

MAINTAINING THE RURAL CARRIER ROUTE LISTING REPORT

Welcome to the Route Listing Report, also known as the Edit Sheet. The information visible on the report page enables Delivery and Address management personnel to maintain all the varied information possible for each delivery point address, in order to achieve the highest possible completeness and accuracy in our Postal Service™ addressing data repository. Address Management System (AMS) data is essential for ZIP+4® coding directories, mail processing sortplans which product Delivery Point Sequence mail, and customer products, so maintaining the highest quality possible is critical. AMS contains every ZIP Code and every delivery point to which the USPS makes a delivery. Carriers are responsible for keeping the information in the Route Listing Report current. Consequently it is important for carriers to understand all elements of an address and to review the Route Listing Report for accuracy after it has been updated by AMS.

The Route Listing Report heading displays the ZIP Code, the Carrier Route ID (CRID) and bundle type. Each row on the report is an individual delivery address, with the columns displaying the information corresponding to each address. If the contents of any given field exceed the allocated column width the text will wrap to the following line.

UPDATE PROCEDURES

Examples of common edit book maintenance functions are shown on the following pages. Normally Edit Book submission for the purpose of incorporating route and address changes are made at the time the change occurs. It is expected new addresses are recorded on at least a monthly basis. More frequent submissions may be necessary where delivery additions and deletions are extensive.

On the Route Listing Report, business and residential deliveries are primarily used, but they may also be classified as “commercial” when describing delivery points that include a home office that does business from a residence. When a home also serves as an office, this **will not** count as two delivery points unless the proper planning authorities approve separate addressing.

Customers residing on a rural route line of travel and receive PO Box delivery in lieu of rural delivery are not included in the rural box count and their residence is not recorded on the carrier’s Route Listing Report. Every point/address where mail is delivered must be accounted for by a record on the Route Listing Report.

Please note the CBU delivery type replaces the previously used NDCBU.

The Usage Code field contains information on whether the delivery is considered a residential or business delivery. It also contains new indicators for deliveries which have both residential and business characteristics. RC will designate a mixed delivery that is primarily residential, and BC a primarily business address. The RC or BC designations are only used when there is a signage present to indicate the business or residential status.

The No-Stat indicator contains the values Y and C. C indicates a delivery point not currently receiving mail and will be supplied to mailers. The carrier is not expected to make the distinction between Y and C. This choice will be made by AMS personnel.

Carriers will record box additions and deletions on Route Listing Reports included in the Edit Book. When the Route Listing Report is submitted to AMS for maintenance, carriers will record box additions, deletions and changes on the Maintenance worksheet. This sheet may be contained in

the Route Listing Report and must be taken out and kept at the carrier case when the Route Listing Report has been submitted to AMS for updating.

ADDING A NEW DELIVERY

The Route Listing Report for a route must contain every delivery which receives mail along the route. The carrier will indicate a new delivery as shown below, by drawing a line to insert the new delivery in sequence, and by indicating the appropriate information for the new delivery. Ensure streets are spelled out completely and all information is correct. Writing "add" in the SEQ# column indicates the action required. *Note: Adding a new delivery requires management approval.*

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECTY ADDR	SECTY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC	ADDR IND	L	F	S	DR	NON	CO	RLY	STR- DEF	HI- DEF	HI- EGA	FIRM UNIQ	ADDITIONAL INFO
	01521	S MAIN ST			OTH	R				1	1					09	4311	4326	4326		
	01476				OTH	R				1	1						4310	4325	4325		
Add 85	079	QUAYLE ST	Quayle St		CURB	R	Y		1"	1	1						3206	4335	4335		
	0800	S MAIN ST			CURB	BC	Y			1	1						3916	3883	3883		BOBS FISH
	0802				CURB	B	Y			1	1						3916	4013	4013		GAS
	0806				CURB	B	Y			1	1						3916	2600	2600		MOVIE RENTS
	0808				CURB	R	Y			1	1						3916	2603	2603		
	0810				CURB	R	Y			1	1						3916	2602	2602		
	11600	S CAMPUS DR			CURB	BC				2	2						0062			0070	
	2291	SCHOOL ST	STR	1	CENT	R				1	1						3434	3465	3465		1-2
	3291		STR	2	CENT	R				0	0						3434	3465	3465		

DELETING A DELIVERY

The carrier will indicate a delivery to be deleted by drawing a line completely through the proper row on the Route Listing Report, as show in the example. Writing "delete" in the SEQ# column and state why the deletion is necessary indicates the action required.

