

RRECS Evaluations

PS Form 4241-A

Instructions and Guidance

PS Form 4241-A

- The PS Form 4241-A, Rural Route Evaluation, contains a summary of the data utilized to determine a route evaluation which ultimately determines the annual salary
- PS Form 4241-A's will be available in RMSS on April 1, 2023
 - The PS Form 4241-A must be provided to the carrier in order to communicate the new RRECS evaluation for the route
- Print all 3 pages of PS Form 4241-A for all routes
 - Regular Carrier for the route
 - Route Book at the carrier case
 - Route Folder (maintained by management in the local office)
- Ensure the carrier is immediately made aware of schedule changes
 - Classifications: K, J, H or A



PS Form 4241-A

- Summary of time credits applied to the evaluation of the route based on the RRECS standards
- The highlighted items were provided by the Mini Mail Survey (MMS)
 - These items should have been reviewed for accuracy at the end of the MMS period

Page 1: SUMMARY (RRECS Survey)

U.S. Postal Service RURAL ROUTE EVALUATION											
Post Office, State and Zip + 4			Finance No.			Evaluation Effective Date:		Volume Date Range:		Date of Mapping:	
OFFICE TIME	Random Letters	Random Flats	WSS Letters	WSS Flats	BH Letters	BH Flats	DPS Letters	DPS Flats	CR Flats	Pull Down	
	mins	mins	mins	mins	mins	mins	mins	mins	mins	mins	
	Parcels	Account. Mail Signature Item	Carrier Pickup Forms	COD's Customs Due	Postage Due	Markups	3982 PARS Label	Office Walk	Load Time	Daily Activities	
	mins	mins	mins	mins	mins	mins	mins	mins	mins	mins	
ROUTE TIME	Route Length	Regular Boxes	Centralized Boxes	Total Boxes	Collection Boxes	Daily Dismounts	Daily Dismount Dist.	Reserved	Blue Box Collection	Service Inter-Unit	
	miles	boxes	boxes	boxes	boxes	dismounts	ft		boxes	boxes	
	Drive*	Service*	Walk*	TCP	Fuel	Volume Adjustment	Drive Speed	Route Coverage	USPS Vehicle Used		
	mins	mins	mins	mins	mins	mins	mph				
STREET VOLUME TIME	Verify Mail	Reload	Reg & Cert Accepted	M.O. Applications	Contact Rural Reach	Stamp Stock	Activity Scans				
	mins	mins	mins	mins	mins	mins					
	Parcels	Account. Mail Signature Item	Carrier Pickup Items	COD's Customs Due	Postage Due	Priority Mail					
	mins	mins	mins	mins	mins	mins					
Standards (Hours and Minutes)											
Office											
Street											
Total											
Route No.	Name	Employee ID	Desig.	Step	Salary	FLSA	Eval Hours	EMA	Protected Salary	Guaranteed Salary	

*Values with asterisk indicate they include mapped and unmapped values

PS Form 4241-A -- Office Time

Page 1: SUMMARY (RRECS Survey)											
U.S. Postal Service RURAL ROUTE EVALUATION											
Post Office, State and Zip + 4				Finance No.			Evaluation Effective Date:		Volume Date Range:		Date of Mapping:
OFFICE TIME	Random Letters	Random Flats	WSS Letters	WSS Flats	BH Letters	BH Flats	DPS Letters	DPS Flats	CR Flats	Pull Down	
	mins	mins	mins	mins	mins	mins	mins	mins	mins	mins	
	Parcels	Account. Mail Signature Item	Carrier Pickup Forms	COD's Customs Due	Postage Due	Markups	3982 PARS Label	Office Walk	Load Time	Daily Activities	
	mins	mins	mins	mins	mins	mins	mins	mins	mins	mins	

Office Time

- Mini Mail Survey Data
- 52-Week Volume Data
- Load Time

PS Form 4241-A -- Route Time

ROUTE TIME	Route Length	Regular Boxes	Centralized Boxes	Total Boxes	Collection Boxes	Daily Dismounts	Daily Dismount Dist.	Reserved	Blue Box Collection	Service Inter-Unit	
	<i>miles</i>	<i>boxes</i>	<i>boxes</i>	<i>boxes</i>	<i>boxes</i>	<i>dismounts</i>	<i>ft</i>		<i>boxes</i>	<i>boxes</i>	
	Drive*	Service*	Walk*	TCP	Fuel	Volume Adjustment	Drive Speed	Route Coverage	USPS Vehicle Used		
	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mph</i>				

Route Time

- Information from Mapping (DPM & LTM)
 - Miles
 - Boxes
 - Dismounts and Dismount Distance
 - Traffic Control Points (TCP's)
 - Fueling (GOV only)

