

SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)
NAVMC 11217 (REV. 6-02) (EF)

REPORT CONTROL SYMBOL: EXEMPT

REPORT CONTROL SYMBOL	NO. REPORTS PER YEAR	DATE PREPARED
-----------------------	----------------------	---------------

REPORT TITLE

HOURS TO INITIATE OR REVISE			CODE	TELEPHONE	EMAIL ADDRESS
GRADE	HOURS	TOTAL HOURS INIT/REVISE			

HOURS TO PREPARE AND SUBMIT				HOURS TO RECEIVE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
HOURS TO PREPARE AND SUBMIT ONE REPORT				HOURS TO RECEIVE ONE REPORT			
NO. OF ACTIVITIES TO SUBMIT				NO. OF ACTIVITIES TO SUBMIT			
TOTAL HOURS TO PREPARE AND SUBMIT ALL REPORTS				TOTAL HOURS TO PREPARE ALL REPORTS			

HOURS TO USE				HOURS TO STORE AND DISPOSE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
TOTAL HOURS TO USE REPORTS				TOTAL HOURS TO STORE AND DISPOSE			

TOTAL ANNUAL BURDEN HOURS FOR THIS REPORT
 (EXCLUDE HOURS TO INITIATE/REVISE)

INSTRUCTIONS

SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)

RCS: EXEMPT

NAVMC 11217 (REV. 6-02) (EF)

Report Control Symbol: Current RCS or wait for CMC (ARDB) to assign.

No. Reports Per Year: Use number, i.e., if annually, use 1; if quarterly, use 4; if biennially, use 5.

Date Prepared: Self-explanatory.

Report Title: Proposed title of report (avoid use of "Report" and frequency (i.e., Annual, Quarterly)).

Estimate Prepared by: Self-explanatory.

Code: Self-explanatory.

Telephone: Telephone number of report sponsor; include area code if other than 703.

EMAIL ADDRESS: Report sponsor's E-mail address.

HOURS TO INITIATE OR REVISE: Complete ONLY if a new or revised report. Estimate time report sponsor spends creating or revising report.

Grade: Use the following abbreviations (i.e., for Colonel use Col; for GM-15 use "GM15"):

Colonel	- COL	Master Gunnery Sergeant	- MGYSGT	GM15	GS9
Lieutenant Colonel	- LTCOL	Sergeant Major	- SGTMAJ	GM14	GS8
Major	- MAJ	Master Sergeant	- MSGT	GM13	GS7
Captain	- CAPT	First Sergeant	- 1STSGT	GS12	GS6
First Lieutenant	- 1STLT	Gunnery Sergeant	- GYSGT	GS11	GS5
Second Lieutenant	- 2NDLT	Staff Sergeant	- SSGT	GS10	GS4
Chief Warrant Officer 4	- CWO4	Sergeant	- SGT		
Chief Warrant Officer 3	- CWO3	Corporal	- CPL		
Chief Warrant Officer 2	- CWO2	Lance Corporal	- LCPL		
Chief Warrant Officer 1	- CWO1	Private First Class	- PFC		
		Private	- PVT		

Hours: Time spent by each grade. Use fractions for minutes, i.e., if time is 1 hr 15 min, enter 1.25; if 1 hr 30 min, enter 1.5, Minutes can be calculated by dividing minutes by 60, i.e., 5 min = 5/60 = .083.

Reports per Year: See above explanation.

Total Hours by Grade: Multiply Number of Hrs x Number of Reports Per Year.

HOURS TO PREPARE AND SUBMIT: Estimate time spent by reporting activities completing report. Suggest taking a random survey of activities to determine average grade/time required. NOTE: This is an excellent opportunity to request feedback on ways to improve the report.

No. of Activities to Submit: Self-explanatory. Number should match the number of MCC's listed for block 17 of the previous form.

HOURS TO RECEIVE: Estimate time required to receive **ONE** report. Include time to open mail, check off receipt from each activity, input data into computer or post to ledger, etc.

HOURS TO USE: Estimate time spent reviewing, analyzing, consolidating, coordinating, and finalizing the information received from all reporting activities.

HOURS TO STORE AND DISPOSE: Estimate time to store and dispose of reports (include all individual reports from activities submitted for **ONE** reporting period).

TOTAL BURDEN HOURS FOR THIS REPORT: Exclude initiation/revision hours.