

**DPS LETTER MAIL FORMAL REVIEW - QUANTITY
(DPS PERCENTAGE)**

In accordance with Handbook PO-603, *Rural Carrier Duties and Responsibilities*, section 541.42 and the DPS Letter Mail Formal Review Procedures, a formal review of DPS letter mail processing is being requested for the following rural route:

Office: _____ Route # _____

I am the assigned carrier (Designation 71, 74, or 79) for the rural route identified above and I am requesting a formal review of DPS letter mail processing because I believe there is a disproportionate reduction in the DPS letter mail in relationship to the total letter volume of my route as compared to the latest mail count.

Assigned Carrier's Printed Name: _____

Assigned Carrier's Signature: _____

Formal Review Request Received: Date: _____ Time: _____

This date represents the beginning of the 30 calendar day period in which to complete the DPS letter mail formal review if time is before noon. If receipt is after noon, the 30-day period will begin the following day.

Manager's Signature: _____

DPS Letter Mail Formal Review Results

DPS % - Review Period: _____ DPS % - Latest Mail Count: _____

Difference in DPS % (Review versus Mail Count): _____

NOTE: If the DPS % at the time of the review is \geq the DPS % established at the latest mail count, no further action is necessary.

If the DPS % at the time of the review is $<$ the DPS % established at the latest mail count, management should take any necessary action to raise the DPS % to the level recorded at the latest mail count. If the level is restored, provide certification below.

Management Certification

Complete only if the review results above indicate a reduction of DPS % during the formal review and the reduction has been resolved.

I deem that the reduction in DPS letter mail in relationship to total letter volume identified by the DPS letter mail formal review results, as shown above, has been corrected.

Manager's Signature: _____

Date of Certification: _____

Provide a copy of this form to the assigned rural carrier and appropriate NRLCA state steward in accordance with the DPS Letter Mail Formal Review Procedures.