

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120087-9
REPORTS INVENTORY

DDS/OL/SD 29

XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) FPA Monthly Reconciliation Report		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	<input type="checkbox"/> TRAINING	ADMIN. GENERAL OTHER (specify)	
	<input checked="" type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY		
	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> 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) Memo	8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) Supply Control		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) N/A		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
WG-9	\$4.19	<input checked="" type="checkbox"/>	8	=	\$33.52	<input checked="" type="checkbox"/>	12	=	\$402.24

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$402.24

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.

Established by [] as internal report, to provide their Chief of supply control total dollar value by account and material unit, taken from stock record cards for a one-month period.

14. FUTURE GOALS

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

16. DATE OF INVENTORY 22 September 70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120087-9	18. EXTENSION
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