

## Rural Mail Count Information Check List

- ✓ Do route miles on PS Form 4241 reflect the last approved mileage on PS Form 4003? *Submit new 4003 with mail count form if changes to mileage needs to be made.* YES  NO
- ✓ Are regular boxes and central boxes current as of the last day of count? *Make sure central boxes are not included in regular box total.* YES  NO
- ✓ Are number of stops more than total regular and central boxes? *Vehicle stops cannot be more than total boxes.* YES  NO
- ✓ Are box holders (column 7) listed in pieces? *Do not list in sets.* YES  NO
- ✓ Are postage due (column 10) parcels included in the postage due column and parcel column (column 6)? *Postage due parcels get credit in both columns.* YES  NO
- ✓ Are Delivery Confirmation mail pieces entered in both columns 15 (Non-Signature Scan Items) and Column 4 (Flats, etc) or column 6 (Parcels), as appropriate? *Delivery Confirmation mail pieces must get credited for both the scan and the mail piece.* YES  NO
- ✓ Have Carrier Pickup Requests been credited in column 21 and carrier pickup items in column 22? *Carrier pickup requests are credit in column 21; carrier pickup items (Express, Priority, and International Mail items only) are credited in column 22. Other items picked up in conjunction with a Carrier Pickup Request are credited in columns 20, 23 or 24, as appropriate.* YES  NO
- ✓ Is NDCBU collection mail and collection box mail included in column 20? *This volume is not included in letters and flats collected.* YES  NO
- ✓ Are loading time and other suitable allowance time (columns 16 & 17) recorded in minutes and seconds daily, then rounded up to the next whole minute in the total column at the end of the mail count? YES  NO
- ✓ Is locked pouch weight totaled at the end of the count period and averaged in the total column? *Daily weight must be totaled at the end of the count period and divided by the number of count days. This number is documented in the total column.* YES  NO
- ✓ Is mail withdrawal marked properly? *Must be marked one or the other.* YES  NO
- ✓ Are seasonal route boxes marked properly? *Only record seasonal miles if territory is moved and only that portion of the route that moves to another route. Seasonal boxes are those added to or taken away from the routes evaluation at the beginning or end of the season.* YES  NO
- ✓ Are High Option and Leave Commitment marked YES? *Has carrier signed the leave commitment? Do not mark the option as High if the regular carrier does not have a minimum of ten years of service from his/her retirement computation date. Remember, High Option is more work, more money, low is low work, less money. Appropriate markings and carrier signature must be documented for route to be placed in High Option. Carriers are not required to sign the leave commitment unless they are eligible for, and desire, High Option.* YES  NO
- ✓ Has the carrier signed PS Form 4241 in block "COUNT DATA CERTIFIED TO BE CORRECT"? *If the carrier refuses to sign this block, he/she must submit, in writing, their detailed reasons for not signing. The manager must send the carrier statement and a managers statement along with the count form explain in detail reasons for not signing.* YES  NO