

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140085-9

17

PREPARE IN DUPLICATE

DDS/OTR/ ☐ 29 25X1

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

End-of-Course Reports

2. TYPE OF REPORT	<input type="checkbox"/>	STATISTICAL
	<input checked="" type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	<input type="checkbox"/>	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
	<input type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE
	<input type="checkbox"/>		<input type="checkbox"/>	

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED  
5

5. FREQUENCY (weekly, monthly, quarterly, etc.)  
Irregular

6. DISTRIBUTION (No. of components not number of copies)  
2 (EA/TR, ISS)

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

8. ADP PROCESSING  

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR Notice 7-68, 12 Mar 68

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

OTG

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
14	11.00		16		176.00		1		176.00
14	11.00		8		88.00		2		176.00
14	11.00		8		88.00		1		88.00
14	11.00		4		44.00		6		264.00
13	9.10		4		36.40		1		36.40
13	9.10		3		27.30		3		81.90
14	11.00		8		88.00		1		88.00
14	11.00		16		176.00		1		176.00

#### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,086.30

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.

Primary means of informing ☐ and DTR on current status of course content and administration, trainee reactions, proposed changes. Provides input (via ISS) into Agency record system of trainee attendance and course completion. Also provides historical documentation and ready reference for answering customer questions and special studies.

### 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

9 October 1970

ION

18. EXTENSION

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