

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					DDS/IPC-07		
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT		
ADP Management					STATISTICAL		
					<input checked="" type="checkbox"/> NARRATIVE		
					<input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL	<input checked="" type="checkbox"/> TRAINING <i>X Commo</i>	ADMIN. GENERAL			
		<input checked="" type="checkbox"/> LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)			
		<input checked="" type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> FINANCE	ADP			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
2		Semi Annual		2 - OPPB			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Memorandum		YES		BOB Circular No. A-79			
		IF YES GIVE ADP PROCESSING NO.					
		<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.)				
Directorate			Received from 7 DD/S Directorates, worked, consolidated, and fed to OPPB				
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
13	9.40	24	=	\$225.60	2	=	\$451.20
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
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.							
BOB Requirement - May 1967							
MOR/CDF							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) STAT <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE			N/A		MAN-HOURS DOLLARS STAT		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION		