REPORTS INVENTORY		CONTROL NO.
PREPARE IN DUPLICATE		DDS/OL/LSD 11

1. TITLE OF REPORT (if a fill-in report include Form No.) Consolidated Memorandum Receipt (CMR) (7811)	2. TYPE OF REPORT		STATISTICAL
			NARRATIVE
		X	MACHINE-MADE LISTING

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

4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annually	6. DISTRIBUTION (No. of components not number of copies) Supply Division, LSD

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

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10. PREPARING COMPONENT (include lowest level contributing information to report) OC/LSD (Dining Room Branch)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM

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-12.5	$7.73		1		$7.73		2		$15.46

B. COSTS OF COMPUTER PRODUCED REPORTS

2 TOTAL COSTS PER YEAR	$15.46

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.

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Delegation of Authority to Custodian with verification.
The records are designed to provide the activity with a simple control of property transactions with respect to units of accountable property and the monetary value of each. Acquisition and transfer of property should be shown as an increase or decrease. The Location and serial number of each unit must be given.