

Classification

16

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OTR/CTP-1	
1. TITLE OF REPORT (If a fill-in report include Form No.) Weekly Activities Report					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	TRAINING	SECURITY	FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly				6. DISTRIBUTION (No. of components not number of copies) one	
7. FORMAT (memorandum, form, computer print-out, etc.) Memorandum	8. ADP PROCESSING YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Reg 1-1 Internal - OTR	
10. PREPARING COMPONENT (Include lowest level contributing information to report) CTP			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-16	\$14.50		1		\$14.50	50 \$725.00
GS-05	3.60		1/2		1.80	50 <u>90.00</u>
						\$815.00
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$815.00
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. A method of reporting to the Director of Training matters of internal administration and accomplishments of responsibilities as delegated in OTR Regulation 1-1. This report has been submitted since 1951.						
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 0 0	
16. DATE OF INVENTORY 1 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, CTP				18. EXTENSION <input type="checkbox"/>