

REPORTS INVENTORY						CONTROL NO.		
PREPARE IN DUPLICATE						DDS/OL/RECD-21		
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT		
Air Pollution Control						<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL		
2		LOGISTICS		SECURITY		OTHER (specify)		
		MEDICAL		FINANCE		1 CIA		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)			
7		Annual			2			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Letter		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			Bureau of the Budget Circular No. A-78 dtd 18 May '70			
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.)				
RECD & Field Engineering Branch				Construction Reports				
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-13.1	8.06		4	=	32.24		1 = 32.24	
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR						32.24		
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.								
Bureau of the Budget Requirement.								
25X1								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						25. 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						25X1		
16. DATE OF INVENTORY		17. [Redacted] Executive Officer, Real Estate and Construction Division, OL					18. EXTENSION	
9 October 1970								