

STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Reimbursable Employees Report

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTINGS

3. FUNCTIONAL AREA

PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc)

TWX Typed Format

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Administrative Instructions from Supply Division

10. PREPARING COMPONENT (include lowest level contributing information to report)

Office of Director Special Projects

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
GS-7	4.93	$\frac{1}{2}$	2.47	12	29.64

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$29.64

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 to advise number of employees on duty and authorized ceiling.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

REMAIN AS IS
 CHANGE
 DISCONTINUE
 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

6 October 1970

17. LOCATION

18. EXTENSION