

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110059-1

<b>REPORTS INVENTORY</b>		CONTROL NO. DDS/OF-126	
PREPARE IN DUPLICATE			
1. TITLE OF REPORT (If a fill-in report include Form No.) Delinquent Advances - 60 Days or More		2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	<input checked="" type="checkbox"/> FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies)
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> 25X1
	<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	
10. PREPARING COMPONENT (include lowest level contributing information to report) B&F Offices		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	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
Based on 18 Components Reporting									
GS-12	\$7.25		3x18=54		\$393.12		12		\$ 4,717.44

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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**TOTAL COSTS PER YEAR**      \$ 4,717.44

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.

User costs included in report prepared in Accounts Division.