

CONTROL NO. 100120010-3
 OL/SD MFB No. 1 STAT

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120010-3

PREPARE IN DUPLICATE

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

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

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED
 2

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)
 Memo

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 SDI 7-3

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

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
 2

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-14	10.00		1/4		2.50		52		130.00
GS-5	3.15		1/4		.79		52		41.08
<i>26 hrs</i>									

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR 171.08

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.

Requirement levied by Chief, Supply Division

14. FUTURE GOALS

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

16. DATE OF INVENTORY
 28 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 Chief, Materiel Facilities Branch

18. EXTENSION
 STAT

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