

ACTIVITY/TASK LIST		1. TYPE OF LIST ☐ ACTIVITY ☐ TASK		2. DATE (YYYYMMDD)		
3. ORGANIZATION			4. SUPERVISOR			
5. NAME (Use for Task List Only)			6. JOB TITLE (Use for Task List Only)		7. GRADE/RANK (Use for Task List Only)	
8. NO.	DESCRIPTION			HOURS PER	WORK COUNT	ACTY NO.
a	b			c	d	e
9. CERTIFIED BY (Signature of Organization Supervisor)				9a. DATE (YYYYMMDD)		TOTALS →