

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110063-6

REPORTS INVENTORY						CONTROL NO. DDS/OF-130			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (if a fill-in report include Form No.) Report on Budget Status (SF 133) Construction						2. TYPE OF REPORT			
						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)			
		LOGISTICS		SECURITY					
		MEDICAL		X 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) Form		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT BOB Circular No. A-34			
		<input type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO							
10. PREPARING COMPONENT (include lowest level contributing information to report) GSA				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		
Costs not borne by Agency.									
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR									
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.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS			
						MAN-HOURS		DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION		
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