

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R00010012001742
 REPORTS INVENTORY

DDS/OL/SD-116

PREPARE IN DUPLICATE

~~XXXXXXXXXX~~

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

2. TYPE OF REPORT	<input checked="" type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

Manufacturers Supply Code for Manufacturers (FSCM)

3. FUNCTIONAL AREA	<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
	<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
1

5. FREQUENCY (weekly, monthly, quarterly, etc.)
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	IF YES GIVE ADP PROCESSING NO.
<input type="checkbox"/>	NO	416

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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, OL/SD/SMB/GMMS

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-10	5.23	<input checked="" type="checkbox"/>	1	=	5.23	<input checked="" type="checkbox"/>	1	=	5.23

B. COSTS OF COMPUTER PRODUCED REPORTS

					2.40		1		2.40
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TOTAL COSTS PER YEAR

7.63

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 information is required as a basic reference tool and is a part of the Agency catalog data.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS	DOLLARS
	STAT

16. DATE OF INVENTORY
5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120174-2