Note: Do not delete and re-add addresses to modify delivery sequence. This has a negative effect on customer addressing products and their ability to update their address list.

A No-Stat code may be used in place of deleting an address in the case of renovation, demolitions or expansions.

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECTY ADDR	SECTY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC	ADDR IND	L	F	S	DR	NON	CO	RLY	STR- DEF	HI- DEF	HI- EGA	FIRM UNIQ	ADDITIONAL INFO
	01521	S MAIN ST			OTH	R				1	1					09	4311	4326	4326		
	01476				OTH	R				1	1						4310	4325	4325		
	079	QUAYLE ST			CURB	R	Y			1	1						3206	4335	4335		
	0800	S MAIN ST			CURB	BC	Y			1	1						3916	3883	3883		BOBS FISH
Delete	0802				CURB	B	Y			1	1						3916	4013	4013		GAS
	0806				CURB	B	Y			1	1						3916	2600	2600		MOVIE RENTS
	0808				CURB	R	Y			1	1						3916	2603	2603		
	0810				CURB	R	Y			1	1						3916	2602	2602		
	11600	S CAMPUS DR			CURB	BC				2	2						0062			0070	
	2291	SCHOOL ST	STR	1	CENT	R				1	1						3434	3465	3465		1-2
	3291		STR	2	CENT	R				0	0						3434	3465	3465		

CHANGING A DELIVERY

The information contained in the Edit Book for all deliveries must be current and correct. The carrier edits the information on an existing delivery by drawing a red line through the information to be changed, and writing the correct information in red next to the lined-out field. Make sure the changes are clear and legible. Note: Do not change primary (house number) or secondary (apt/ste number) addresses to resequence the route. Only change addresses when the entry in the Edit Book is incorrect.

USPS 05-6889 U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM DATE: 11
 SAN MATEO LBSSC ROUTE LISTING REPORT PAGE:
 REPORT LFA22092

ZIP CODE: 00303 ROUTE: R004 BUNDLE TYPE: TWO BUNDLE HORIZONTAL

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L CHLL	F I	S I	DR OP	NON DOW	CO NC	RLY #	STR- DEF	HI- DEF	HI- EXA	FIRM UNIQ	ADDITIONAL INFO
01521		S MAIN ST			OTH R					1 1					09		4311	4326	4326		
01476					OTH R					1 1							4310	4325	4325		
079		QUAYLE ST			CURB R		Y			1 1							3206	4335	4335		
0800		S MAIN ST			CURB BC		Y			1 1							3916	3883	3883		BOBS FISH
0802					CURB B		Y			1 1							3916	4013	4013		CAS
0806					CURB B		Y			1 1							3916	2600	2600		MOVIE RENTS
0808				0th	CURB R		Y			1 1							3916	2603	2603		
0810					CURB R		Y			1 1							3916	2602	2602		
11600		S CAMPUS DR			CURB BC					2 2							0062			0070	
2291		SCHOOL ST	STE 1		CENT		Y			1 1							3434	3465	3465		1-2
2291			STE 2		CENT		Y			0 0							3434	3465	3465		

CHANGING THE SEQUENCE OF DELIVERIES

Changing sequence of delivery requires management approval. The sequence of delivery indicated on the Route Listing Report must match the actual order used by the regular carrier on normal work days. The carrier changes the delivery sequence by indicating the deliveries to be moved with brackets and indicating the new location by drawing an arrow line from the brackets to the new point in the delivery sequence. The example shows 1024 and 1196 S Main St being moved to between 898 and 812 S Main St.

