

Classification

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CONTROL NO. 5D 102.23

PREPARE IN DUPLICATE

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

Supply Division Monthly Activity Report

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: 1; 5. FREQUENCY: Monthly; 6. DISTRIBUTION: 1

7. FORMAT: Memorandum; 8. ADP PROCESSING: YES/NO; 9. DIRECTIVE AUTHORITY: Chief, Supply Division

10. PREPARING COMPONENT: OL/SD/SMB/GMMS; 11. FEEDER REPORTS

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: GS-10, 5.23, 8, 41.84, 12, 502.08

B. COSTS OF COMPUTER PRODUCED REPORTS

Table with columns: GRADE, HOURLY RATE, HOURS PER REPORT, COST PER REPORT, TIMES PREPARED, COST PER YEAR. (Empty rows)

TOTAL COSTS PER YEAR 502.08

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.

Required in order to provide information and a record of significant and routine monthly activities.

14. FUTURE GOALS

Table with columns: GOAL PROPOSED BY COMPONENT FOR THIS REPORT (RETAIN AS IS, CHANGE, DISCONTINUE), ESTIMATED SAVINGS (MAN-HOURS, DOLLARS, STAT)

16. DATE OF INVENTORY: 5 Oct 1970; 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: OL/SD/SMB/GMMS; 18. EXTENSION