

REPORTS INVENTORY

CONTROL NO.

2

PREPARE IN DUPLICATE

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

Annual Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

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

annually

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

1

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

memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Deputy Director for Support

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

Review Staff

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	<input checked="" type="checkbox"/> HOURS PER REPORT	<input checked="" type="checkbox"/> COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	<input checked="" type="checkbox"/> COST PER YEAR
GS-15	13.57	5	67.85	1	79.43
GS-06	3.86	3	11.58		

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. PROVIDE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INDICATE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report serves to review past activities during the reporting year and to
establish work objectives for the upcoming Fiscal Year.

14. FUTURE GOALS

15. JUSTIFICATION FOR THIS REPORT

OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. FISCAL YEAR
1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Review Staff

18. EXTENSION

STAT

Classification

(22-36-43)