

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120106-7

PREPARE IN DUPLICATE

CONTROL NO. XXXXXXXX DDS/OL/SD-48

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

Headquarters Error Readouts

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
 5

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Semi-Monthly

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

7. FORMAT (memorandum, form, computer print-out, etc)
 Computer Print-Out

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO. 101
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)
 OCS
 OL/SD, DSCB-OL/SD/SMB/GMMS

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-7	3.89	20	77.80	24	1,876.20

B. COSTS OF COMPUTER PRODUCED REPORTS

			.12	120	14.40
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TOTAL COSTS PER YEAR

1,890.60

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 is required to correct Headquarters error computer readouts caused by any elements erroneous input. Since several different units are involved in making the necessary correction the distribution of the report must be keyed for review purposes, to these offices.

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
 25 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 - AC/OL/SD/SMB/GMMS

18. EXTENSION

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