Administrative
Classification

REPORTS INVENTORY		CONTROL NO.	
PREPARE IN DUPLICATE			(RAD-9)

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		STATISTICAL
Clearance List for First Names - Commendatory Letters		X	NARRATIVE
			MACHINE-NAME LISTING

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

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
5	Bi-Monthly	2

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

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.)
RAD/ROB	

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
1 @ 13	8.86		1		8.86				
1 @ 4	3.10		1		3.10				
					$11.96		6		$71.76

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	

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.