

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120177-9
 REPORTS INVENTORY

DDS/OL/SD-119

XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Pre-Inventory Status Report		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 1	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) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. Log Job 502	9. DIRECTIVE AUTHORITY REQUIRING REPORT Tool for Inventory process	
10. PREPARING COMPONENT (include lowest level contributing information to report)		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-8	4.31		16		68.96		12		827.52

B. COSTS OF COMPUTER PRODUCED REPORTS

	200 pages		.05		10.00		12		120.00
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TOTAL COSTS PER YEAR

947.52

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.

As commodity classes are selected for inventory each month, this report shows the status of all items within those classes as of the cut-off date prior to inventory. These quantities, then, are checked against physical counts for agreement, or for discrepancies which must be researched and resolved.

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 5 Oct 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120177-9	18. EXTENSION <input type="checkbox"/>
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