

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120141-8

DDS/OL/SD 83

REPORTS INVENTORY

XXXXXXXX

PREPARE IN DUPLICATE

|   |   |   |  |
|---|---|---|--|
| 1. TITLE OF REPORT (if a fill-in report include Form No.)<br><b>Obsolete Items Stock Status Report</b>          |   | 2. TYPE OF REPORT   | <input checked="" type="checkbox"/> STATISTICAL<br><input type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |
| 3. FUNCTIONAL AREA  | <input checked="" type="checkbox"/> PERSONNEL<br><input type="checkbox"/> LOGISTICS<br><input type="checkbox"/> MEDICAL | <input type="checkbox"/> TRAINING<br><input type="checkbox"/> SECURITY<br><input type="checkbox"/> FINANCE                    | ADMIN. GENERAL<br>OTHER (specify)  |
| 4. NO. OF COPIES PREPARED<br><b>1</b>   | 5. FREQUENCY (weekly, monthly, quarterly, etc.)<br><b>Monthly</b>   | 6. DISTRIBUTION (No. of components not number of copies)<br><b>1</b>  |  |
| 7. FORMAT (memorandum, form, computer print-out, etc.)<br><b>Computer Print-Out</b>                             | 8. ADP PROCESSING<br><input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO                             | 9. DIRECTIVE AUTHORITY REQUIRING REPORT<br><b>225</b>   |  |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)<br><b>OCS, OL/SD/SMB/GMMS</b> |   | 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-11 | 5.72        |   | 2                |   | 11.44           |   | 12             |   | 137.28        |

B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |      |  |    |  |       |
|--|--|--|--|--|------|--|----|--|-------|
|  |  |  |  |  | 1.90 |  | 12 |  | 22.80 |
|--|--|--|--|--|------|--|----|--|-------|

TOTAL COSTS PER YEAR

160.08

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 statistical data necessary for proper analysis and timely disposal of obsolete Agency assets.

14. FUTURE GOALS

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

|  |  |   |
|--|--|---|
| 16. DATE OF INVENTORY<br><b>5 Oct 1970</b> | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION<br><b>Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120141-8<br/>- AC/OL/SD/SMB/GMMS</b> | 18. EXTENSION<br><input type="checkbox"/> |
|--|--|---|