

PREPARE IN DUPLICATE

SRB 031

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

QUARTER SEPARATION BY S/CC

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

7

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

QUARTERLY

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

17

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

FORM

8. ADP PROCESSING

☒ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

10. PREPARING COMPONENT (include lowest level contributing information to report)

OP/CD/SRB

11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)

C.Y. Grade Dist Annual, 4 101 F

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
GS06-3	4.21		173.0		728.33		4		2913.32

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

2913.32

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.

Discontinued in July 1970; it was counted in The Reports Inventory to reflect the amount of money per report which was spent during fiscal year 1970.

14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS
☐ CHANGE
☒ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
692	2913.32

16. DATE OF INVENTORY

10-9-70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION