

# Rural Route Evaluated Compensation System (RRECS)



MDD Activity Scans / Entries





## INTRODUCTION

The Rural Route Evaluated Compensation System (RRECS) relies on the proper use of the Mobile Delivery Device (MDD).

Proper use of the MDD ensures the route is credited for all mail delivery activities.

Updated functionality allows the scanner to collect data that is applied using the RRECS standards when establishing the evaluated compensation for rural routes.





## IMPORTANT

Using the correct MDD scan entry at the correct time is vitaly important for the accurate evaluation of rural routes.

Office, street, and loading activities are all collected and used to establish the evaluation of the route.

All necessary and applicable scanner entries must be performed daily.

All carriers, both regular and relief, must become familiar with and utilize all necessary and applicable scans.



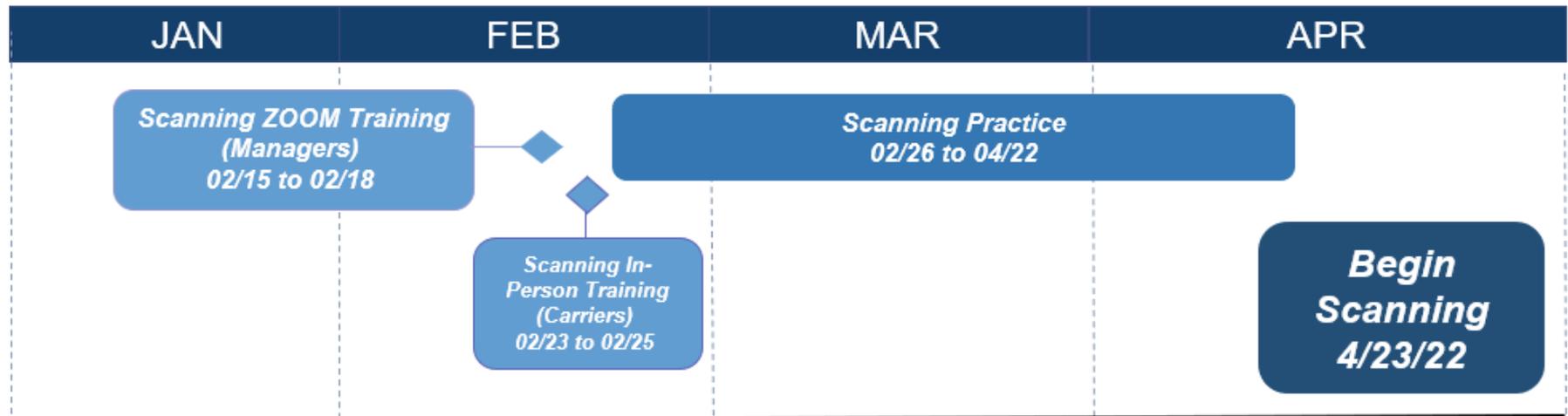


## TIMELINE

Carriers and managers will receive training prior to the scan familiarization period.

Scan familiarization period: February 26 – April 22, 2022

RRECS scans/entries officially begin for all routes: April 23, 2022





## RRECS SCANS/ENTRIES OVERVIEW



Hot Key	Display
1	CLOCKIN
2	FLATSWSS
3	LETTERSWSS
4	FLATSBXHOLDER
5	LETTERSBXHOLDER
6	STARTLOADVEH
7	ENLOADVEH
8	DEPART2ROUTE
9	TRIP2DOOR
A	DOORMISC
B	AUTHDISMOUNT
C	UNSCANPARCEL
D	OUTLUNCH
E	RETURNLUNCH
F	STARTDEVIATION
G	ENDDEVIATION
H	PSTGDUECUSTOMS
I	PSTGDUESHORTPD
J	RETURN2DU
K	PMCASING
L	CLOCKOUT
M	RURALREACHCISTR
N	STAMPSTOCKSALES
O	CARRIERPU

There are 24 available scans/entries directly related to RRECS (route evaluations).

Understanding when to properly apply each scan is vital to the accurate evaluation of rural routes.

