

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110106-8

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					DDS/OF-171		
1. TITLE OF REPORT (if a fill-in report include Form No.) Account No. 1422, Advances to Projects (not subsidy)					2. TYPE OF REPORT		
					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING			
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
		<input checked="" type="checkbox"/>		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) 14		
7. FORMAT (memorandum, form, computer print-out, etc.) Machine Listing		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. Job: 212, Prog: A-5-N			
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							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
Pro rata share of review, analysis and distribution time.							\$104.84
B. COSTS OF COMPUTER PRODUCED REPORTS							
41 pages x 4 cys = 164 pages x 3¢ = \$4.92 x 12 times =							\$59.04
TOTAL COSTS PER YEAR						<del>\$159.04</del> \$163.88	
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					ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain)		
					MAN-HOURS	DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
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