

~~CONFIDENTIAL~~

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050032-7

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DD/S&T/ORD - 4	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
Inspection Reports						<input type="checkbox"/> NARRATIVE
3. FUNCTIONAL AREA					<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)	<input type="checkbox"/> MACHINE-NAME LISTING
<input checked="" type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		<input type="checkbox"/> SECURITY		
<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> MEDICAL				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
3		Every 60 Days		8		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer Print-Out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Procurement Handbook Project Officers Handbook		
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.)		
ORD Divisions				Contractor Reports, Amendments, Project Officer Reports, Contracts		
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
11.8	6.60	.25	=	1.65	1094	\$1,805.10
B. COSTS OF COMPUTER PRODUCED REPORTS						
11.8	6.60	.0175	=	.12	1440	172.80
TOTAL COSTS PER YEAR					\$1,977.90	
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.						
Periodic reporting required to determine status of work and funding and aid management decisions.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						25X1
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION	
16 Oct. 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050032-7			DD/S&T/ORD	
FORM 112		Classification			(22-36-43)	