

## APPENDIX 7

### Instructions

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For new reporting requirements, complete blocks 2 through 14. For revisions of existing reports, complete blocks 1 through 14. To cancel a reporting requirement, complete blocks 1 through 3, and 12 through 14.

The clearing official for recurring requirements is the Reports Management Officer;

One-time reporting requirements is the related Primary Organization Head (POH) or designee.

Recurring Reporting Requirements: Submit 6 copies of this completed form to the appropriate Reports Liaison Officer (RLO) along with the attachments listed below. After RLO approval is obtained, 5 sets of this documentation will be forwarded to the Reports Management Officer for clearance.

One Time Reporting: Submit 3 copies of this completed form to the appropriate Reports Liaison Officer along with the attachments listed below. After RLO approval is obtained, 2 sets of this documentation will be forwarded to the appropriate POH for clearance. When clearance has been obtained from the POH, one set of approved documentation will be forwarded to the Reports Management Office.

#### Attachments:

1. Draft of report instructions
2. Draft of report format
3. Draft of prescribing directives
4. All related material