

## REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OTR/SIWA-16

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

Activities  
Weekly Report2. 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.)

Weekly

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

2 (EA/TR; one copy routed t

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

8. ADP PROCESSING

☐ YES☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY and Staff Chiefs  
OTR Reg. 1-2, Delegations of  
Authority10. PREPARING COMPONENT (include lowest level  
contributing information to report)

C/SIWA (BO, IF, WAF)

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)  
3 (BO, IF, WAF), same title as above

## 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
16	\$14.50	2	\$29.00	50	\$1,450.00
15 (7)	12.80	7.25	92.80	50	4,640.00
14 (3)	11.00	4.5	49.50	50	2,475.00
13 (4)	9.10	1.5	13.65	50	682.50
7 (2)	4.50	3.0	13.50	50	675.00
6 (2)	4.00	3.0	12.00	50	600.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$10,522.50

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.

The weekly faculty reports, which are exchanged among faculties, are the prime means of communication within the school. The school weekly is the prime means of communication with the other schools (school and staff weeklies are circulated to the chiefs) and with DTR and his staff. This represents minimum essential communications.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140076-9

18. EXTENSION

18 Sept 1970

AC/SIWA/OTR