

BQC Annual Report Narrative Preparation

Since all QC units have WordPerfect 4.2 software on their Artecon System, the Department prefers that each State use that software to prepare its narrative and submit the narrative electronically. Prepare the narrative using the WordPerfect software as you would with any other document. When the narrative is complete, press > then <F11> to select the Text In/Out option. Select option 1 (Save-UNIX Text File Format). Name the narrative using the following convention: NARR plus the extension of the State's FIPS Postal abbreviation. For example, Rhode Island's narrative should be identified as NARR.RI, Florida's as NARR.FL, etc. This does not transmit the narrative to the National Office but simply saves the document in a format ready for transfer. The transmission instructions are described below. Before exiting WordPerfect be sure to save the document in WordPerfect format by giving the document a different name.

If it is not possible to submit the narrative electronically, the narrative may be submitted on paper. Paper transmittals must be submitted on 8 1/2" x 11" white bond (at least 20# weight), using letter quality printing that can be successfully photocopied. The narrative must not exceed two single-spaced pages.

Using either method of submittal, the following format is required:

Margins — One inch all around

Title — "ANNUAL REPORT NARRATIVE" typed in capital letters, and centered

Subtitle — "STATE NAME" typed in capital letters, and centered on the line below the title

Date — "CY 1991" centered on line below the subtitle

Font — Courier 10

Paging — "STATE POSTAL CODE-Page #" right justified one inch from the bottom of the page (e.g., AK-1 for Alaska)

Spacing — The text should follow three lines below the subtitle and end with a maximum length of three lines above the page number. Use six lines per inch.

State narratives must be received in the National Office no later than June 5, 1992. To send the UNIX text file to the National Office, at the Artecon prompt, type:

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mail uis6!suem < NARR. Name
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Substitute your State document name, e.g. NARR.RI, for the NARR.name in the above expression. Note also

the positions of single spaces in the expression—between suem and < and between < and NARR.name. For help with this process, call the QC Hotline on 1-800-473-0188.

Paper transmittals should be sent to the attention of Susan Makara at:

U. S. Department of Labor
200 Constitution Ave., NW
Attn: TEUQS, Room S-4015
Washington, DC 20210

If the State does not plan to submit a narrative, the State should notify the National Office at the above address or electronically by June 5, 1992, that no narrative will be submitted.

**ANNUAL REPORT NARRATIVE
ALASKA
CY 1991**

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text ends here AK-1