

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140006-6
REPORTS INVENTORY

DDS/OTR/SIWA-2

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Speaker Evaluation Cards				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/>	TRAINING <input checked="" type="checkbox"/>	ADMIN. GENERAL	
		LOGISTICS <input type="checkbox"/>	SECURITY <input type="checkbox"/>	OTHER (specify)	
		MEDICAL <input type="checkbox"/>	FINANCE <input type="checkbox"/>		
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually and as needed		6. DISTRIBUTION (No. of components not number of copies) 1 (DTR)	
7. FORMAT (memorandum, form, computer print-out, etc.) Form (on card)		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT DTR Memo, 6 May 1969	
10. PREPARING COMPONENT (include lowest level contributing information to report) SIWA/IF, SIWA/BO, SIWA/WAF			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

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
15 (5)	\$12.80		14		\$179.20		1		\$179.20
14 (4)	11.00		7		77.00		1		77.00
13 (5)	9.10		9		81.90		1		81.90
7	4.50		2		9.00		1		9.00
6	4.00		3		12.00		1		12.00
5	3.60		1		3.60		1		3.60
4	3.20		2		6.40		1		6.40

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$369.10

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.

Provides a permanent record evaluating the performance of all guest speakers in all SIWA courses. This can be of considerable help to our faculty in selecting speakers for our own courses and in advising other schools on appropriate speakers.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) File should be maintained in SIWA		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			2	\$8.00
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY 22 Sept 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION DC/SIWA/OTR	18. EXTENSION STAT
--	---	------------------------------

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140006-6