

REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-003</i>
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Staff Meeting Notes					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL	<input type="checkbox"/> LOGISTICS	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING	<input type="checkbox"/> SECURITY	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)
	<input type="checkbox"/> FINANCE	1. COMMUNICATIONS				
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Per D/CO		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC/SCD/All Branches			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Feeder to D/CO			
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-15	\$11.00		2		\$22.00	52 \$1,144.00
GS-05	3.15		2		6.30	52 327.60
GS-17	14.77		.5		7.39	52 384.28
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$1,855.88
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.						

Also utilized by D/CO for DD/S meeting.