

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120045-5

CONTROL NO.
OL/SD/ SPB - STAT

PREPARE IN DUPLICATE

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

RECORDS REPORT

2. TYPE OF REPORT STATISTICAL
 NARRATIVE
 MONTHLY/QUARTERLY LISTING

3. FUNCTIONAL AREA PERSONNEL
 LOGISTICS TRAINING
 MEDICAL SECURITY
 FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
2

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

6. DISTRIBUTION (No. of components not number of copies)
2

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

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

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 STAT

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

OL/SPB

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

NONE

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 6	4.32		1		4.32		1		4.32
GS-12	7.73		1/4		1.93		1		1.93

1/4 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

6.25

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 effort to reduce files and file storage.

14. FUTURE GOALS

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

15. DATE OF INVENTORY

2/28/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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SUPPLY CLERK

18. EXTENSION

STAT