



July 3, 2018

Mr. Brian Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

**CERTIFIED MAIL: 7016 1370 0002 3014 6755**

Dear Brian:

The Postal Service is revising PS Form 4003, *Official Rural Route Description*. The primary purpose for this revision is a modification in formatting to facilitate legibility and to provide a more streamlined display.

Additionally, the revision includes the removal of the "Converted to centralized boxes only" section, which is now obsolete.

We have enclosed the current and revised versions of the form for your review.

If you should have questions, please contact Henry Bear.

Sincerely,

A handwritten signature in cursive script that reads "Cathy M. Perron".

Cathy M. Perron  
Manager  
Contract Administration (NRLCA)

Enclosures

**OFFICIAL RURAL ROUTE DESCRIPTION**

Postmaster will complete this part. See instructions for completion on reverse of Part 3.

POST OFFICE		*New Base Hour (Standard Hour) Change Required							
State and ZIP+4 Code		Adjustment		Coll/Comp		Consolidation*			
		Convert to Reg.		Discontinued		New Route*			
		Extension		Locked Pouch		Detour*			
		Option Election		Parcel Locker		Seasonal Route*			
Remeasured		Vehicle Data		Hardship*					
Finance No.	Route No.	New Length		Converted to centralized boxes only			NDCBU	Parcel Locker	Option
				Weekly Dismounts	Weekly Dismount Distance	Converted Reg Boxes	Coll/Comp		
Locked Pouch		Weekly Dismounts	Weekly Dismount Distance	Regular Boxes	Centralized Boxes	Stops	Base Change	Vehicle Data	Effective Date
No.	Avg dly. wt.							EMA	
								GOV	
Name of Carrier				Approved By			Date		

PS Form 4003, August 1993 (computerized)

Line	Briefly describe the line of travel from the Post Office and return.	Miles	Line	Briefly describe the line of travel from the Post Office and return.	
1			49		
2			50		
3			51		
4			52		
5			53		
6			54		
7			55		
8			56		
9			57		
10			58		
11			59		
12			60		
13			61		
14			62		
15			63		
16			64		
17			65		
18			66		
19			67		
20			68		
21			69		
22			70		
23			71		
24			72		
25			73		
26			74		
27			75		
28			76		
29			77		
30			78		
31			79		
32			80		
33			81		
34			82		
35			83		
36			84		
37			85		
38			86		
39			87		
40			88		
41			89		
42			90		
43			91		
44			92		
45			93		
46			94		
47			95		
48				<b>TOTAL OFFICIAL ROUTE MILEAGE</b>	

Current

**OFFICIAL RURAL ROUTE DESCRIPTION**

**FACILITY/ST/ZIP+4:**

**Delivery Unit Submit Date:**

Finance Number		Route Number		(Indicate only one transaction with an 'X') - Transactions with an ASTERISK * requires a Base Hour Change								
				Adjustment		Extension		Locked Pouch				
				Collection Compartment		Option Election		Aux Rte-Convert To Reg(=or> 42.00)				
Transaction Effective Date		Base Hour Change		Parcel Locker		Vehicle Data		Discontinue Route				
				Consolidation *		Detour *		New Route *				
				Hardship *		Remeasured *		Seasonal Route *				
Vehicle Stops	Route Miles	Regular Boxes	Central Boxes	Weekly Dismounts	Weekly Dismount Distance	CBU NDCBU Coll Comp	Parcel Locker	Vehicle Data		Option Election	Locked Pouch	
								GOV	EMA		Total No	Avg Dly Wl

Carrier Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_

Line	Line of Travel Description	Miles	Line	Line of Travel Description	Miles
1			46		
2			47		
3			48		
4			49		
5			50		
6			51		
7			52		
8			53		
9			54		
10			55		
11			56		
12			57		
13			58		
14			59		
15			60		
16			61		
17			62		
18			63		
19			64		
20			65		
21			66		
22			67		
23			68		
24			69		
25			70		
26			71		
27			72		
28			73		
29			74		
30			75		
31			76		
32			77		
33			78		
34			79		
35			80		
36			81		
37			82		
38			83		
39			84		
40			85		
41			86		
42			87		
43			88		
44			89		
45			90		

**Draft - Not For Distribution**