16	898	S MAIN ST			OTH B		Y			1 2						1	3916			4000	
17	812				CURB B					1 1							3916		2604		OFFICE
18	812		STE A		OTH B					0 0							3916		2604		
19	812		STE B		OTH B					0 0							3916		2604		
20	812		STE C		OTH B					0 0							3916		2604		
21	812		STE D		OTH R					0 0							3916		2604		
22	906				CURB B		Y	Y		2 2							3918				
23	934				CURB B		Y			1 2							3918				
24	1024				OTH RC					2 2							4302				
25	1196				OTH B		Y			2 2							4304				
26	1236				OTH B		Y			1 2							4306				
27	1250				OTH B					2 2							4306				

This method should be used primarily for making minor corrections to delivery sequence. Adjustment worksheets should be used when extensive changes are needed.

Contact your local Address Management Systems office for further information on maintaining Route Listing Reports.

Timely maintenance of Route Listing Report information is critical to the continued success of USPS delivery operations.

Edit Book Key

A Route Listing Report is a hardcopy printout of every delivery point on a route. The most current Route Listing Report should be used as a reference for all AMS updates. AMS updating is done by correcting the information listed on the Route Listing Report in **RED** and submitting the changes to the AMS office. A sample Route Listing Report can be found in the forms section of this book.

How to Read a Route Listing Report



SEQ# - Sequence Number

The sequence number indicates the position of the delivery on the carrier's line of travel. The sequence number is automatically assigned by the system. Deliveries which are handed off to another route appear at the beginning of the listing with a "0" sequence number. This column also includes the New Row Indicator, the Equipment Break Indicator, and the Blank Cell Indicator if entered. The New Row Indicator displays on the first delivery of a new row as an "R" followed by the row number. The Equipment Break Indicator shows an "L," "F," or "LF" depending on whether the address is the first in a new piece of equipment for letter (L), flat(F), or both (LF) cases. The Blank Cell Indicator displays as "BC" for each row that is inserted as a blank following the tagged delivery. Blank cells allow room for new deliveries to be added without disturbing the rest of the case layout. (note – the Blank Cell Indicator only shows for rows/cells inserted behind a specific delivery point)

PRIMARY ADDRESS#- Primary Address Number

The second column is where the street number, rural route box number or PO Box number is listed. It could be blank if the previous delivery point uses the same number and they both share the same letter cell. This is the address number given to the delivery point as its OFFICIAL address.

COMPLETE STREET NAME

The next column is where the proper, official street name is placed. This includes all pre-directionals and post-directionals (these are the terms the Postal Service uses to refer to the part of the address that gives directional information) and suffixes. In areas that use rural box number addresses (for example RR 2 BOX 56) the rural route number will be found in this column. For the PO Box addresses, PO Box would be used as the complete street name.

SECY ABBR- Secondary Abbreviation

The column entitled "Secy Abbr" identifies the type of secondary address, when required. Some "Secy Abbr" items will require a corresponding "Unit No" (unit number). Abbreviations are used to identify the type of secondary address. See Pub 28 for a complete listing.

SECY UNIT# - Secondary Unit Number

The "Secy Unit#" column is used for the secondary address. Building management generally assigns secondary addresses. This can be an alpha (letter) or a numeric (number) value or a combination of both (alpha-numeric and numeric-alpha). This column is associated with the "Secy Abbr" column.

Example: An apartment has secondary unit numbers of 100-104 running consecutively. The "Secy Abbr" would be "APT" for apartment, and the "Unit No" would be 100 on the first line, 101 on the second line, 102 on the next line, then 103 and 104.

Note: List each secondary address individually. A unit number of 100-104 for this example would not be accepted. These units must be listed individually to receive proper credit for all possible deliveries. Be sure that each individual line on the Route Listing Report represents a possible delivery for the carrier route.

