NEW REPORT CYCLE CHECK-OFF LIST

I. SPACE MANAGEMENT REQUEST FOR NCI AND CONTRACTOR UPDATE INFORMATION

A. Prepare request memo, with distribution list []

B. Run update report and make two copies []

C. Prepare mailing labels []

D. Photo copy memo and use codes []

E. Assemble update request packages []

F. Distribute update request packages []

II. PRELIMINARY UPDATE PROCEDURES

A. Log in update returns as received []

B. Enter changes in Mark-up report []

C. Review "on hold" update data for entry []

D. Enter additional changes if any []

E. Prepare a summary of any major changes for the Director of NCI-Frederick []

III. UPDATING THE SPACE MANAGEMENT COMPUTER DATABASE FILES

A. Update Access tables []

B. Print proofing copies of each report []

C. Enter corrections in Access []

D. Run macros, to create Master Space file []

E. Print reports []

F. Send reports to Publications to be copied []

IV. ASSEMBLY AND DISTRIBUTION OF THE SPACE MANAGEMENT REPORT

A. Print and copy report cover letter []

B. Separate Reports []

C. Assemble reports []

D. Double check for correct reports []

E. Deliver reports to Director of Contracts and Admin. []

F. Deliver reports to Director of OTS []

G. Distribute courtesy copies []

V. ARCHIVAL AND STORAGE OF SPACE MANAGEMENT REPORTS AND DATA

A. Archive current data []

B. Store extra reports []

VI. PREPARATIONS FOR FOLLOWING QUARTER

A. New Space Management Office Master Reports []

B. Print Mark-up report []

C. Check supplies []

D. Update administrative data []

E. Set up new work file []