

Classification: CONFIDENTIAL

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Office Budget Estimates					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/>	STATISTICAL
					<input checked="" type="checkbox"/>	NARRATIVE
					<input type="checkbox"/>	MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 10		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 4	
7. FORMAT (memorandum, form computer print-out, etc) Memo & Computer P.O.		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input checked="" type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.		
		<input type="checkbox"/> NO		ABC system		O/PPB annual Budget call
10. PREPARING COMPONENT (Include lowest level contributing information to report) BF/DDS&T				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) To all components of the DD/S&T		
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
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 14,310.33

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.

Required by O/PPB for presentation to OMB