

Intra-Agency Reports Compiled And Transmitted By Logistics Outside Of The M&S Directorate

<u>Title/Description</u>	<u>Logistics Action Component (s)</u>	<u>Logistics Man-Hours (Per Report)</u>	<u>Approx. Length (Pages)</u>	<u>Copies Produced</u>	<u>Frequency/ Date</u>	<u>Recipient(s)</u>	<u>Qualitative Comments</u>
1. Performance Evaluation and Annual Report  25X1A2d2	Plans & Programs Staff (feeder reports by all Logistics components)	400	35	12	Annual-Sep	Secretary, CIA Management Committee and DD/M&S Plans Staff	Superfluous - duplicates bimonthly DD/M&S progress review and evaluation. Should be eliminated.
2. Identity of Individuals Processing Material	Printing Services Division	1	1	3	Annual-Jan	Chief, Information Services Group, DDO	For record purposes only. Could be discontinued.
3. Agency Real Property Capital Costs	Real Estate & Construction Division (feeder reports by all Agency components using real property)	40	2	10	Annual-June	Comptroller and Office of Finance	Finance requirement for General Ledger Accounts.
4. Contract Information (CONIF) Reports - Computerized*	Procurement Management Staff	1***	Varies-Average 30 Pages	65	Monthly(Avg)	Contracting Teams in each Directorate	Provides information essential to effective management of the decentralized contracting system.
5. Special Contract Reports - Computerized**	Procurement Management Staff	1***	Varies-Average 8 Pages	6	Monthly	Contracting Officers in OTS, ORD, and OEL, DD/S&T	Provides contract procurement information of specific interest to DD/S&T contracting functions.

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6. Status of Property Requisitioning Authority	Executive Officer/ Budget & Fiscal	8	3	14	Monthly	Comptroller and Director- ate Planning Officers	"Convenience" report which lists and sum- marizes data of specific interest.
7. Analysis of Property Procurement Allotment by Materiel Group	Executive Officer/ Budget & Fiscal	8	3	10	Monthly	Comptroller	Same as Report No. 6 above.

\*Report consists of 13 computerized runs administered by Procurement Management Staff.

\*\*Report consists of 3 computerized runs administered by Procurement Management Staff.

\*\*\*Time required to sort computer runs and transmit to various contracting elements.

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