While you must not inflate your Possible Delivery (PD) counts with false numbers, do not leave out any PDs for which your delivery unit should be receiving credit. Care must be taken to insure that the secondary unit numbers are correct. Duplicate addresses may not be assigned in AMS. In situations where separate living quarters or separate businesses exist at a single primary address and each receives mail in its own receptacle, secondary designators must be used. In some cases, such as APT or STE, the correct designator is obvious. Generally, it is preferable to have the building owner or manager assign secondary addresses. In some locations secondary addresses are assigned by local planning authorities. Designators assigned should reflect the situation as accurately as possible. When entering a unit number, it must be the unit number actually assigned to the unit. Do not write in 1 - 8 when the actual apartment or suite numbers are 1014 - 1021 or A- H or 1A- 8C. If the building owner or manager declines to do so, local delivery unit management will need to assign a secondary designator and number for the purpose of separating mail.

DELIVERY POINT ATTRIBUTES

The Delivery Point Attributes are alpha indicators displayed in five columns that identify the type and mode of delivery.

The delivery type code categorizes the delivery point and describes the mod of delivery:

Delivery Type Code (DELV TYPE)

The delivery type code categorizes the delivery point and describes the mode of delivery. Valid values include:

- OTH** – Other
- CENT** – Centralized
- CBU** - Cluster Box Unit
- CURB** – Curblin
- SDWK** – Sidewalk
- IDA** – Internal Drop Address

Usage Code (USG CODE)

The usage codes show the type of delivery, Residential or Business, as it is recorded and ultimately totaled for delivery statistics. RC will designate a mixed delivery that is primarily residential, and BC a primarily business address. The RC or BC designations are only used when there is a signage present to indicate the business or residential status.

Valid values include:

- R** – Residential
- RC** – Residential combined with business
- B** – Business
- BC** – Business combined with some residential
- X** – No-Stat/blank

No-Stat Indicator (NO STAT)

The No-Stat indicator describes whether the address is counted as a possible delivery. This field is blank for possible deliveries.

Valid values include:

C – CDS No-Stat. Addresses intended to receive mail that do not currently receive individual delivery service from USPS.

Y – Other non-delivered addresses

Note: Other types of No-Stats such as defaults, old LACS address, and sortation-only records do not generally appear on the Route Listing Report.

Vacant Over 90 days – Removing and adding “vacants” should be one of the simplest and quickest changes on the Route Listing Report. The address counts as a possible delivery. A long-term vacant address does not count as a possible delivery on a rural route. Rural routes enter a **C** in the No-Stat column for vacant addresses.

No Delivery (No-Stat) – Delivery has never been established at this address, or the delivery point no longer exists as a possible delivery. The address does not count as a possible delivery.

Vacant Indicator (VAC IND)

The Vacant indicator shows whether an address has been unoccupied for over 90 days. The field is blank for addresses currently receiving delivery. The only valid value is **Y** (vacant address). The Vacant indicator must be removed when delivery has been reestablished.

ADDRESS SORT CODE (ADDR SORT)

The Address Sort Code provides information used by both the mailers and USPS automated mail processing equipment to sort mail.

Valid values include:

- H** – Firm Holdout
- T** – PO Box Throwback
- A** – Accelerated reply mail
- V** – High volume delivery point

LETTER AND FLAT CELL SIZES (L/F CELL)

The cell size values indicate the size of the separation for the address on the carrier case labels. Flat cell sizes are ignored for 1 bundle cases. Valid values include:

- $\frac{1}{2}$ - One half inch separation
- 1 – 9** – One to nine inch separation
- F** – Ten inch separation
- #** - A delivery that appears on the route listing report, but which is completely suppressed from the carrier case labels.

SEASONAL INDICATOR (S)

The Seasonal indicator signifies an address is unoccupied and does not receive delivery for a given period each year. The valid values are **Y** (seasonal address) and **E** (educational facility).

DROP COUNT (DROP)

The Drop count indicates the number of businesses or families serve by a drop delivery or other multi-service delivery points.

