

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120015-8

REPORTS INVENTORY

CONTROL NO.

SD-101.21

PREPARE IN DUPLICATE

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

Semiannual Accomplishment Report

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

2

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

Semiannual

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

OAMS - FSB

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

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

OAMS

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

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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	9.76		5		48.80		2		97.60
GS-6	4.32		1		4.32		2		8.64

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

106.24

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.

Summarizes the progress of the section in completion of previously established goals, and establishes goals for the next semiannual period.

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

5 Oct 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION