

ACTIVITY/TASK LIST		1. TYPE OF LIST ☐ ACTIVITY ☐ TASK		2. DATE	
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	TOTALS →		