

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040038-2

REPORTS INVENTORY

CONTROL NO. 2

PREPARE IN DUPLICATE

DDP - 99

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

TRAVEL PROGRAM

2. TYPE OF REPORT

STATISTICAL
NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL

OTHER (specify)

Operational

4. NO. OF COPIES PREPARED

16

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

Quarterly

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

4

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

Computer Print-Out

8. ADP PROCESSING

YES
 NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

External to CIA

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

WH

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	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
									\$1,556.00

B. COSTS OF COMPUTER PRODUCED REPORTS

									\$760.00
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TOTAL COSTS PER YEAR

\$2,316.00

25X1

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.

Reports were made in response to operational requirements from CI [] in response to requests from other government agencies, under general authority of NSCID5.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) as long as wanted. If CHANGE customer no longer requires, it will be DISCONTINUE discontinued.	MAN-HOURS	DOLLARS
	Will continue to furnish	590	\$4,000.00

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

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