Contractor Weekly Hour Usage Report

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Project:		Contract Number:
Week Beginning:	Head Count:	Total Man Hours Worked:

This form is to be submitted on the first work day of each week to indicate staffing hours utilized for the preceding week. This report is to be sent to HeadCountReporting@ports.pppo.gov . This report is also to be sent to the designated FBP CTR. Headcount: Below you will find a headcount calculation that will aid you in entering the appropriate headcount number (s) as well.

23 Hours & Above = 1
14 Hours – 22 Hours = .5
Under 13 Hours = 0