

MAIL WORKLOAD
SEPTEMBER 1998 - AUGUST 1999

Enclosure (8)

Incoming Uncontrolled Mail (Unclassified, FCM, PER, STD A, STD B)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
125,644	117,737	78,242	79,974	80,532	70,810	85,918	97,758	82,294	71,354	68,632	77,853	1,036,748	86,396
Incoming Controlled Mail (Registered, Certified, Insured, Express, Confidential FCM)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
181	180	240	223	202	194	259	267	264	281	213	194	2,698	225
Intra-Lab Uncontrolled Mail (Bldg to Bldg)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
13,170	10,275	10,738	12,529	10,872	12,859	10,198	9,247	36,780	12,522	11,121	10,833	161,144	13,429
Outgoing Mail (Unclassified FCM, PER, STD A, STD B)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
25,997	24,147	12,882	14,370	15,984	18,968	18,576	19,392	17,021	21,501	16,171	16,140	221,149	18,429
Outgoing Controlled Mail (Registered, Certified, Express)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
214	83	214	82	31	78	151	137	96	159	107	223	1,575	131
NCR POSTOPNSDIV (Incoming Metro)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
2,191	1,039	982	1,325	798	723	613	608	559	745	399	681	10,663	889
NCR POSTOPNSDIV (Outgoing Metro)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
701	1,028	397	451	524	577	709	655	585	602	591	503	7,323	610
Distribution List Items													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
70,325	53,203	48,242	29,356	45,352	26,623	34,815	60,805	44,456	22,234	33,168	31,380	499,959	41,663

CORRESPONDENCE AND ADMINISTRATIVE WORKLOAD
SEPTEMBER 1998 - AUGUST 1999

Incoming Mail Addressed to CO/NRL (Unclassified and Confidential First Class Mail)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
3,313	2,712	2,539	2,907	2,788	2,428	3,199	2,548	2,101	3,001	2,226	2,443	32,205	2,684
Incoming Controlled Mail (Registered, Certified, Insured, Express)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
193	181	231	221	201	180	260	255	262	250	216	187	2,637	220
Outgoing "By direction" Correspondence (Secret, Confidential, Unclassified)													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
148	122	91	86	85	160	158	164	113	201	140	184	1,652	138
Secret Incoming, Outgoing, and Intra-Lab Mail													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
476	104	465	62	59	63	241	169	99	118	68	446	2,370	198
Filing													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
187	132	95	75	95	135	201	150	114	111	133	144	1,572	131
NRL Forms Designed													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
1	1	2	0	0	2	8	1	0	0	3	2	20	2
NRL Forms Revised													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
4	3	0	4	8	6	5	2	3	4	15	10	64	5
NRL Forms Converted to Electronic Format													
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	AVG/MO
9	13	4	5	2	1	2	1	3	2	0	2	44	4

ADDITIONAL WORKLOAD AND EXPENSES

PWS REF.	TASK	TOTAL HOURS PER YEAR
5.7.1	Quarterly NRL Code Directory	52
5.8.1	Annual Organizational Index	16
5.9.1	Tri-Annual DOD Directory (NRL portion)	11
5.11.1	LAN Administration	624
5.11.2	Database Administration	632
5.11.3	Electronic Forms Web-site	32
5.12.3	Annual Forms Inventory	20
5.13.2	Biennial Reports Inventory	60
5.15.3.3	Annual appraisal/purging of records (includes reviewing files, preparing paperwork for Records Center, and pulling/destroying files and finding aids)	114
PWS REF.	ADDITIONAL FY 99 EXPENSES	TOTAL COSTS FOR FY 99
3.1.1	Materials and Supplies	\$14,438.00