

REPORTS INVENTORY

CONTROL NO

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120006-8

SD 100.23

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

Supply Division Weekly Report

2. TYPE OF REPORT	<input type="checkbox"/>	STATISTICAL
	<input checked="" type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

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

Weekly

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

1

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

8. ADP PROCESSING	
<input type="checkbox"/>	YES IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, Supply Division

10. PREPARING COMPONENT (include lowest level contributing information to report)
OL/SD/SMB/GMMS

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	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS=13	8.06	<input checked="" type="checkbox"/>	1	=	8.06	<input checked="" type="checkbox"/>	24	=	193.44

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

193.44

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 in order to provide information and a record of significant weekly activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE	MAN-HOURS	DOLLARS
<input type="checkbox"/>	DISCONTINUE		

16. DATE OF INVENTORY
5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION
 STAT

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