

**REPORTS INVENTORY**

CONTROL NO. feeder report for  
DDS/OL/PD -1

PREPARE IN DUPLICATE

<b>1. TITLE OF REPORT (if a fill-in report include Form No.)</b>  Monthly Statistical (Unofficial Internal Form)	<b>2. TYPE OF REPORT</b> <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
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<b>3. FUNCTIONAL AREA</b> <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	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)
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<b>4. NO. OF COPIES PREPARED</b>  Orig. & 1	<b>5. FREQUENCY (weekly, monthly, quarterly, etc.)</b>  Monthly	<b>6. DISTRIBUTION (No. of components not number of copies)</b>  C/PD & Originating Section
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<b>7. FORMAT (memorandum, form computer print-out, etc)</b>  Typed-Internal	<b>8. ADP PROCESSING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">NO</td> </tr> </table>	YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/>	NO	<b>9. DIRECTIVE AUTHORITY REQUIRING REPORT</b>  PD Memorandum No. 71-1
YES	IF YES GIVE ADP PROCESSING NO.					
<input checked="" type="checkbox"/>	NO					

<b>10. PREPARING COMPONENT (include lowest level contributing information to report)</b>  ICS/PD/OL	<b>11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)</b>
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**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-6	\$ 3.86	<input checked="" type="checkbox"/>	1 Hour	=	\$3.86	<input checked="" type="checkbox"/>	12	=	\$46.32
GS-15	\$12.10	<input type="checkbox"/>	1/4 Hour	=	\$3.03	<input type="checkbox"/>	12	=	\$36.36

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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**TOTAL COSTS PER YEAR**      \$82.68

**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.**

**14. FUTURE GOALS**

<b>GOAL PROPOSED BY COMPONENT FOR THIS REPORT</b> <input checked="" type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE <u>Periodic Review</u>	<b>ESTIMATED SAVINGS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">MAN-HOURS</td> <td style="width: 50%; text-align: center;">DOLLARS</td> </tr> <tr> <td></td> <td style="text-align: center;">STAT</td> </tr> </table>	MAN-HOURS	DOLLARS		STAT
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	STAT				

<b>16. DATE OF INVENTORY</b>  22 Sept. Approved For	<b>17. NAME AND TITLE OF PERSON FURNISHING INFORMATION</b>  Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130142-6	<b>18. EXTENSION</b>
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