

Rural Route AMS Edit Book Maintenance SWI

Important Steps	Key Points
<p>1. Days 1-10: All AMS Edit Books must be updated by the carrier each month</p>	<ul style="list-style-type: none"> Carrier AMS Edit Books should be located at the end of the case Once reviewed and updated, Carrier signs and dates the summary page of the AMS Edit Book and initials the AMS activity log by Day 10 of each month
<p>2. Days 2-11: Supervisor/designee must mail verified hard copy of AMS Edit Books and accompanying PS-4003s to district AMS office by Day 11 of each month.</p>	<ul style="list-style-type: none"> Supervisor/designee should note that rural delivery submissions at WebSUS must be completed by Day 11 each month
<p>3. Supervisor/designee must work together with rural carriers to update the Rural Management Support System (RMSS) PS Form 4003 simultaneously each month</p>	<ul style="list-style-type: none"> PS4003 data entry must be completed by management and then submitted with AMS Edit Book District Delivery Support Specialist (DSS) will review and approve every pay period
<p>4. Days 12-20: District AMS office will process changes by COB on Day 20 of each month a. District AMS office will mail processed AMS Edit Book back to delivery unit by Day 21 of each month</p>	<ul style="list-style-type: none"> AMS will print and mail case labels AMS will provide new printed carrier edit books as needed
<p>5. Days 23-30: Supervisor/designee, in the presence of the regular rural carrier, is required to log into Delivery Point Manager (DPM), click "Download," plot missing deliveries, view clear issues, and submit.</p>	<ul style="list-style-type: none"> Log into Delivery Point Manager (DPM) <ul style="list-style-type: none"> Select ZIP Code and route Download AMS Edit Book Plot incomplete delivery and make necessary updates Clear errors and review warnings/thresholds Submit/Certify
<p>6. Allow 10-15 minutes for DPM processing 7. Supervisor/designee logs into Line of Travel Manager (LTM) in the presence of the regular rural carrier, selects "Partial Review," verifies plots Traffic Control Points (TCPs), then submits and certifies each month</p>	<ul style="list-style-type: none"> Log into Line of Travel Manager (LTM) <ul style="list-style-type: none"> Enter the ZIP Code Select the route for review Select "Partial Review" Plot/update Traffic Control Points (TCPs) Submit
<p>8. Once DPM and LTM are finalized, supervisor/designee must initial the DPM and LTM portions of the AMS Edit Book Activity Log</p>	<ul style="list-style-type: none"> Carrier and manager must initial date as appropriate

