

Learn & Grow Series:

SAFETY SERVICE TALKS

RRECS ACTIVITY SCANS

May 2023

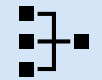
Agenda



1. RRECS Overview



2. Safety Service Talk



3. RMSS Input – Safety Service Talk



4. RRECS Activity Scans



5. RMSS Keystroke Monitoring



6. Resources & Frequently Asked Questions



7. Open Questions

RRECS Overview

Overview: The Rural Route Evaluated Compensation System (RRECS) relies upon the use of the Mobile Delivery Device (MDD). The MDD Scanner collects specific data used to establish a rural routes' evaluation.

Using the correct MDD scan [key-stroke] for the correct activity is crucially important.

RRECS Activity is recorded with the Mobile Delivery Device (MDD) through 24 specific Activity Keys listed under Rural Carrier. Each key credits the carrier for a specific activity performed. **It is imperative that the carrier use each key appropriately, to receive credit for the associated delivery activity performed.**

RRECS Improvements:

- ✓ Credit carrier’s compensation for each delivery activity performed.
- ✓ Provide better visibility of delivery activities.
- ✓ Create a continual mail count through out the year.

Important

The 6 **Required Daily (Monday-Saturday)** Activity Keys must be used each workday by each carrier.

Required Daily	
HK	SCAN NAME
1	CLOCKIN
6	STARTLOADVEH
7	ENDLOADVEH
8	DEPART2ROUTE
J	RETURN2DU
L	CLOCKOUT

- Supervisors must review carriers' activity keystrokes daily through RMSS
- Carriers must confirm they are logging-in with the correct AMS-Zip and AMS Route each day

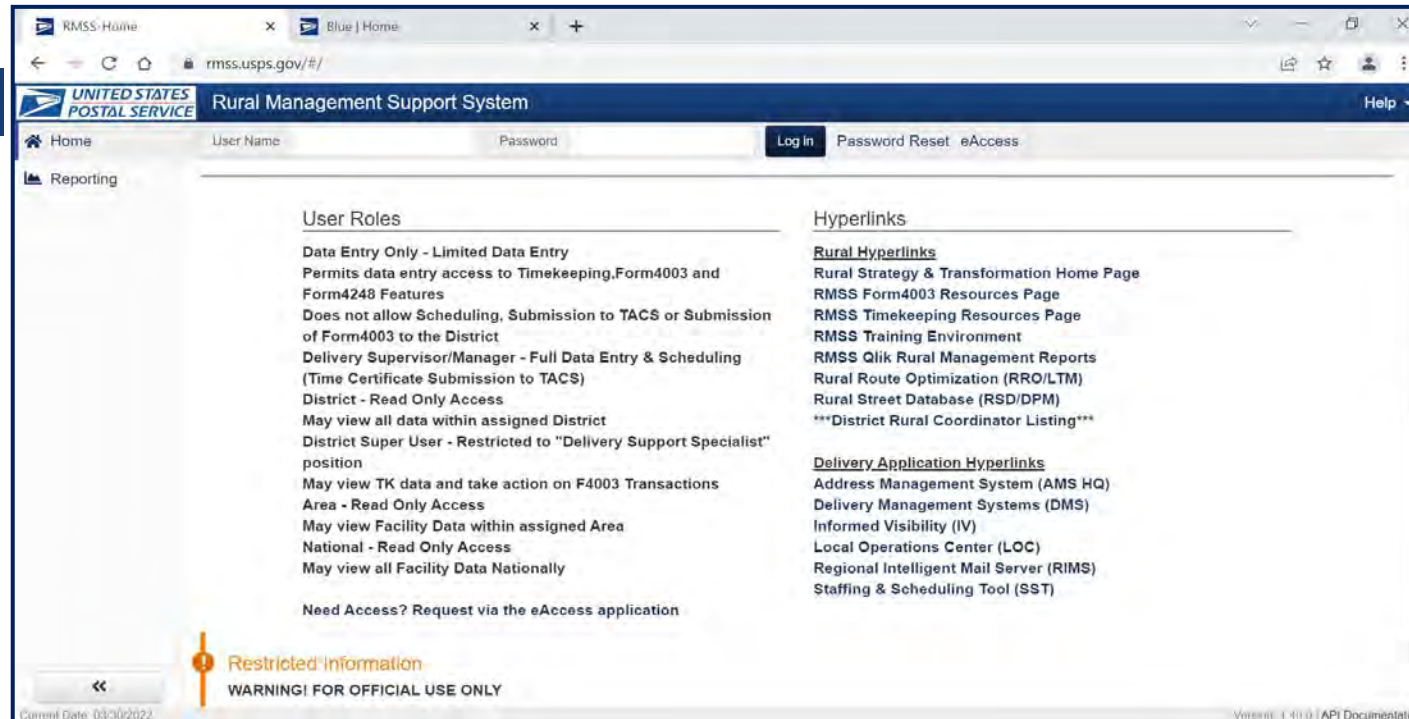
Entering Safety Service Talk Time in RMSS

RMSS Safety Service Talk Input

Overview: The Rural Management Support System (RMSS) provides Rural Delivery Managers the ability to record and electronically summarize rural carrier work hours recorded on PS Form 4240 (Rural Carrier Trip Report) and other related rural timekeeping documents. **Managers must enter the actual time when Safety Service Talks occur and can do so with a single entry.** Additionally, managers can export and review the Safety Service Report.

RMSS Home

Note: Google Chrome and Microsoft Edge are the preferred browsers for RMSS web application.



RMSS Home

rmss.usps.gov/#/

Service Talk Actual Time Credit

- ☐ All carriers will receive credit for actual time for each Safety Service Talk provided
- ☐ Time **will begin** when the manager calls the group together to begin the Service Talk
- ☐ Time **will end** when the manager concludes the Service Talk to the group

RMSS Safety Service Talk – MDD Daily Time

Step 1: Select MDD Daily Time from the left sidebar menu in RMSS.

RMSS Time Entry Steps

- 1. Log-In to RMSS and Select Time Menu
- 2. Input Safety Service Talk Actual Time
- 3. Download Time Report (Optional)
- 4. Review Actual Time for Safety Service Talk
- 5. Supervisor Confirmation

RMSS-MDD Scan Review x RMSS-MDD Daily Time x RMSS-MDD Daily Time x

rmss-cat.usps.gov/#/timeKeeping/dailyTime

UNITED STATES POSTAL SERVICE Rural Management Support System

Approval Settings Help Log out

Home Period: 08 - 2022 (03/26/2022 - 04/08/2022) Facility: 230108 - ACCOKEEK, MD

Reporting

Time Keeping Save: Date Week 1 THURSDAY - 03/31/2022 Compliance 75.00%

Route Info Safety Service Talk MM:SS

Carrier Roster

Form 4240

MDD Daily Time

MDD Scan Review

Adhoc

RCA/PTF Leave

Manage Timecards

Scheduler

Form 4003

Mail Count

ASC

Form 4248

RD SOP

Admin

Route	DACA	Carrier	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-001		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-002		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-003		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-004		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LK-005	K	CARRIER NAME (#####)	07:00	07:30	15:30	16:00					9.00	G	N/A		N/A

Current Date: 03/31/2022 | Day 6 of Pay Period 08

Admin, RWHT_ADMIN

Version: 1.40.0 | API Documentation

RMSS Safety Service Talk – Select Date

RMSS Time Entry Steps

1. Log-In to RMSS and Select Time Menu

2. Input Safety Service Talk Actual Time

3. Download Time Report (Optional)

4. Review Actual Time for Safety Service Talk

5. Supervisor Confirmation

Step 2a: Select Service Talk date of delivery.

Period: 08 - 2022 (03/26/2022 - 04/08/2022) Facility: 230108 - ACCOKEEK, MD Compliance: 75.00%

Display Schedules: N Display Auto-Times: Y

Route	DA	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-001		07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-002		CARRIER NAME (#####)	07:00	07:30	15:30	16:00		9.00			G	N/A		
LJ-003		CARRIER NAME (#####)	07:00	07:30	15:30	16:00		9.00			G	N/A		
LJ-004		CARRIER NAME (#####)	07:00	07:30	15:30	16:00		9.00			G	N/A		
LK-005	K	CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00		G	N/A		N/A

RMSS Safety Service Talk – Input Actual Time

RMSS Time Entry Steps

- 1. Log-In to RMSS and Select Time Menu
- 2. Input Safety Service Talk Actual Time
- 3. Download Time Report (Optional)
- 4. Review Actual Time for Safety Service Talk
- 5. Supervisor Confirmation

Step 2b: Type the Safety Service Talk **Actual Time** in “MM:SS” format (minutes and seconds).

