

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120013-0

CONTROL NO.

~~SECRET~~ DDS/OL/SD-2

PREPARE IN DUPLICATE

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

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

Significant Accomplishments

3. FUNCTIONAL AREA
 PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE
 ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED: 3
 5. FREQUENCY (weekly, monthly, quarterly, etc.): Semiannual
 6. DISTRIBUTION (No. of components not number of copies): 2

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: Memo from D/L and C/PS/OL

10. PREPARING COMPONENT (include lowest level contributing information to report): OL/Supply Division
 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-16	\$12.76	2	\$25.52	2	\$51.04

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$51.04

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
 RETAIN AS IS OTHER (explain) Reduced in Aug 1970 from a semi-annual to an annual report
 CHANGE
 DISCONTINUE
 ESTIMATED SAVINGS
 MAN-HOURS: 54 DOLLARS: \$408.52

16. DATE OF INVENTORY: 9 October 70
 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 18. EXTENSION

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