

**CONFIDENTIAL**

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						100	
1. TITLE OF REPORT (if a fill-in report include Form No.) Credentials by Alpha					2. TYPE OF REPORT		STATISTICAL
					<input checked="" type="checkbox"/>		NARRATIVE
					<input checked="" type="checkbox"/>		MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 3		
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. 949A <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <input type="text"/> 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/ <input type="text"/>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR		
- Keypunching of feeder report - 200 (cards per mo)	X \$0.05 ea.	\$10.00 *5	\$2.00	X 12	\$24.00		
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
Pages per report	no. copies	total pages	cost per page	total cost	times prepared	cost per year	
142	X 6	852	X \$0.03 ea	\$25.56	X 12	\$ 306.72	
<b>TOTAL COSTS PER YEAR</b>						<b>\$ 330.72</b>	
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. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
<input type="text"/> MOR/CDF							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS		DOLLARS
<input type="checkbox"/> CHANGE							25X1
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <input type="text"/> Security Officer/ Systems Analyst				18. EXTENSION <input type="text"/>	

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<b>REPORTS INVENTORY</b>		CONTROL NO.  161
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PREPARE IN DUPLICATE		1. TITLE OF REPORT (if a fill-in report include Form No.)  Credential Firearms Alpha by Office		2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	X	TRAINING SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3	
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. 949B <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  IBM Card (Standard) 25X1		

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
200 (cards per mo)	X \$ .05 ea		\$10.00 ÷ *5	=	\$2.00	X	12	=	\$24.00
*The 200 cards per mo. add to the data base that is manipulated to produce 5 different reports of which this is one.									
B. COSTS OF COMPUTER PRODUCED REPORTS									
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year			
18	X 4	= 72	X \$ .03	= \$2.16	X 12	= \$25.92			
TOTAL COSTS PER YEAR						\$49.92			

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS			
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			25X1
<input type="checkbox"/> DISCONTINUE			
16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst		18. EXTENSION

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<b>REPORTS INVENTORY</b>		CONTROL NO.  102
PREPARE IN DUPLICATE		

1. TITLE OF REPORT (If a fill-in report include Form No.) Credential Expirations, F-FAA-CR-ID	2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
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3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED 4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 2
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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. 949C <input type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
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10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard) 25X1
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**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
200 (Cards per mo)	X \$ .05 ea		\$10.00 ÷ 5	=	\$2.00	X	12	=	\$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
82	X 4	= 328	X \$.03	= \$9.84	X 12	\$118.08
<b>TOTAL COSTS PER YEAR</b>						<b>\$142.08</b>

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

<b>14. FUTURE GOALS</b>	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	ESTIMATED SAVINGS MAN-HOURS DOLLARS

16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
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Classification

REPORTS INVENTORY						CONTROL NO. <span style="float: right;">103</span>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Credentials/Firearms - FAA Alpha					2. TYPE OF REPORT		STATISTICAL
							NARRATIVE
					<input checked="" type="checkbox"/>		MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	ADMIN. GENERAL		
		LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	OTHER (specify)		
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 3		
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. 949D <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  IBM Card (Standard) 25X1			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
200 (cards per mo)	X \$ .05 ea		-\$10.00*5	=	\$ 2.00	X 12	= \$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
26	X 4	= 104	X \$ .03	= \$ 3.12	X 12	= \$37.44	
<b>TOTAL COSTS PER YEAR</b>						\$61.44	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					25X1		ESTIMATED SAVINGS
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)					25X1 MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Security Officer/Systems Analyst				18. EXTENSION <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	

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Classification

REPORTS INVENTORY				CONTROL NO.		
PREPARE IN DUPLICATE				109		
1. TITLE OF REPORT (if a fill-in report include Form No.)  Credentials by Credential Number			2. TYPE OF REPORT		<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING	ADMIN. GENERAL		
	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	OTHER (specify)		
	MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED  6	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly		6. DISTRIBUTION (No. of components not number of copies)  3			
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. 949E <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB		11. FEEDER REPORTS (State letter number and agency by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  IBM Card (Standard) 25X1				
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
		- Keypunch of Feeder Report -				
200 (cards per mo)	X \$ .05 ea	= \$10.00 ÷ *5	= \$2.00	X 12	= \$24.00	
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.						
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Time Prepared	Cost Per Year
142	X 6	= 852	X \$ .03 ea	= \$25.56	X 12	\$306.72
<b>TOTAL COSTS PER YEAR</b>						<b>\$330.72</b>
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.						
<b>14. FUTURE GOALS</b> 25X1						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				<input type="checkbox"/> MAN-HOURS <input type="checkbox"/> DOLLARS		
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst			18. EXTENSION  		



