Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150135-2

Classification

# REPORTS INVENTORY

CONTROL NO. SRB 951 P

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.): 951 P LIFE INS STUB PAY BK

2. TYPE OF REPORT: STATISTICAL / NARRATIVE / ✓ MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL; TRAINING; ADMIN. GENERAL; LOGISTICS; SECURITY; OTHER (specify); MEDICAL; FINANCE

4. NO. OF COPIES PREPARED: 1

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

6. DISTRIBUTION (No. of components not number of copies): 2

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

8. ADP PROCESSING: ✓ YES; NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report): OCS/OPERATIONS

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-06-3 | 4.21 | | .143 | | .60 | | 12 | | 7.20 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 156.00 | | 12 | | 1872.00 |

TOTAL COSTS PER YEAR: $1879.20

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

PROPOSED BY COMPONENT FOR THIS REPORT

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

| ESTIMATED SAVINGS | |
|---|---|
| MAN-HOURS | DOLLARS |
| | |

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Classification

142

(22-36-43)

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