

REPORTS INVENTORY

DD5/OTR/ISS

PREPARE IN DUPLICATE

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

Internal Training Statistical Report by Office

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
 1

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Canceled 25 Aug 70

6. DISTRIBUTION (No. of components not number of copies)
 1

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

8. ADP PROCESSING
☒ YES ☐ NO
 IF YES GIVE ADP PROCESSING NO.
 612A

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 STAT

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

OCS
 OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary)
 None
 (Form 136,
 Form 1961)

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
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

55 pages x 5¢ per page =					\$2.75
TOTAL COSTS PER YEAR					\$2.75

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.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

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

ESTIMATED SAVINGS

MAN-HOURS DOLLARS
 0 \$2.75
 STAT

16. DATE OF APPROVAL FOR RELEASE 2006/11/13 : CIA-RDP75-00399R000100190025-0

9 OCT 1970

Records Management Officer, OTR

18. EXTENSION