

**IMPORTANT DATES TO REMEMBER**  
**MARCH 12 – MARCH 25, 2016 RURAL ROUTE INSPECTION AND NATIONAL COUNT OF MAIL**

Important dates requiring action relative to the 2016 (March 12-25) National Rural Route Mail Count

<b>BEGUN/ COMPLETED BY</b>	<b>ACTION</b>	<b>DATE COMPLETED</b>
<b>JAN 30, SAT.</b>	BEGINNING OF THE "OPTION OUT" PERIOD. REGULAR RURAL CARRIERS OR MANAGEMENT MAY "OPT OUT" A REGULAR ROUTE TO THE 2016 NATIONAL MAIL COUNT.	_____
<b>FEB 6, SAT.</b>	BEGIN TEMPORARY SUSPENSION OF RURAL ROUTES MOVING/TRANSFERRING TO ANOTHER FACILITY. (DUO, POST PLAN OR ROUTE TRANSFER)	_____
<b>FEB 11, THU.</b>	WHERE DELIVERY POINT SEQUENCE LETTER MAIL (DPS) IS BEING INTRODUCED, THE NRLCA REPRESENTATIVE AND THE POSTAL MANAGER AT THE UNIT LEVEL SHOULD JOINTLY REVIEW THE DPS SORT SCHEME TO ENSURE ZIP + 4 CODING OF RURAL ROUTES COMPLIES WITH THE CODING CONVENTIONS. DPS LETTERS MUST BE RUNNING BY THIS DATE. (AT LEAST 30 DAYS PRIOR TO THE MAIL COUNT).	_____
	DELIVERY POINT SEQUENCE FLATS MUST BE INTRODUCED FOR DELIVERY ON THIS DATE TO QUALIFY FOR THE NATIONAL COUNT.	_____
	RURAL ROUTE INSPECTIONS MAY BEGIN FOR ALL ROUTES SCHEDULED TO BE COUNTED. INSPECTION DATA MAY BE ENTERED INTO PS FORM 4248 WEB BASED PROGRAM. THERE IS NO REQUIREMENT TO INSPECT ROUTES NOT BEING COUNTED (EXCEPT AS PROVIDED IN M-38 PART 512).	_____
	DELIVERY UNIT MANAGER'S MAY BEGIN DATA ENTRY INTO THE RURAL DELIVERY VARIANCE (RDV) ROUTE INSPECTION AND PRE-COUNT TRACKING WEBSITE.	_____
<b>FEB 19, FRI.</b>	END OF THE "OPT OUT" PERIOD AT CLOSE OF BUSINESS. ALL VACANT REGULAR ROUTES AND AUXILIARY ROUTES AS OF THIS DATE MUST BE COUNTED.	_____
<b>FEB 20, SAT.</b>	LAST DAY TO HAVE AN EMPLOYER PROVIDED RHD VEHICLE ASSIGNED TO A ROUTE WITH DPS LETTERS OR FLATS TO QUALIFY FOR RHD RATE.	_____
	<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	_____

