section. No entries are made in this column for those routes with collection compartments or parcel post lockers located in centralized delivery equipment.

No change. Times must be explained in Miscellaneous Time Column.

Other Typical Examples

(1) Actual riffling time to assess the quality of DPS mail if separator cards are not used.

Now included in S008- Locate and access DPS letter trays

(2) Time for returning Business Reply mail to designated location.

Included in EOS Actual Time.

(3) Time for changes to edit sheets (red books) beyond the time that would have been required on the back of the PS Form 4240 Trip Sheets. *Ref: Phillip Knoll Letter w/ Q & A (125-129)*

Included in EOS Actual Time.

(4) Actual time to obtain and return arrow keys if the carrier had no accountables. The "50-foot" rule for obtaining accountables does NOT apply. *Ref: Step 4 F91R-4F-C 96024591, Salinas, CA (130)*

If applicable, enter in Miscellaneous time during mini mail survey.

(5) Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly. *Ref: Step 4 H4R-5R-C 47608, Sequim, WA (131)*

If applicable, enter in Miscellaneous time during mini mail survey.

(6) If the scanner is not located within a reasonable distance of the carrier's casing area, actual time for required extra trips to secure or return the scanner.

Included in Office Walk measurement.

(7) Weekly safety talks must be conducted. The actual time required (usually five minutes per week) must be recorded in column 17. *Ref: MDCD MOU 1-15-2003 (111), Step 4 E00R-4E-C 04086896, Bemidji, MN (132-133), Ref: PO-603 Section 535.12.17.a, Step 4 Q00R-4Q-C 04101548, Washington, DC (134-135)*

Recorded in RMSS throughout the entire 52-week period.

(8) Actual time for daily or weekly stand-up service talks in addition to safety talks. *Ref: Step 4 J00R-4J-C 03140433, O'Fallon, MO (136)*

Recorded in RMSS throughout the entire 52-week period.

(9) An additional time credit (normally 5 minutes) must be given to the route if management elects to repeat a weekly safety talk for the relief employees or a carrier who was not present. *Ref: Step 4 H4R-5G-C 38788, Vancouver, WA (137-138)*

Recorded in RMSS throughout the entire 52-week period.

(10) Actual time to take mail to vacation hold and return to the case **if hold location is not at the carrier's case**. No time will be recorded for the separating/casing of individual mail pieces on or into the provided equipment at the designated location. This function should be performed at the carrier's case. *Ref: Step 4 E00R-4E-C 02161832, Pequot, MN (139)*

If applicable, enter in Miscellaneous time during mini mail survey.

(11) Actual time to travel to and from throw-back case and deposit mail. *Ref: Step 4 E00R-4E-C 02250463, Gig Harbor, WA (140)*

Included in Office Walk measurement.

(12) Actual time to travel to and from the CFS/CMU case and place the mail in its designated location. **Included in Office Walk measurement.**

(13) Actual time if an additional trip is required to travel to and from a designated location and place or deposit "MMM" mail. *Ref: Step 4 B95R-4B-C 02237945, North Reading, MA (41-42)*

Included in Office Walk measurement. Also included in EOS Actual times.

(14) Actual time to unlock, sweep, verify collection with magnet, wand or scanner, close and lock blue collection boxes (*including those located at Village Post Offices (VPO)*)

Included in the Standard for Collection Boxes (S049)

(15) Time for accessing key, unlocking gate, locking gate, and returning key when entering gated communities.

If not an Authorized Dismount Location, include in Miscellaneous Time during mini mail survey.

(16) Actual time required for **unusual** dismount situations such as using elevators, traversing an inordinate number of stairs, unlocking or going through difficult doors, etc. *Ref: Henry Letter (27-29), Step 4 E06R-4E-C09352259, Omaha, NE (141)*

IF an Authorized Dismount, time is added to that stop during mapping. NOT a part of Miscellaneous Time during mini mail survey.

(17) Actual time for re-loading a satchel. *Ref: Step 4 E95R-4E-C 01259718, Ellington, MO (142)*

If applicable, enter in Miscellaneous time during mini mail survey.

(18) When a non-L route carrier purchases stamp stock at an intermediate office, show the actual time required to perform this function, not to exceed 5 minutes daily, in the Other Suitable Allowance, Column 17 and explain in the Comments section. During the mail count period, maintain the normal frequency of stamp purchases at the intermediate office.

