

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				XXXXXXXXX DDS/OL/SD-67	
1. TITLE OF REPORT (if a fill-in report include Form No.) Stock On-Hand Status Report			2. TYPE OF REPORT		
			<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
5		Monthly		6	
7. FORMAT (memorandum, form, computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer Print-Out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 200			
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.)		
OCS, OL/SD <input type="checkbox"/> DSCB, SOD/SS, OL/SD/SMB/OAMS, OC-SCD/MSB, OL/SD/SMB/GMMS, OL/SD/PSB/VS					
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-8	4.31	1200	5,172.00	12	62,064.00
B. COSTS OF COMPUTER PRODUCED REPORTS					
			87.87	60	5,272.20
TOTAL COSTS PER YEAR					67,336.20
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 used by <input type="text"/> for posting all stock transactions occurring in a 30 day period. The report is divided into five separate parts by <input type="text"/> and is used eight hours a day by five different personnel. In addition, it is used by all other activities indicated above as a basic reference and management tool.					
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	
<input type="checkbox"/> CHANGE				DOLLARS	
<input type="checkbox"/> DISCONTINUE					
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION
25 Sept 70		- AC/OL/SD/SMB/GMMS			<input type="text"/> STAT