

SECRET

COST INVENTORY

PREPARE IN DUPLICATE

C.P.O.

1. TITLE OF REPORT (if a special report include Form No.) Special Clearances - Request by Organization		2. TYPE OF REPORT	STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING <input checked="" type="checkbox"/> SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED Variable - Usually Multicopy	5. FREQUENCY (weekly, monthly, quarterly, etc.) Variable - The bulk of production is Monthly	6. DISTRIBUTION (No. of components not number of copies) 1 - Security variable to other agency offices and to other Gov't agencies	
7. FORMAT (memorandum, form, computer print-out, etc.) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. E004-02 <input type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT D/Sec Memo to DCI Exec Off., 2 April 1962	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD/CIB OS/SR&CD/Records Br.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched cards, OS/SR&CD/Records Br. Coding Forms and Form #152, SR&CD/CIB	

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
GS-05	\$3.15	1040	\$3,276.00	(1 employee)	
An average of 4 employees code information in the SPECLE Program. There are two basic reports and the cost related here is one-half. The other half is charged to the other SPECLE report.					
		\$3,276	x 4 (employees)		\$13,104.00

B. COSTS OF COMPUTER PRODUCED REPORTS

PUNCHED CARDS		COST EACH			
	5355/Mo.	.05	267.75	12	\$3,213.00
PAGES	40,800 (Multicopy)	.03	1,224.00	12	14,688.00
TOTAL COSTS PER YEAR					\$31,005.00

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.
The SPECLE system was established in response to the requirement that there be a centralized source of information regarding persons who hold special clearances. The reports (usually updated monthly) are provided to customers who need this information and who do not have direct access to the computer file.

25X1

MOR/CDE

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	As result of a recent study,	ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain) volume of reports will be re-	MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> CHANGE	duced by providing direct access to customers within Headquarters. Savings may be realized in the near term.		25X1
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 13 October 70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION <input type="checkbox"/>
--	---	---

SECRET

(22-36-05)