

REPORTS INVENTORY						CONTROL NO. DDS/OL/PMS-9	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) # 13 - Contracts in Settlement						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice yearly				6. DISTRIBUTION (No. of components not number of copies) 6	
7. FORMAT (memorandum, form computer print-out, etc) computer print-out		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.				
		<input type="checkbox"/> NO	24205	see 13			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS - OL/PMS, <input type="checkbox"/> DD/P/CMG; DD/S&T/OEL, ORD; DD/I/NPIC				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
<u>DISTRIBUTION ONLY</u>							
9	5.38		.25	=	1.34		2 = 2.68
B. COSTS OF COMPUTER PRODUCED REPORTS							
	no.pgs 248		no.cys 2		per pg .03		2 = 29.76
TOTAL COSTS PER YEAR						32.44	
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. D/L Memo dated 22 Nov 1967 to D/OCS							
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 8 Oct. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130034-6 Procurement Assistant				18. EXTENSION <input type="checkbox"/>	

STAT

STAT