

REPORTS INVENTORY						CONTROL NO.					
PREPARE IN DUPLICATE						DDS/OL/PMS-10					
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT						
# 16 - Contracts Settled					<input checked="" type="checkbox"/> STATISTICAL						
					<input type="checkbox"/> NARRATIVE						
3. FUNCTIONAL AREA					ADMIN. GENERAL						
<input checked="" type="checkbox"/> PERSONNEL					<input type="checkbox"/> TRAINING		OTHER (specify)				
								<input checked="" type="checkbox"/> LOGISTICS			
<input type="checkbox"/> MEDICAL					<input type="checkbox"/> SECURITY						
<input type="checkbox"/> FINANCE											
4. NO. OF COPIES PREPARED			5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)						
2			twice yearly		6						
7. FORMAT (memorandum, form computer print-out, etc)				8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT					
computer print-out				<input checked="" type="checkbox"/> YES		see 13					
				IF YES GIVE ADP PROCESSING NO.							
				NO							
				24205							
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 - <input type="checkbox"/> PD/CSS; DD/P/CMG; DD/S&T/OEL, ORD; DD/I/NPIC											
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				
9	5.38		.25		1.34		2 = 2.68				
B. COSTS OF COMPUTER PRODUCED REPORTS											
	no.pgs		no.cys		per pg						
	58		2		.03	2	6.96				
TOTAL COSTS PER YEAR						9.64					
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.											
D/L Memo dated 22 Nov. 1967 to D/OCS											
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				
					CHANGE						
										DISCONTINUE	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION					
8 Oct. 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130035-5 Procurement Assistant				<input type="checkbox"/>					

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