Not applicable under RRECS. Stamp Sales are entered in MDD and restocking is covered in EOS duties.

(19) When an L route carrier purchases stamp stock at an intermediate office, their purchases must meet the minimum requirements of 150 times the First-Class Mail postage rate in order to receive the additional allowance described above.

Not applicable under RRECS. Stamp Sales are entered in MDD and restocking is covered in EOS duties.

(20) Actual time to deposit collected mail in more than two separations. *Ref: Step 4 H7R-4B-C 29248, Rochester, MI (38), Step 4 E10R-4E-C13214141, Omaha NE (186)*

Included in EOS Actual Time

(21) Actual time to separate parcels collected by zip code or as designated by management. *Ref: Step 4 J06R-4C-12071816, Rockford, MI (143)*

Included in EOS Actual Time

(22) Time to put "notice left" parcels on the proper shelf, if required.

Included in EOS Actual Time

(23) Time to locate and retrieve errors associated with the Mail History Tracking System (MHTS) process. This is normally done during the riffling process.

Now included in S008- Locate and access DPS letter trays

(24) The actual time spent separating and casing the mail into Village Post Office (VPO) post office boxes will be recorded on a daily basis in Column 17. This time begins when the rural carrier unlocks the centralized boxes and ends upon locking the centralized boxes.

Not applicable under RRECS. VPO boxes have their own time standards and allowances.

(25) On routes with Intermediate Offices, an additional actual time credit may be appropriate when then carrier is required to unlock and or lock doors at the intermediate office. *Ref: Step 4 J06R-4J-C12038118, Bement, IL (144)*

All intermediate offices should be mapped as a Locked Pouch Stop-either low volume or high volume as appropriate. Credit for locks is included in S050 and S051 Locked Pouch Stops

(26) If DPS letter mail trays are received in a conveyance, randomly mixed between routes, additional compensation may be appropriate. In instances where this occurs on a daily or weekly basis, the route will receive credit in Column 17 during a mail count, for the actual time required to move other routes' trays in order to locate the DPS letter mail trays for the specific route.

Not applicable in RRECS. Covered in 2 Standards. S007- Gather DPS letters, and S008- Locate and access DPS letter trays

(27) Fifteen (15) seconds per tray or partial tray of DPS Flats received each day for locating the trays and straightening the DPS Flat mail.

Not applicable. Covered in S014- Gather DPS flats, and D015- Locate and access DPS flat trays.

SPM (Service Performance Measurement) Scans

(28) Thirty-five (35) seconds for each delivery point sample alert/work order which requires scanning of one or more mail pieces.

(29) Eighteen (18) seconds for each delivery point sample alert/work order for which there is no scanning, regardless of whether the task requires one, two, or four additional keystrokes.

(30) Seventy (70) seconds for each collection mail work order.

Not applicable under RRECS. Time is credited as a one-step or two-step activity scan for entries actually performed.

Step 4 Settlements that would include unusual conditions for Column 17 credit:

Removing floor mats. *Ref: Step 4 E95R-4E-C 00056816, Yakima, WA (145)*

If required before leaving for route, record as Miscellaneous Time. If required in the afternoon, before leaving for the day, this would be part of EOS duties-actual time.

Train crossings. *Ref: Step 4 J00R-4J-C 04149356, DeKalb, IL (146), Step 4 C06R-4C-C11391110, Bergen, NY 14416(172)*

If applicable, record as Miscellaneous Time.

Required use or relocation of hamper when returning to office. *Ref: Step 4 E00R-4E-C 02168812, Yakima, WA (147-148)*

Included in EOS Actual Time

When more than one trip is necessary to unload the vehicle, the time to obtain a conveyance. *Ref: Step 4 E10R-4E-C15104254, Omaha NE (187)*

Included in EOS Actual Time

Time to pick up and return scanner if not in conjunction with other activities and not within a reasonable distance. *Ref: Step 4 E00R-4E-C08212472, Mesa, AZ (58)*

Included in Office Walk measurement.

***All Step 4 Settlements pertaining to the "50-foot rule" are irrelevant under RRECS because actual distances are measured in Office Walk.**