

Classification

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OP/BSO

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

2. TYPE
OF
REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

MONTHLY REPORT

3. FUNCTIONAL AREA

☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ 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 (one)

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

Memorandum

8. ADP PROCESSING

☐ YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

UNKNOWN

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

CPB

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	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-05	\$ 3.78	3.25	\$12.29	12	\$147.48
GS-12	8.64	.50	4.32	12	51.84
GS-14	10.70	.25	2.68	12	32.16
					<u>\$231.48</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

N. A.					
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TOTAL COSTS PER YEAR

\$231.48

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.

Date of origin unknown. This is a good management tool and should be continued.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

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

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

PERSON FURNISHING INFORMATION

8 October 1970

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Chief/Central Processing Branch

FORM
9-70

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Classification

(22-36-43)

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