DAY OF THE WEEK NON-DELIVERY (NON DOW)

This field displays a code which indicates the address does not receive mail one or more days each week. The code is based on the days indicated.

CONGRESSIONAL DISTRICT (CONG)

The Congressional district ID is a standard number identifying a geographic area within a state served by a member of the US House of Representatives. The first delivery will always have an entry. The field will then remain blank until a new district is entered.

RELAY (RLY #)

This field displays information about relay points and park points. An address which is indicated as the first delivery in a relay will display a system-generated sequential number

in this field corresponding to the relay number appearing on the carrier case labels. Park points are indicated with a **P** in this field.

If a delivery address is both a park point and the first delivery in a relay, the relay number will override the park point indicator, but the case labels will display both indicators.

ZIP+4 CODES

Street Default (STR-DEF) – The ZIP+4 for the block face or address range.

High-rise Default (HI-DEF) – The ZIP+4 default for a building.

High-rise Exact (HI-EXA) – The ZIP+4 for the specific secondary address or group of secondary addresses.

Firm Unique (FIRM UNIQ) – A ZIP+4 Code assigned to a specific business entity at a specific address.

ADDITIONAL INFO

This field contains information (company name, apartment numbers, notes) to be printed on the carrier case labels to aid the carrier in casing and delivering mail. If the secondary unit numbers are not in this column they will not print on the carrier case labels. Check with your district AMS office to learn if the Auto Fill option is used.

ALTERNATE ZIP/ROUTE (ALTERNATE ZIP/RTE)

This field indicates addresses that are schemed to one ZIP Code/carrier route combination and delivered by another. These include scheme handoffs and parent/child routes.

KEY ITEMS FOR RURAL/HIGHWAY CONTRACT ROUTE LISTING REPORT UPDATES

1. Enter all new addresses on the Route Listing Report. Include correct primary address number as well as correct spelling for street names and directionals/suffixes, enter secondary address information as well as unit number as appropriate. Also include correct **DELV TYPE** and **USG CODE** (see #6) as well as the cell size number.
2. Delete all nonexistent delivery addresses.
3. Place a **C** in the **NO STAT** (no delivery) column for:
 - a. Any address that becomes vacant no later than 90 days after the vacancy occurs
 - b. Any address that exists on the route but the customer receives all mail in a PO Box
 - c. Any new address no yet receiving delivery
4. Place a **Y** in the **NO STAT** column for:
 - a. Addresses where trailers have been removed from their pad for more than 90 days
 - b. Suites/Buildings that have been consolidated into one delivery but you still want the old addresses to remain on the Route Listing Report and labels.
 - c. Any address that is occupied but mail is not delivered, the customer refuses delivery, or all mail is returned to the sender.

Note: Remove the **C** or **Y** when delivery starts/resumes for the above addresses

5. **DROPS:** For deliveries receiving mail for more than one address in a mailbox, for the address receiving delivery in the **DROP** column indicate the number of addresses delivered to the box. Code the remaining addresses with a **C** in the **NO STAT** column and a delivery type of **K** – Internal Drop Address, if the addresses are left on the Route Listing Report.
*** Remove the number from the **DROP** column and **C** as appropriate from the **NO STAT** column and **K** from the Del Type column, if delivery is established at separate addresses.

6. Indicate the type of delivery in the **DELV TYPE** and **USG CODE** columns:

DELV TYPE

CURB – Curblin Mail is delivered from the vehicle (other than at a CBU)

CBU – Cluster Box Unit mail is delivered to a cluster box

CENT – Central – Apartment style boxes that require an arrow key

OTH – Any delivery not defined in the above three categories

IDA – Internal Drop Address – Address delivered as part of a drop but represents a separate entity within the drop

USG CODE

R = Residential Delivery

RC = Primarily residence but has a business, ex. Lawn mower repair

B = Business Delivery

BC = Primarily a business but has a residence/apartment using the same address To Use RC or BC usage codes, a sign or some other visible reference **MUST** exist at the delivery point to validate the use of the combination coding.