UNITED STATES POSTAL SERVICE Rural Management Support System

Period: 03 - 2022 (03/26/2022 - 04/08/2022) Facility: 230108 - ACCOKEEK, MD

Save Date Week 1 THURSDAY - 03/31/2022 Compliance 75.00%

Display Schedules: N Display Auto-Times: Y

2 Safety Service Talk 07:30

Route	DACA	Carrier	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-001		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-002		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-003		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-004		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LK-005	K	CARRIER NAME (#####)	07:00	07:30	15:30	16:00					9.00	G	N/A		N/A

Current Date: 03/31/2022 | Day 6 of Pay Period 08 Admin: RWHT_ADMIN Version: 1.40.0 | API Documentation

RMSS Safety Service Talk – Save Actual Time

RMSS Time Entry Steps

- 1. Log-In to RMSS and Select Time Menu
- 2. Input Safety Service Talk Actual Time
- 3. Supervisor Confirmation
- 4. Download Time Report (Optional)
- 5. Review Actual Time for Safety Service Talk

Step 2c: Click Save.

UNITED STATES POSTAL SERVICE Rural Management Support System

Period: 08 - 2022 (03/26/2022 - 04/08/2022) Facility: 230108 - ACCOKEEK, MD

Reporting Time Keeping Date: Week 1 THURSDAY - 03/31/2022 Compliance 75.00%

Display Schedules: N Display Auto-Times: Y

Safety Service Talk [MM:SS]

Route	DACA	Carrier	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-001		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-002		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-003		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LJ-004		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
No Auto-Times															
LK-005	K	CARRIER NAME (#####)	07:00	07:30	15:30	16:00					9.00	G	N/A		N/A

Current Date: 03/31/2022 | Day 6 of Pay Period 08 Admin: RWHIT_ADMIN Version: 1.40.0 | API Documentation

RMSS Safety Service Talk – Supervisor Confirmation

RMSS Time Entry Steps

1. Log-In to RMSS and Select Time Menu
2. Input Safety Service Talk Actual Time
3. Supervisor Confirmation
4. Download Time Report (Optional)
5. Review Actual Time for Safety Service Talk

Step 3: Select “Confirm” to certify actual time for the Safety Service Talk.

The screenshot displays the RMSS Rural Management Support System interface. The browser address bar shows 'rmss-cat.usps.gov/#/timeKeeping/dailyTime'. The page title is 'Rural Management Support System'. The left sidebar contains navigation links: Home, Reporting, Time Keeping, Route Info, Carrier Roster, Form 4240, MDD Daily Time, MDD Scan Review, Adhoc, RCA/PTF Leave, Manage Timecards, Scheduler, Form 4003, and Mail Count. The main content area shows a 'Time Keeping' section with a 'Save' button, a date dropdown set to 'Week 1 THURSDAY - 03/31/2022', and a 'Compliance 75.00%' indicator. Below this is a 'Safety Service Talk' section with a dropdown set to '07:30'. A modal dialog box is open in the center, titled 'Certify', with a text area containing the statement 'I certify that I am entering the actual time used for the Safety/Service Talk in accordance with USPS guidelines'. At the bottom of the modal, there is a red circle with the number '3' next to a green 'Confirm' button and a red 'Cancel' button. The background shows a table with columns for various time-related metrics, including 'Reg. Daily OT Hours', 'Rel. Hours', 'Rte Dev/ Miles', '2nd Trip Minutes', and '8127 Minutes'.

NOTE: Supervisors must:

- Review carriers' daily activity in RMSS.
- Inform carriers of any necessary corrections.
- Complete after a Safety Service Talk is conducted

RMSS – Download Optional Time Report

RMSS Time Entry Steps

- 1. Log-In to RMSS and Select Time Menu
- 2. Input Safety Service Talk Actual Time
- 3. Supervisor Confirmation
- 4. Download Time Report (Optional)
- 5. Review Actual Time for Safety Service Talk

Step 4: Select the **Excel Icon** from the top right to download the Safety Service Talk Report in an Excel format.

United States Postal Service Rural Management Support System

Period: 08 - 2022 (03/28/2022 - 04/08/2022) Facility: 230108 - ACCOKEEK, MD

Save Date Week 1 THURSDAY - 03/31/2022 Compliance 75.00%

Display Schedules: N Display Auto-Times: Y

Route	DACA	Carrier	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-001		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-002		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-003		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LJ-004		CARRIER NAME (#####)	07:00	07:30	15:30	16:00			9.00			G	N/A		
LK-005	K	CARRIER NAME (#####)	07:00	07:30	15:30	16:00				9.00		G	N/A		N/A

Current Date: 03/31/2022 | Day 6 of Pay Period 08 Admin: RYHHT_ADMIN Version: 1.40.0 | API Documentation

RMSS – Review Actual Time for Safety Service Talk

Step 5: An Excel file will open. Select the **Safety Service Talks** tab or the **Daily Delivery** tab to review actual time for each day. **NOTE:** You may review this information in either RMSS or Excel. Below is the report in Excel.

1. Log-In to RMSS and Select Time Menu

2. Input Safety Service Talk Actual Time

3. Supervisor Confirmation

4. Download Time Report (Optional)

5. Review Actual Time for Safety Service Talk

AutoSave ON

rmss_mdd_daily_time_ACCOKEEK_230106_(2022-03-26)_(2022-03-31).xlsx

User

File Home Insert Draw Page Layout Formulas Data Review View Developer Help DYMOLabel ACROBAT

Cut Copy Paste Format Painter

Calibri 14 A A

Wrap Text

General

Conditional Formatting

Format as Table

Cell Styles

Insert Delete Format

AutoSum

Sort & Filter

Find & Select

Email

Clipboard Font Alignment Sensitivity Number Styles Cells

A1 RMSS - Daily Delivery

Route	Date	Day of Week	Compliant	DACA	EIN	DES Act	Carrier Name	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit
001	03/26/2022	SATURDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
002	03/26/2022	SATURDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
003	03/26/2022	SATURDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
004	03/26/2022	SATURDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
005	03/26/2022	SATURDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
006	03/26/2022	SATURDAY	Y	K	####	70	Carrier Name	07:00	07:30	15:30	16:00	0	0	0.00	0.00	9.00	G	0
007	03/26/2022	SATURDAY	N		####	71	Carrier Name					0	0	0.00	0.00	0.00	G	0
008	03/26/2022	SATURDAY	N		####	78	Carrier Name					0	0	0.00	0.00	0.00	G	0
001	03/28/2022	MONDAY	Y	X	####	78	Carrier Name	07:00	07:30	15:30	16:00	0	0	0.00	0.00	9.00	G	0
002	03/28/2022	MONDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
003	03/28/2022	MONDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
004	03/28/2022	MONDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
005	03/28/2022	MONDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
006	03/28/2022	MONDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
007	03/28/2022	MONDAY	N		####	71	Carrier Name					0	0	0.00	0.00	0.00	G	0
008	03/28/2022	MONDAY	N		####	78	Carrier Name					0	0	0.00	0.00	0.00	G	0
001	03/29/2022	TUESDAY	Y	R	####	71	Carrier Name	07:00	07:30	15:30	16:00	30	0	8.50	0.00	0.00	G	0
002	03/29/2022	TUESDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0
003	03/29/2022	TUESDAY	Y		####	71	Carrier Name	07:00	07:30	15:30	16:00	0	0	9.00	0.00	0.00	G	0

Daily Delivery

Safety Service Talks

1 RMSS - Safety Service Talks

2 Facility: ACCOKEEK

3 Year: 2022

4 Period: 08

5

Date	Day of Week	Safety Service (MM:SS)
03/26/2022	SATURDAY	
03/27/2022	SUNDAY	
03/28/2022	MONDAY	
03/29/2022	TUESDAY	
03/30/2022	WEDNESDAY	
03/31/2022	THURSDAY	
04/01/2022	FRIDAY	
04/02/2022	SATURDAY	
04/03/2022	SUNDAY	
04/04/2022	MONDAY	
04/05/2022	TUESDAY	
04/06/2022	WEDNESDAY	
04/07/2022	THURSDAY	
04/08/2022	FRIDAY	01:00

Daily Delivery

Safety Service Talks


RRECS Activity Scans/Keystrokes

RRECS Activity Scans Resources

Refer to the [RRECS Blue Share page](#) for additional resources

- Activity Scan [Carrier Handout](#)
- Activity Scan [Keystroke Examples](#)
- Activity Scan [FAQ](#)
- **Activity Scan Outliers - New**

Blue United States Postal Service
You deliver for the country, we deliver for you.


