

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120182
 REPORTS INVENTORY
 CONTROL NO. DDS/OL/SD-125
 XXXXXXXX

PREPARE IN DUPLICATE

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

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

Stock Number - Reference No.

3. FUNCTIONAL AREA
 PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

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

1

Annual

1

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

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO 412

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	6.82		1		6.82		1		6.82

B. COSTS OF COMPUTER PRODUCED REPORTS

					6.60		1		6.60
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TOTAL COSTS PER YEAR

13.42

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 for reference purposes and to supplement