# Rural Route AMS Edit Book Maintenance SWI

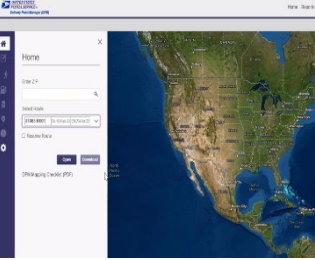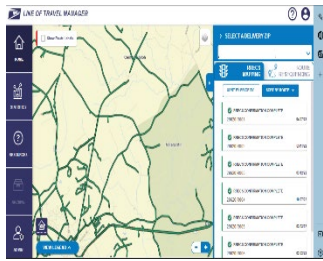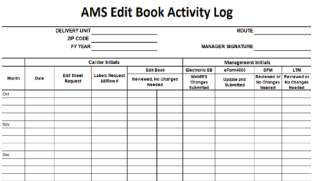| Carrier updates AMS Edit Books | Supervisor/designee Submits AMS Edit Books | AMS approves updates | DPM/LTM update and confirm routes |

| 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<br>• 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<br>   a. 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<br>• 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)<br>  o Select ZIP Code and route<br>  o Download AMS Edit Book<br>  o Plot incomplete delivery and make necessary updates<br>  o Clear errors and review warnings/thresholds<br>• Submit/Certify |
|  | 5. Allow 10-15 minutes for DPM processing.<br>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)<br>  a. Enter the ZIP Code<br>  b. Select the route for review<br>  c. Select "Partial Review"<br>  d. Plot/update Traffic Control Points (TCPs)<br>• 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 |