PS Form 4241-A -- Street Volume Time

STREET VOLUME TIME	Verify Mail	Reload	Reg & Cert Accepted	M.O. Applications	Contact Rural Reach	Stamp Stock	Activity Scans	
	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	
	Parcels	Account. Mail Signature Item	Carrier Pickup Items	COD's Customs Due	Postage Due	Priority Mail		
	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>	<i>mins</i>		

Street Volume Time

- RRECS Activity Scans
- Credits from RRECS standards
- Parcels
- Accountables

PS Form 4241-A -- Evaluation & Carrier Information

	Standards(Hours and Minutes)									
Office										
Street										
Total										
Route No.	Name	Employee ID	Desig.	Step	Salary	FLSA	Eval Hours	EMA	Protected Salary	Guaranteed Salary

- RRECS Standards
 - Hours and Minutes
 - Office, Street & Total Hours
- Assigned Carrier information
- Evaluated hours
- Vehicle data
- Salary data

Printing PS Form 4241-A

- Upon logging into RMSS, a pop-up will appear with PS Form 4241-A's approvals for the unit
- Select "Download all pending Form 4241-A's"
- Print

Approvals

Action Required

My Requests

Requested by: SYSTEM | Requested on: 02/27/2020 00:00:00

 [Click here to download Form 4241-A for printing and review for accuracy](#)

 [Download all pending Form 4241-A's](#)


Printing PS Form 4241-A

- Click the hyperlink will download PS Form 4241-A
- Three copies will generate for each route
 - Carrier
 - Route Book at Case
 - PM/Manager route folder
- Print all from PDF file
- Certification is required
 - Certification of printing PS Form 4241-A
 - Review for Accuracy
 - Distribute and prints accordingly
 - Select Approve

Approvals

[Action Required](#)[My Requests](#)

Requested by: SYSTEM | Requested on: 02/27/2020 00:00:00

-  [Click here to download Form 4241-A for printing and review for accuracy](#)
-  [Download all pending Form 4241-A's](#)
- ☒ I certify this PS Form 4241-A has been reviewed for accuracy and filed into the District Route folder.

Approve

Printing PS Form 4241-A

- PS Form 4241-A's may also be accessed through the RRECS Survey tab in RMSS

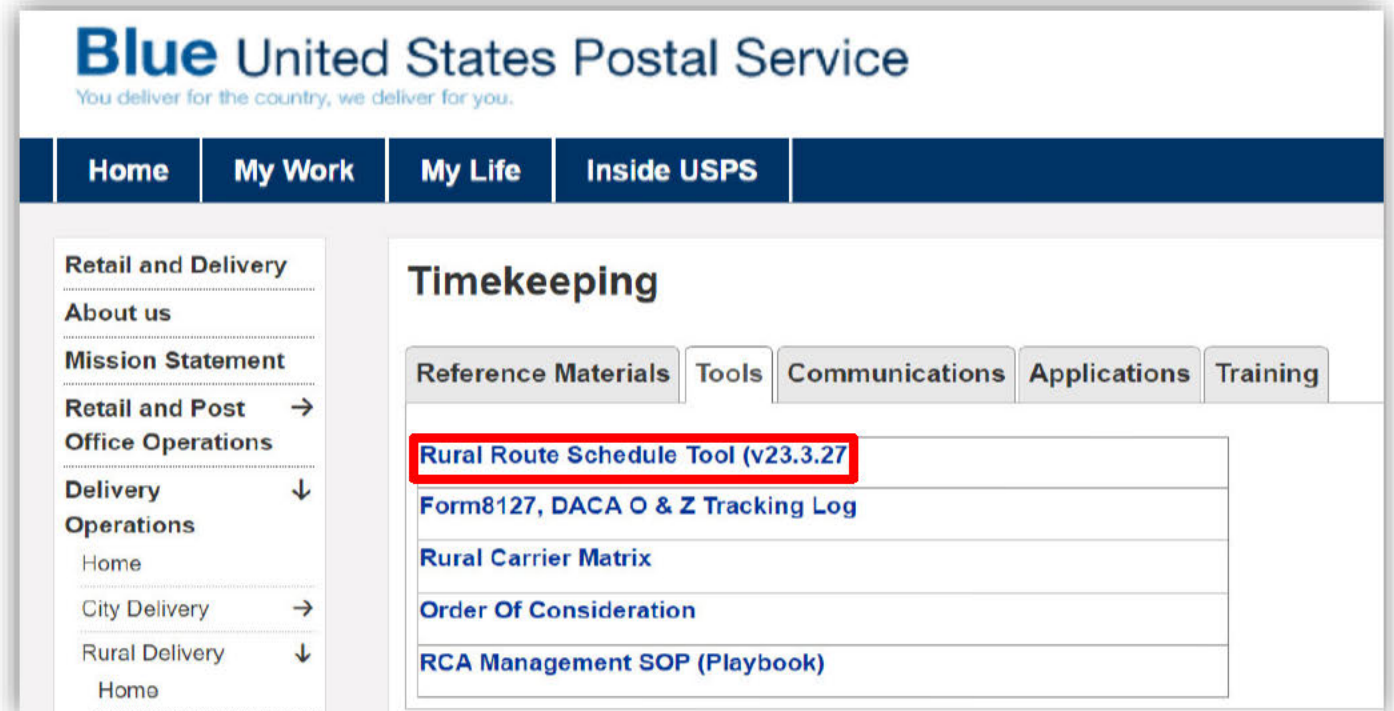
The screenshot displays the Rural Management Support System (RMSS) interface. The top navigation bar includes the United States Postal Service logo, the title "Rural Management Support System", and links for "Approval", "Settings", "Help", and "Log out". A left sidebar contains a list of navigation items: "Home", "Reporting", "Time Keeping", "Scheduler", "Form 4003", "Mail Count", "RRECS Survey" (highlighted with a red box and a red circle with the number 1), "Route Settings", "Walking Distances", and "Daily Volume". The main content area features a header with "Facility:" and "Route:" dropdown menus. Below this, the "Instructions" section contains text about RRECS Survey requirements, a download link for "RRECS Survey Instructions", and a green status message: "You have been certified for RRECS Surveys". The "Survey Periods" section contains a table with columns: "Setup start", "Survey Begin", "Survey End", "Lockout", and "Extract". The "Extract" column lists several download options: "Blank RRECS PS Form 4241", "RRECS PS Form 4241 (R001)", "Blank Daily Volume Worksheet", "Weekly Summary of Daily Volume", "Walking Distances & Route Info", "Download all 4241A", and "Download all 4241M". The last two options are highlighted with a yellow background and a red circle with the number 2, with red arrows pointing to them.