Search | LiteBlue | Help | USPS.com

HomeMy WorkMy LifeInside USPS

Retail and Delivery

About us

Mission Statement

Retail and Post Office Operations →

Delivery Operations ↓

Home

City Delivery →

Rural Delivery ↓

Home

Meet the Team

Hot Topics

Rural Delivery Programs & Information ↓

Programs & Information

Initiatives

2080/2240

Automation

Christmas

Formula

Guarantee Period

Mail Count & Insp

Performance

RRECS

Activity ScansMappingMaintenanceMini Mail SurveyReferencesCommunicationRRECS Overview

HQ Rural "RRECS Inbox" for questions >>> [RRECS eMail Support](#) <<<
*** RRECS Scanning Memo - HQ Delivery VP Memo *****
*** RRECS Activity Scan Outliers** (File used to identify routes with weekly RRECS Activity Scan totals exceeding baseline)

MDD Activity Scan (Key Strokes) Compensation

- ♦ [Rural Carrier Compensation \(05.19.22-05.20.22\)](#)
- ♦ [Rural Carrier Compensation \(05.12.22-05.18.22\)](#)
- ♦ [Rural Carrier Compensation \(05.05.22-05.11.22\)](#)
- ♦ [Rural Carrier Compensation \(04.23.22-05.04.22\)](#)
- ♦ [Rural Carrier Compensation \(04.21.22-04.22.22\)](#)
- ♦ [Rural Carrier Compensation \(04.14.22-04.20.22\)](#)
- ♦ [Rural Carrier Compensation \(04.07.22-04.13.22\)](#)
- ♦ [Rural Carrier Compensation \(03.31.22-04.06.22\)](#)
- ♦ [Rural Carrier Compensation \(03.24.22-03.30.22\)](#)
- ♦ [Rural Carrier Compensation \(03.17.22-03.23.22\)](#)
- ♦ [Rural Carrier Compensation \(03.10.22-03.16.22\)](#)
- ♦ [Rural Carrier Compensation \(03.03.22-03.09.22\)](#)
- ♦ [Rural Carrier Compensation \(02.26.22-03.02.22\)](#)

MDD Scanner Materials

- ♦ [MDD Activity Scans-Carrier Handout \(04.27.22\)](#)
- ♦ [MDD Activity Scans-Keystroke Examples \(01.18.23\)](#)
- ♦ [MDD Activity Scans-FAQ \(05.01.23\)](#)
- ♦ [MDD Activity Scans-Training Guide \(11.01.22\)](#)
- ♦ [MDD Activity Scans-Training Zoom Recording](#) Passcode: wy?n9%Sw
- ♦ [MDD Activity Scans-Standup Talk](#)
- ♦ [MDD Setup Job Aid](#)
- ♦ [MDD Scanner Issue Job Aid](#)
- ♦ [MDD Scanner Diagnostics Job Aid](#)

Rural Activity Scan – Outlier Report – Example

The RRECS Activity Scan Outlier Report will be sent out daily on a per scan type basis.
Top outlier routes by District to be addressed:

Review options

- 1. Total FLATSWSS Scans
- 2. Total Route Deliveries
- 3. Time equivalent added toward route evaluation based on scan activity

								1	2	3
Area Name	District	MPOO	Finance	Facility	Route	Route Type	DATE	FLATSWSS	Total Deliveries	Time Added HH:MM
ATLANTIC	NORTH CAROLINA	D	362194	DUR-ENO VALLEY STA	009	K	05/08/2023	25	693	21:10
WESTPAC	CO-WY	D	072339	DEN-MONTBELLO STA	086	K	05/08/2023	16	1441	28:10
ATLANTIC	NEW YORK 3	C	353805	HIGHLAND MILLS	001	K	05/08/2023	15	643	11:47
SOUTHERN	AL-MS	G	013330	GADSDEN	010	K	05/08/2023	13	493	07:50
SOUTHERN	AL-MS	T	014050	HELENA	809	J	05/08/2023	12	621	09:06
ATLANTIC	MARYLAND	G	239828	WOODBINE	231	H	05/08/2023	11	474	06:22
ATLANTIC	CONNECTICUT	D	085576	OLD LYME	001	H	05/08/2023	11	503	06:45
SOUTHERN	TEXAS 1	W	482390	DENTON	029	J	05/08/2023	11	501	06:44
ATLANTIC	DE-PA 2	D	414188	KEMPTON	001	J	05/08/2023	10	495	06:03
ATLANTIC	CONNECTICUT	D	085576	OLD LYME	006	H	05/08/2023	9	539	05:55
CENTRAL	KS-MO	D	198362	SHA-MONTICELLO BR	051	H	05/08/2023	9	498	05:28
ATLANTIC	DE-PA 2	D	414188	KEMPTON	002	H	05/08/2023	9	447	04:55

Rural Activity Scan – Outlier Report – Example

The RRECS Activity Scan Outlier Report will be sent out daily on a per scan type basis.
Top outlier routes by District to be addressed:

Review options

- 1. Total Parcel Scans
- 2. Total UNSCANPARCEL entries
- 3. Time equivalent added toward route evaluation based on scan activity

1

2

3

Area ID	Area Name	District ID	District	MPOO	Finance	Facility	Route	Route Type	DATE	Scanned Parce	UNSCANPARCEL	Time Added HH:MM
4J	CENTRAL	500	IA-NE-SD	E	467862	SIO-SOUTHWEST ANX	053	J	05/08/2023	127	739	09:51
4B	ATLANTIC	270	NORTH CAROLINA	N	366848	SANFORD	007	J	05/08/2023	128	265	03:32
4B	ATLANTIC	270	NORTH CAROLINA	N	366848	SANFORD	005	J	05/08/2023	128	196	02:36
4G	SOUTHERN	780	TEXAS 3	L	489855	WOLFFORTH	001	K	05/08/2023	145	192	02:33
4J	CENTRAL	450	OHIO 2	A	381758	COL-GAHANNA CARRIER ANX	008	K	05/08/2023	284	170	02:16
4G	SOUTHERN	730	AR-OK	L	40765	BENTON	005	K	05/08/2023	250	161	02:08
4E	WESTPAC	970	ID-MT-OR	D	156326	NAM-PARKCENTRE CARRIER ANX	026	K	05/08/2023	160	161	02:08
4J	CENTRAL	460	INDIANA	G	173355	GRANGER	022	K	05/08/2023	155	160	02:08
4E	WESTPAC	970	ID-MT-OR	D	156326	NAM-PARKCENTRE CARRIER ANX	017	H	05/08/2023	140	152	02:01
4B	ATLANTIC	120	NEW YORK 3	G	353375	GREENFIELD CENTER	002	K	05/08/2023	48	147	01:57
4B	ATLANTIC	270	NORTH CAROLINA	N	366848	SANFORD	010	K	05/08/2023	117	146	01:56
4E	WESTPAC	800	CO-WY	E	75634	LONGMONT	010	K	05/08/2023	173	144	01:55
4G	SOUTHERN	370	TENNESSEE	G	476132	MURFREESBORO	027	K	05/08/2023	100	141	01:52

Rural Activity Scan – Revelation Log

Station completes log and files on site for later verification

- 1. Hyperlink: RRECS Scan Activity Resources page
- 2. Log the conversation with carrier(s)
- 3. Notate Root Cause and Resolution

2

RRECS Activity Scans Revelation Log							1 RRECS Activity Scan Page	
Date of Conversation	Employee Name	Route Carrier was on day of Event	Supervisor Name	Date of Scan Anomaly	Activity Scan Type	Root Cause	Resolution / Action Taken by Management	Additional Comments
						3		

Rural Activity Scan Menu

1. After log-in completion, carriers must enter their User Role as **6 Rural Carrier**
2. Select Rural Carrier to access **R Rural Activity Scans**
3. Select Enter to find Rural Activity Scan Menu

1. User Role Menu



2. On Street Menu



3. Rural Activity Scan Menu



NOTE 1:
Option R (Rural Activity Scans) is only available when 6 - Rural Carrier is selected.

