Learn & Grow Series:

SAFETY SERVICE TALKS

RRECS ACTIVITY SCANS

May 2023

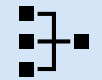UNITED STATES POSTAL SERVICE ®

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

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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

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Entering Safety Service Talk Time in RMSS

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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.
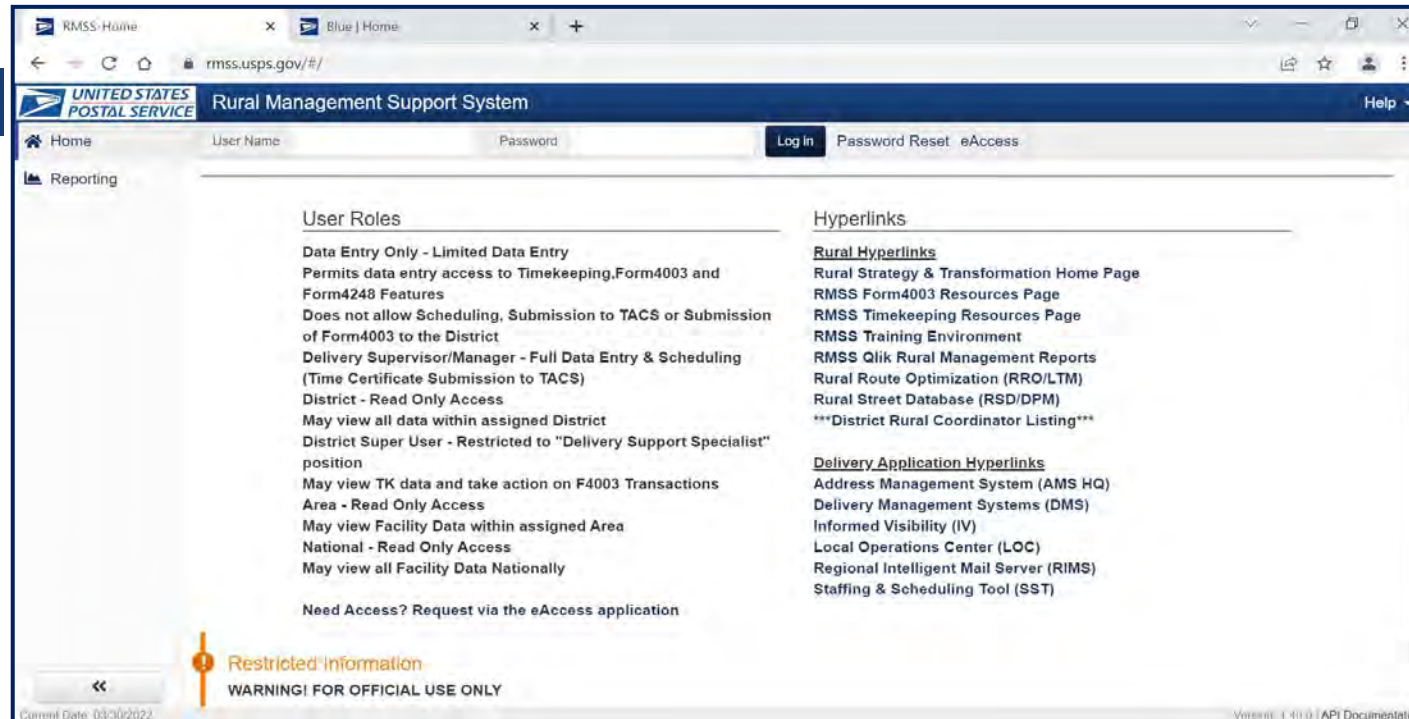
RMSS Home
rmss.usps.gov/#/

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

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RMSS Safety Service Talk – MDD Daily 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 1: Select **MDD Daily Time** from the left sidebar menu in RMSS.

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**.

RMSS Safety Service Talk – Input Actual Time

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).

RMSS Safety Service Talk – Save Actual Time

Step 2c: Click **Save**.

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

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.

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

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

RMSS – Review Actual Time for Safety Service Talk

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 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.

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RRECS Activity Scans/Keystrokes

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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

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

Area Name	District	MPOO	Finance	Facility	Route	Route Type	DATE	① FLATSWSS	② Total Deliveries	③ 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

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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

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

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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

RRECS Activity Scans Revelation Log							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

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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.

