

REPORTS INVENTORY						CONTROL NO. DD5/OTR/ISS - 50	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Course Dictionary by Number - Agency Training Record						2. TYPE OF REPORT	
						STATISTICAL	
						NARRATIVE	
3. FUNCTIONAL AREA						XX MACHINE-NAME LISTING	
		PERSONNEL		x TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual				6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out			8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
			xx YES IF YES GIVE ADP PROCESSING NO. NO 600D			HR <input type="checkbox"/> 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS/AIR OCS				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	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
See Information on 600A Report							
B. COSTS OF COMPUTER PRODUCED REPORTS							
288 pages at 3¢ per page x 2 =						17.28	
TOTAL COSTS PER YEAR						\$17.28	
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. Hr 18-1							
MOR/CDF							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
x RETAIN AS IS <input type="checkbox"/> OTHER (explain) 25X1						MAN-HOURS	
CHANGE						STAT DOLLARS	
DISCONTINUE						0 0	
16. DATE OF INVENTORY 9 OCT 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Records Management Officer, OTR				18. EXTENSION <input type="checkbox"/>	