Rural Activity Scan Menu Overview



Group1 Required Daily

HK	SCAN NAME
1	CLOCKIN
6	STARTLOADVEH
7	ENDLOADVEH
8	DEPART2ROUTE
J	RETURN2DU
L	CLOCKOUT

Group2 Additional Scan

HK	SCAN NAME
D	OUTLUNCH
E	RETURNLUNCH
F	STARTDEVIATION
G	ENDDEVIATION
K	PMCASING

Group3 Saturation Mailings

HK	SCAN NAME
2	FLATSWSS
3	LETTERSWSS
4	FLATSBXHOLDERS
5	LETTERSBOXHOLDERS

Group 4 Delivery Activities

HK	SCAN NAME
9	TRIP2DOOR
A	DOORMISC
B	AUTHDISMOUNT
C	UNSCANPARCEL
O	CARRIERPU

Group 5 Sales Activities

HK	SCAN NAME
H	PSTGDUECUSTOMS
I	POSTAGEDUESHORTPD
M	RURALREACHCUSTOMER
N	STAMPSTOCKSALES

Group 1: Required Daily Scans

- (1) CLOCKIN
- (6) STARTLOADVEH
- (7) ENDLOADVEH
- (8) DEPART2ROUTE
- (J) RETURN2DU
- (L) CLOCKOUT

Required Daily Scans: **CLOCKIN**

Must select **CLOCKIN** upon arriving at work, immediately retrieve and login to the MDD. The CLOCKIN selection records the start of the workday for the carrier.

1. Select **CLOCKIN** scan
2. Confirmation screen appears



Clock-In Scan will auto-populate the 4240 'Rptd at Post Office' in RMSS.

[illegible]

Required Daily Scans: STARTLOADVEH

Must select **STARTLOADVEH** when moving loaded conveyance from work area to begin loading vehicle for delivery. Carriers may have multiple **STARTLOADVEH** selections in a day if additional trips to load are required. Ensure this keystroke is followed by **ENDLOADVEH** once loading is complete. There is no change to previously established loading procedures.

1. Select **STARTLOADVEH** scan

2. Confirmation screen appears

HOT-KEY

6 STARTLOADVEH

Required Daily



Note: Cased mail and organized parcels should be already loaded into conveyance

Required Daily Scans: ENDLOADVEH

Must select **ENDLOADVEH** when returning empty conveyance to designated location after vehicle loading is complete. Carrier may have multiple **ENDLOADVEH** selections in a day, if additional trips to load are required.

1. Select **ENDLOADVEH** scan

2. Confirmation screen appears

HOT-KEY

7 ENDLOADVEH

Required Daily



Required Daily Scans: DEPART2ROUTE

Must select **DEPART2ROUTE** when starting the vehicle to depart delivery unit, to service route. The DEPART2ROUTE selection begins the route delivery time.

1. Select **DEPART2ROUTE** scan
2. Confirmation screen appears



DEPART2ROUTE will auto-populate the 4240 'Left Office to Serve Route' in RMSS.

[illegible]

Required Daily Scans: RETURN2DU

Must select **RETURN2DU** after returning to the office, stopping the vehicle by turning off the key, after all route delivery is complete. This begins timing of End of Shift duties.

1. Select **RETURN2DU** scan
2. Confirmation screen appears



RETURN2DU will auto-populate the 4240 'Rtnd to Post Office' in RMSS.

[illegible]

Required Daily Scans: CLOCKOUT

Must select **CLOCKOUT** upon returning scanner to the cradle and departing the delivery unit for the day (after all work activities are complete).

1. Select **CLOCKOUT** scan
2. Confirmation screen appears

HOT-KEY

L CLOCKOUT

Required Daily



CLOCKOUT will auto-populate the 4240 'Comp Work Post Office' in RMSS.

Route Schedule				05:00	05:30	06:00	Rotating School										Total Active Early Finish Arrival Time		Total Active Early Finish Departure Time		GACA Info		Other Notes		2nd Dismissal		3rd Dismissal																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Day of Week	Date	Off Hr	Off Min	Off Sec	Off Min	Off Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min	Comm. Sec	Comm. Hr	Comm. Min

Group 2: Additional Daily Scans

(D) OUTLUNCH
(E) RETURNLUNCH
(F) STARTDEVIATION
(G) ENDDEVIATION
(K) PM CASING

Additional Daily Scans: OUTLUNCH

Upon beginning any discretionary break. Carrier may have multiple **OUTLUNCH** selections. **OUTLUNCH** selection can occur in office or on route. Ensure this keystroke is followed by RETURNLUNCH. Does NOT include restroom breaks.

1. Select **OUTLUNCH** scan
2. Confirmation screen appears



OUTLUNCH will auto-populate the 4240 'Lunch Time' in RMSS.

[illegible]

Additional Daily Scans: RETURNLUNCH

Upon returning from any discretionary break. Carrier may have multiple **RETURNLUNCH** selections. Selection can occur in office or on route.

1. Select **RETURNLUNCH** scan
2. Confirmation screen appears



RETURNLUNCH will
auto-populate the 4240
'Lunch Time'
in RMSS.

Access Schedule		10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Day of the Week	Date	Shift of the Week	1st Shift Start Time	1st Shift End Time	2nd Shift Start Time	2nd Shift End Time	3rd Shift Start Time	3rd Shift End Time	4th Shift Start Time	4th Shift End Time	5th Shift Start Time	5th Shift End Time	6th Shift Start Time	6th Shift End Time	7th Shift Start Time	7th Shift End Time	8th Shift Start Time	8th Shift End Time	9th Shift Start Time	9th Shift End Time	10th Shift Start Time	10th Shift End Time	11th Shift Start Time	11th Shift End Time	12th Shift Start Time	12th Shift End Time	13th Shift Start Time	13th Shift End Time	14th Shift Start Time	14th Shift End Time	15th Shift Start Time	15th Shift End Time	16th Shift Start Time	16th Shift End Time	17th Shift Start Time	17th Shift End Time	18th Shift Start Time	18th Shift End Time	19th Shift Start Time	19th Shift End Time	20th Shift Start Time	20th Shift End Time	21st Shift Start Time	21st Shift End Time													
Mon	10/1/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	10/2/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Wed	10/3/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Thu	10/4/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Fri	10/5/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sat	10/6/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sun	10/7/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Mon	10/12/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	10/13/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Wed	10/14/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Thu	10/15/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Fri	10/16/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sat	10/17/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sun	10/18/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Mon	10/19/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	10/20/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Wed	10/21/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Thu	10/22/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Fri	10/23/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sat	10/24/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sun	10/25/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Mon	10/26/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	10/27/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Wed	10/28/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Thu	10/29/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Fri	10/30/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sat	10/31/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sun	11/1/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Mon	11/2/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	11/3/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Wed	11/4/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Thu	11/5/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Fri	11/6/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sat	11/7/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Sun	11/8/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Mon	11/9/2020	10:00	11:00	14:00	15:00	Rotating Section No.										1st Shift		2nd Shift		3rd Shift		4th Shift		5th Shift		6th Shift		7th Shift		8th Shift		9th Shift		10th Shift		11th Shift		12th Shift		13th Shift		14th Shift		15th Shift		16th Shift		17th Shift		18th Shift		19th Shift		20th Shift		21st Shift	
Tue	11/10/2020	10:00	11:00	14:00	15:00</																																																				

Additional Daily Scans: **STARTDEVIATION**

Upon leaving the official line of travel to deliver **Priority Mail Express ONLY**. No other types of deviations are covered under this selection.

1. Select **STARTDEVIATION** scan

2. Confirmation screen appears

HOT-KEY

F STARTDEVIATION



Additional Daily Scans: **ENDDEVIATION**

Upon returning to the official line of travel from delivering **Priority Mail Express ONLY**. No other types of deviations are covered under this selection.

1. Select **ENDDEVIATION** scan

2. Confirmation screen appears

HOT-KEY

G ENDDEVIATION



Additional Daily Scans: **PMCASING**

Use after completion of all other End-of-Shift duties **before** beginning to case mail for the next delivery day. May also be used if directed to perform additional trips after completion of other End-of-Shift activities. (Record second trip as done today on Form 4240).

1. Select **PMCASING** scan

2. Confirmation screen appears

HOT-KEY

K PMCASING



Saturation Mailing Scans

- (2) FLATSWSS
- (3) LETTERSWSS
- (4) FLATSBOXHOLDERS
- (5) LETTERSBOXHOLDERS

Saturation Mailing Scans: FLATSWSS

If a flat saturation mailing identified as walk sequence (WSS) **has an address and has NOT been processed on automation equipment**, use this keystroke **ONCE** to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on **FIRST day of delivery**.

1. Select **FLATSWSS** scan.



2. **FLATSWSS** second screen appears. Select **Residence Only** or **All Deliveries**. Click **Enter**.



3. Confirmation screen appears.



HOT-KEY

2 FLATSWSS

Address Specificity	
Yes	WSS
No	Boxholder

Saturation Mailing Scans: LETTERSWSS

If a letter saturation mailing identified as walk sequence (WSS) **has an address and has NOT been processed on automation equipment**, use this keystroke **ONCE** to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the **FIRST day of delivery**.

