OPERATIONS ACTIVITY REPORT
(Read Instructions on Reverse)

1. REPORTING MONTH AND YEAR	2. REPORTING REGION	3. TOTAL AVAILABLE PEOPLE HOURS	REPORTS CONTROL SYMBOL **PB-126**

CATEGORY OF PERSONNEL: *(Check one)*   *(NOTE: Use separate form for each category)*   ☐ FEDERAL PROTECTIVE OFFICERS   ☐ CONTRACT GUARDS

SECTION I - RECORD OF OFFENSES/INCIDENTS

4. OFFENSE/INCIDENT, VALUE, AND OTHER DATA

OFFENSE/INCIDENT CODE (a)	TYPE OF OFFENSE/INCIDENT (b)	NUMBER OF OFFENSES/INCIDENTS		VALUE*		IDENTIFIED SUSPECTS			PEOPLE HOURS EXPENDED (j)
		GOV'T. (c)	PERS. (d)	GOV'T. (e)	PERS. (f)	GOV'T. (g)	NON-GOV'T. (h)	CON-TRACTOR (i)	
5. TOTAL									

GENERAL SERVICES ADMINISTRATION   *Complete only for Activity Codes 03, 05, 06, 07, 08, 10.*   **GSA** FORM **3163 PAGE 1** (REV. 8-84)

INSTRUCTIONS FOR SECTION I

CATEGORY OF PERSONNEL: Check box for Federal Protective Officers or Contract Guards, as appropriate, and use separate forms to record information for each category.

ITEM	DESCRIPTION	INSTRUCTIONS
1	Reporting month and year	Enter the numeric month and year of the report, e.g., 01/80 for January 1980.
2	Reporting Regions	Enter region number or "NCR" as appropriate.
3	Total available people hours	Enter uniformed people hours available during the month.

COLUMN

COLUMN	DESCRIPTION	INSTRUCTIONS
(a)	Offense/Incident Code No.	Enter Code Numbers for offenses/incidents which were reported during the month. List numbers in ascending order.
(b)	Type of Offense/Incident	Enter the type of offense/incident which corresponds with the code entered in (a) above.

Number of Incidents

COLUMN	DESCRIPTION	INSTRUCTIONS
(c)	Government	Enter total number of offenses and incidents pertaining to Government property which were reported during the month.
(d)	Personal	Enter total number of offenses and incidents pertaining to individuals and to personal property which were reported during the month.

Value (Round off to nearest dollar)

COLUMN	DESCRIPTION	INSTRUCTIONS
(e)	Government	Enter the dollar value of robbery, burglary, theft, arson and vandalism of government property. List Codes 03, 05, 06, 07, 08 and 10 only.
(f)	Personal	Enter dollar value of personal property for the same crimes in (e) above.

Identified Suspects

COLUMN	DESCRIPTION	INSTRUCTIONS
(g)	Government	Enter total number of identified suspects who were employed by the Federal government at the time of the offense.
(h)	Non-government	Enter the total number of identified suspects who were not employed by the Federal government nor working under contract to the government at the time of the offense.
(i)	Contractor	Enter the total number of identified suspects who were working under contract to the Federal Government at the time of the offense.
(j)	People hours expended	Enter the total number of people hours expended during the month for each offense and incident.

ITEM

ITEM	DESCRIPTION	INSTRUCTIONS
5	Total	It is only necessary to enter totals for columns (c) thru (j) after the last code numbers for FPO's and again after the last code numbers for contract guards.