

SECRET

REPORTS INVENTORY				25X1		CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Report of Activities					2. TYPE OF REPORT		<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input 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) 2			
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	Director of Security			
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) Security Officer, <input type="text"/>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None				
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	
GS-13	\$8.06	8	\$64.48	4		\$257.92	
GS-05	3.15	4	12.60	4		50.40	
						<u>\$308.32</u>	
B. COSTS OF COMPUTER PRODUCED REPORTS							
N/A							
TOTAL COSTS PER YEAR						\$308.32	
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. To keep the Director of Security apprised of the activities of Security careerists detailed to serve as security officers at overseas facilities. This reporting began in 1953 on a monthly basis and was recycled to a quarterly basis in November 1968.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					25X1		
<input type="checkbox"/> CHANGE					MAN-HOURS		
<input type="checkbox"/> DISCONTINUE					0		
					DOLLARS		
					0		
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <input type="text"/> SA/DD/PTOS/OS				18. EXTENSION <input type="text"/>	

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