

REPORTS INVENTORY

OL/SD/ FTB - 2 STA

PREPARE IN DUPLICATE

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

DAILY TONNAGE REPORT

2. TYPE OF REPORT STATISTICAL
 NARRATIVE
 MACHINE-MADE LISTINGS

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.)
 DAILY

6. DISTRIBUTION (No. of components not number of copies)
 1

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
 STA

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

OL/SD/ FTB

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-05	\$3.36		1/4 Hr.		\$.84		252		\$211.68
GS-13	8.06		1/4 Hr.		2.02		252		509.04

126 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$720.72

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.

Used as management tool as statistical compilation of total amount of cargo handled by Freight Traffic Branch on daily basis.

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

9/22/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120077-0

18. EXTENSION

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