

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120176-0

REPORTS INVENTORY

DDS/OL/SD-118

PREPARE IN DUPLICATE

~~XXXXXXXX~~

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

Shortage Report for Replenishment Action

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

3

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

Semi-Monthly

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

2

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

Computer Print-Out

8. ADP PROCESSING  
 YES IF YES GIVE ADP PROCESSING NO.  
 NO 500

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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

OCS, OL/SD/SMB/GMMS,  
 DC/TSD/

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	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	3.89		40		155.60		24		3,734.40

B. COSTS OF COMPUTER PRODUCED REPORTS

					1.26		72		90.72
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TOTAL COSTS PER YEAR

3,825.12

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 as the basic information tool in the stock replenishment process.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS  OTHER (explain)  
 CHANGE  
 DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS  
 DOLLARS  
 STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION