

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040035-5

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 96

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

NE NOTICE - CANCELLATION

2. TYPE OF REPORT

STATISTICAL 25X1
 NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL TRAINING
LOGISTICS SECURITY
MEDICAL FINANCE

ADMIN. GENERAL
 OTHER (specify)
NE Registry

4. NO. OF COPIES PREPARED

20

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

Quarterly

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

Field Stations

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

Memorandum

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

NE/ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

NE/Registry

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

None

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
									\$12.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$12.00

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.

Report intended to keep field records current. Established 1968 by NE/

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE

MAN-HOURS DOLLARS
4 \$12.00

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION