

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110098-8

REPORTS INVENTORY

CONTROL NO.

DDS/OF-163

PREPARE IN DUPLICATE

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

Property Issues

2. TYPE OF REPORT: STATISTICAL, NARRATIVE, MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL, LOGISTICS, MEDICAL, TRAINING, SECURITY, FINANCE

ADMIN. GENERAL, OTHER (specify)

4. NO. OF COPIES PREPARED

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

Monthly

6. DISTRIBUTION (No. of components not number of copies) 48

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

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

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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

Accounts

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

Table with columns: GRADE, HOURLY RATE, HOURS PER REPORT, COST PER REPORT, TIMES PREPARED, COST PER YEAR. Row 1: Pro rata share of review, analysis and distribution time. \$ 629.04

B. COSTS OF COMPUTER PRODUCED REPORTS

Table with columns: Description, Calculation. Row 1: 350 pages x 4 copies = 1,400 pages x 3¢ = \$42.00 x 12 times = \$ 504.00

TOTAL COSTS PER YEAR

~~XXXXXX~~ \$ 1,133.04

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

RETAIN AS IS, CHANGE, DISCONTINUE, OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS, DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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