**All necessary and applicable scanner entries must be performed daily**





## RRECS SCANS/ENTRIES OVERVIEW

	HK	SCAN NAME
<b>Base Timekeeping</b>	1	CLOCKIN
	8	DEPART2ROUTE
	D	OUTLUNCH
	E	RETURNLUNCH
	J	RETURN2DU
	L	CLOCKOUT

	HK	SCAN NAME
<b>Additional Timekeeping</b>	6	STARTLOADVEH
	7	ENDLOADVEH
	F	STARTDEVIATION
	G	ENDDEVIATION
	K	PMCASING

	HK	SCAN NAME
<b>Saturation Mailings</b>	2	FLATSWSS
	3	LETTERSWSS
	4	FLATSBOXHOLDERS
	5	LETTERSBOXHOLDERS

	HK	SCAN NAME
<b>Delivery Activities</b>	9	TRIP2DOOR
	A	DOORMISC
	B	AUTHDISMOUNT
	C	UNSCANPARCEL
	O	CARRIERPU

	HK	SCAN NAME
<b>Sales Activities</b>	H	PSTGDUECUSTOMS
	I	POSTAGEDUESHORTPD
	M	RURALREACHCUSTR
	N	STAMPSTOCKSALES





## RRECS ACTIVITY SCAN MENU

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

1. User Role Menu



2. On Street Menu



3. Rural Activity Scan Menu





## Basic Daily Scans: **CLOCKIN**

AM OFFICE

Carriers should access their scanners immediately upon beginning the workday.

Carriers should **CLOCKIN** on the MDD immediately.

**HOT-KEY**

**1 CLOCKIN**

1. Select **CLOCKIN** scan



2. Verify Confirmation Received



No work should be performed prior to **CLOCKIN**





## Basic Daily Scans: **DEPART2ROUTE**

AM OFFICE

Carriers should conduct the **DEPART2ROUTE** entry immediately before starting the vehicle, prior to leaving the post office to service the route.

1. Select **DEPART2ROUTE** scan

2. Verify Confirmation Received

**HOT-KEY**

**8 DEPART2ROUTE**





## Basic Daily Scans: **OUTLUNCH**

**TIMEKEEPING**

Carriers should conduct the **OUTLUNCH** entry just prior to taking the discretionary lunch/break.

**HOT-KEY**

**D OUTLUNCH**

May have multiple entries on any given day.

1. Select **OUTLUNCH** scan

HOT-KEY



2. Verify Confirmation Received



Lunch/breaks may be taken in the office or on the street.





## Basic Daily Scans: **RETURNLUNCH**

**TIMEKEEPING**

Carriers should conduct the **RETURNLUNCH** entry just prior to resuming work after the discretionary lunch/break.

1. Select **RETURNLUNCH** scan

**HOT-KEY**

**HOT-KEY**

**E RETURNLUNCH**

Each **OUTLUNCH** must have a corresponding **RETURNLUNCH**



2. Verify Confirmation Received





## Basic Daily Scans: **RETURN2DU**

**TIMEKEEPING**

Carriers should conduct the **RETURN2DU** entry just after returning to the post office and ensuring the vehicle is parked and secured.

1. Select **RETURN2DU** scan

2. Verify Confirmation Received

**HOT-KEY**

**J RETURN2DU**

Immediately  
after parking  
and securing  
the vehicle



**BEFORE**  
unloading the  
vehicle and/or  
moving the  
vehicle to a  
designated  
location if  
required





## Basic Daily Scans: **CLOCKOUT**

PM OFFICE

Carriers should conduct the **CLOCKOUT** entry just prior to placing the scanner in the cradle and leaving for the day.

1. Select **CLOCKOUT** scan

2. Verify Confirmation Received

**HOT-KEY**

**L CLOCKOUT**

No work should be performed after **CLOCKOUT**





## Additional Daily Scans: **STARTLOADVEH**

AM OFFICE

Carriers should conduct the **STARTLOADVEH** entry immediately prior to transporting prepared mail from the office to the vehicle. Loading time may include placing mail and parcels into the conveyance for transport to the vehicle.

1. Select **STARTLOADVEH**

2. Verify Confirmation Received

**HOT-KEY**

**6 STARTLOADVEH**

Obtaining the conveyance may be part of loading time



Includes pickup of DPS Flats if applicable

May require multiple trips and multiple entries





## Additional Daily Scans: **ENDLOADVEH**

AM OFFICE

Carriers should conduct the **ENDLOADVEH** entry immediately after returning the conveyance (cart/hamper) to its designated location upon completion of the loading process.

