

PREPARE IN DUPLICATE

1. TITLE OF REPORT: **Packing & Crating Weekly Activity Log**

CLASSIFICATION	<input type="checkbox"/>	STAT
REPORT	<input checked="" type="checkbox"/>	NARRATIVE
		MACHINE-MADE LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/>	PERSONNEL	TRAINING
	LOGISTICS	SECURITY
	MEDICAL	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
1

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.)
Ditto Copy

8. ADP PROCESSING

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	N/A

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Chief of []

10. PREPARING COMPONENT (include lowest level contributing information to report)
Packing & Crating Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None

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-6	\$4.09	Half Hour	\$2.05	52	\$106.60
GS-11	\$5.91	1/4 Hour	\$1.47	52	\$76.96
34 hours					Total Cost Per Year

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR **183.56**

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.
Packing & Crating Weekly Activity Log is to inform top management of various projects that have been completed and/or still outstanding and is used as a tool to determine the amount of space that is required.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
	STAT

16. DATE OF INVENTORY
28 Sept.

FURNISHING INFORMATION
Packing & Crating Section

18. EXTENSION