

SECRET
Classification

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					DDS/OF-053		
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT			
FEGLI - Regular and Optional				<input checked="" type="checkbox"/> STATISTICAL			
				<input 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	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)			
3	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.	C/ BSD/Office of Personnel & D/ Finance (1964)			
		<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.)				
Payroll Support Branch/C&TD			All Payrolls				
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
GS-06	\$3.80	2 1/2		\$9.50	4		\$ 38.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							\$ 38.00
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.							
<p>To provide the Office of Personnel with total deduction and amount of insurance in force. Started 1964 in accordance with a request from the Office of Personnel.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	Office of Personnel should have this information programed in their personnel system.			MAN-HOURS	DOLLARS	
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		

SECRET
Classification