

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120128-3

DDS/OL/SD 70

PREPARE IN DUPLICATE

XXXXXXXX

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

Property On-Loan From Others

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.)

Monthly

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

1

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

Computer Print-Out

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

203

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

STAT

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

OCS, OL/SD/FSB

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-13	8.06		.5		4.03		12		48.36

B. COSTS OF COMPUTER PRODUCED REPORTS

					.75		12		9.00
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TOTAL COSTS PER YEAR

57.36

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.

A consolidated record of other Agency Assets on loan to CIA. Required for periodic follow-up to ensure that the property is controlled and returned to its owner at the expiration of the loan period.

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

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18. EXTENSION