

Approved For Release 2000/05/31 : CIA-RDP85-00988R000600140005-7

INDEX OF SIGNIFICANT OFFICE OF LOGISTICS
SCHEDULED REPORTS

Prepared 3/27/75

<u>Title</u>	<u>Frequency</u>	<u>Prepared By</u>	<u>To</u>
1. Significant Activities Report	Daily	All Divisions and Staffs	D/L and EO/OL
2. Significant Activities Report	Daily	EO/OL	DD/A
3. Activity Report	Weekly	All Divisions and Staffs	EO/OL
4. Activity Report	Weekly	EO/OL	DD/A
5. Report on DCI, DD/A, and certain OL Objectives (Includes bi-monthly status of APP and EEO)	Bi-monthly	P&PS on the basis of input from divisions and staffs	DD/A Plans Staff
6. Report on Status of EEO Plan	3 times per year	P&PS on the basis of input from P&TS	EEO Officer, DD/A
7. Report on Status of APP	Semiannually	P&TS	Office of Personnel
8. Report on Joint Management Objectives	Bi-monthly	P&PS on the basis of input from the <i>joint action offices</i>	DD/A Plans Staff
9. Report on Cost Reduction Measures	Quarterly	P&PS on the basis of input from divisions and staffs	DD/A Plans Staff

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<u>Title</u>	<u>Frequency</u>	<u>Prepared By</u>	<u>To</u>
10. Report on Findings of Materiel Review Group	Periodic (as meetings are held)	P&PS	SSA/DD/A, DD/A Plans Staff D/L
11. Update of DD/A Briefing Guide	Monthly Quarterly	P&PS based upon inputs from divisions and staffs	EO/DD/A
12. Contract Activity Report	Monthly	PMS based upon input from contracting teams	DD/A
13. Report on Reduction of Paper Consumption	Quarterly (over)	P&PS	ISAS
14. Report on Reduction of Energy Resources	Quarterly (over)	P&PS based upon input from SD and LSD	D/L
15. Report of Expenditures for Copiers/Duplicators	Quarterly	OL Divisions	ISAS
16. Computerized Reporting of Metropolitan Space (CRAMS)	Quarterly	All divisions and staffs (an update of computerized run)	LSD
17. Records Destruction Report	Quarterly	OL Registry based upon input from divisions and staffs	RAB/ISAS

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<u>Title</u>	<u>Frequency</u>	<u>Prepared By</u>	<u>To</u>
18. Cost of Printing and Photographic Services	Semiannually	P&PD	D/L and forwarded to DD/A Plans Staff as part of objectives report
19. Silver Recovery Report	Semiannually	P&PD	GSA
20. Identity of Individuals Who Process ██████████ 25X1A2d2 Material	Annual	P&PD	Information Services Group/DD/O
21. Agency Real Property Capital Costs	Annual	RECD	O/Compt and O/Fin
22. Records Holdings Report	Annual	OL Registry on the basis of inputs from divisions and staffs	RAB/ISAS
23. Summary Status of Funds	Monthly	OL/B&FB	D/L and his staff, PMS, P&PS, PD, and SD
24. Status of OL Suballotments	Monthly	OL/B&FB	(Same as 23)
25. Analysis of PPA By Materiel Group	Monthly	OL/B&FB	(Same as 23 plus O/Compt)

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<u>Title</u>	<u>Frequency</u>	<u>Prepared By</u>	<u>To</u>
26. Status of PRA and Amount of Funds Available for Allotment to OL	Monthly	OL/B&FB	(Same as 23 plus O/Compt, plus individual directorate portions to directorate planning officers)
27. On-going Project Report (Black Book) <i>out</i>	Daily	P&PS on the basis of input from LSD and RECD	D/L

This list does not include the Program Call and the reports/statements prepared in connection therewith. Nor does it include such things as emergency planning reports and papers which go outside the directorate.