

Form 4003, Official Rural Route Description

(M-38 217.1. 443.4, Exhibit 443.4f(2)(p. 2), 6, 720, 824.34; PO-603 414, 541.3)

The PS Form 4003 contains all the route's **current, active** (which includes vacant addresses under 90 days) delivery data including an official line of travel, current number of deliveries, miles traveled, authorized dismounts, etc... This form is utilized to update any changes that occur on a rural route between mail counts. The postmaster or supervisor must complete Form 4003 for submission to the district at the end of each pay period (PP) if there are ANY changes to the route. The effective date for each 4003 should be the first day of the PP which will always be a Saturday. Three copies should be prepared and approved by the Postmaster; one copy should be sent to the District, one copy to the route folder and one copy to the carrier

For all practical purposes, Form 4003 controls your rural carriers' pay checks. The rural carriers pay can ONLY be adjusted when Form 4003 is submitted and processed. The Edit Book does NOT update any box counts on Forms 4003 nor Forms 4241-A. Edit Book updates should match Form 4003 submissions.

Timely submissions are important not only for pay purposes but for relief day purposes as well. Untimely submissions not only delay compensation due the carrier but could also generate corresponding letter of demands should an additional relief day be granted at a lower salary schedule.

Form 4003 has fifteen (15) different options regarding the reason for a change in route data. The following is brief explanation of the type adjustments generated by Form 4003. Be sure the appropriate selection is checked when submitting the form to the district.

ADJUSTMENT – This box is checked for an “interim adjustment” increasing or decreasing the number of boxes and miles of the route. Friday/Saturday rotating day off changes are also contained under this box with the reason stated on the Form 4003.

CONVERT TO REGULAR – This box is rarely used and should only be when directed by Operations Programs Support. Auxiliary rural routes reaching the evaluation of thirty-nine (39) hours or more will be counted during the next National or Special Mail Count and converted to regular at that time given proper approval and pending no further adjustments.

EXTENSION – Use when adding additional mileage through an extension of curblines and/or centralized *that were not previously serviced*. Form 4003 showing a mileage increase must be accompanied by a Form 4027, Petition for Change in Rural Delivery, unless covered under another category. The Postmaster should be approving the petition. One copy should be maintained in the route folder and one copy should be sent with the Form 4003. Rural route mileage cannot be changed due to a route inspection.

OPTION ELECTION – A rural carrier, who qualifies, may elect High Option only at the time of a National or Special Mail Count, interim adjustment (one hour change), or at the beginning of the Guarantee Period. Low Option can be selected by the carrier at anytime and will be effective at the beginning of the next pay period.

COLL/COMP – This box signals a change in the number of collection compartments on the route. This entry will not add any additional bank time towards the one hour change, but will add time directly to the routes current standard hours.

DISCONTINUED – Use this box only when an entire rural route is discontinued. This would be selected on the route that is absorbed by consolidation to other routes and/or P.O. Boxes.

LOCKED POUCH – This box is checked when adding or deleting a locked pouch to any route.

PARCEL LOCKER – This box signals a change in the number of parcel lockers on the route. This entry will not add any additional bank time towards the one hour change, but will add time directly to the routes current standard hours.

VEHICLE DATA – Whenever a Government vehicle is assigned to the route or removed from the route this box must be selected. The section should either contain a check mark in EMA or Govt Veh; OEMA is no longer valid as part of the 2000 National Agreement.

The following six (6) options all have an asterisk (*) after them due to the requirement of a base hour change. An Interim Evaluation Worksheet is required for these six options.

REMEASURED* – Rural routes will be remeasured upon request of the rural carrier or when the Employer deems necessary. Measuring of rural routes will be conducted by using a device or odometer that has been tested for accuracy. The rural carrier assigned to the route has the right to be present during the course of the measurement in a non-duty, non-pay status.

In accordance with Chapter 6 of the M-38, Management of Delivery Services, do not make the measurement with the carrier while serving the route. Start and end the measurement at the authorized loading and unloading area of the route. The roads must be traveled by the most direct line practical without pulling in and out to service mailboxes. Rural route mileage cannot be changed due to a route inspection.

Form 4003 is submitted with an effective date of the following pay period after completion of the measurement. Mileage changes due to route remeasurements are NOT retroactive. A reasonable amount of time must be adhered to when the remeasurement is requested by the carrier.

CONSOLIDATION* – This is to be selected only when an adjustment pertains to the transfer of territory from one route to another. The changes in mileage and boxes are all considered to be part of a consolidation. **(ROUTE ADJUSTMENTS)**

NEW ROUTE* – This box is selected when an adjustment in territory establishes a new rural route. All new routes regardless of their evaluation are NON-L auxiliary routes until the next National or Special Mail Count.

DETOUR* – Temporary changes in the line of travel, i.e. a bridge is out, of more than thirty (30) calendar days in duration shall be added to the route's evaluation including any accompanying salary changes.

All salary changes will become effective at the beginning of the first pay period following the completion of the first thirty (30) days of the deviation and concludes at the beginning of the first pay period after the deviation is terminated.

SEASONAL ROUTE* – Used only when adjusting the number of deliveries and miles at the beginning or end of the seasonal period.

A route is declared seasonal when certain residents are provided delivery only for a specified period of less than one year and when the seasonal period ends delivery is no longer required for a period of more than ninety (90) days. These routes may be identified at anytime throughout the year. When a route is identified as a seasonal route using Form 4003, the associated box is noted on Form 4241-A, Rural Route Evaluation.

HARDSHIP* – This is used when the mode of delivery authorized for a delivery point would impose an extreme physical hardship on an individual customer. Any submitted written request must comply with the Postal Operations Manual section 631.42 and section 653. The request should not be approved if the delivery would be unsafe or put undo burden on the Postal Service. Postmasters may approve exceptions to the current delivery mode which are temporary and shall be void when the hardship ceases.