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Classification

REPORTS INVENTORY						CONTROL NO. <span style="float: right;">106</span>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)  C&P Telephone Deletions by Alpha					2. TYPE OF REPORT		STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL			
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)			
		MEDICAL	FINANCE				
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly		6. DISTRIBUTION (No. of components not number of copies)  2			
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.  NO 959C		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB/ [ ]			11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card) 25X1				
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS-PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
25 (Cards per Mo)	X \$ .05 ea	= \$1.25 ÷ *4	=	\$ .32	X 12	=	\$ 3.84
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.							
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
16	X 3	= 48	X \$ .03	= \$1.44	X 12	\$ 17.28	
TOTAL COSTS PER YEAR						\$21.12	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.  <span style="float: right;">25X1</span>							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	25X1			MAN-HOURS	DOLLARS	
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  [ ] Security Officer/Systems Analyst					18. EXTENSION  [ ]	

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Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY		CONTROL NO.
PREPARE IN DUPLICATE		107

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT
C&P Telephone Deletions by Badge Number	<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	
	MEDICAL	FINANCE	

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

7. FORMAT (memorandum, form, computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 959D	[Redacted] 25X1

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.)
OCS OS/BSB [Redacted]	Form #1772 (Special IBM Card) 25X1

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
25 (cards per mo)	\$ .05 ea	X	= \$1.25 ÷ *4	=	\$ .32	X	12	=	\$ 3.84
- Keypunching of Feeder Report - *The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
16	X 3	= 48	X \$ .03	= \$1.44	X 12	\$17.28
TOTAL COSTS PER YEAR						\$21.12

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	25X1	25X1 ESTIMATED SAVINGS				
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	<table border="1"> <tr> <th>MAN-HOURS</th> <th>DOLLARS</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS					

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
2 October 1970	[Redacted] Security Officer/Systems Analyst	[Redacted]



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<b>REPORTS INVENTORY</b>		CONTROL NO.  108
PREPARE IN DUPLICATE		

1. TITLE OF REPORT (if a fill-in report include Form No.)  Visitor-No-Escort/Watchman Post by Alpha	2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL
		<input type="checkbox"/> NARRATIVE
		<input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED  4	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly	6. DISTRIBUTION (No. of components not number of copies)  3
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7. FORMAT (memorandum, form, computer print-out, etc)  Computer print-out	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.  973C	

10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1059 (Special IBM Card) 25X1
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**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
18,000 (cards per qtr)	\$ .05 ea	X	\$900.00 ÷ *4	=	\$ 225	X	4	=	\$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
156	X 4	= 624	X \$ .03	= \$18.72	X 4	\$ 74.88
<b>TOTAL COSTS PER YEAR</b>						<b>\$974.88</b>

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.

This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.

<b>14. FUTURE GOALS</b>		ESTIMATED SAVINGS	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		HOURS	DOLLARS
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst	18. EXTENSION  
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REPORTS INVENTORY						CONTROL NO. <span style="float: right;">107</span>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)  Visitor-No-Escort/Watchman Post-Alpha by Office						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly			6. DISTRIBUTION (No. of components not number of copies)  3		
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out				8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 973D	
						25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1059 (Special IBM Card)			
				25X1			
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
- Keypunching of Feeder Report -							
18,000	X \$ .05 ea		= \$900.00 ÷ 4 =		\$ 225	X 4	= \$900.00
(cards per qtr) *The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
172	X 3	= 516	X \$ .03	= \$15.48	X 4	= \$ 61.92	
TOTAL COSTS PER YEAR						\$961.92	
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.							
This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
						25X1	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst				18. EXTENSION	

