

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040073-3

REPORTS INVENTORY

CONTROL NO.

DDP - 138

PREPARE IN DUPLICATE

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

BIWEEKLY LABORATORY REPORT

2. TYPE OF REPORT STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

TSD [] 25X1

4. NO. OF COPIES PREPARED

10

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

Biweekly

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

1

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

Memorandum

8. ADP PROCESSING

YES

NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Internal Laboratory

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.)

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
									\$506.00

B. COSTS OF COMPUTER PRODUCED REPORTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

TOTAL COSTS PER YEAR

\$506.00

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.

June 1956 the laboratory prepares this biweekly report on projects initiated and completed. This report is initiated by the Laboratory for their own purposes of record keeping, but is used by OC [] and others to keep abreast of the workload at the Laboratory.

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Classification