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CONTROL NO. DDS/OL/SD 38

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REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Surveillance Magazine Report		2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly	6. DISTRIBUTION (No. of components not number of copies) 4 STAT
7. FORMAT (memorandum, form, computer print-out, etc.) Memorandum	8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>	9. DIRECTIVE AUTHORITY REQUIRING REPORT
10. PREPARING COMPONENT (include lowest level contributing information to report) Surveillance Division	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None	

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
WS-6	4.38		3		13.14		4		52.56
GS-5	3.57		1		3.57		4		14.28

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$66.84

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.

Describes condition of storage involving ammunition and explosives.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		OTHER (explain)		ESTIMATED SAVINGS	
				MAN-HOURS	DOLLARS

16. DATE OF INVENTORY 6 October 1970	17. NAME AND TITLE OF PERSON PREPARING INFORMATION	18. EXTENSION
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