INFORMATION COLLECTIONS AND REPORTS INVENTORY FORM

USTRANSCOM/	DPR:	TELEPHONE EXTENSION:	DATE:

INSTRUCTIONS: Submit for each report required or prepared by your directorate/direct reporting element (DRE). All directorates/DREs complete Section A. Complete Section B if report is required by your directorate/DRE. Complete Section C if report is prepared by your directorate/DRE. Attach sample copy of report and forward to USTRANSCOM/TCIM-F.

SECTION A - IDENTIFICATION DATA

1. Report Title:	2. Report Control Symbol/Number:	3. Form Number/Format:

4. Requiring Directive/Instruction:	5. Frequency:	6. Due Date:	7. Expiration Date:

SECTION B - REQUIRING OFFICE DATA

1. Purpose and Use of Report:

2A. Offices Required to Submit Report:	2B. Type:	2C. Number:

3. Sources of Information Used to Complete Report:

4. No. of Copies Required:	5. Distribution:	6. Date Originated:	7. No. of Revisions:

8. Date Last Revision:	9. Estimated Development Cost:	10. Estimated Annual Use Cost:

11. Current Appraisal:	YES	NO		YES	NO
a. Is Report still needed?			m. Are instructions issued in formal directive?		
b. Is every item still needed?			n. Are illustrations needed?		
c. Is report needed as often?			o. Can report be combined with others?		
d. Is every copy still needed			p. Can report be made easier?		
e. Is there another source?			q. Should a form be used?		
f. Is it worth its probable cost?			r. Can negative reports be stopped?		
g. Does due date give enough time?			s. Should a summary be used?		
h. Is data best for purpose?			t. Should sampling be used?		
i. Is comparative data needed?			u. Should reporting by exception be used?		
j. Is report clear and easy to use?			v. Should sources be changed?		
k. Are there written instructions?			w. Should sequence of reporting be changed?		
l. Are they concise, complete, current?					

SAMPLE

SECTION C - PREPARING OFFICE DATA

1. Sources for Completing Report:	2. No. of Copies Prepared:	3. Distribution:

4. Estimated Annual Preparation Cost:	5. Estimated Annual Collection and Maintenance Cost:

USTRANSCOM FORM 42, FEB 97 *(EF)* *(PerFORM PRO)*