

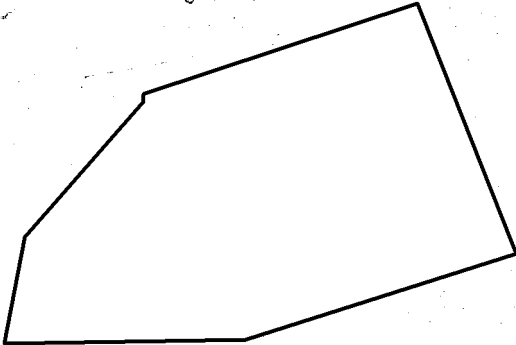
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31 JUL 1972

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MEMORANDUM FOR: Office of Communications
 Office of Finance
 Office of Logistics
 Office of Medical Services
 Office of Personnel
 Office of Security
 Office of Training
 DD/S Planning Officer
 Information Processing Branch, SSS

SUBJECT : Management Review and Improvement Program,
 Section V, Management of Federal Reports

1. Attached is a memorandum for the record dated 1 December 1970 summarizing the DD/S contribution to the OMB study on improving federal reporting and reduction of related paperwork.

2. You may find the memorandum and attachments thereto helpful in completing Section V (Management of Federal Reports) of your office's input to the OMB Management Review and Improvement Program (see DD/S 72-2741 dated 12 July 1972).

3. Tab A to the 1 December 1970 memorandum presents a statistical summary of DD/S offices reports inventories as of 15 October 1970. Tab B to the 1 December 1970 memorandum summarizes by office the reports reduction savings reported to OMB in June 1971. In the event you have not maintained current inventories of your reports, it is suggested that the dollar base for the 1 July 1971 reports cost (required in Section V of the current OMB report) be the figures shown in Tab A less those in Tab B.

4. To simplify reporting within the DD/S, the Support Services Staff will prepare a consolidated DD/S report on all computer produced reports. Therefore DD/S office heads need only include data on manual reports in your individual office presentations.

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Chief, Support Services Staff

Attachments

MORI/CDF