If a business exists at a residence and no visible reference is evident, code the delivery point as a residence.

7. If you want addresses to be recorded on the Route Listing Report but not printed on the case labels, enter an **80** in the **L/F CELL** column.
8. For the major line of travel changes (anything which cannot be clearly indicated by drawing arrows) please use the **SEQ #** from the far left column on the Route Listing Report to indicate the correct line of travel.
9. A **1** or other number in the **NON DOW** column indicates mail is held out of DPS through Station Inputs (WebEES) because the delivery point is closed one or more days of the week.

ZIP CODE: 59100 ROUTE: R001 BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L CELL	F CELL	S CELL	DR OP	NON DOW	CO NG	RLY #	STR-DEF	HI-DEF	HI-EXA	FIRM UNIQ	ADDITIONAL INFO	ALTERNATE ZIP / RTE
**R1	1820	N GLENDALE ST			CURB	B				7							2025			2049	FOLGERS DIST BOX 121	
	2914	RIVERSIDE CIR			CURB	B				2							1921					
	313	ADD: 19 RIVERSIDE CIR			CURB	R				1							1809					
	417	OTH / RES / 1 CELL			CURB	R				1							1809					
	521				CURB	R				1							1809					
	623-25				CURB	R				1							1809					
	76				CENT	R				1				2			1808					
	86				CENT	R				1							1808					
	96				CENT	R				1							1808					
	101002	N GLENDALE ST			CENT	R				1							1812					
	111002				CENT	R				1							1935					
	121002				CBU	B				1							1937					
	1327	MOSS LN			CBU	B				1							1935					
	1425	REVERSE			CURB	R				1							1807					
	1539	YELLOWSTONE AVE			CURB	R				1							1810					
	1843				CURB	R				1							1810					
	1745				CURB	R				1							1808					
	18966	GAGO LN			CURB	R				1							1808					
	19964				CURB	R				1							1808					
	20542				CURB	R				1							1808					
	21820	MOVE			CURB	R				3							1808					

Quick Reference Guide - RURAL & HC ROUTES - Updating the Route Listing Report

ALWAYS USE RED
 PENCIL



- **TO ADD** a delivery point, draw an arrow where the delivery will be inserted, include all necessary column information. For multiple adds, use the add sheet in the Edit Book.
- ◆ **TO DELETE** a delivery point, draw a line through the entire address and write DELETE.
- ★ **TO CHANGE** any item, draw a line through just the item (do not obliterate) and write the correction next to it.
- **TO REVERSE** delivery points, draw a bracket next to the addressee and print REVERSE.
- ▲ **TO MOVE** delivery points, draw a line around the address(es) to move and continue a line between the correct addresses to insert. Complete by writing MOVE. For complex moves, draw a line around the address(es) to move and indicate the line number that they should follow. Then draw an arrow after the target address and indicate which line numbers are to be inserted. **DO NOT** use "ADD" and "DELETE" to MOVE addresses. Use the Line of Travel Worksheet for difficult or multiple moves.
- ⊖ **NO STAT** - Enter "V"=No Stat to indicate known addresses that have never received delivery or delivery points which have had a status change such as absorbed by another address, converted to storage, vacant lot, etc. Enter "C"=No Stat to indicate delivery points vacant over 90 days. PO Box throwback records and records that are part of a drop.
- ⊕ **ADDR SORT** - Enter "T" to indicate ALL mail is delivered to a PO Box and NO mail is delivered to the street. Used in conjunction with the C No Stat indicator. PO Box information should be included in the Additional Info column.

In all cases, if you are not sure how to update the Route Listing Report (Edit Book), CLEARLY write out the situation!!
 Refer to the Edit Book for detailed information.