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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	FLATSBOXHOLDERS
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

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Group 1:
Required Daily Scans

(1) CLOCKIN

(6) STARTLOADVEH

(7) ENDLOADVEH

(8) DEPART2ROUTE

(J) RETURN2DU

(L) CLOCKOUT

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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

HOT-KEY

1 CLOCKIN

Required Daily

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

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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

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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

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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

HOT-KEY

8 DEPART2ROUTE

Required Daily

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

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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

HOT-KEY

J RETURN2DU

Required Daily

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

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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.

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Group 2:
Additional Daily Scans

(D) OUTLUNCH

(E) RETURNLUNCH

(F) STARTDEVIATION

(G) ENDDEVIATION

(K) PM CASING

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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

HOT-KEY

D OUTLUNCH

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

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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

HOT-KEY

E RETURNLUNCH

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

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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

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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

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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

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Saturation Mailing Scans

(2) FLATSWSS

(3) LETTERSWSS

(4) FLATSBOXHOLDERS

(5) LETTERSBOXHOLDERS

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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.**

HOT-KEY

2 FLATSWSS

Address Specificity	
Yes	WSS
No	Boxholder

1. Select **FLATSWSS** scan.

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

3. Confirmation screen appears.

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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

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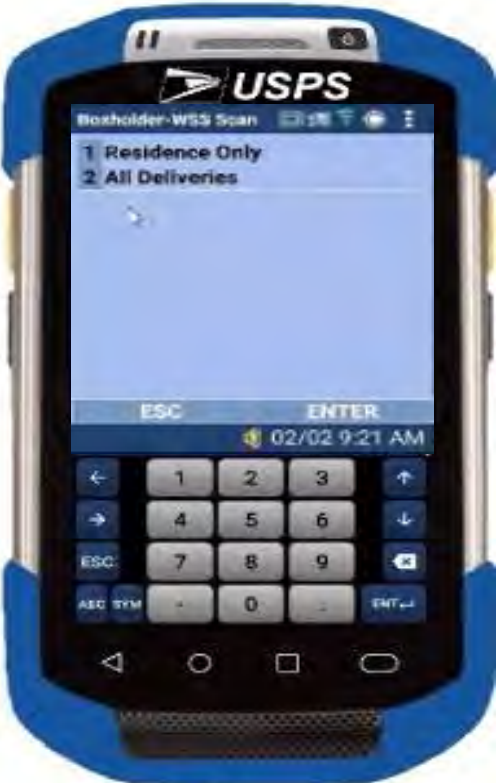
Saturation Mailing Scans: FLATSBOXHOLDER

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

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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

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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

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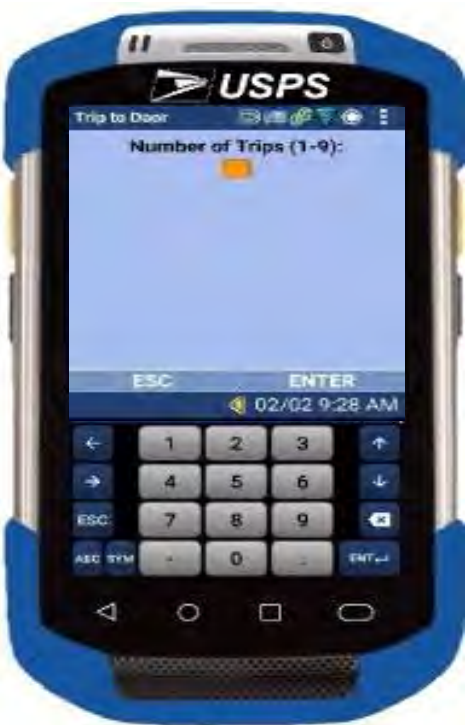
Delivery Activity Scans: DOORMISC

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

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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.

HOT-KEY

B AUTHDISMOUNT

1. Select **AUTHDISMOUNT** scan

2. AUTHDISMOUNT second screen appears

3. Type # of trips to complete the dismount

4. Confirmation screen appears

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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

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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

HOT-KEY
O CARRIERPU

2
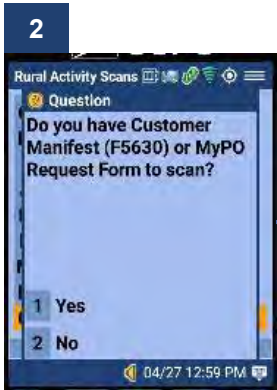
Rural Activity Scans screen shows with question to scan Customer Manifest or MyPO Form