Setup start	Survey Begin	Survey End	Lockout	Extract
				<ul style="list-style-type: none">Blank RRECS PS Form 4241RRECS PS Form 4241 (R001)Blank Daily Volume WorksheetWeekly Summary of Daily VolumeWalking Distances & Route InfoDownload all 4241ADownload all 4241M

Updating schedules in RMSS – RURAL.USPS.GOV

- Complete this step prior to the start of PP09 (04-08-23)
- Calculate the new schedule times using the Rural Route Schedule Tool (v23.3.27) with Office and Route times from PS Form 4241-A

[Rural Strategy & Transformation \(usps.gov\)](https://usps.gov) > Quick Links > Timekeeping > Tools > Rural Route Schedule Tool



Calculating New Daily Schedules

- From the PS4241-A, enter office and route time in the yellow cells in Weekly Route Standards
- Enter the lunch time and the PM Office time in Misc. Adjustments
- Enter the Report Time in the bottom section in the yellow cells

Rural Route Schedule Tool (RRST)																																			
DELIVERY UNIT:					RR #:																														
<table border="1"> <thead> <tr> <th colspan="6">WEEKLY ROUTE STANDARDS</th> </tr> <tr> <th colspan="6">(From PS Form 4241-A most recent mail count: Line No. 4)</th> </tr> <tr> <th colspan="2">Office</th> <th colspan="2">Route</th> <th colspan="2">Total</th> </tr> <tr> <th>Hrs</th> <th>Min</th> <th>Hrs</th> <th>Min</th> <th>Hrs</th> <th>Min</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>15</td> <td>38</td> <td>44</td> <td>48</td> <td>59</td> </tr> </tbody> </table>						WEEKLY ROUTE STANDARDS						(From PS Form 4241-A most recent mail count: Line No. 4)						Office		Route		Total		Hrs	Min	Hrs	Min	Hrs	Min	10	15	38	44	48	59
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NOTE: Ideal carrier start time is when 80% of "caseable" mail is available (Includes DPS if cased)																																			

v23.3.27

Updating Daily Schedules in RMSS

In RMSS

- Time Keeping
- Route Info
- Change the pay period in RMSS to PP09 (available on Day 14 of PP)
- Select route
- Enter the hours as calculated on the Rural Route Schedule Tool (RRST)
- Save

Schedule (Hours:Min)			
Reports	Leaves	Returns	Ends
08:00	10:00	16:00	16:30

- PS Form 4241-A's available April 1, 2023
- Begin printing them as soon as they are available
- Provide to carrier, and file in Route Books and Route Folders
- Update Daily Schedules in RMSS > Time Keeping > Route Info
- Learn & Grow sessions scheduled at 12:00 and 1:30 EST
 - March 28, 29, 30, 31
 - April 4 & 5

