

SECRET

REPORTS INVENTORY 25X1				CONTROL NO. DDS/OF-141					
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> Settlement Sheet <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL		TRAINING					
		LOGISTICS		SECURITY					
		<input checked="" type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE					
4. NO. OF COPIES PREPARED 2		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) Form		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></div>					
10. PREPARING COMPONENT (include lowest level contributing information to report) Class B&C Field Stations			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-11	\$5.75		1/2		\$2.88		100		\$288.00
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR						\$288.00			
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.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT							ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)							MAN-HOURS		DOLLARS
<input type="checkbox"/> CHANGE									
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY			17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		

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