

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/OF-100
1. TITLE OF REPORT (If a fill-in report include Form No.) Space Utilization Survey					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/>	STATISTICAL
						NARRATIVE
						MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 2		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) Machine Listing		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input checked="" type="checkbox"/>		YES IF YES GIVE ADP PROCESSING NO.		O/Log
		<input type="checkbox"/>		NO (by O/Log)		
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Machine Listing forwarded by O/Log		
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-10	\$5.75		1		\$5.75	4
GS-13	9.94		1/4		2.49	4
			1 1/4		\$8.24	
						\$ 23.00
						9.96
						\$ 32.96
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 32.96
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.						
Required by O/Log to update and revise computer listings which reflects personnel and desk location						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by Log					MAN-HOURS	
					DOLLARS	
CHANGE <input type="checkbox"/>						
DISCONTINUE <input type="checkbox"/>						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110032-0				