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Classification

<b>REPORTS INVENTORY</b>	CONTROL NO.  <span style="font-size: 1.5em;">110</span>
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1. TITLE OF REPORT (If a fill-in report include Form No.)  Visitor-No-Escort/Watchman Post by Badge No.	2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/> MACHINE-NAME LISTING</td></tr> </table>	STATISTICAL	NARRATIVE	<input checked="" type="checkbox"/> MACHINE-NAME LISTING
STATISTICAL				
NARRATIVE				
<input checked="" type="checkbox"/> MACHINE-NAME LISTING				

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED  3	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly	6. DISTRIBUTION (No. of components not number of copies)  3
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7. FORMAT (memorandum, form, computer print-out, etc.)  Computer print-out	8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td>973E</td> </tr> </table>	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input type="checkbox"/> NO	973E	9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.					
<input type="checkbox"/> NO	973E					

10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB	11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1059 (Special IBM Card) 25X1
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**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
- Key punching of Feeder Report -									
18,000 (cards per qtr)	X \$ .05 ea		= \$900.00 ÷ 4	=	\$225	X	4	=	\$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS											
Pages Per Report	No. Copies	=	Total Pages	X	Cost Per Page	=	Total Cost	X	Times Prepared	=	Cost Per Year
156	X 3	=	468	X	\$ .03	=	\$14.04	X	4	=	\$ 56.16
<b>TOTAL COSTS PER YEAR</b>										<b>\$956.16</b>	

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.

This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarter area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.

25X1

**14. FUTURE GOALS**

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	25X1	ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">MAN-HOURS</th> <th style="width:50%;">DOLLARS</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS					

16. DATE OF INVENTORY  ber 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst	18. EXTENSION  
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CONFIDENTIAL

REPORTS INVENTORY				CONTROL NO.  112	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.)  Staff Badge Number Sequence				2. TYPE OF REPORT	
				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly		6. DISTRIBUTION (No. of components not number of copies)  3	
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out			8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 25X1 <input type="checkbox"/> 25X1
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card)		

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
- Keypunching of Feeder Reports -									
1200 (cards per month)	X \$ .05		= \$60.00*7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									
B. COSTS OF COMPUTER PRODUCED REPORTS									
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year			
962	X 3	= 2886	X \$.03ea	= \$86.58	X 12	\$1038.96			
TOTAL COSTS PER YEAR						\$1141.92			

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		<input type="checkbox"/> OTHER (explain)	
		MAN-HOURS	DOLLARS

16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
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<b>REPORTS INVENTORY</b>	CONTROL NO.  <span style="font-size: 1.5em;">113</span>
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PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) <p style="text-align: center;">Staff Badge by Name Sequence</p>	2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
--	---

3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN, GENERAL OTHER (specify)
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4. NO. OF COPIES PREPARED  8	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly	6. DISTRIBUTION (no. of components not number of copies)  8
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7. FORMAT (memorandum, form computer print-out, etc) Computer print-out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 975B	9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
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10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB	11. FEEDER REPORTS (State Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card)  25X1
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**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
- Keypunching of Feeder Report -									
1200 (cards per month)	\$ .05	X	= \$60.00 ÷ *7 =	=	\$ 8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

**B. COSTS OF COMPUTER PRODUCED REPORTS**

Pages Per Report	No. Copies	X	Total Pages	X	Cost Per Page	=	Total Cost	X	Times Prepared	=	Cost Per Year
915	8	X	= 7320	X	\$ .03 ea	=	219.60	X	12	=	\$2635.20
<b>TOTAL COSTS PER YEAR</b>										<b>\$2738.16</b>	

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS				
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)				
25X1	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MAN-HOURS</td> <td style="width: 50%;">DOLLARS</td> </tr> <tr> <td></td> <td style="text-align: center;">25X1</td> </tr> </table>	MAN-HOURS	DOLLARS		25X1
MAN-HOURS	DOLLARS				
	25X1				

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Officer/Systems Analyst	18. EXTENSION
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CONFIDENTIAL

REPORTS INVENTORY		CONTROL NO.
PREPARE IN DUPLICATE		114

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT
Staff Badge Deletes by Badge Sequence	<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	X 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)
2	Monthly	2

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 975C <input type="checkbox"/> NO	[Redacted] 25X1

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.)
OCS OS/BSB [Redacted]	Form #1772 (Special IBM Card) 25X1

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
		X		=		X		=	
			- Keypunching of Feeder Report -						
1200	X \$ .05		\$60.00 ÷ 7	=	\$ 8.58	X	12	=	\$102.96
(cards per month) *The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
76	X 2	= 152	X \$ .03 ea	= 4.56	X 12	= \$ 54.72
TOTAL COSTS PER YEAR						\$157.68

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS		ESTIMATED SAVINGS
GOAL PROPOSED BY COMPONENT FOR THIS REPORT	25X1	MAN-HOURS 25X1
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	DOLLARS

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
2 October 1970	[Redacted] Security Officer/Systems Analyst	[Redacted]

CONFIDENTIAL

REPORTS INVENTORY		CONTROL NO.  115
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PREPARE IN DUPLICATE		2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
1. TITLE OF REPORT (If a fill-in report include Form No.)  Staff Badge Deletes by Alpha		

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED  2	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly	6. DISTRIBUTION (No. of components not number of copies)  2
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7. FORMAT (memorandum, form computer print-out, etc)  Computer print-out	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO. 975D	

10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB/ [ ]	11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card)  25X1
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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
1200 (cards per month)	X \$ .05		= \$60.00 * 7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
39	X 2	= 78	X \$.03 ea	= \$2.34	X 12	= \$ 28.08
TOTAL COSTS PER YEAR						\$131.04

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		25X1	
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  [ ] Security Officer/Systems Analyst	18. EXTENSION  [ ]
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**CONFIDENTIAL**  
Classification

REPORTS INVENTORY				CONTROL NO. <i>116</i>	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) Staff Badge Areas by Area Code				2. TYPE OF REPORT	
				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 8	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 975E		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card) 25X1		

**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
1200 (cards per month)	X \$ .05		=\$60.00*7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

**B. COSTS OF COMPUTER PRODUCED REPORTS**

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
753	X 3	= 2259	X \$.03 ea	= \$67.77	X 4	= \$271.08

**TOTAL COSTS PER YEAR**

**\$374.04**

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirements established by OS. Date unknown.

**14. FUTURE GOALS** 25X1

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS 25X1	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
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**CONFIDENTIAL**



REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Non-Agency Employees						2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-TAPE LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL			
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)			
		MEDICAL	FINANCE				
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 2		
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. 975G <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB			11. FEEDER REPORTS (State by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card) 25X1				
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR		
1200 (cards per month)	X \$ .05	= \$60.00 * 7	= \$8.58	X 12	= \$102.96		
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
26	X 3	= 78	X \$ .03	= \$2.34	X 4	= \$ 9.36	
TOTAL COSTS PER YEAR						\$112.32	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS 25 DOLLARS	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst					

CONFIDENTIAL

Approved For Release 2008/12/07 : CIA-RDP75-00399R000100080002-7

REPORTS INVENTORY

CONTROL NO.

119

PREPARE IN DUPLICATE

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

GSA Alpha Listing

2. TYPE OF REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X

SECURITY

MEDICAL

FINANCE

ADMIN, GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

6

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

Monthly

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

6

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

8. ADP PROCESSING

X

YES

IF YES GIVE ADP PROCESSING NO.

NO

976A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

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

OCS

OS/BSB

11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1772 (Special IBM Card)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
100 (cards per mo)	X .05 ea	= \$5.00 ÷ 4	= \$1.25	X 12	= \$15.00
- Keypunching of Feeder Report -					
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	\$151.20
TOTAL COSTS PER YEAR						\$166.20

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

25X1

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Security Officer/Systems Analyst

18. EXTENSION

<b>REPORTS INVENTORY</b>		CONTROL NO.  120
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PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)  GSA by Badge Number	2. TYPE OF REPORT <table border="1"> <tr><td><input type="checkbox"/></td><td>STATISTICAL</td></tr> <tr><td><input type="checkbox"/></td><td>NARRATIVE</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>MACHINE-NAME LISTING</td></tr> </table>	<input type="checkbox"/>	STATISTICAL	<input type="checkbox"/>	NARRATIVE	<input checked="" type="checkbox"/>	MACHINE-NAME LISTING
<input type="checkbox"/>	STATISTICAL						
<input type="checkbox"/>	NARRATIVE						
<input checked="" type="checkbox"/>	MACHINE-NAME LISTING						

