

Classification

REPORTS INVENTORY		STAT	CONTROL NO. <input type="checkbox"/>	DDS/OL/SD 44 XXXXXXXXXX			
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Budget			2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL				
	LOGISTICS	SECURITY	OTHER (specify)				
	MEDICAL	<input checked="" type="checkbox"/> FINANCE					
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.) Memorandum	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT				
	YES	IF YES GIVE ADP PROCESSING NO.					
	<input checked="" type="checkbox"/> NO		Administrative requirement				
10. PREPARING COMPONENT (include lowest level contributing information to report) Supply Operations 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	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	4.41	4	=	17.64	12	=	211.68
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							\$211.68
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. This report is required to keep accounting on 1178-2004 and 1178-2005 accounts. This report reflects money spent during the month and any obligations to be spent for various projects and D/I's and requisitions.							
14. FUTURE GOALS							
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 5 October 1970						18. EXTENSION	

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