

COMPTROLLER

DD/MS 74-1929

29 MAY 1974

MEMORANDUM FOR: Executive Assistant to the Deputy Director for
Operations
Chief of the DDI Management Staff
Executive Officer to the Deputy Director for
Management and Services
Executive Assistant to the Deputy Director for
Science and Technology
Administrative Officer, DCI Area

SUBJECT: A Quantitative and Qualitative Survey of
Intra-Agency Management Support Paperwork

1. In response to complaints of Agency managers concerning the increasing volume and suspect utility of the administrative/management-support paperwork requirements placed on them, the Management Committee has asked this Office to examine the problem. In order to do this, with some reluctance, we must begin by adding to the volume of paperwork already circulating. However, we hope the results of this request will illuminate the problem, at least, and eventually lead to some alleviation.

2. To help us in preparing our analysis, we request that you submit a list of administrative/management-support type reports, both periodic and ad hoc, compiled anywhere within your Directorates for transmittal outside your Directorates during FY 1972 and FY 1974 to date. The kinds of reports we are talking about include, but are not limited to:

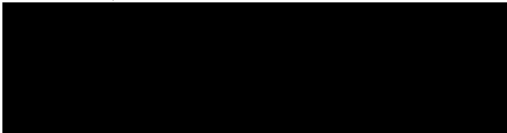
- a. Reports to the Offices of Finance, Logistics and Personnel.
- b. Reports on computer equipment and activities.
- c. Reports to the DCI Area, including the Comptroller, in response to both Agency and Intelligence Community requests.

~~CONFIDENTIAL - SECURITY INFORMATION~~

3. Quantitatively, we would like to know who is involved in the preparation and review of each report; an estimate of the number of man-hours, both professional and clerical, involved; the length of the reports; number of copies produced; and the recipients.

4. In your qualitative review, we would like to know if the report or the information derived from its preparation is of value to the Directorate and your estimate of its value to the recipient. If you wonder if or why anyone reads certain reports, we would appreciate knowing that. If you suspect other requests for reports are part of a bureaucratic chain letter, let us know. The more candid and specific your comments, the better prepared we will be to understand the different facets of the problem.

5. Your response is requested no later than 7 June. If this is an unrealistic deadline, please contact me, and we will work out a mutually satisfactory date.



FOIAb3b

JOHN D. IAMS
Comptroller