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

4. NO. OF COPIES PREPARED  6	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly	6. DISTRIBUTION (No. of components not number of copies)  4
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7. FORMAT (memorandum, form computer print-out, etc)  Computer print-out	8. ADP PROCESSING <table border="1"> <tr> <td><input checked="" type="checkbox"/> YES</td> <td>IF YES GIVE ADP PROCESSING NO. 976B</td> </tr> <tr> <td><input type="checkbox"/> NO</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO. 976B	<input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO. 976B					
<input type="checkbox"/> NO						

10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB	11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card)	25X1
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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		
100 (cards per mo)	.05 ea	X		=	\$5.00 ÷ *4	=	\$1.25	X	12	=	\$ 15.00
- Keypunching of Feeder Report -											
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.											

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	\$151.20
<b>TOTAL COSTS PER YEAR</b>						<b>\$166.20</b>

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst	18. EXTENSION
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**CONFIDENTIAL**  
Classification

Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080002-7

<b>REPORTS INVENTORY</b>						CONTROL NO.  <span style="font-size: 2em;">131</span>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)  GSA Deletions by Alpha						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		X SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED  4		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly			6. DISTRIBUTION (No. of components not number of copies)  2		
7. FORMAT (memorandum, form computer print-out, etc)  Computer print-out		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. 976C		
					25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card)			
				25X1			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
-GRADE	-HOURLY-RATE-	X	-HOURS-PER-REPORT-	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
100 (cards per mo)	X .05 ea	=	\$5.00 ÷ *4	=	\$1.25	X 12	= \$ 15.00
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
80	X 4	= 320	X \$.03 ea	= \$9.60	X 12	= \$15.20	
TOTAL COSTS PER YEAR						\$130.20	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
25X1							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY  2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst				18. EXTENSION	

**CONFIDENTIAL**

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REPORTS INVENTORY						CONTROL NO.  122	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)  GSA Deletions by Badge Sequence						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED  4		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly			6. DISTRIBUTION (No. of components not number of copies)  2		
7. FORMAT (memorandum, form computer print-out, etc.)  Computer print-out		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. 976D <input type="checkbox"/> [Redacted] 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB [Redacted]				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1772 (Special IBM Card) 25X1			
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
100 (cards per mo)	.05 ea	X	4	=	\$1.25	X	12 = \$ 15.00
- Keypunching of Feeder Report -							
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
80	X 4	= 320	X \$.03 ea	= \$9.60	X 12	= \$115.20	
3						TOTAL COSTS PER YEAR	
						\$130.20	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.  25X1							
14. FUTURE GOALS 25X1							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY  2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  [Redacted] Security Officer/Systems Analyst				18. EXTENSION  [Redacted]	

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CONFIDENTIAL

REPORTS INVENTORY				CONTROL NO. 124		
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Visitor-No-Escort Alpha/Office Expirations				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL		
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)		
		MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2		
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. 977B <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB			11. FEEDER REPORTS (State total number and quantity by title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #ADC 5081 (Special IBM Card) 25X1			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR	
300 (cards per mo)	X \$ .05 ea	= \$15.00*5	= \$3.00	X 12	= \$36.00	
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.						
B. COSTS OF COMPUTER PRODUCED REPORTS						
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
51	X 4	= 204	X \$ .03 ea	= \$6.12	X 12	= \$73.44
TOTAL COSTS PER YEAR					\$109.44	
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.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.  25X1 25X1						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS		
16. DATE OF INVENTORY 2 October		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst			18. EXTENSION	

CONFIDENTIAL

CONTROL NO.

125

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  Visitor-No-Escort by Badge Number	2. TYPE OF REPORT	STATISTICAL
		NARRATIVE
	X	MACHINE-NAME LISTING

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

4. NO. OF COPIES PREPARED 4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 3
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7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
	X YES	IF YES GIVE ADP PROCESSING NO. 977C	

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB	11. FEEDER REPORTS (State total number and security by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #ADC 5081 (Special IBM Card) 25X1
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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
300 (cards per mo)	\$ .05 ea	X	5	=	\$15.00	X	12	=	\$36.00
- Keypunching of Feeder Report -									
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
34	X 4	= 136	X \$.03 ea	= \$4.08	X 12	\$48.96
TOTAL COSTS PER YEAR						\$84.96

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS

16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
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**CONFIDENTIAL**

CONTROL NO.

