

SECRET
(When Filled In)

WEEKLY ADMINISTRATIVE REPORT

FOR WEEK ENDING

NAME

LEAVE AND ACTIVITY

DATE

NO. OF HOURS

1. ANNUAL LEAVE
2. SICK LEAVE
3. HOLIDAY LEAVE
4. ADMINISTRATIVE INTERRUPTIONS
5. OFFICE MEETINGS
6. CONSULTATIONS
7. APPOINTMENTS OUTSIDE OFFICE
8. SPECIAL PROJECTS

SPECIAL TRANSLATION

RESEARCH

MARKING MICROFILM FOR REPRODUCTION

FOREIGN LANGUAGE TYPING

COMPOSITION

OTHER

(Check one)

9. REMARKS