1. Select **LETTERSWSS** scan.

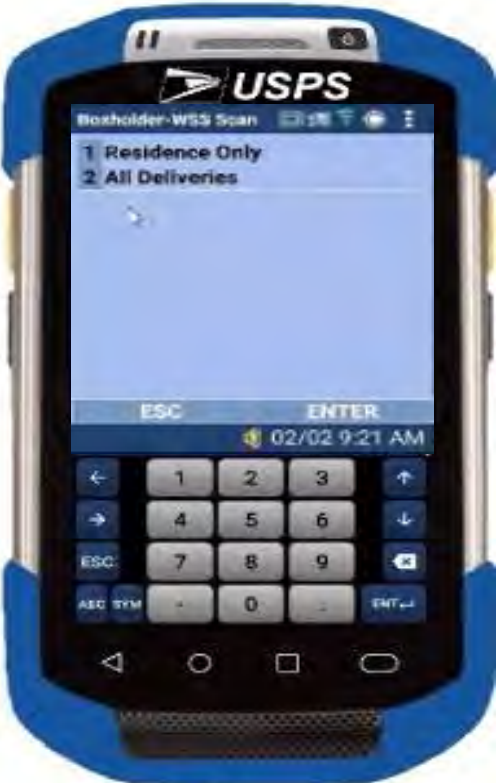
2. **LETTERSWSS** second screen appears. Select **Residence Only** or **All Deliveries**. Click **Enter**.

3. Confirmation screen appears.

HOT-KEY

3 LETTERSWSS

Address Specificity	
Yes	WSS
No	Boxholder



Saturation Mailing Scans: FLATSBOXHOLDER

If a flat saturation mailing **does NOT have an address**, use this keystroke **ONCE** to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the **FIRST day of delivery**.

1. Select **FLATSBOXHOLDER** scan.
2. **FLATSBOXHOLDER** second screen appears. Select **Residence Only** or **All Deliveries**. Click **Enter**.
3. Confirmation screen appears.

HOT-KEY

4 FLATSBOXHOLDER

Address Specificity	
Yes	WSS
No	Boxholder



Saturation Mailing Scans: LETTERSBOXHOLDER

If a letter saturation mailing **does NOT have an address**, use this keystroke **ONCE** to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the **FIRST day of delivery**.

1. Select **LETTERSBOXHOLDER** scan.
2. **LETTERSBOXHOLDER** second screen appears. Select **Residence Only** or **All Deliveries**. Click **Enter**.
3. Confirmation screen appears.

HOT-KEY

5 LETTERSBOXHOLDER

Address Specificity	
Yes	WSS
No	Boxholder



Delivery Activity Scans

- (9) TRIP2DOOR
- (A) DOORMISC
- (B) AUTHDISMOUNT
- (C) UNSCANPARCEL
- (O) CARRIERPU

Delivery Activity Scans: TRIP2DOOR

Use **TRIP2DOOR** when additional trips **beyond single trip** are required to deliver or collect items to/from customer. **Enter the total number of trips (initial trip + number of additional trips)** to the delivery/pickup location. This does NOT include authorized dismount locations.

HOT-KEY

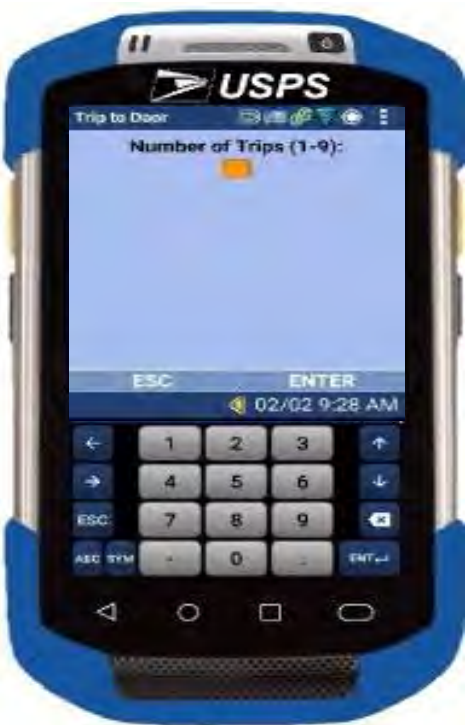
9 TRIP2DOOR

1. Select **TRIP2DOOR** scan

2. **TRIP2DOOR** second screen appears

3. Type # of trips taken to the door

4. Confirmation screen appears



Delivery Activity Scans: DOORMISC

Use **DOORMISC** after completing trip to door where there is no item available for scanning or parcel for delivery.
Example: Hold Mail Delivery (letters and flats).

HOT-KEY

A DOORMISC

1. Select **DOORMISC** scan

2. **DOORMISC** second screen appears

3. Type the # of trips taken to the door

4. Confirmation screen appears



Delivery Activity Scans: AUTHDISMOUNT

Use **AUTHDISMOUNT** if an authorized dismount location requires additional trip(s), beyond initial trip, to complete delivery. Only applies to authorized dismount locations which are typically a business, school, etc. **Enter total number of trips (initial trip + number of additional trips)** required at the authorized dismount location.



1. Select **AUTHDISMOUNT** scan

2. **AUTHDISMOUNT** second screen appears

3. Type # of trips to complete the dismount

4. Confirmation screen appears



Delivery Activity Scans: UNSCANPARCEL

Use **UNSCANPARCEL** when an obvious parcel (not a letter or flat) is delivered and has no barcode or the label is missing or completely unreadable. Includes small parcels delivered to the mailbox and parcel lockers. **DO NOT USE** if barcode is manually entered when delivered.

1. Select **UNSCANPARCEL** scan
2. Select delivery location
Carrier should select Front Door/Porch on "Unscannable Parcel" Screen
3. Confirmation screen appears

HOT-KEY
C UNSCANPARCEL



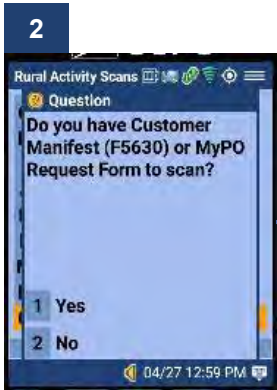
Delivery Activity Scans: CARRIERPU

Use **CARRIERPU** when performing a carrier pickup or accepting a **prepaid parcel over 2 lbs.** Enter the total number of parcels / containers picked up. Up to 5 parcels may be scanned accepted under Hot Key “O” for prepaid acceptance scan. If a Manifest Form 5630 / MYPO pickup form is present or directed to scan all items “accepted”, scan the barcode(s) using “Prepaid Acceptance” from the “On Street” menu.

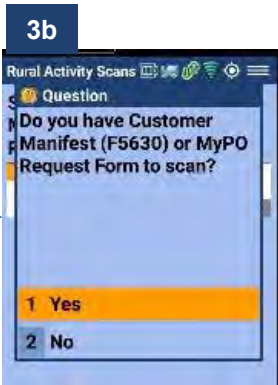
1. Select **CARRIERPU** scan



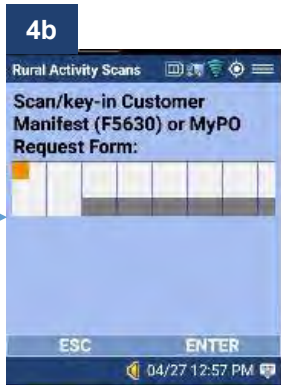
After selecting option R.Rural Activity Scans on a main menu, select option O. CARRIERPU, Enter



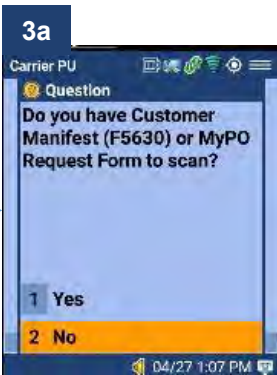
Rural Activity Scans screen shows with question to scan Customer Manifest or MyPO Form



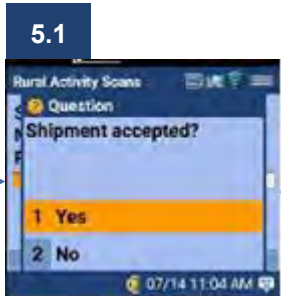
If any of these forms available, select 1.Yes



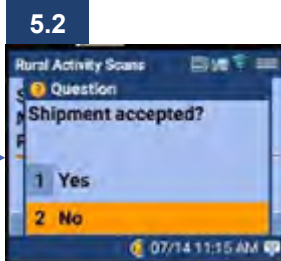
Scan/key-in F5630 or MyPO Form screen appears for scanning



