

REPORTS INVENTORY				CONTROL NO. 677	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Report on Training Statistics for OTR				2. TYPE OF REPORT	
				<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	ADMIN. GENERAL
		LOGISTICS		SECURITY	OTHER (specify)
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc.) Tabular		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES	IF YES GIVE ADP PROCESSING NO.		
		<input checked="" type="checkbox"/> NO			OTR
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></div> TD/OS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 25X1		

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
12	7.51		4	=	30.04		1	=	30.04
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR								\$30.04	

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.

This is a report to OTR on the training activities of the

25X1

14. FUTURE GOALS				ESTIMATED SAVINGS	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		<div style="border: 1px solid black; display: inline-block; padding: 2px;">MORI/CDE</div>		MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)				
<input type="checkbox"/> CHANGE					
<input type="checkbox"/> DISCONTINUE					
16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div> Acting Chief, Technical Division				18. EXTENSION <div style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></div>