NAVMC 11358 (2-98) (EF)

Print Form

REPORTS INVENTORY

Prepared by :

Name

Organization

Telephone

Date

INSTRUCTIONS

Submit an original and one copy for each report required or prepared by your office. All offices complete Section A. Complete Section B if report is required by your office. Complete Section C if report is prepared by your office. Attach sample copy of report and send to agency Reports Management Officer.

SECTION A - IDENTIFICATION DATA

1. Report Title	2. Report Control Symbol or Number (if any)	3. Form No. or Format (e.g. memo, tabulation, narrative, etc.)
4. Requiring Directive or Instructions	5. Frequency (Monthly, quarterly, etc.)	6. Due Date 7. Expiration date

SECTION B - REQUIRING OFFICE DATA

1. Purpose and use of report (identify other reports for which this report is used as a feeder report.)

2. Offices required to submit report Type / Number		3. Sources of information used by preparing offices to complete report (Form No., report, file, etc.)	4. No. of copies required 5. Distribution
6. Date report originated		7. No. of revisions since origination	8. Date of last revision

9. Estimated cost of developing report	10. Estimated annual cost of using report

11. Current appraisal

		YES	NO			YES	NO			YES	NO
NEED	a. IS THIS REPORT STILL NEEDED?			DATA	h. IS DATA BEST FOR THE PURPOSE?			POSSIBLE IMPROVEMENTS	o. COMBINING WITH OTHERS?		
	b. IS EVERY ITEM STILL NEEDED?				i. IS COMPARATIVE DATA NEEDED?				p. MAKING EASIER TO COMPLETE?		
	c. IS THE REPORT NEEDED AS OFTEN?				j. IS REPORT CLEAR AND EASY TO USE?				q. USING A FORM IF NOT USED?		
	d. IS EVERY COPY STILL NEEDED?			INSTRUCTIONS	k. ARE THERE WRITTEN INSTRUCTIONS?				r. STOPPING NEGATIVE REPORTS?		
	e. IS THERE OTHER SOURCE?				l. ARE THEY CLEAR, CONCISE, COMPLETE, CURRENT?				s. USING SUMMARY?		
VALUE	f. IS IT WORTH ITS PROBABLE COST?				m. ARE THEY ISSUED IN A FORMAL DIRECTIVE?				t. USING SAMPLING?		
DATE	g. DOES THE DUE DATE GIVE ENOUGH TIME?				n. ARE ILLUSTRATIONS NEEDED?				u. REPORTING BY EXCEPTION?		
									v. CHANGING SOURCE?		
									w. CHANGING SEQUENCE?		

SECTION C - PREPARING OFFICE DATA

1. Sources of information for completing report	2. No of copies prepared	3. Distribution (original and copies)

4. Estimated annual cost to prepare report	5. Estimated annual cost for collecting and maintaining information needed for report

Reset Form

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