

| REPORTS INVENTORY | | | | | | CONTROL NO. DDS/OF-113 | | |
|---|-------------|--|-------------------------------------|---|---|---------------------------|--|--|
| PREPARE IN DUPLICATE | | | | | | | | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) Finance Duty Officer Roster | | | | | 2. TYPE OF REPORT | | <input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | ADMIN. GENERAL | | | |
| | | LOGISTICS | <input checked="" type="checkbox"/> | SECURITY | OTHER (specify) | | | |
| | | MEDICAL | | FINANCE | | | | |
| 4. NO. OF COPIES PREPARED 30 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly | | | 6. DISTRIBUTION (No. of components not number of copies) 8 | | | |
| 7. FORMAT (memorandum, form computer print-out, etc) Memo & Schedule | | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | | |
| | | YES | IF YES GIVE ADP PROCESSING NO. | | and DDS Admin. Instructions | | | |
| | | <input checked="" type="checkbox"/> NO | | | | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | | |
| 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-07 | \$ 3.89 | | 1 1/2 | | \$ 5.84 | | \$ 23.36 | |
| GS-14 | 11.96 | | 1/2 | | 5.98 | | 23.92 | |
| | | | | | | | \$ 47.28 | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | | |
| | | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | | \$ 47.28 | |
| 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 [] and DDS Admin. Instructions 69-4 and 69-5 dated 19 February 1969. Roster of finance officers for Saturday A.M. duty at Hqs. disbursing office and on call during off-duty hours for one week. | | | | | | | | |
| 14. FUTURE GOALS | | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | | MAN-HOURS | DOLLARS | |
| <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | | STAT | |
| 16. DATE OF INVENTORY 29 Sept 1970 | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION OF/SS | | | | | 18. EXTENSION | |