

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) 25X1					2. TYPE OF REPORT	STATISTICAL	
Special to OCS on TD Project 						<input checked="" type="checkbox"/> NARRATIVE	
					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)			
6		Semi-Annual		2			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memo		YES	IF YES GIVE ADP PROCESSING NO.				
		<input checked="" type="checkbox"/> NO					
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.)			
 /TD				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
13	8.60		20	=	172.00		2 344.00
5	3.57		2	=	7.14		2 14.28
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$358.28	
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.							
Monitoring of Computer time used on special project.							
MOR/CDF							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT 25X1					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)				MAN-HOURS STAT		DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
Oct. 70		 Acting Chief, Technical Division					