

Classification

CONTROL NO.

REPORTS INVENTORY

SD 101.3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  Significant Accomplishments Report		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED  2	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Semi-annually	6. DISTRIBUTION (No. of components not number of copies)  One	
7. FORMAT (memorandum, form, computer print-out, etc)  Memorandum	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT  Memorandum from C/SD/OL	
10. PREPARING COMPONENT (include lowest level contributing information to report)  Requisition Processing Section	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	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	7.25		2		14.50		2		29.00
GS-13	9.13		1		9.13		2		18.16
									TOTAL 47.16

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

47.16

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.

Required by OL Management.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" 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  5 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
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