

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120003-1  
REPORTS INVENTORY

PREPARE IN DUPLICATE

SD 100.1

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

Weekly Activity

2. TYPE OF REPORT

- STATISTICAL
- NARRATIVE
- MACHINE-NAME LISTING

3. FUNCTIONAL AREA

- PERSONNEL
- LOGISTICS
- MEDICAL
- TRAINING
- SECURITY
- FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

5

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

Weekly

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

4

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

Memorandum

8. ADP PROCESSING

- YES IF YES GIVE ADP PROCESSING NO.
- NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Supply Division Instruction 7-3

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

OL/SD/Field Support Branch

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

6

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-12	\$6.82		4		\$27.28		40		\$1091.20
GS-5	3.15		2		6.30		40		252.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1343.20

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.

Report was initiated in 1964 by the above Supply Division Instruction as required by the Director of Logistics.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- RETAIN AS IS
- CHANGE
- DISCONTINUE
- OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
	STAT

16. DATE OF INVENTORY

9 October

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Field Support Branch/SD/OL

18. EXTENSION

25X1