Classification

PREPARE IN DUPLICATE

OL/SD/☐FTB - 7   STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT	XXX	STATISTICAL
RECORDS REPORT (FORM 138)				NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	XXX	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	YEARLY	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
FORM		YES	IF YES GIVE ADP PROCESSING NO.	
	XX	NO		DDS/SSS/RAB

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OL/SD/☐FTB	

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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		1		$8.06		1		$8.06
GS-05	3.15		2		6.30		1		6.30

(3 hrs)

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$14.36

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

XXX	RETAIN AS IS	☐ OTHER (explain)		ESTIMATED SAVINGS	
	CHANGE			MAN-HOURS	DOLLARS
	DISCONTINUE				STAT

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9/22/70	CHIEF, FREIGHT TRAFFIC BRANCH	☐

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