REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
DDS/OL/PMS-2

1. TITLE OF REPORT (if a fill-in report include Form No.)			2. TYPE OF REPORT	X	STATISTICAL
#2 - Not Returned by Contractor					NARRATIVE
					MACHINE-NAME LISTING

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

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	twice monthly	10

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
computer print-out	X	YES	IF YES GIVE ADP PROCESSING NO.	see 13
		NO	24205	

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.)
OCS - PD/CAS, CSS, R&D, ICS, GP; [ ]DD/P/CMG; DD/S&T/ OEL, ORD; DD/I/NPIC	

STAT

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
DISTRIBUTION ONLY:									
9	5.38		.25		1.34		24		32.16

B. COSTS OF COMPUTER PRODUCED REPORTS

	no.pgs		no.cys		per pg				
	35		2		.03		24		50.40

TOTAL COSTS PER YEAR	82.56

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.

D/L memo dated 22 Nov 1967 to D/OCS

14. FUTURE GOALS

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

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 Oct. 1970	Procurement Assistant	

STAT

FORM 142
9-70

Classification