

Pre-Count Conference

The pre-count conference is a joint conference between rural carriers and managers. Regardless of the type of mail count, a joint conference must be held at least 15 days prior to the beginning of the mail count. (Note: This year the pre-count conference must be completed no later than COB, September 1, 2012)

Ref: M-38 Section 525.11

This is a very important event because it is management's last opportunity to introduce administrative changes in carrier procedures. Once the conference is completed, procedures are locked in throughout the count and by extension, the remainder of the year, unless corresponding changes are made in salary for additional functions.

No changes in carrier work methods, casing equipment, or office procedures can be made between the date of the local conference and the mail count unless these items were specifically discussed at the conference.

Ref: M-38 Section 525.14

Step 4 A00R-4A-C 09133135

Colts Neck NJ

Step 4 G06R-4G-C 09148950

Fort Worth, TX

It is not necessary that the carriers agree to the proposed changes; it is necessary only that the proposed changes do not violate Postal Service policy or the USPS-NRLCA National Agreement.

Ref: M-38 Section 525.14.a

This section does not limit a manager's right to make operational changes at any other time other than the period specifically stated.

Ref: M-38 Section 525.14.b

It is additionally important to discuss count procedures so that any potential areas of disagreement can be identified and hopefully resolved prior to the actual count.

Rural carriers are well advised to take a pre-count conference checklist with them to the local conference and make notes.

Any carrier on leave 15 days prior to the

beginning of the count must be conferred with before going on leave or immediately upon return. If operational changes are planned while the carrier is on leave, the conference must be held upon the carrier's return to duty, when all changes must be explained.

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.
*Ref: Step 4 H7R-1G-C 5107
Springfield, VT*
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 annual 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:
 - a. For more than 2 separations
*Ref: Step 4 H7R-4B-C 29248
Rochester, MI*
 - b. From collection boxes.
 - c. From collection slots/compartments.
 - d. Bundled mail.

- e. Certified and registered mail.
 - f. Express mail.
 - g. Parcels collected on the route.
 - h. Pre-paid parcels collected
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. Mistrrows.
 17. Mark-ups.
 - a. Bundle
 - b. Individual
*Ref: PO-603, 535.12
DMM 507.1.4.1*
 18. COAs and 3982 labels.
Ref: PO-603, 535.12, as revised.
 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 route mileage on PS Form 4241.
 25. Delivery point sequence letters (DPS) issues.
 - a. Proper credit for missequenced, missorted, missent "MMM" mail
*Ref: Step 4
B95R-4B-C 02237945*
 - b. Proper credit for oversized letter (over 6 1/8 inches) processed with DPS letter mail.
 26. DPS Flats (FSS) procedures
Ref: DPS Flats Implementation Procedures, 1-29-2010
 27. PS Form 5630, Shipment Confirmation Acceptance Notice (SCAN.)
Ref: Sample PS Form 5630
 28. Prepaid Acceptance Scans
USPS Tracking Number Bar Codes (PVI label)
 29. Adult Signature Services
 - a. **Adult Signature Required:**
Requires the signature of someone 21 years of age or older at the recipient address. Requires verification of age by delivery employee
 - b. **Adult Signature Restricted Delivery:** requires delivery of mail piece to addressee (or authorized agent) who is over 21 years of age. Requires verification of age and identity by delivery employee.
 30. Carrier Pickup Standard.
*Ref: National Grievance Settlement
Q00R-4Q-C 08030088
Washington DC*
 31. Service talks (actual time)
 32. Do Not Bend or Fold items that cannot be cased with other mail.
Ref: DMM 601.50
 33. Additional 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*
 34. Rural Boxholder Non-Delivery Request (RBNR).
Ref: PO-603 322.23
 35. Village Post Office (VPO) procedures, if applicable
 36. Any other local requirement that happens on a regular basis (daily or weekly.)

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 _____

(Signature)

Rural Carrier _____

(Signature)

Route _____