If none of the forms available, select 2.No and proceed without scanning



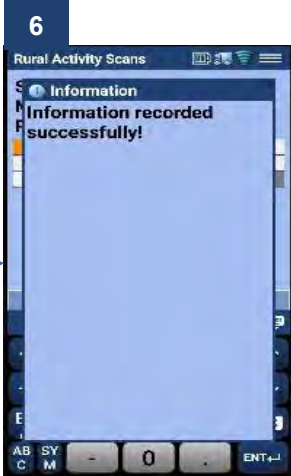
Shipment Entry accepted question pops up, select 1.Yes



Shipment Entry accepted question pops up, select 2. No



CarrierPU screen with number for picked up pkgs up to 99 displayed

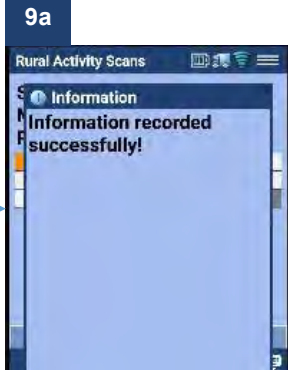


Information recorded

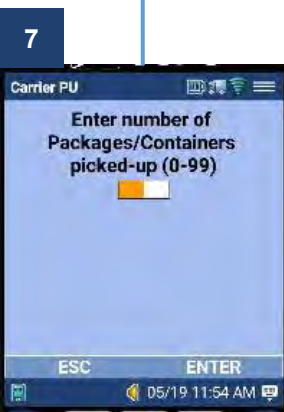
Delivery Activity Scans: CARRIERPU (cont.)



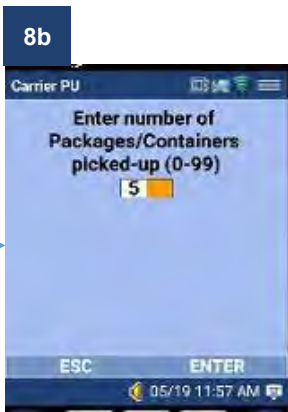
If zero packages available for pick up, type '0' and Press Enter



Information recorded



CarrierPU screen with number for picked up pkgs up to 99 displayed



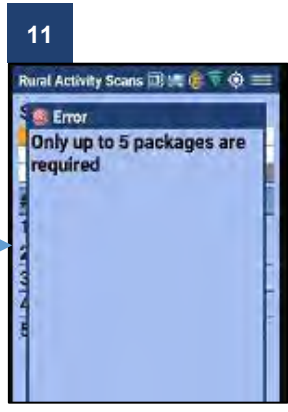
Type number of picked up pkgs (allowed from 0 to 99) Press Enter



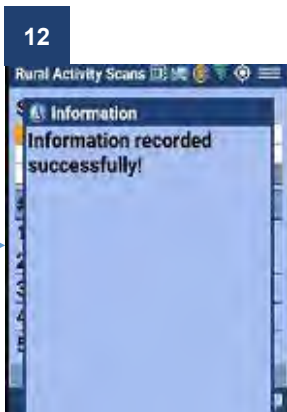
Laser for Continuous Scanning autoactivated



Scanned pkgs for pick up listed



When the 6th pkg scanned, an error message pops up.



Information recorded



Device goes back to Scan Barcode screen

NOTE

Tips

- 11 If you attempt to scan a 6th package, an **Error screen** will pop up. **Maximum of 5 packages** can be scanned.
- 13 If the **Scan Barcode** option *from the main menu* is used to scan a **CARRIERPU** barcode, an Error message about an invalid barcode will pop up.
- + If no action is taken in roughly 50 seconds, a warning message will pop up.

Sales Activity Scans

(H) POSTAGEDUECUSTOMS
(I) POSTAGEDUESHORTPD
(M) RURALREACHCUSTR
(N) STAMPSTOCKSALES

Sales Activity Scans: PSTGDUECUSTOMS

When collecting or attempting to collect funds for **Customs Duty / Tax** from the customer.

1. Select **PSTGDUECUSTOMS** scan

2. Confirmation screen appears

HOT-KEY

H PSTGDUECUSTOMS



Sales Activity Scans: PSTGDUESHORTPD

When collecting or attempting to collect funds for postage due / short paid mail, from customer.

Note: This is NOT Customs Duty / Tax collection

1. Select **PSTGDUESHORTPD** scan

2. Confirmation screen appears

HOT-KEY

I PSTGDUESHORTPD



Sales Activity Scans: **RURALREACHCUST**

When engaging a customer to generate a lead for the “Rural Reach” program.

1. Select **RURALREACHCUST** scan
2. Confirmation screen appears

HOT-KEY

M RURALREACHCUST



Sales Activity Scans: STAMPSTOCKSALES

When completing a sale of stamps, while servicing the route.

1. Select **STAMPSTOCKSALES** scan
2. Confirmation screen appears

HOT-KEY

N STAMPSTOCKSALES



Monitoring & Reports for Keystroke Activity in RMSS

RMSS 4240: Monitoring Scans

To view scanning information conducted by carriers in RMSS for each route:

1. Visit rmss.usps.gov, and log in using your ACE ID and password.
2. Click the “Time Keeping” and “Form 4240” tabs in the left side menu.
3. In the “Facility” dropdown menu, type the finance number. In the “Route” dropdown, select the route you would like to view.
4. Click the green scanner button within each date (if available) to view scan timestamps recorded by the MDD scanner against scan timestamps recorded in the Form 4240.

The screenshot shows the RMSS-Form4240 Editor interface. The browser address bar shows rmss.usps.gov/#/timeKeeping/form4240. The left sidebar contains a menu with items: Home, Reporting, Time Keeping (highlighted with a green circle 2), Route Info, Carrier Roster, Form4240, Admin, RCA/PTF Leave, and Manage Timecards. The main content area shows the Form 4240 grid. At the top, there are dropdowns for Period (03 - 2022), Facility (355280 - MIDDLE ISLAND, NY), and Route (LK-001). A green circle 1 points to the browser address bar. A green circle 3 points to the Facility dropdown. A green circle 4 points to a green scanner button in the Date column of the Form 4240 grid. The grid has columns for Day of Week, Date, Left Office, Rptd. at Post Office, Rtd. to Post Office, Comp. Work Post Office, Lunch Period Actual Time, Rotating Relief, Daily Overtime, and DACA Info. The grid is divided into Week 1 and Week 2. A warning message at the top states: "Alert! You have entered a DACA Code 3 or 5 for Carrier Name who is listed on the Relief Day Work List. (RDWL). In accordance with Article 9.2.C.5.(1), there is an additional option available for selection by a regular rural carrier who works on the relief day. Please refer to Article 9.2.C.5.(1) for detailed information." The bottom of the grid shows Weekly Work Hours and Regular Carrier Weekly Overtime.

NOTE: The green scanner button will not be available if the carrier does not conduct scans using their scanner for their route.

RMSS 4240: Monitoring Scans

Complete scan timestamps in the Form 4240:

- 5. Make note of any discrepancies between the Form 4240 and carrier's MDD Scanner information, such as missing scans (scans not conducted by the carrier).
- 6. Click "Save" to enter the timestamps recorded by the MDD scanner in place of the Form 4240 entry on file for each scan.
- 7. For the remaining missing scans in the Form 4240 table, carrier must provide the most accurate timestamp possible for each activity.

The screenshot shows the 'RMSS-Form4240 Editor' window. The main content area displays a table titled 'Scans received on 01/15/2022'. The table has columns for 'Source', 'Rptd. at Post Office (2)', 'Left Office to Serve Route (3)', 'Rtnd. to Post Office (4)', 'Comp. Work Post Office (5)', 'Lunch Time Starts (6)', and 'Lunch Time Ends (6)'. The 'Actual' row shows 'Form4240' with timestamps: 06:30, 08:40, 11:51, 11:55. The 'Carrier A' row shows 'MDD Scanner' with timestamps: 06:30, 08:41, 11:55. A yellow arrow points from the text box on the left to the 'Form4240' row. Below the table are 'Save' and 'Cancel' buttons. The background shows the 'Rural Management Support System' interface with various navigation links and a calendar view.

	Source	Rptd. at Post Office (2)	Left Office to Serve Route (3)	Rtnd. to Post Office (4)	Comp. Work Post Office (5)	Lunch Time Starts (6)	Lunch Time Ends (6)
Actual	Form4240	06:30	08:40	11:51	11:55		
Carrier A	MDD Scanner	06:30	08:41		11:55		

Times within the 4240 page are auto-populated if the RRECS Scan is completed.

