

From the mail count guide – pages 38-39

Edit Book– Column 17 Credit

With the introduction of the Edit Book process, rural carriers are no longer required to list any changes on the back of the PS Form 4240. They are now required to make such entries in the Edit Book for the route. Along with the information concerning the additions and deletions that previously had been required, additional information must now be entered into the Edit Book. The additional information required includes, but is not limited to: Line #6 , 1621 code
Line #7 , seasonal delivery indicator Line #8 , letter cell size
Line #9 , flat cell size Line #10, the congressional district
Line #13, additional delivery information for the address

Carriers are to be compensated for the time required to perform the additional work due to the implementation of the Edit Book process. Actual time required for the full completion of the additional data required on the edit sheet and maintenance worksheet, will be recorded under column 17 (Other Suitable Allowance) during all mail counts. Also, include the time required to locate the appropriate edit sheet, and the location of where the change is actually to be entered on each sheet. The maintenance worksheet is used by the carrier to record changes in deliveries that occur on the route while the Edit Book has been submitted to AMS for maintenance. When AMS returns the Edit Book, the carrier will copy all changes from the Maintenance Worksheet onto the new edit sheets. The time required to complete the Maintenance worksheet is also included and entered in Column 17 on the mail count form. In addition, the time performing all required reviews of the Edit Book will be included in column 17.