

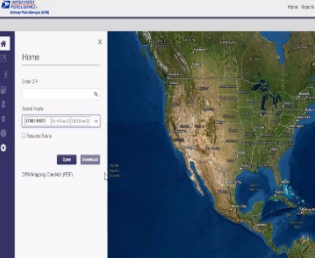
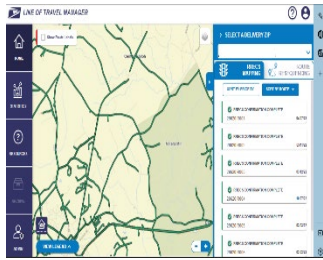
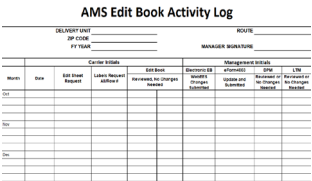
Rural Route AMS Edit Book Maintenance SWI

Carrier updates AMS
Edit Books

Supervisor/designee
Submits AMS Edit
Books

AMS approves updates

DPM/LTM update and
confirm routes

Visual	Important Steps	Key Points
	1. Days 1–10: All AMS Edit Books must be updated by the carrier each month	- 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
	2. Days 2–11: Supervisors/designees must submit verified AMS Edit Books to district AMS office via mail (or) WebEES by Day 11 of each month	Supervisors/designees should note that rural delivery submissions in WebEES must be completed by Day 11 each month
	3. Days 12–20: District AMS office will process changes by COB on Day 20 of each month District AMS office will mail processed AMS Edit Book back to delivery unit by Day 21 of each month	- AMS will print and mail case labels - AMS will provide new printed carrier edit books as needed
	4. 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.	- Log into Delivery Point Manager (DPM) - Select ZIP Code and route - Download AMS Edit Book - Plot incomplete delivery and make necessary updates - Clear errors and review warnings/thresholds - Submit/Certify
	5. Allow 10-15 minutes for DPM processing. 6. 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	- Log into Line of Travel Manager (LTM) - Enter the ZIP Code - Select the route for review - Select “Partial Review” - Plot/update Traffic Control Points (TCPs) - Submit
	7. Once DPM and LTM are finalized, supervisor/designee must initial the DPM and LTM portions of the AMS Edit Book Activity Log	Carrier and manager must initial/date as appropriate