REPORT REFERENCE RECORD (PREPARED REPORTS)

REPORT TITLE	RCS NO.

HOW PREPARED	FORMNOJFORMAT	FREQUENCY	DUE DATE
☐ MANUAL ☐ MACHINE			

DIRECTIVES REQUIRING SUBMISSION OF THE REPORT

LIST SUBORDINATE ACTIVITIES THAT PROVIDE INFO TO ASSIST YOU IN PREPARING REPORT

ACTIVITY THAT RECEIVES REPORT

ORIGINAL:

VIA-

COPIES:

SIGNATURE (Person having cognizance)	CODE	DATE	PHONE NO.

REMARKS AND ANALYST'S NOTES

CNET 5214/5 (3-96)

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