

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120122-9

REPORTS INVENTORY

DDS/OL/SD-64

PREPARE IN DUPLICATE

XXXXXXXX

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

2. TYPE OF REPORT

X STATISTICAL
NARRATIVE
MACHINE-NAME LISTING

Location Consolidated Activity Register

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

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

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

1

Semi-Annual

1

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

8. ADP PROCESSING
X YES IF YES GIVE ADP PROCESSING NO.
NO 120

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

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

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS,

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	3.15		18		56.70		2		113.40

B. COSTS OF COMPUTER PRODUCED REPORTS

					4.75		2		9.50
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TOTAL COSTS PER YEAR

122.90

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 as a basic reference, research and analysis tool. In addition, it is used for reconciliation purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X RETAIN AS IS OTHER (explain)
CHANGE
DISCONTINUE

MAN-HOURS DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25 Sept 70

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AC/OL/SD/SMB/GMMS

FORM 9-70

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(22-36-43)