Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090014-3

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. D0[illegible]

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

YEARLY ACCOMPLISHMENTS

2. TYPE OF REPORT: STATISTICAL / XX NARRATIVE / [illegible]

3. FUNCTIONAL AREA: PERSONNEL / LOGISTICS / MEDICAL / TRAINING / SECURITY / FINANCE / ADMIN. GENERAL / OTHER (specify) / XX COMMUNICATIONS

4. NO. OF COPIES PREPARED: THREE

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

6. DISTRIBUTION (No. of components not number of copies): OC-P

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

8. ADP PROCESSING: YES / XX NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: D/CO

10. PREPARING COMPONENT (include lowest level contributing information to report): DC/OC-CS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

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-15	12.10	4 hr	48.40	once	48.40
GS-06	3.75	1/2 hr	1.85	once	1.85
					50.25

B. COSTS OF COMPUTER PRODUCED REPORTS

400 TOTAL COSTS PER YEAR

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.

$ 3,750.36

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- [ ] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS / DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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