

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120028-4 SD 102.4

PREPARE IN DUPLICATE

CONTROL NO. - 2 25X1

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

Supply Operations

2. TYPE OF REPORT STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
3

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

6. DISTRIBUTION (No. of components not number of copies) 1

7. FORMAT (memorandum, form computer print-out, etc)
SD/form

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

9. DIRECTIVE AUTHORITY REQUIRING REPORT
SDI 7-3

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

Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

5 Supply Operations

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
GS-8	5.60		1/2		2.80		12		33.60
GS-15	12.10		1		12.10		12		145.20
GS-16	14.04		1		14.04		12		168.48
30 hrs									

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$347.28

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.

Basic information required in planning the activities of the Depot and to inform management of the production operations of the Depot on a monthly basis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS		
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE				STAT
<input type="checkbox"/>	DISCONTINUE				

16. DATE OF INVENTORY
28 September 1970

17. INFORMATION

18. EXTENSION

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