C2 Secondary Unit Designators

Description	Approved Abbreviation
Apartment	APT
Basement	BSMT**
Blank, unable to determine*	
Building	BLDG
Department	DEPT
Floor	FL
Front	FRNT**
Hanger	HNGR
Key	KEY
Lobby	LBBY**
Lot	LOT
Lower	LOWR**
Office	OFC**
Penthouse	PH**
Pier	PIER
Rear	REAR**
Room	RM
Side	SIDE**
Slip	SLIP
Space	SPC
Stop	STOP
Suite	STE
Trailer	TRLR
Unit	UNIT
Upper	UPPR**

*Requires the pound's sign (#) to be used on the mailpiece.
Does not require a Secondary RANGE to follow.*



March 23, 2004

DISTRICT MANAGERS

SUBJECT: Use of Edit Books on Rural Routes

In January 1997 a memorandum was sent to all district managers concerning the use of Edit Books on rural routes. This memorandum included revisions to Handbook PO-803 and a series of questions and answers addressing rural carrier concerns regarding use of the Edit Book and the CLASS labels.

Attached are revisions to those questions and answers. These have been revised following consultation between the Postal Service and the National Rural Letter Carriers' Association. Several questions have been deleted because they no longer apply to the Edit Book process and many answers remain unchanged. Questions concerning the use of "B", "N", and "V" codes have been placed first, as these seem to be causing the greatest concern among rural carriers.

If you have any questions concerning this matter, please contact Robert West at (202) 268-3551 or Cathy Perron at (202) 268-4130.

A handwritten signature in black ink, appearing to read "Philip F. Knoll, Jr.", written over a printed name.

Philip F. Knoll, Jr.
Acting Manager
Delivery Support

Attachment

cc: Managers, Delivery Programs Support (Areas)

RURAL ROUTE EDIT BOOK

1. When is "B" (for P.O. Box), "N" (for non-delivery) and "V" (for vacant) used in the 1621 code block for rural routes?

Customers residing along a rural route line of travel who receive P.O. Box delivery in lieu of rural delivery are not included in the rural box count and their residence is not recorded on the edit sheet with a "B" code. Therefore, the "B" code is not utilized on rural routes. Addresses that are on the route line of travel but not delivered, such as local P.O. Box customers, shall be recorded as code "N". However, deliveries recorded with an "N" will appear on both the edit sheet and case labels. To suppress the address from the carrier case labels, the use of cell sizes with the following standards will cause the address not to print on the labels, but will be retained on the edit sheet.

- 80-vacant addresses
- 81-PO Box throwbacks
- 82-internal addresses (gated communities)
- 83-future deliveries

All of the 80+ entries to the cell size field will appear with a pound sign (#) in cell size on edit sheets.

Because the use of a "V" code signifies a vacant address and these addresses are not recorded in rural delivery until the vacancy is in excess of 90 days, the "V" code will not be used on rural routes. Once the vacancy is in excess of 90 days, the "N" code would be recorded and the 80 cell size noted, maintaining the address on the edit sheet, but not on the case label.

2. Will carriers be required to have non-delivery locations; i.e., a permanently vacant house, people who have post office boxes, etc., included in the Edit Books and listed on the case labels?

While it is desirable to have all addresses on a rural route line of travel included in the Edit Book, there is no requirement for these addresses to appear on the case labels. As stated in the answer to question 1 above, addresses that exist on the rural route line of travel but are not delivered by the carrier must be coded with an "N" in the 1621 column. Use of the appropriate 80 entry in the cell size field will keep this address from appearing on the case label. In those instances where the carrier is required to complete a review of the Edit Book and record all non-delivery locations, compensation will be provided in the form of auxiliary assistance or by utilizing Form 8127.

3. When the Edit Book is returned to the delivery unit, is it to be kept at the carrier's case so that changes can be entered daily?

Yes. The Edit Book is normally kept at the carrier's case for easy access. The Edit Book does not have to be specially secured within a post office however, they may only be removed from the office for official business use such as maintenance, route inspections, etc. The edit sheets within the Edit Book may not be duplicated except for purposes authorized by management.