

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040025-6

25X1

REPORTS INVENTORY						CONTROL NO. DDP - 85	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> STATUS REPORT						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING</div><div><input checked="" type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)</div></div>	
3. FUNCTIONAL AREA		<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		<input checked="" type="checkbox"/>	
4. NO. OF COPIES PREPARED <div style="text-align: center;">4</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Semi-Annual</div>				6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">1</div>	
7. FORMAT (memorandum, form, computer print-out, etc) <div style="text-align: center;">Memo</div>		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>IF YES GIVE ADP PROCESSING NO.</div></div>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: center;">Component Chiefs</div>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">Field Stations and Bases of FE and Eur</div>				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	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$4,992.00	
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. 25X1							
Informs Division Chiefs <div style="border: 1px solid black; width: 400px; height: 20px; display: inline-block; vertical-align: middle;"></div>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE FE reports it will discontinue the report						MAN-HOURS	DOLLARS
						680	\$4,080.00
16. DATE OF INVENTORY <div style="text-align: center;">October</div>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="text-align: center;">Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040025-6</div>					18. EXTENSION

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