RMSS Daily Time Sheet: Regulating Scans

The 'MDD Daily Time' page has been enabled in RMSS for a different view of 4240 Timekeeping data.

RRECS Scans Auto-Populate this screen as well.



UNITED STATES POSTAL SERVICE Rural Management Support System

Approval Settings Help Log out

Home Reporting Time Keeping

Period: 03 - 2022 (01/15/2022 - 01/28/2022) Facility: Facility Name

Save Date Week 1 SATURDAY - 01/15/2022 Compliance 100.00%

Display Schedules: N Y Display Auto-Times: N Y

Submit Feedback for The MDD Daily Time Sheet


Route	DACA	Carrier	Report	Left	Return	End	Office Lunch	Street Lunch	Reg. Hours	Reg. Daily OT Hours	Rel. Hours	EM/GT	Rte Dev/ Miles Omit	2nd Trip Minutes	8127 Minutes
LJ-014		Carrier A Reg. Carrier Assist (0.00)	07:01	10:44	15:32	15:37		14	8.37			E			27
LK-017	K	Carrier B	07:11	11:41	16:30	16:30			9.32			E			N/A
LK-022		Carrier C Reg. Carrier Assist (0.00)	07:02	07:15	16:06	16:16			9.23			E			
LK-023	5		06:41	10:41	14:45	14:54			8.22			G	N/A		

Current Date: 01/31/2022 | Day 3 of Pay Period 04

Version: 1.3.0.2 | API Documentation

RMSS MDD Scan Review

A daily review must be conducted by EAS to confirm RRECS Activity Scans have been reviewed:



Rural Management Support System

Approval Settings Help Log out

Home

Reporting

Time Keeping

Route Info

Carrier Roster

Form 4240

MDD Daily Time

MDD Scan Review

Adhoc

Xmas Assist

RCA/PTF Leave

Manage Timecards

Scheduler

Form 4003

Period: 01 - 2022 (12/18/2021 - 12/31/2021) Facility


Date [NOT REVIEWED] Week 1 SUNDAY - 12/19/2021 Review

MDD SCANS - NOT REVIEWED

Route	EIN	Name	CLOCKIN	START LOADVEH	END LOADVEH	DEPART2 ROUTE	OUT LUNCH	RETURN LUNCH	START DEVIATION	END DEVIATION	RETURN2 DU	PMCASING	CLOCK
001													
003													
006													
011	001				0	0		0		0		0	0
012	003				0	0		0		0		0	0
013	005				0	0		0		0		0	0
014	011				0	0		0		0		0	0
021	012				0	0		0		0		0	0
123	013				0	0		0		0		0	0
654	014				0	0		0		0		0	0
	021				0	0		0		0		0	0
	123				0	0		0		0		0	0
	654				0	0		0		0		0	0

MDD SCAN Review

RRECS MDD Scan Review

 **UNITED STATES
POSTAL SERVICE**

Rural Management Support System

Home

Reporting

Time Keeping

Route Info

Carrier Roster

Form4240

MDD Daily Time

MDD Scan Review

Adhoc

Period: 01 - 2022 (12/18/2021 - 12/31/2021)

Facility:

Date

[REVIEWED] Week 1 SATURDAY - 12/18/2021

[REVIEWED] Week 1 SATURDAY - 12/18/2021

[NOT REVIEWED] Week 1 SUNDAY - 12/19/2021

[NOT REVIEWED] Week 1 MONDAY - 12/20/2021

[NOT REVIEWED] Week 1 TUESDAY - 12/21/2021

[NOT REVIEWED] Week 1 WEDNESDAY - 12/22/2021

[NOT REVIEWED] Week 1 THURSDAY - 12/23/2021

[NOT REVIEWED] Week 1 FRIDAY - 12/24/2021

[NOT REVIEWED] Week 2 SATURDAY - 12/25/2021 (HOLIDAY)

[NOT REVIEWED] Week 2 SUNDAY - 12/26/2021

[NOT REVIEWED] Week 2 MONDAY - 12/27/2021

[NOT REVIEWED] Week 2 TUESDAY - 12/28/2021


[NOT REVIEWED] Week 2 WEDNESDAY - 12/29/2021

[NOT REVIEWED] Week 2 THURSDAY - 12/30/2021

[NOT REVIEWED] Week 2 FRIDAY - 12/31/2021 (HOLIDAY)

Route	END LOADVEH	DEPART2 ROUTE
001		
003		
006		
011		
012		

RMSS MDD Scan Review



UNITED STATES
POSTAL SERVICE

Rural Management Support System

Home

Reporting

Time Keeping

Route Info

Carrier Roster

Form 4240

MDD Daily Time

MDD Scan Review

Period: 01 - 2022 (12/18/2021 - 12/31/2021)

Facility:

Date: [REVIEWED] Week 1 SATURDAY - 12/18/2021

Reviewed by: RWHT_ADMIN on 12/31/2021 09:30:21

Route	EIN	Name	CLOCKIN	START LOADVEH	END LOADVEH	DEPART2 ROUTE	OUT LUNCH	RET LUN
001								
003								
006								
011								

RRECS MDD Scan Review

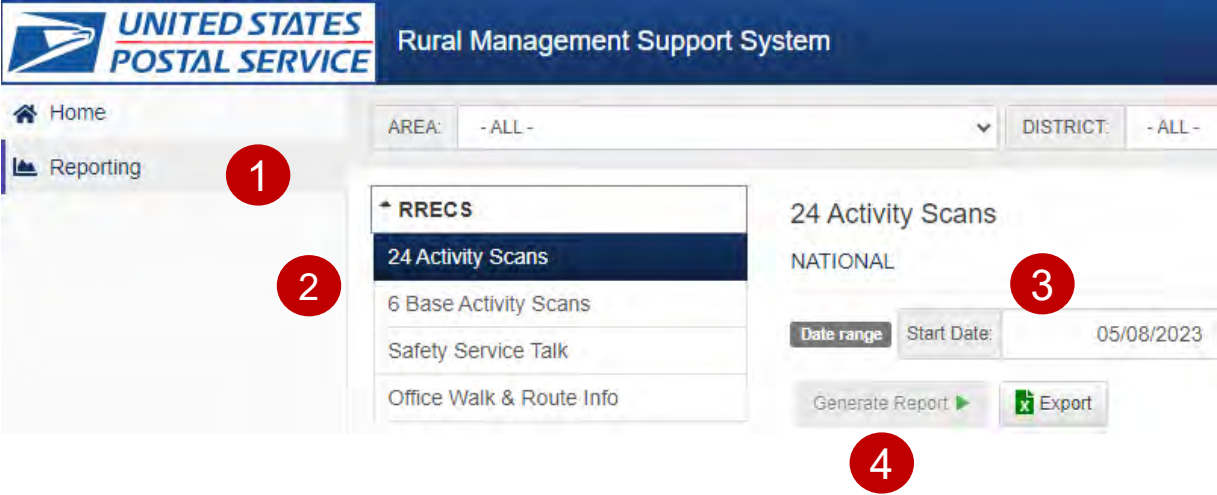
Excel Data Example

RMSS - MDD Scan Review																	
Facility: RURAL FACILITY (123456)																	
Year: 2022																	
Period: 01																	
Date	Route	EIN	Name	CLOCKIN	START LOADVEH	END LOADVEH	DEPART2 ROUTE	OUT LUNCH	RETURN LUNCH	START DEVIATION	END DEVIATION	RETURN2 DU	PMCASING	CLOCKOUT	LETTERS SWSS (Sets)	FLATS SWSS (Sets)	
12/18/2021	001														0	0	
12/18/2021	003														0	0	
12/18/2021	006														0	0	
12/18/2021	011														0	0	
12/18/2021	012														0	0	
12/18/2021	013														0	0	
12/18/2021	014														0	0	
12/18/2021	021														0	0	
12/18/2021	123														0	0	
12/18/2021	654														0	0	

LETTERS BOXHOLDERS (Sets)	FLATS BOXHOLDERS (Sets)	TRIP2DOOR (Trips)	DOORMISC (Trips)	AUTHDISMOUNT (Trips)	UNSCANPARCEL	CARRIERPU (Items)	POSTAGEDUE CUSTOMS	POSTAGEDUE SHORTPD	RURALREACH CUSTOMER	STAMPSTOCK SALES	
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

RRECS- RMSS Web Application (MDD Activity Scan Reporting)

- National / Area / District / MPOO / Facility Level - MDD Activity Scan Reporting
- RMSS eAccess User Role “NOT” Required
- 2 Activity Scans reports available (24 Activity Scans & 6 Base Activity Scans)
- Dynamic “Real Time” Updating



