

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120133-7
 REPORTS INVENTORY

DDS/OL/SD 75

XXXXXXXXXX

PREPARE IN DUPLICATE

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

Allocation 08 Stock Status Report

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

2

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 212

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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

OCS, OL/SD, MFB/CR&DS

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		25		97.25		12		1,167.00

B. COSTS OF COMPUTER PRODUCED REPORTS

					.75		24		18.00
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TOTAL COSTS PER YEAR

1,185.00

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 provide the statistical data necessary for proper management and timely disposal of Agency assets which have been authorized for disposal.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS
 STAT

16. DATE OF INVENTORY

25 Sept 78

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

FORM 9-70 142

Classification

(22-36-43)

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