

Instructions: Base Data Verification Form

- **Average Net Office Time:** From Column A on the front of the PS Form 1840 from the last route inspection
- **Average Standard Office Time:** From Column B on the front of the PS Form 1840 from the last route inspection
- **%:** Leave blank
- **Lines 14-21:** Utilize the PS Forms 1838 and/or the lower left section of the front of PS Form 1840 from the last route inspection to compute the average total time used by the regular carrier for line items 14 through 21. In computing the total, use the actual but no less than the minimum allowance for each line item.
- **Adjusted Street Time:** From the upper right hand side of the back of PS Form 1840 from the last route inspection. If the current adjusted street time is from a 'Summary of Minor Adjustments Worksheet' pursuant to section 141 of the M -39 Handbook, please annotate the entry with an 'm'. If the current adjusted street time is from a local agreement on route adjustments pursuant to the August 4, 2004 MOU, please annotate the entry with an 'a'.
- **Base Street Time, % to Standard, FOT:** All three of these are found on the DOIS 'Route Base Information Report'.