On or before the 4th work day of each month the Personnel Section, Administrative Staff, will supply your office with the following information based on approved Table of Organization and Notice of Personnel Action (Fm.50):

1. Total number of personnel

2. Number of employees on duty

3. Number of employees in process

4. Number of positions vacant (by grade)

5. Total salaries of employees on duty

The report will be submitted in the same format as was previously submitted and contain information covering regular hours worked, overtime hours, annual, sick and military leave for personnel slotted against approved Table of Organization only.