Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OC-045

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
Quarterly Financial Statements (Senior Officers of Their Financial Interests)		STATISTICAL	
	1	NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	1 COMMUNICATIONS

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Quarterly	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.	DCO
	x	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.)
OC-O	

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 8-17	Average GS-15 13.31		20 min		4.47		4		~~4.47~~ 17.88

B. COSTS OF COMPUTER PRODUCED REPORTS

	8	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.

By direction.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE			STAT
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
6 Oct 70	Deputy Chief	

STAT

FORM 142
9-70

Classification

(22-36-43)