

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040057-1

CONTROL NO.

REPORTS INVENTORY

DDP - 122

PREPARE IN DUPLICATE

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

2. TYPE OF REPORT

STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

MONTHLY SYSTEMS STATUS REPORT

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)
 Operations

4. NO. OF COPIES PREPARED

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

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

6

Monthly

5

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

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

YES IF YES GIVE ADP PROCESSING NO.
 NO

C/TSD

25X1

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

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

TSD

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 |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| | | | | | | | | | \$312.00 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$312.00

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.

6/10/68 required for information of operational officials and the direction of the D&E report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE

MAN-HOURS DOLLARS

16. DATE OF INVENTORY
October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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