

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110114-9

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					DDS/OF-179		
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 1501, Advances to Stations -- Acknowledged					2. TYPE OF REPORT		
					<input checked="" type="checkbox"/>	STATISTICAL	
						NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	ADMIN. GENERAL		
		LOGISTICS		SECURITY	OTHER (specify)		
		MEDICAL	<input checked="" type="checkbox"/>	FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 8		
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.			
			NO	Job: 212, Prog: A-5-N			
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
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	
Pro rata	share of review, analysis and distribution time.					\$ 104.84	
B. COSTS OF COMPUTER PRODUCED REPORTS							
75 pgs. x 4 cys. = 300 pgs. x 3¢ = \$9.00 x 12 times =						\$108.00	
TOTAL COSTS PER YEAR					\$108.00 \$ 213.84		
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.							
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		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110114-9					