126

**REPORTS INVENTORY**

PREPARE IN DUPLICATE

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

2. TYPE OF REPORT  
 STATISTICAL  
 NARRATIVE  
 MACHINE-NAME LISTING

Visitor-No-Escort Deletions by Alpha

3. FUNCTIONAL AREA  
 PERSONNEL  
 LOGISTICS   
 MEDICAL  
 TRAINING  
 SECURITY   
 FINANCE

ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED  
 3

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

6. DISTRIBUTION (No. of components not number of copies)  
 2

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

8. ADP PROCESSING  
 YES IF YES GIVE ADP PROCESSING NO. 977D  
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

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

11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS  
 OS/BSB

Form #ADC 5081 (Special IBM Card)

25X1

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
		X	=	X	=
300 (cards per mo)	X \$ .05 ea	= \$15.00 ÷ *5	= \$3.00	X 12	= \$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					

**B. COSTS OF COMPUTER PRODUCED REPORTS**

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
102	X 3	= 306	X \$.03 ea	= \$9.18	X 12	\$110.16
<b>TOTAL COSTS PER YEAR</b>						<b>\$146.16</b>

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS  OTHER (explain)  
 CHANGE  
 DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY  
 2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  
 Security Officer/Systems Analyst

18. EXTENSION

**CONFIDENTIAL**

**CONFIDENTIAL**  
Classification

<b>REPORTS INVENTORY</b>	CONTROL NO. <div style="text-align: right; font-size: 1.2em;">127</div>
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PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)  Visitor-No-Escort Deletions by Badge Number	2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
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3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	X SECURITY	OTHER (specify)
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED  3	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly	6. DISTRIBUTION (No. of components not number of copies)  2
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7. FORMAT (memorandum, form computer print-out, etc)  Computer print-out	8. ADP PROCESSING X YES IF YES GIVE ADP PROCESSING NO. NO 977E	9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1
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10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB	11. FEEDER REPORTS (State total number and location, by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #ADC 5081 (Special IBM Card) 25X1
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**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
300 (cards per mo) *The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.	X \$ .05 ea		= \$15.00 ÷ *5 =		\$3.00	X	12	=	\$36.00

**B. COSTS OF COMPUTER PRODUCED REPORTS**

Pages Per Report	No. Copies	X	Total Pages	X	Cost Per Page	=	Total Cost	X	Times Prepared	=	Cost Per Year
102	X 3		= 306	X	\$ .03 ea		\$9.18	X	12		\$110.16
<b>TOTAL COSTS PER YEAR</b>											<b>\$146.16</b>

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

25X1

25X1

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Security Officer/Systems Analyst	18. EXTENSION
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~~CONFIDENTIAL~~

<b>REPORTS INVENTORY</b>	CONTROL NO. <span style="float: right;">128</span>
PREPARE IN DUPLICATE	

1. TITLE OF REPORT (if a fill-in report include Form No.)  C&P Telephone by Badge Number	2. TYPE OF REPORT
	<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	ADMIN, GENERAL OTHER (specify)
<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE

4. NO. OF COPIES PREPARED  4	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly	6. DISTRIBUTION (No. of components not number of copies)  3
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7. FORMAT (memorandum, form computer print-out, etc.)  Computer print-out	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	25X1
	IF YES GIVE ADP PROCESSING NO. 959B	

10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS OS/BSB/ [ ]	11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #1722 (Special IBM Card) 25X1
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**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
			- Keypunching of Feeder Report -						
25	X \$ .05 ea		= \$1.25*4	=	\$ .32	X	12	=	\$ 3.84
(cards per mo) *The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS											
Pages Per Report	No. Copies	X	Total Pages	=	Cost Per Page	X	Total Cost	X	Times Prepared	=	Cost Per Year
9	X 5		= 45	X	\$ .03	=	\$1.35	X	12	=	\$16.20
<b>TOTAL COSTS PER YEAR</b>											<b>\$20.04</b>

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.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Data unknown.

25X1

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	MAN-HOURS DOLLARS

16. DATE OF INVENTORY  2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  [ ] Security Officer/Systems Analyst	18. EXTENSION  [ ]
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