

WORKLOAD INFORMATION**9. WORKLOAD ESTIMATES**

Workloads	Qty	Frequency	Remarks
Guide, direct, and facilitate OPRs in the formal development, processing, and publishing of new base-level publications.	7	Annually	Information contained in the publications processing time log. In FY 2002; 7 new base-level pubs were completed.
Guide, direct, and facilitate OPRs in the formal development, processing, and publishing of revised base-level publications.	52	Annually	Information contained in the publications processing time log. Qty reflects a three year ave.
Guide, direct, and facilitate OPRs in the formal review of current publications.	178	Annually	Information contained in monthly review log and represents all reviews accomplished in the past 12 months.
Publish official index and post to web site.	1	Annually	Keesler AFB Index 2 is available on the Keesler home page.
Process and maintain official record sets on each publication (new/revised/obsolete). . Information contained in the Publications management office and correlates to each publication listed in Keesler AFB Index 2.	194	Annually	Keesler AFB Instructions: 50 Keesler AFB VA's: 34 Keesler AFB Sups: 106 2AF Publications: 4 Total: 194
Guide, direct, and facilitate OPRs in the formal development, processing, and publishing of new unit-level operating instructions.	58	Annually	Information contained in the publications review log. Qty reflects a three year average.
Guide, direct, and facilitate OPRs in the formal development, processing, and publishing of revised unit-level operating instructions.	163	Annually	Information contained in the publications review log. Qty reflects a three year average.
Develop, process, and publish the official base bulletin.	49	Annually	Each bulletin is number sequentially. The December bulletin number represents the total that were published for that year. .
Provide routine information, research, guidance, and customer service via the phone, e-mail, or on a walk-in basis.	9099	Annually	Information is a technical estimate based upon customer service tracking sheets.
Perform staff assistance visits.	17	Annually	This information is contained in the Publication management Staff Assistance Visit Worksheets. The qty represents a three-year average.
Guide, direct, and facilitate OPRs in the formal development, designing, processing, and publishing of new base-level forms.	13	Annually	This information is based upon a three year running average and tracked in KAFB Index 9.

Workloads	Qty	Frequency	Remarks
Guide, direct, and facilitate OPRs in the formal development, designing, processing, and publishing of revised base-level forms.	37	Annually	This information is based upon a three year running average and tracked in KAFB Index 9
Guide, direct, and facilitate OPRs in the formal review of current forms.	216	Annually	This information is based upon a three year running average and tracked in KAFB Index 9.
Guide, direct, and facilitate OPRs in the formal process to make a current form obsolete.	34	Annually	This information is based upon a three year running average and tracked in KAFB Index 9.
Review all base publications to ensure any forms being prescribed are legal and in compliance with forms management policy.	27	Annually	Information contained in the Keesler AFB web site. http://www.keesler.af.mil/pubs/kafbform/KAFBFRMS/
Publish official forms index and post to web site.	1	Annually	Information contained in Keesler ADB Index 9, and on the Keesler AFB web site. http://www.keesler.af.mil/pubs/kafbform/KAFBFRMS/
Process and maintain official record sets on each form (new/revised/obsolete).	84	Annually	These are maintained within the forms management office. This number is based upon a three year average.
Provide routine information, research, guidance, and customer service via the phone, e-mail, or on walk-in basis.	3272	Annually	Information is a technical estimate based upon customer service tracking sheets. .