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<b>BEGUN/ COMPLETED BY</b>	<b>ACTION</b>	<b>DATE COMPLETED</b>
<b>FEB 26, FRI.</b>	MAIL COUNT PRE-COUNT CONFERENCES MUST BE COMPLETED FOR ALL ROUTES BEING COUNTED.	_____
<b>MAR 11, FRI.</b>	98 PERCENT DPS QUALITY THRESHOLD FOR ROUTES BEING INTRODUCED TO DPS LETTERS OR FLATS SORTATION MUST BE COMPLETED BY COB THIS DATE.	_____
<b>MAR 12, SAT.</b>	A 12 DAY NATIONAL COUNT OF MAIL BEGINS ON ALL RURAL ROUTES <b>EXCEPT THOSE ROUTES WHICH BOTH THE REGULAR CARRIER AND MANAGEMENT HAVE AGREED, IN WRITING, NOT TO COUNT.</b>	_____
	<b>NOTE: ALL REGULAR RURAL ROUTES IN A VACANT STATUS AND ALL ROUTES IN AN AUXILIARY STATUS AS OF FRIDAY, FEBRUARY 19<sup>TH</sup> WILL BE COUNTED.</b>	
	<u>RURAL ROUTE MAIL COUNT (RRMC) WEB APPLICATION:</u> DELIVERY UNITS MAY BEGIN DATA ENTRY OF ALL MAIL	_____
<b>MAR 25, FRI.</b>	LAST DAY OF THE 12 DAY NATIONAL COUNT OF MAIL. ALL RURAL ROUTE INSPECTIONS <b><u>MUST</u></b> BE COMPLETED BY THIS DATE.	_____
<b>MAR 30, WED.</b>	ALL PS FORM 4241 DATA MUST BE TOTALED AND REVIEWED BY THE POSTMASTER. THE CARRIER MUST BE PROVIDED A COPY OF PS FORM 4241 FOR THEIR <i>TWO DAY REVIEW</i> . THE HIGH/LOW OPTION ELECTION BLOCK AND THE CARRIER SIGNATURE ON PS FORM 4241 ARE USED FOR CARRIERS WHO WERE COUNTED AND WANT TO ELECT A HIGH OPTION.	_____
<b>APR 1, FRI.</b>	CARRIERS SHOULD HAVE COMPLETED THEIR REVIEW OF PS FORM 4241 AND BEEN GIVEN AN OPPORTUNITY TO SIGN THE HIGH/LOW OPTION ELECTION BLOCK, IF ELIGIBLE AND CERTIFICATION OF ACCURACY OF THE COUNT FORM. (CARRIER SIGNATURE OF CERTIFICATION OF ACCURACY IS OPTIONAL. SEE PO-603, SECTION 533.13. – IF DISAGREEMENT EXISTS, CARRIERS MUST SUBMIT WRITTEN COMMENTS CONCERNING THE AREAS OF DISAGREEMENT WITH THE COUNT DATA).	_____
	DISTRICTS MAY BEGIN APPROVAL AND SUBMISSION OF PS FORM 4241 TO THE MAINFRAME FOR CONTINUED PROCESSING VIA THE RRMC WEB APPLICATION.	_____

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<b>MAY 6, FRI.</b>	<b><u>FINAL DAY</u></b> FOR DELIVERY UNITS TO SUBMIT PS FORM 4241 TO DISTRICT FOR REVIEW AND PROCESSING VIA THE RRMCM WEB APPLICATION.	_____
<b>MAY 6, FRI.</b>	<b><u>FINAL DAY</u></b> FOR DISTRICTS TO SUBMIT PS FORM 4241 TO THE MAINFRAME FOR PROCESSING VIA THE RRMCM WEB APPLICATION.	_____
<b>MAY 6, FRI.</b>	<b><u>FINAL DAY</u></b> THAT DISTRICTS MAY MANUALLY ENTER PS FORM 4241 DATA INTO Q002 MAINFRAME APPLICATION.	_____
<b>MAY 9, MON.</b>	MAINFRAME PROCESSING COMPLETE. BEGIN DISTRIBUTION OF PS FORMS 4241-A WITH NEW ROUTE EVALUATIONS TO DELIVERY UNITS AND DISTRICT OFFICES.	_____
<b>MAY 13, FRI.</b>	OFFICES MUST COMPLETE INPUT OF ROUTE INSPECTION DATA INTO THE WEB BASED PS FORM 4248 PROGRAM.  REMOVE TEMPORARY SUSPENSION OF RURAL ROUTES MOVING TO ANOTHER FACILITY AS A RESULT OF DELIVERY UNIT OPTIMIZATION (DUO).	_____ _____
<b>MAY 14, SAT.</b>	NEW ROUTE EVALUATIONS GO INTO EFFECT.	_____

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