

Pre-Count Conference Items For Discussion

1. Clarify mail processing procedures on the day preceding the count and the last day of count.
2. How to use rural template for the measurement of mail.
3. Mail withdrawal procedures and recording of DUVRs if carrier is required to record volume.
4. Carriers have the right to observe mail count on their relief days or when they are on leave.
5. Carriers have the right to count their own mail for verification while in an on duty status.
6. Review of PS Form 4239 with an understanding of definitions. Forms must be available to carriers daily, upon request, before the mail is trayed or strapped out.
7. Cut-off times for mail.
8. Implementation of "Directs."
9. Depositing of CFS mail, hold mail, getting stamp box, etc.
10. Clerk/Supervisor interruptions for official business, being called to the phone or counter, etc.
11. Collection boxes, collection compartments in CBU's, and parcel lockers.
12. Dismounts and dismount distance. Heavy volume days may require more than one trip.
13. Proper credit for collected mail:
 - For more than 2 separations
 - From collection boxes.
 - From collection slots/compartments.
 - Bundled mail.
 - Certified and registered mail.
 - Express mail.
 - Parcels collected on the route.
14. Loading procedures, including time for moving vehicle if it is not loaded or unloaded where it is parked.
15. Intermediate office procedures for routes that work out of more than one office.
16. Misthrows.
17. Mark-ups. (Note: P0-603 changes For markups.)
18. COAs. (Note: P0-603 changes for COA's.)
19. Credit for detached-label mailings.
20. Locked pouch when transporting unsorted mail from one post office to another.
21. High Option/Leave Commitment.
22. Safety Talks (actual time, approximately five minutes). If two safety talks are given, compensation must be given for both.
23. Any required functions for Saturday closeouts must be credited.
24. Procedures and time values for USPS vehicles. Average daily mileage deviation for fueling up the LLV must be added to the routemileage on PS Form 4241.
25. Any local requirement that happens on a regular basis (daily or weekly.)
26. Any unique situations.
27. Delivery point sequence (DPS) issues.
28. Rural Boxholder Non-Delivery- Request (RBNR.)
29. PS Form 5630. Shipment Confirmation Acceptance Notice (SCAN.)
30. Carrier Pickup Standard.
31. Service talks (actual time)
32. Proper credit for oversized letter(over 6 1/8 inches) processed with DPS mail.
33. Proper credit for missequenced. Missorted. missent "MMM" mail

Pre-Count Conference Checklist

The Pre-Count Conference was held on, _____
The issues have been discussed and agreed upon as listed.

Post Office _____

Supervisor/Postmaster _____

Rural Carrier _____

Route _____