# Brief of Rural Route Changes

**U.S. Postal Service**

**BRIEF OF RURAL ROUTE CHANGES**

*(See instructions on reverse)*

**ROUTE DATA**

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**COST DATA**

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(31) Remarks

(32) Action

(33) Net Cost

(34) Net Savings

(35) Prop. Eff. Date

(36) Signature

(37) Title

(38) Date

*PREVIOUS EDITIONS ARE USABLE*
February 1988

**PS Form 4241-A**

According to the type of employee (full time substitute, or associate rural carrier), select the appropriate form (Line 38).

**Payroll Hours Summary Report** which is available at the Regional level. Select the appropriate rate (Line 37).

**Title** — Self-explanatory.

**Signature** — Self-explanatory.

**Proposed Effective Date** — Enter the date these changes should take effect.

**Locked Pouch Allow.** — Enter the amount of locked pouch allowance paid as shown on the latest Form 4241-A.

**Net Savings** — Enter the dollar amount of net savings.

**Net Cost** — Enter the dollar amount of net cost.

**Auxiliary Assistance** — Determine the weekly hours of assistance authorized. Multiply this by the current hourly rate paid the person performing the assistance. Enter in this block.

**Annual EMA** — Determine the appropriate daily EMA rate. Multiply by 302 delivery days and enter the result in this block.

**Locked  Pouch Allow.** — Enter the amount of locked pouch allowance, if applicable.

**Saved Salary** — Enter the amount of saved salary, if any.

**Reg. Salary** — Enter the appropriate salary of the regular carrier.

**Reg. Step** — Enter the step of the regular carrier if the route is encumbered.

**Annual Relief Salary (J/K)** — Refer to the present route classification to determine if the route is J or K. If the route is J or K, refer to the current schedule of compensation and determine the appropriate daily rate of pay for the substitute. Multiply the daily rate by 26 days for J routes or 52 days for K routes and enter the results in this block.

**Franchise** — Determine franchise benefits as described above for Block 20.

**Total Cost** — Enter the total proposed costs.

**Remarks** — Include any additional information remarks here.

**Action** — To be completed by the MSC.

**Annual Salary** (J/K) — Enter $5,047 in Block 20, if the proposed route will be either J or K. Multiply the daily rate by 26 days for J routes or 52 days for K routes and enter the result in this block.

**Enter Step 7 if vacant.**

**Rte. No.** — Enter the route number.

**Present** — Enter the present route evaluation and classification (Example: 43J.)

**Proposed** — Enter the proposed number of stops.

**Proposed** — Enter the proposed number of routes from Line 2 of the Interim Rural Route Evaluation Worksheet.

**Present** — Enter the present number of routes from Line 2 of the Interim Rural Route Evaluation Worksheet.

**Proposed** — Enter the proposed number of boxes from Line 3 of the Interim Rural Route Evaluation Worksheet.

**Present** — Enter the present number of boxes from Line 3 of the Interim Rural Route Evaluation Worksheet.

**Proposed** — Enter the proposed route evaluation and classification.

**Present** — Enter the proposed route evaluation from Line 3 of the Interim Rural Route Evaluation Worksheet.

**Total Cost** — Enter the total cost of the regular carrier.

**Annual Salary** (J/K) — Enter $5,047 in Block 20, if the proposed route will be either J or K. Multiply the daily rate by 26 days for J routes or 52 days for K routes and enter the result in this block.

**Enter Step 7 if vacant.**

**Length** — Enter the proposed length from Line 2 of the Interim Rural Route Evaluation Worksheet.

**Present** — Enter the present length from Line 2 of the Interim Rural Route Evaluation Worksheet.

**Hours & H, J, K, A, M and L or Non-L.**

**Actual Time** — Enter the actual time.

**Standard Time** — Enter the present standard time from Line 1 of the Interim Rural Route Evaluation Worksheet.

**Proposed Standard Time** — Enter the proposed standard time from Line 1 of the Interim Rural Route Evaluation Worksheet.

**Proposed** — Enter the number of stops and boxes from the proposed route evaluation.

**Present** — Enter the number of stops and boxes from the present route evaluation.

**Check Appropriate Box(es)** — Place a check mark in the box to the left of each action involved.

**Instructions**