1. Select Reporting
2. Select Activity Scan Report
3. Enter Date range
4. Generate Report (excel)

Area Id ▲	Area Name ▲	Percent Reviewed ▲	CLOCKIN ▲	START LOADVEH ▲	END LOADVEH ▲	DEPART2 ROUTE ▲	OUT LUNCH ▲	RETURN LUNCH ▲
Total		0.00%	0.08	0.10	0.09	0.13	0.03	0.03
4B	ATLANTIC	0.00%	0.07	0.09	0.09	0.15	0.03	0.03
4E	WESTPAC	0.02%	0.07	0.10	0.10	0.14	0.03	0.03
4G	SOUTHERN	0.00%	0.08	0.10	0.10	0.13	0.04	0.04
4J	CENTRAL	0.00%	0.08	0.09	0.09	0.14	0.03	0.03

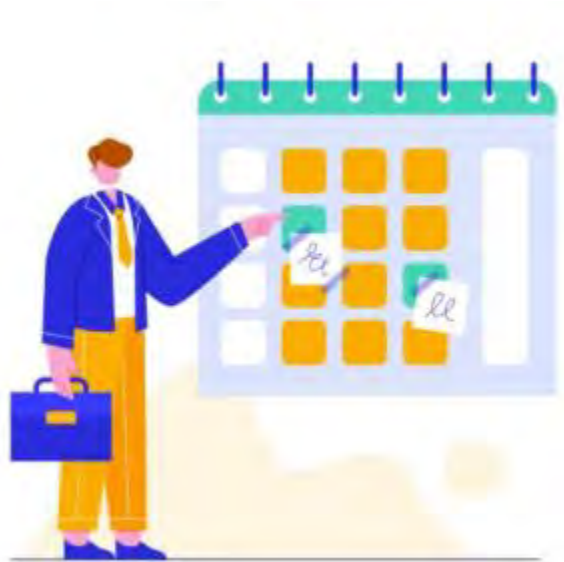
- Review percentage of completed routes
- Real-time data
- Shows all scans/keystrokes related to RRECS

Resources & Frequently Asked Questions

RRECS Keystrokes - Best Practices

1. Carriers must log-in correctly to MDD scanner immediately at the beginning of each workday using their AMS Zip and AMS route number
2. Carriers on Complex routes (Master/Sub or Parent/Child) must log-in correctly to MDD scanner using their Master/Parent Zip Code and Master/Parent route number and remain logged in to the same route for the entire duration of the route
3. Carrier must carry their MDD on and with them for the all-street functions, particularly when dismounting.
4. Carrier must ensure they perform daily scans each workday.
5. Carrier must scan parcels at the point of delivery.
6. Ensure MDD is properly returned and seated in cradle properly at end of each workday.
7. Use correct hot key for corresponding activity.

Resources – Split Routes



Splitting a route - Management may, on some occasions, split a route or schedule an RCA to serve a regular route and an auxiliary route.

Except in emergency situations, management must not schedule a leave replacement to serve on two full assignments or one full assignment and one or more partial assignments in a single day, if the evaluations of these assignments total twelve hours or more. (Step 4 Settlement G95R-4G-C00170298, April 24, 2002, and Wilson Letter September 1, 2000)

Resources – Split Routes (Using replacement carriers)

RMSS:

Enter appropriate DACA Code into 4240 for the regular carrier

- Select “Multiple Replacement Carriers Delivered the Route (Split Route)”
- Select Replacement carriers and enter time appropriately
- The RCA/PTF should enter their time on PS Form 1234 (Green Card)

RRECS Activity Scans/Keystrokes:

- Replacements should complete their primary assignments prior to beginning any work on split route
- Replacement carrier should log into scanner using route number of route being split
- Only complete a STARTLOADVEH and ENDLOADVEH scan/keystroke, and any of the other 18 applicable scans

No CLOCKIN, DEPART2ROUTE, RETURN2DU, or CLOCKOUT scan/keystroke is required on split routes since all time is recorded on PS Form 1234 (Green Card). Same RRECS Activity scan rule applies if using a regular rural carrier to provide assistance when splitting a route.



Resources – Providing Assistance on Regular Routes by Replacement Carrier

Required Scans when replacement carrier provides assistance to another route in addition from regularly scheduled route:

RRECS Activity Scans/Keystrokes:

- Replacements should complete their primary assignments prior providing assistance to another route
- Replacement carrier records time on PS Form 1234 (Green Card)
- Replacement carrier should log into scanner using route number for route they will be providing assistance to
- Only complete a STARTLOADVEH and ENDLOADVEH scan/keystroke, and any of the other 18 applicable scans

No CLOCKIN, DEPART2ROUTE, RETURN2DU, or CLOCKOUT scan/keystroke is needed since this should be completed by the assigned carrier and the replacements time is recorded on PS Form 1234 (Green Card). Same RRECS Activity scan rule applies if using a regular rural carrier to provide assistance on another route.

Resources

Refer to the [RRECS Blue Share page](#) for additional resources

- Activity Scan [Carrier Handout](#)
- Activity Scan [Keystroke Examples](#)
- Activity Scan [FAQ](#)
- **Activity Scan Outliers - New**

Blue United States Postal Service
You deliver for the country, we deliver for you.

Search | LiteBlue | Help | USPS.com

Tuesday, May 9, 2023

Home | My Work | My Life | Inside USPS

RRECS

Activity Scans | Mapping | Maintenance | Mini Mail Survey | References | Communication | RRECS Overview

HQ Rural "RRECS Inbox" for questions >>> [RRECS eMail Support](#) <<<
* [RRECS Scanning Memo - HQ Delivery VP Memo](#) ***
* [RRECS Activity Scan Outliers](#) (File used to identify routes with weekly RRECS Activity Scan totals exceeding baseline)

MDD Activity Scan (Key Strokes) Compensation

- ♦ [Rural Carrier Compensation \(05.19.22-05.20.22\)](#)
- ♦ [Rural Carrier Compensation \(05.12.22-05.18.22\)](#)
- ♦ [Rural Carrier Compensation \(05.05.22-05.11.22\)](#)
- ♦ [Rural Carrier Compensation \(04.23.22-05.04.22\)](#)
- ♦ [Rural Carrier Compensation \(04.21.22-04.22.22\)](#)
- ♦ [Rural Carrier Compensation \(04.14.22-04.20.22\)](#)
- ♦ [Rural Carrier Compensation \(04.07.22-04.13.22\)](#)
- ♦ [Rural Carrier Compensation \(03.31.22-04.06.22\)](#)
- ♦ [Rural Carrier Compensation \(03.24.22-03.30.22\)](#)
- ♦ [Rural Carrier Compensation \(03.17.22-03.23.22\)](#)
- ♦ [Rural Carrier Compensation \(03.10.22-03.16.22\)](#)
- ♦ [Rural Carrier Compensation \(03.03.22-03.09.22\)](#)
- ♦ [Rural Carrier Compensation \(02.26.22-03.02.22\)](#)

MDD Scanner Materials

- ♦ [MDD Activity Scans-Carrier Handout \(04.27.22\)](#)
- ♦ [MDD Activity Scans-Keystroke Examples \(01.18.23\)](#)
- ♦ [MDD Activity Scans-FAQ \(05.01.23\)](#)
- ♦ [MDD Activity Scans-Training Guide \(11.01.22\)](#)
- ♦ [MDD Activity Scans-Training Zoom Recording](#) [Passcode: wy?n9%Sw](#)
- ♦ [MDD Activity Scans-Standup Talk](#)
- ♦ [MDD Setup Job Aid](#)
- ♦ [MDD Scanner Issue Job Aid](#)
- ♦ [MDD Scanner Diagnostics Job Aid](#)

FREQUENTLY ASKED QUESTIONS

1. Is management required to review keystrokes daily?

Answer: Yes. Managers should review keystrokes daily to ensure all keystrokes are being made appropriately. Managers should discuss any missing keystrokes or discrepancies with carrier to ensure the data collected is accurate.

2. If someone other than a Rural Carrier enters RRECS keystrokes, will the keystrokes be included in the new route evaluation?

Answer: Keystrokes from all carriers assigned to a route are included in the evaluations. It is imperative that all carriers properly log onto the scanner with the appropriate route number and that all necessary keystrokes are made while on any portion of the route.

3. Does the Postmaster have to log-in as a Rural Carrier if they are delivering the route?

Answer: Individual other than a rural carrier delivers a route, they must log-in as a rural carrier to access the rural activity scans menu. Completion of RRECS Activity Key/Scans ensures that the route is consistently credited with delivery activity.