

IMPORTANT DATES TO REMEMBER
2018 NATIONAL RURAL ROUTE COUNT OF MAIL AND ROUTE INSPECTIONS

The following are important dates that require some action relative to the inspection of rural routes and the national count of mail for routes being counted pursuant to Article 9.2.C.3.a.(2).

<u>BEGUN/ COMPLETED BY</u>	<u>ACTION</u>	<u>DATE COMPLETED</u>
JAN 24, WED.	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 NATIONAL MAIL COUNT. DELIVERY UNITS MAY BEGIN ENTRY OF INSPECTION DATA TO THE PS FORM 4248 WEB BASED PROGRAM.	_____
FEB 8, THU.	PRE-COUNT CONFERENCES MUST BE COMPLETED COB	_____
FEB 17, SAT.	LAST DAY TO HAVE AN EMPLOYER PROVIDED RHD VEHICLE ASSIGNED TO A ROUTE WITH DPS LETTERS/FLATS TO QUALIFY FOR THE RHD FLATS RATE.	_____
FEB 23, FRI.	98 PERCENT DPS FLATS QUALITY THRESHOLD FOR ROUTES INTRODUCED TO DPS LETTERS/FLATS SORTATION MUST BE COMPLETED BY COB THIS DATE. <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	_____
FEB 24, SAT.	A 12 DAY NATIONAL COUNT OF MAIL BEGINS ON RURAL ROUTES PURSUANT TO ART 9.2.C.3.a.(2). <u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNITS MAY BEGIN DATA ENTRY OF ALL MAIL COUNT ELEMENTS	_____
MAR 9, FRI.	LAST DAY OF THE 12 DAY NATIONAL 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 SUBMISSION OF PS FORM 4241 TO THE DISTRICT FOR REVIEW AND PROCESSING DISTRICTS MAY BEGIN APPROVAL AND SUBMISSION OF PS FORM 4241 TO THE MAINFRAME FOR CONTINUED PROCESSING	_____
MAR 19, MON.	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.	_____
MAR 21, WED.	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, CARRIERS MUST SUBMIT WRITTEN COMMENTS TO THE DISTRICT CONCERNING THE AREAS OF DISAGREEMENT WITH THE	_____

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COUNT DATA)

- APR 20, FRI.** **FINAL DAY** FOR DELIVERY UNITS TO SUBMIT PS FORM 4241 TO DISTRICT FOR REVIEW AND PROCESSING VIA THE RRM WEB APPLICATION _____
- FINAL DAY** FOR DISTRICTS TO SUBMIT PS FORM 4241 TO THE MAINFRAME FOR PROCESSING VIA THE RRM WEB APPLICATION
- FINAL DAY** THAT DISTRICTS MAY MANUALLY ENTER PS FORM 4241 INTO DDE/Q002 MAINFRAME APPLICATION _____
- APR 21, SAT.** **FINAL DAY** FOR INPUT OF ROUTE INSPECTION DATA TO THE WEB BASED PS FORM 4248 PROGRAM _____
- APR 21, SAT.** BEGIN MAINFRAME PROCESSING OF FORM 4241
- BEGIN MAINFRAME LOCKOUT OF ANY DDE/Q002 – F4003 OR F4241 TRANSACTIONS (LOCKOUT PERIOD IS APR 21-MAY 1, 2018)**
- APR 23, MON.** MAINFRAME PROCESSING COMPLETE. BEGIN DISTRIBUTION OF PS FORM 4241-A WITH NEW ROUTE EVALUATIONS TO DELIVERY UNITS AND DISTRICT OFFICES. DISTRIBUTION FOR A NATIONAL COUNT MAY TAKE UP TO A WEEK
- APR 28, SAT.** EFFECTIVE DATE OF THE NATIONAL COUNT (PP10)
- APR 28, SAT.** **UPDATE RURAL CARRIER SCHEDULES IN RWHT USING THE RURAL ROUTE SCHEDULE (RRS) TOOL AND MAIL COUNT 4241-A**
- MAY 1, TUE.** **END OF MAINFRAME LOCKOUT; DDE/Q002 SYSTEM AVAILABLE TO USERS**