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16 October 1970

MEMORANDUM FOR: Office of Planning, Programming
and Budgeting

ATTENTION: Mr. Charles Briggs

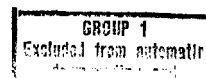
SUBJECT: Improving Federal Reporting and
Reducing Related Paperwork --
OMB Circular A-44 Revised

1. This memorandum with Form 142 attachments represents a consolidated inventory of Plans Directorate periodic and recurring reporting as required under OMB Circular A-44.

2. The speed with which the inventory was conducted, the imprecision of reports titles, and the participation of the fifteen components and subordinate units of the Directorate have caused the employment of considerable arbitrariness in sorting out inconsistencies and assigning cost factors. Interpolations based on submitted data were made in instances where a component should have but did not include a specific report in its listing. In other cases, reports of similar format serving identical purposes but labeled differently have been combined as a single entry. By and large computations are based on a weighted average grade cost and include only the costs of preparing and issuing the report. Costs of report formulations and echelon use of same were excluded under the Directorate formula. This probably has led to conservative cost factoring.

3. In addition to reporting exclusions contained in the several directives, the DDP issued supplementary guidelines excepting all reports required by other CIA directorates and ad hoc items. Included in this submission are administrative management and operational reporting required external of the Agency, reporting required by the Executive Offices and Officers of CIA, reporting levied by DDP components upon other directorates, and administrative, management and operational reporting required within Plans itself.

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4. A consolidated costing of the 144 reported items contained herein totals [redacted] 25X1
entry under Equipment Evaluation Reports representing contractual production outside the Agency.

5. Major changes in Project Actions, Project Reviews and the Operating Program intended to implement country based programming and to integrate the present fragmented system impact heavily on projected reporting goals to be attained by October 1971. The Directorate believes these changes will in the initial cycle increase Operating Program Reporting costs by [redacted] 25X1
Thereafter, expectations are that this particular item cost will recede below the current level of [redacted] 25X1
Substantial savings of perhaps [redacted] are estimated to accrue from newly announced DDP changes in Project Actions and Project Review procedures. There is no experience upon which to base this theoretical goal, therefore, while it is cited in absolute monetary terms it is indeed tentative. Certainly substantive savings in man-hours are assured. Chief, FE has taken a hard look at specialized reporting generated in response to requirements within his component with the result that he expects through changes in procedures, modification of reports, changes in reporting frequency and discontinuance of others that his Division will realize man-hour savings valued at [redacted] 25X1
(These same reports now cost factor at [redacted] per year.)

6. For the A-44 exercise the combined Directorate net projected savings is [redacted] or about 10 percent of cited current costs. To emphasize again, it is the newly launched management procedures within the Directorate that account for the lion's share of our optimism and of course will not recur at such a level in future years. 25X1

7. None of the anticipated savings can be directly attributable to OMB's initiative. It is a happenstance that the Circular A-44 action coincided with major management changes and reporting reviews set off by threats of hijackings. Also, the Directorate has periodically reviewed its generation of paper and the particular burden placed upon field installations in an effort to require only that which is necessary. Experience in this regard tells us there is scant slack in this area.

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8. Finally, components identified 14 reports (contained in the inventory) which the preparing unit finds of doubtful utility or questions the frequency level. These will be reviewed during the coming year to determine what if any modification can be effected. Five of these are in response to requirements of other Government Offices. For this reason changes in these areas are considered unlikely --

25X1

25X1

[Redacted]

[Redacted]

25X1

Attachments: a/s

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