

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120060-8  
 REPORTS INVENTORY

XXXXXXXXX DDS/OL/SD-11

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  
 [ ] Cargo Status 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: 3

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

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

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

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

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)  
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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-6	4.32		1/6		0.72		52		37.44
GS-6	3.86		1/12		0.32		52		16.64
GS-14	10.70		1/12		0.89		52		46.28
GS-13	9.67		1/12		0.81		52		42.12
GS-12	7.28		1/12		0.61		52		31.72
GS-12	7.72		1/12		0.64		52		33.28
GS-9	5.38		1/12		0.45		52		23.40

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

230.88

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 keep SD/OAMS advised as to status of materiel scheduled for customer's requisition or to meet relocation of stock requirements. This report enables Hqs/SD to facilitate movement of cargo through [ ] elements.

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 October 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Chief, OAMS/SMB/SD/OL

18. EXTENSION: [ ]

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Classification

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CONTROL NO.   
  2 SD 110. STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)   
 Cargo Status 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: 1   
 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): Memorandum   
 8. ADP PROCESSING: YES  NO  IF YES GIVE ADP PROCESSING NO.: 10   
 9. DIRECTIVE AUTHORITY REQUIRING REPORT: Memo OL 8 1204 dtd 20 Feb 68

10. PREPARING COMPONENT (include lowest level contributing information to report): Supply Operations Division   
 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-5	3.57		2		7.14		52		371.28
GS-8	4.88		2		9.76		52		507.52

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$878.80

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.   
 This report advises status of outgoing shipments.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT   
  RETAIN AS IS  OTHER (explain)   
  CHANGE   
  DISCONTINUE   
 ESTIMATED SAVINGS   
 MAN-HOURS   
 DOLLARS

16. DATE OF INVENTORY: 5 October 1970   
 17. NAME AND INFORMATION: STAT   
 18. EXTENSION: STAT

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