

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120136-4

FORM NO. 78
DDS/OL/SD 78

PREPARE IN DUPLICATE

XXXXXXXX

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

Commo Equipment Managers Stock Status 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

2

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

Quarterly

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

1

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

Computer Print-Out

8. ADP PROCESSING

YES
 NO
IF YES GIVE ADP PROCESSING NO. 219

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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

OCs

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
GS-13	8.06	140		1128.40	4		4,513.60

B. COSTS OF COMPUTER PRODUCED REPORTS

				17.28	8		138.24
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TOTAL COSTS PER YEAR

4,651.84

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.

This report is used by the Office of Communications engineering staff as a basic management tool. It is required by them as a basic reference source in reporting and analysis work.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS
 CHANGE
 DISCONTINUE
 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS
DOLLARS
STAT

16. DATE OF INVENTORY

5 Oct 1975

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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