



Communications and Information

USE AND PREPARATION OF ARPC FORM 6

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 1

Distribution: F

This instruction outlines the preparation and use of ARPC Form 6, **Record of Work Order Request**.

- 1. Purpose.** To Request automated work on various machines located in the Computer Branch.
- 2. Preparation.** Requester fills in all areas of the form except the date completed, job received by, and date portion, which is filled out by the Computer Branch.
- 3. Procedures.**
 - 3.1. ARPC Form 6 is kept by the Branch Chief for data collection.
 - 3.2. Work will not be processed without the form being filled out.
- 4. Form Prescribed.** ARPC Form 6.

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