
DELIVERY ADDRESS REPORTING

OBJECTIVE:

- To ensure the accurate and timely reporting of address changes for every route to Address Management Systems.
- To maintain the goal of 99% accuracy on the **delivery database**.
- To increase DPS percentage to 95%.
- To reduce mail that requires carrier manual sequencing.
- To ensure the quality of mail sortation on automated equipment.
- To ensure accurate quality products are provided to the mailer and timely delivery to customers.

PROCEDURES:

1. Carriers must be instructed to report changes to their Supervisor and/or designee **as soon as change occurs**.
2. For rural routes, a Form-4003 is required for submission with the Edit Book when adding or deleting Boxes.
3. **Each MONTH:**
 - The Postmaster or the Station Manager MUST review and update change (if approved) in Line Of Travel (LOT) by completing and submitting the LOT approval form.
 - Supervisors or Liaison MUST review the updated changes in each Edit Book and sign them before the books are mailed to AMS.
 - **City Route**: carriers must be provided time to review the route Edit Book. Discrepancies identified by carriers MUST be recorded in the route Edit Book and submitted to AMS immediately. This process is to be documented in the Monthly Carrier Interview Log.
 - **Rural Route**: The Postmaster or Manager is required to complete and submit the attached AP Certification Sheet to validate that all rural carriers at the unit have reported changes on the route via the normal review process.
4. **REQUIRED Monthly Edit Books Update and Submission:**
 - Office and Station are to interview carriers at the first 2 weeks of each month.
 - Carrier Interview Log must be used to identify routes that were given opportunity to review his/her Edit Book and identify changes.
 - The completed Carrier Interview Log and updated Edit Books must be submitted and received at AMS office on or before due date.
 - Due Date for submitting Edit Books and Log will be distributed to offices/station via email at the beginning of each month.

RESPONSIBILITIES:

District Manager

The District Manager is responsible for assuring that this system is effectively implemented at each delivery unit and that continued compliance is maintained at post offices District-wide.

Manager, Operations Programs Support

The MOPS is responsible for coordinating with operations managers to ensure that delivery units comply with the requirements stated in this SOP.

Manager, Address Management Systems

The Manager, AMS will provide technical guidance and support to the delivery units on the Edit Book updates. The MAMS will track the frequency of the Edit Books and Carrier Interview Logs submitted to AMS and will provide feedback to the local Postmaster, Manager, MOPS, and Operations Managers.

Local Postmaster or Manager

Postmasters and Managers are responsible for –

- Ensuring that carriers and EAS Liaisons and Supervisors understand their responsibilities and accountabilities.
- Ensuring that Edit Books are updated, and
- Monthly Log Certification sheets are completed.
- Timely submission of Edit Books to AMS and timely installing Case Labels when received.

Local Supervisor

- Must ensure that carriers understand their responsibilities as outlined in M-41 Handbook.
- Must determine appropriate action to be taken for non-reporting delivery points and changes on the route.

Carriers

As stated in the **M-41**, section 253.1 and 253.3 for City carriers, and the **PO-603** for Rural carriers, **it is absolutely essential that carriers keep the Edit Book accurate and up-to-date.** Entries annotated below must be reported as soon as known by the carrier.

- New construction, new buildings, subdivisions and developments.
- Conversions from single to multiple deliveries or from multiple deliveries back to a single delivery.
- Demolitions.
- Vacant houses.

Edit Book Liaison:

If an office does not have an Edit Book Coordinator or EAS Liaison, the unit **Supervisor will resume the following responsibilities:**

- Record all changes reported by carriers into the route Edit Books and submit to AMS immediately.
- Make sure Case Labels received must be installed immediately after receipt and follow the date specified on the Case Labels Certification.
- Complete required information on the Case Labels Certification to AMS.
- Perform MONTHLY Carrier Interviews.
- In addition to the items listed under carriers' responsibility, the following entries must be fully completed:
 1. Sequence/Line of Travel.
 2. Street Name.
 3. Secondary numbering.
 4. Type of delivery
 5. 2 or more addresses, primary & secondary, which share one mail receptacle.
 6. 2 or more addresses, primary & secondary, which receive mail at a centralized location.
 7. Vacant more than 90 days.

CERTIFICATION

RURAL ROUTE AP DELIVERY CHANGE

I CERTIFY THAT ALL INFORMATION LISTED IN THE EDIT BOOKS FOR RURAL ROUTES IN MY OFFICE IS CURRENT AND UP TO DATE.

CHANGES HAVE BEEN IDENTIFIED BY RURAL CARRIERS UNDER OUR NOMAL REVIEW PROCESS, EDIT BOOKS WERE UPDATED IMMEDIATELY AND SUBMITTED TO AMS IN ACCORDANCE TO DISTRICT STANDARD OPERATING PROCEDURE #SF03-B.

NUMBER OF RURAL ROUTES: _____ AP: _____ DATE: _____

OFFICE: _____ ZIP CODE: _____

CERTIFIED BY: _____
(Name) (Title)

SIGNATURE: _____

A Certification Sheet must be submitted to the Address Management Systems office no later than the first Monday following the close of each Accounting Period. Mail your completed Certification Sheet to:

Address Management Systems
P.O. Box 882706
San Francisco, CA 94188-2706

