

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120049-1

REPORTS INVENTORY

CONTROL NO. XXXXXXXXXXXX
XXXXXXXXXX See Above

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Destruction	2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
		<input type="checkbox"/> NARRATIVE
		<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/> LOGISTICS	SECURITY	
	<input type="checkbox"/> MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 1
------------------------------------	--	---

7. FORMAT (memorandum, form, computer print-out, etc.) Form	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB
	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	

10. PREPARING COMPONENT (include lowest level contributing information to report) Office of the Chief, <input type="checkbox"/>	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 4
--	--

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	3.97		1/2		1.98		12		23.76
GS-15	12.10		1/4		3.02		12		36.24

(9 hrs)

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR \$60.00

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.

To comply with Agency programs to report destruction of record material

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				
<input type="checkbox"/> DISCONTINUE				STAT

16. DATE OF INVENTORY 28 September	17. INFORMATION Chief,	18. EXTENSION
---------------------------------------	---------------------------	---------------

25X1

25X1

25X1