3a

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

3b
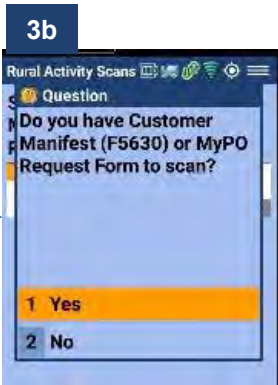
If any of these forms available, select 1.Yes

4b
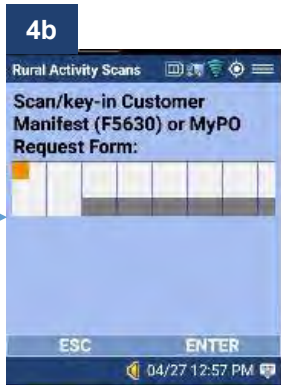
Scan/key-in F5630 or MyPO Form screen appears for scanning

4a

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

5.1
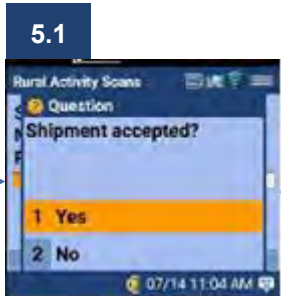
Shipment Entry accepted question pops up, select 1.Yes

5.2
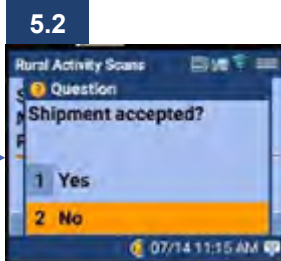
Shipment Entry accepted question pops up, select 2. No

6

Information recorded

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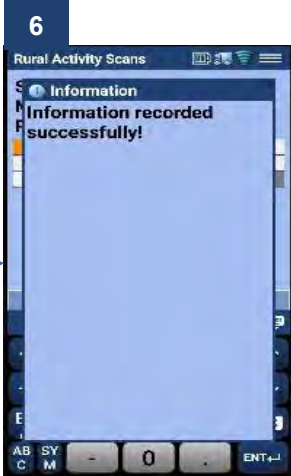
Delivery Activity Scans: CARRIERPU (cont.)

8a

If zero packages available for pick up, type '0' and Press Enter
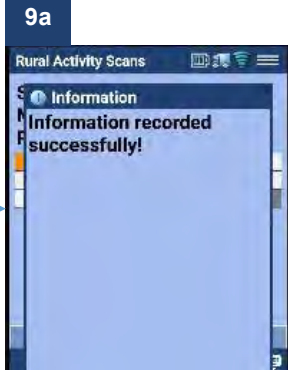
9a

Information recorded

7

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

8b
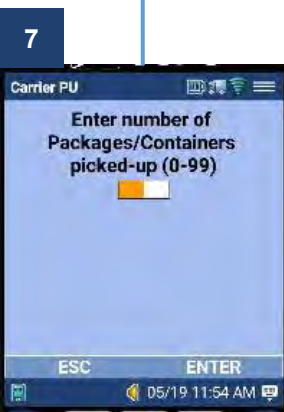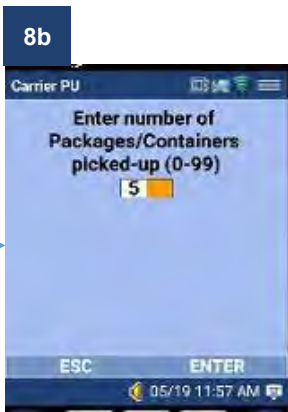
Type number of picked up pkgs (allowed from 0 to 99) Press Enter

9b

Laser for Continuous Scanning autoactivated

10

Scanned pkgs for pick up listed

11
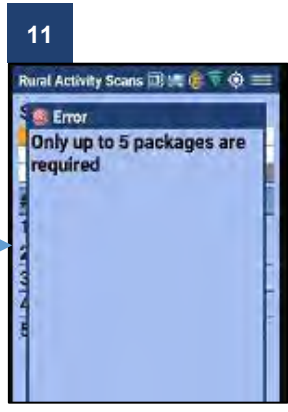
When the 6th pkg scanned, an error message pops up.

12

Information recorded

13
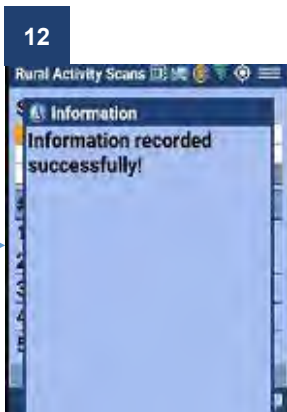
Device goes back to Scan Barcode screen

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Sales Activity Scans

(H) POSTAGEDUECUSTOMS

(I) POSTAGEDUESHORTPD

(M) RURALREACHCUSTR

(N) STAMPSTOCKSALES

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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

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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

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Sales Activity Scans: RURALREACHCUSTR

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

1. Select **RURALREACHCUSTR** scan

2. Confirmation screen appears

HOT-KEY

M RURALREACHCUSTR

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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

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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.

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.

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.

RMSS MDD Scan Review

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

RRECS MDD Scan Review

RMSS MDD Scan Review

RRECS MDD Scan Review

Excel Data Example

Date	Route	EIN	Name	CLOCKIN	START LOADVEH	END LOADVEH	DEPART2 ROUTE	OUT LUNCH	RETURN LUNCH	START DEVIATION	END DEVIATION	RETURN2 DU	PMCASING	CLOCKOUT	LETTERSWSS (Sets)	FLATSWSS (Sets)
12/18/2021	001															
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

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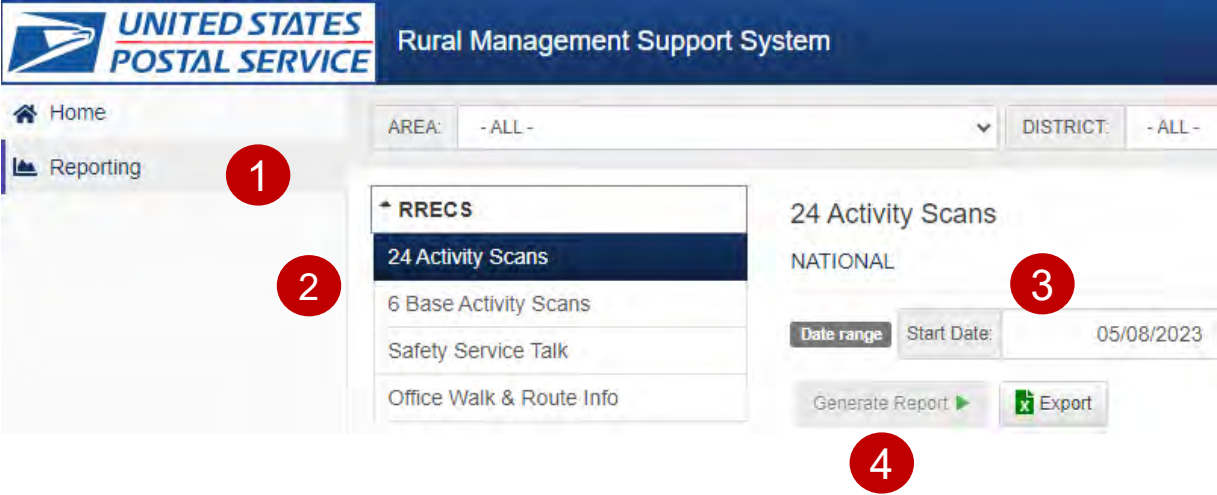
1. Select Reporting
2. Select Activity Scan Report
3. Enter Date range
4. Generate Report (excel)

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

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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.

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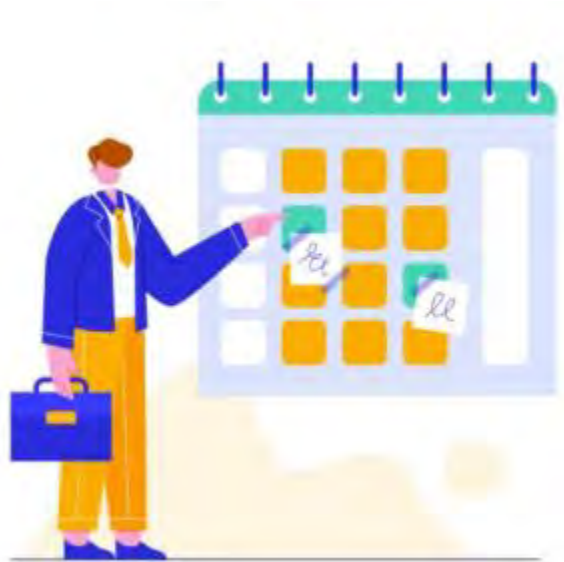
Splitting a route - Management may, on some occasions, split a route or schedule an RCA to serve a regular route and an auxiliary route.

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)

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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.

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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.

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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

FREQENTLY ASKED QUESTIONS

1. **Is management required to review keystrokes daily?**

    <u>Answer</u>:   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?**

    <u>Answer</u>: 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?**

    <u>Answer</u>:   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.

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