

Classification

REPORTS INVENTORY					CONTROL NO. 069	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Significant Accomplishments					2. TYPE OF REPORT	
					<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		X SECURITY		OTHER (specify)
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>			DDS	
10. PREPARING COMPONENT (include lowest level contributing information to report) EPD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 8		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-13	8.06	40 hrs.	322.40	1		322.40
GS-07	3.89	16 hrs.	62.24	1		62.24
GS-15	11.00	1 1/2	16.50	1		16.50
GS-16	12.76	3/4	9.57	1		9.57
GS-18	17.07	1/2	8.53	1		8.53 = \$419.24
FEEDER REPORTS - 8						
GS-04 thru GS-16	2.81 thru 12.76	360 hrs. 10 min.	\$2,939.23	1		\$2,939.23
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$3,358.47	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report is requested annually by DDS for informational purposes.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE No authority to change.					MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 9 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION MORI/CDH			18. EXTENSION	

SECRET