

REPORTS INVENTORY						CONTROL NO.				
PREPARE IN DUPLICATE						DDS/OL/PSD 2				
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT					
Summer and Winter Leave Schedules					STATISTICAL					
					<input checked="" type="checkbox"/> NARRATIVE					
					<input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)						
		LOGISTICS	SECURITY							
		MEDICAL	FINANCE							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)						
4		Semiannually		1						
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT						
Memorandum		YES IF YES GIVE ADP PROCESSING NO.		LI 20-8 dtd 9 January 1968						
		<input checked="" type="checkbox"/> NO								
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.)						
Office of the Chief, PSD				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-16	\$ 14.04		5 min.		\$ 1.15		2		\$ 2.30	
GS-15	12.84		5 min.		1.05		2		2.10	
GS-10	6.10		5 min.		.50		2		1.00	
GS-7	4.28		5 min.		.35		2		.70	
B. COSTS OF COMPUTER PRODUCED REPORTS										
None										
TOTAL COSTS PER YEAR								\$ 6.10		
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.										
To facilitate advance orderly planning insuring adequate coverage of Logistics operations.										
14. FUTURE GOALS										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT							ESTIMATED SAVINGS			
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							MAN-HOURS		DOLLARS	
							None		None	
							16. DATE OF INVENTORY			
8 OCT 1970										

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