

NAME	ROOM	DEPARTMENT	GRADE	NO.	GRADE
Ford	12	SECRETARY	CLERK		

Limited agent pers asgd & atchd unasgd
OFF 0 PR 3 Total 3

NO	AGENCY	AGENCY	TOTAL	TOTAL	PERCENT		AGENCY					
					PERCENT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT	PERCENT
1			1		1							
2			2		2							
1			1		1							
4			4		4							
0/1			0/1		0/1							
3			3		2		1					
5/			5/		5/							
8/8			8/8		8/8							
6/13			5/13		5/12		1/1					
85			85		81		4					
3			3		3							
132			132		126		6					

I CERTIFY THAT THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. PAGE 1 OF 1 PAGES

WILLIAM L. BURNETT

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the situation.