

REPORTS INVENTORY

SRB 253 C

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

253C DEPT/US DESIGNEE

2. TYPE OF REPORT

STATISTICAL  
NARRATIVE  
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL  
LOGISTICS  
MEDICAL  
TRAINING  
SECURITY  
FINANCE  
ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

R

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)

CP-O

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.  
NO EP 253A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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.)

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-06-3	4.21	.29	1.22	4	4.88

B. COSTS OF COMPUTER PRODUCED REPORTS

			2.16	4	8.64
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TOTAL COSTS PER YEAR

\$13.52

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.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS  OTHER (explain)  
CHANGE  
DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

DATE OF INVENTORY

3 NOV 1977

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