

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100020014465  
 REPORTS INVENTORY

PREPARE IN DUPLICATE

XXXXXXXXX DDS/OL/SD-86

1. TITLE OF REPORT (if a fill-in report include Form No.)  No Issue Status Report		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED  2	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Semi-Annual	6. DISTRIBUTION (No. of components not number of copies)  1	
7. FORMAT (memorandum, form, computer print-out, etc) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT  IF YES GIVE ADP PROCESSING NO. 231	
10. PREPARING COMPONENT (include lowest level contributing information to report)  OCS, 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	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-11	5.72	120	686.40	2	1,372.80

B. COSTS OF COMPUTER PRODUCED REPORTS

			10.29	4	41.16
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TOTAL COSTS PER YEAR

1,413.96

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 analyzed to determine the action to be taken on those items which have not experienced an issue in a two year period.

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 checked="" type="checkbox"/> CHANGE to Annual.		120	706.98
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 5 Oct 1975	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120144-5	18. EXTENSION <input type="checkbox"/>
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