1. Select **ENDLOADVEH**

2. Verify Confirmation Received

**HOT-KEY**

**7 ENDLOADVEH**

Loading may require multiple trips and multiple entries





## Additional Daily Scans: **STARTDEVIATION**

ON STREET

Carriers should conduct the **STARTDEVIATION** entry just prior to deviating from the established line of travel to deliver Priority Mail Express™

1. Select **STARTDEVIATION**
2. Verify Confirmation Received

**HOT-KEY**  
**F STARTDEVIATION**

ONLY applies to delivery of Priority Mail Express™





## Additional Daily Scans: **ENDDEVIATION**

ON STREET

Carriers should conduct the **ENDDEVIATION** entry immediately upon return to the established line of travel after delivery or attempted delivery of Priority Mail Express™

1. Select **ENDDEVIATION**

2. Verify Confirmation Received

**HOT-KEY**  
**G ENDDEVIATION**

ONLY applies to delivery of Priority Mail Express™





## Additional Daily Scans: **PMCASING**

PM OFFICE

AFTER performing all other End-of-Shift duties after returning from the route, the **PMCASING** entry is conducted immediately prior to casing mail for next day delivery.

1. Select **PMCASING**

2. Verify Confirmation Received

**HOT-KEY**  
**K PMCASING**

ONLY used after all other PM duties are completed



Should immediately be followed by the **CLOCKOUT** entry upon completion of the PM casing.





## Saturation Mailing Scans: **FLATSWSS**

SATURATION MAIL

Carriers should conduct the **FLATSWSS** entry when receiving a qualifying sequenced mailing in bundles or trays that has an address and has NOT been processed on automation equipment.

1. Select **FLATSWSS**

**HOT-KEY**  
2 FLATSWSS



2. Select **Residence Only** or **All Deliveries**



3. Verify Confirmation





## Saturation Mailing Scans: **LETTERSWSS**

SATURATION MAIL

Carriers should conduct the **LETTERSWSS** entry when receiving a qualifying sequenced mailing in bundles or trays that has an address and has NOT been processed on automation equipment.

1. Select **LETTERSWSS**

2. Select **Residence Only** or **All Deliveries**

3. Verify Confirmation

**HOT-KEY**  
3 LETTERSWSS

**Sizing Criteria**  
MAX  
Height - 6 1/8"  
Length - 11 1/2"  
Width - 1/4"





## Saturation Mailing Scans: **FLATSBOXHOLDER**

SATURATION MAIL

Carriers should conduct the **FLATSBOXHOLDER** entry when receiving a boxholder flat that has no address.

1. Select **FLATSBOXHOLDER**

2. Select **Residence Only** or **All Deliveries**

3. Verify Confirmation

### HOT-KEY

4 **FLATSBOXHOLDER**

If the boxholder indicates delivery is for residential deliveries only, select **Residence Only**. For all others select **All Deliveries**





## Saturation Mailing Scans: **LETTERSBOXHOLDER**

SATURATION MAIL

Carriers should conduct the **LETTERSBOXHOLDER** entry when receiving a boxholder letter that has no address.

1. Select **LETTERSBOXHOLDER**
2. Select **Residence Only** or **All Deliveries**
3. Verify Confirmation

**HOT-KEY**  
5 **LETTERSBOXHOLDER**

If the boxholder indicates delivery is for residential deliveries only, select **Residence Only**. For all others select **All Deliveries**





## Delivery Activity Scans: **TRIP2DOOR**

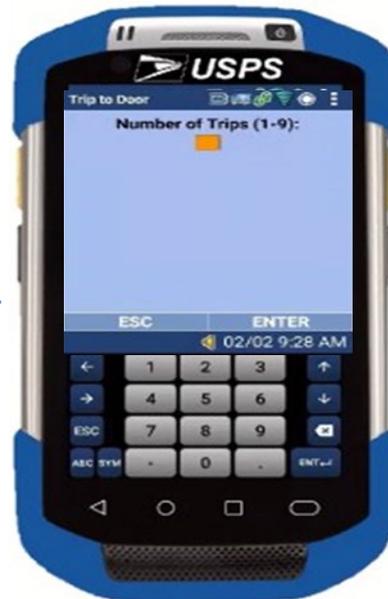
ON STREET

Carriers should conduct the **TRIP2DOOR** entry after completing a pick-up or delivery to the door that involves 2 or more trips such as delivering multiple parcels/accountable items to the door.

