

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130131-8

REPORTS INVENTORY

CONTROL NO.

DDS/OL/SS-1

PREPARE IN DUPLICATE

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

Industrial Security Program

2. TYPE OF REPORT  
 STATISTICAL  
 NARRATIVE  
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL TRAINING  
LOGISTICS  SECURITY  
MEDICAL 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)

Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Logistics

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

Security Staff, OL  
Procurement Team Security Officers  
Security Officer, [ ]

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

NA

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-14	11.02		1/2		5.51		12		66.12
GS-13	9.13		1		9.13		12		109.56
GS-7	4.41		2		8.82		12		105.84

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

281.52

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.

For information and use of Director of Logistics as a management tool.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS  OTHER (explain)  
 CHANGE  
 DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Security Staff, OL

18. EXTENSION