

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050070-5

REPORTS INVENTORY

PREPARE IN DUPLICATE DDS&T/OSA-61-7

1. TITLE OF REPORT (if a fill-in report include Form No.)
Schedule of expenses and obligations Form 565

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-READ LISTING

3. FUNCTIONAL AREA
 PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE
 ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED: **4**

5. FREQUENCY (weekly, monthly, quarterly, etc.): **Monthly**

6. DISTRIBUTION (No. of components not number of copies)
1-OF, 1-OSA, [] STAT

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

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
[] STAT

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

11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)
Class A Financial Records

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
GS-12	\$7.51		3		\$22.53		12		\$270.36
GS-09	4.91		3		14.73		12		176.76

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$447.12

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.

Agency Budget and Accountings Requirements

14. FUTURE GOALS

14. PROPOSED BY COMPONENT FOR THIS REPORT
 RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE

ESTIMATED SAVINGS
 MAN-HOURS: DOLLARS:

15. DATE OF INVENTORY: **8 Oct. 1970**

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: **Budget Officer/OSA**

16. EXTENSION:

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