**NOT USED for Authorized Dismounts.**

**HOT-KEY**  
9 TRIP2DOOR

1. Select **TRIP2DOOR**
2. Trip to Door screen
3. Enter the number of trips
4. Verify Confirmation





## Delivery Activity Scans: **DOORMISC**

ON STREET

Carriers should conduct the **DOORMISC** entry after completing a trip to the door when there is no item/parcel available for scanning. This is not associated with package delivery.

**HOT-KEY**  
A DOORMISC

1. Select **DOORMISC**
2. Door Miscellaneous screen
3. Enter the number of trips
4. Verify Confirmation





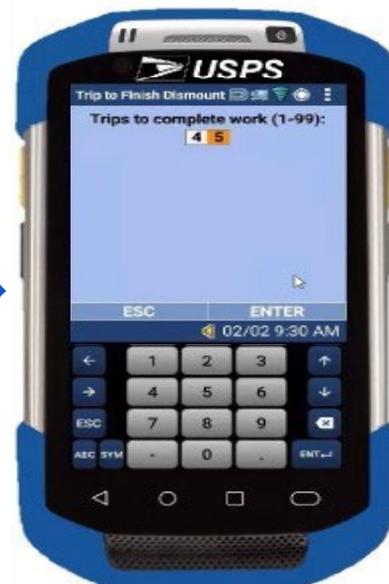
## Delivery Activity Scans: **AUTHDISMOUNT**

ON STREET

Carriers should conduct the **AUTHDISMOUNT** entry after completing any authorized dismount that involves 2 or more trips. Enter total number of trips when prompted.

**HOT-KEY**  
**B AUTHDISMOUNT**

1. Select **AUTHDISMOUNT**
2. Dismount trip screen
3. Enter the number of trips
4. Verify Confirmation





## Delivery Activity Scans: **UNSCANPARCEL**

ON STREET

Carriers should conduct the **UNSCANPARCEL** entry when a parcel has an unscannable/illegible/missing barcode. NOT USED for manual barcode entry.

1. Select **UNSCANPARCEL**

2. Select delivery location

3. Verify Confirmation

**HOT-KEY**  
**C UNSCANPARCEL**



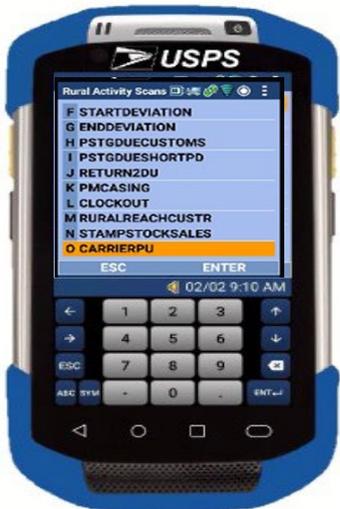


ON STREET

## Delivery Activity Scans: **CARRIERPU**

Carriers should conduct the **CARRIERPU** entry when performing a carrier pickup whether a manifest is available or not. Enter the number of qualifying items collected.

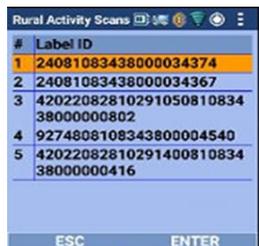
1. Select **CARRIERPU**
2. Enter number of packages
3. Continuous scan activates



**HOT-KEY**  
**O CARRIERPU**



4. Scan up to 5 parcels



5. Verify Confirmation



Two events qualify for **CARRIERPU**

1. Carrier Pickup notification, requirement or request
2. Acceptance of pre-paid parcels over 2 lbs. not associated with a carrier pickup

Do not use the **Scan Barcode** option from the main menu for **CARRIERPU**





## Sales Activity Scans: **PSTGDUECUSTOMS**

ON STREET

Carriers should conduct the **PSTGDUECUSTOMS** entry when required to collect Customs postage due. This also applies to attempted delivery.

1. Select **PSTGDUECUSTOMS**
2. Verify Confirmation Received

**HOT-KEY**

**H PSTGDUECUSTOMS**

Use ONLY for  
postage due  
Customs mail





## Sales Activity Scans: **PSTGDUESHORTPD**

ON STREET

Carriers should conduct the **PSTGDUESHORTPD** entry when required to collect or attempt to collect any postage due other than Customs postage due.

