Classification

REPORTS INVENTORY

OL/SD/☐/MFB   STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Records Report	2. TYPE OF REPORT	x	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA x	x	PERSONNEL		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) Form	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB
		YES	IF YES GIVE ADP PROCESSING NO.	
	x	NO		

| 10. PREPARING COMPONENT (include lowest level contributing information to report) Materiel Facilities Branch | 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-14	10.00		1/2		5.00		1		5.00
GS-5	3.15		1		3.15		1		3.15

(1½ hrs)

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR | 8.15

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.

Directive from DDS. Consistant effort to reduce files and file storage.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS ☐ OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			STAT

| 16. DATE OF INVENTORY 28 Sept 70 | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION , Chief, Materiel Facilities Branch, | 18. EXTENSION |

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FORM 142

Classification

(22-36-43)