

REPORTS INVENTORY STAT

PREPARE IN DUPLICATE

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1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Summary Report of Estimated Obligations</b>		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED <b>6</b>	5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Monthly</b>	6. DISTRIBUTION (No. of components not number of copies) <b>4</b>	
7. FORMAT (memorandum, form, computer print-out, etc.) <b>Typed Format</b>	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>Administrative Instructions from Supply Division</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Budget Office (F&amp;A)</b>	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>none</b>		

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-9	5.38	1½	8.07	12	96.84
GS-5	3.57	1½	5.36	12	64.32

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR **\$161.16**

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 to advise  fund usage.

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 **6 October 1970** RELATION  EXTENSION