1. Select **PSTGDUESHORTPD**
2. Verify Confirmation Received

**HOT-KEY**

**I PSTGDUESHORTPD**

DO NOT USE  
for  
Customs mail





## Sales Activity Scans: **RURALREACHCUSTR**

ON STREET

Carriers should conduct the **RURALREACHCUSTR** entry when interacting with a postal customer for the Rural Reach program.

1. Select **RURALREACHCUSTR**
2. Verify Confirmation Received

### HOT-KEY

**M RURALREACHCUSTR**

This applies whether a lead is generated or not





## Sales Activity Scans: **STAMPSTOCKSALES**

ON STREET

Carriers should conduct the **STAMPSTOCKSALES** entry when making any sale of stamps or postage while on the route.

1. Select **STAMPSTOCKSALES**
2. Verify Confirmation Received

**HOT-KEY**  
**N STAMPSTOCKSALES**



# RRECS MDD ACTIVITY SCANS

HOT KEY	SCAN TYPE	WHEN SCAN TYPE USED
1	CLOCKIN	Immediately upon arrival at work - obtain scanner, log in and perform the <b>CLOCKIN</b> scan entry.
2	FLATSWSS	When a qualifying flat mailing is received that <b>has an address and has NOT been processed on automation equipment.</b>
3	LETTERSWSS	When a qualifying letter mailing is received that <b>has an address and has NOT been processed on automation equipment.</b>
4	FLATSBXHOLDER	When a saturation mailing FLAT is received that <b>has no address.</b>
5	LETTERSBXHOLDER	When a saturation mailing LETTER is received that <b>has no address.</b>
6	STARTLOADVEH	Immediately prior to loading the delivery vehicle or, if necessary, just prior to loading mail and parcels into the conveyance for transport to the vehicle. Multiple trips may require multiple entries.
7	ENDLOADVEH	Immediately after returning the loading conveyance to its designated location. Multiple trips may require multiple entries.
8	DEPART2ROUTE	Immediately prior to starting the vehicle prior to departing the post office to service the route.
9	TRIP2DOOR	Immediately after completing door delivery or pickup involving 2 or more trips such as delivering multiple parcels/accountable items to the door. Enter the total number of trips. <b>NOT to be used for authorized dismount locations.</b> (See <b>AUTHDISMOUNT</b> )
A	DOORMISC	Immediately after delivering items to the door such as "hold mail" when there is no item/parcel available for scanning.
B	AUTHDISMOUNT	Immediately after performing an <b>authorized dismount requiring 2 or more trips. Only applies to authorized dismounts</b> such as schools or businesses.
C	UNSCANPARCEL	Immediately upon delivery of a parcel that cannot be scanned or is missing the label. Enter the delivery location when prompted. NOT for manual entry of barcodes.
D	OUTLUNCH	Immediately prior to any discretionary lunch/break. May have multiple entries. May be used in the office or on the route.
E	RETURNLUNCH	Immediately prior to resuming work after any discretionary lunch/break. May have multiple entries. May be used in the office or on the route.
F	STARTDEVIATION	Immediately prior to leaving the official line of travel to deliver Priority Mail Express™ (This entry is <b>ONLY</b> for deviations to deliver Priority Mail Express.)
G	ENDEVIATION	Immediately after returning to the official line of travel after delivery of Priority Mail Express™ (This entry is <b>ONLY</b> for deviations to deliver Priority Mail Express)
H	PSTGDUECUSTOMS	Immediately after delivering or attempting delivery of Customs mail <b>requiring collection of Customs due.</b>
I	PSTGDUESHORTPD	Immediately after collecting or attempting to collect Postage Due for any mail piece or parcel <b>except for Customs due.</b> (See <b>PSTGDUECUSTOMS</b> )
J	RETURN2DU	Immediately after parking and securing the vehicle upon return from the route and before unloading the vehicle and/or moving the vehicle to a designated location.
K	PMCASING	Immediately after completion of all other End-of-Shift duties but before beginning to case mail for next day delivery.
L	CLOCKOUT	Immediately prior to cradling the scanner and leaving the office at the end of the day.
M	RURALREACHCUSTR	Immediately after interacting with a postal customer when attempting to generate a lead for the Rural Reach program.
N	STAMPSTOCKSALES	Immediately following any sale of stamps or postage while on the route.
O	CARRIERPU	When performing a carrier pickup with or without a manifest. Enter the number of parcels picked up.



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MDD Activity Scans / Entries

