S E C R E T

36-0397

27 FEB 1986

/00-19

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Paperwork Reduction

REFERENCE: DDI memo to DDA, Same Subject, dated 16 January 1986

1.   The responsible components in the DA have reviewed the four specific recommendations on paperwork reduction contained in referent. Following are our comments on each of these recommendations:

a. Office of Personnel (OP) forms 1152 and 1152b.

Response: OP is implementing a new procedure that will eliminate the form 1152b. This new procedure will be in effect within the next few weeks.

b. Office of Finance (OF) forms 540 and 540b.

Response: Form 540 is generally used for foreign PCS and TDY travel, whereas form 540b is basically used for domestic PCS and TDY travel. OF is undertaking a study to determine if these two forms can be reconfigured so that one form could provide all the information necessary for the processing of both foreign and domestic travel.

c. Office of Training and Education (OTE) forms 73 and 136.

Response: The form 136 is a multi-purpose form that serves as a contract for the expenditure of funds such as tuition, registration fees, travel, per diem, and any other allowance connected with training. This form was carefully designed and coordinated with OTE, OIS, OIT, CCS, OS, OF, OP, OEEO and the Audit Staff. Each item on the form has been analyzed as to its objective. The information asked for in

25X1
25X1

ORIG: DDA/IRO/

Distribution:
    Original - Addressees
        1 - DDA Subject
        1 - DDA Chrono
        1 - DDA/MS Subject
        1 - DDA/MS Chrono

S E C R E T

each block satisfies a specific requirement. We do not
believe that any modification is warranted at this time. One
copy of the form 136 substitutes for Office of Security (OS)
form 879, Request for Approval of Outside Activity. The
additional use of this form for Outside Activity Approval
partly covers the recommendations discussed in item d, below.
In regard to the form 73--it is used for internal training and
requires much less information and is not practical to combine
with the form 136. The form 73 is, however, currently being
automated. The automation should be completed in late FY1986.

d. Office of Security (OS) forms 879 and 2955.

Response: The form 879, Outside Activity Approval
Request, requires review and approval by more than one
component other than OS; therefore, telephonic approval would
be cumbersome at best. Secondly, this is the only
documentation to support the approval and must be filed in the
employee's OS file. It is needed for further reference
purposes. In fact, this form has been used in several recent
litigations with Agency employees. Therefore, the current
procedure for the requesting, reviewing, approving and
documenting outside activities by Agency employees should not
be changed.

OS supports the recommendation to automate the clearance
certification process. The AIM system has been used for some
time for certification requests but has not been actively
encouraged, nor made mandatory, because AIM is not available
to everyone. Additionally, many certification requests are
currently received by phone in the case of a short deadline,
or through normal channels on form 2955 (Request for
Certification). The expanded use of AIM would save the
substantial administrative time currently spent with handling
forms. When needed, a hard copy required for verification of
long-term certifications could be printed from the AIM
system. We will increase our attempts to expand the use of
this system as rapidly as possible.

2. The DA appreciates your suggestions on reducing the Agency's paperwork
burden. Please be assured that every effort will be made to not only
implement these recommendations, but to further reduce this burden wherever
possible.

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*Some progress. We will continue to look at forms
or the process to simplify paper work.*

Richard J. Kerr

2

S E C R E T

ROUTING AND TRANSMITTAL SLIP

Date 17 JANUARY 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2. DIRECTOR OF FINANCE		
3. DIRECTOR OF TRAINING AND EDUCATION		
4. DIRECTOR OF SECURITY		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

ACTION: #s 1 - 4

PLEASE PROVIDE YOUR RESPONSE TO THE

EXO/DDA SO THAT A CONSOLIDATED RESPONSE CAN

BE PREPARED.

SUSPENSE: 7 FEBRUARY 1986

cc: DDA/IRO

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

FORM 41 (Rev. 7-76)

☆ U.S.G.P.O.: 1983 -421-529/320   FPMR (41 CFR) 101-11.206

STAT

SECRET

ct Copy

I-0605286

16 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert M. Gates
                  Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

        1.   You will recall that a study concerning paperwork
reduction was recently completed within the DI.   It indicated
that much of the paperwork within the DI relates to forms
required for support from your Directorate.   I suspect that steps
can be taken by your Offices to simplify required forms and thus
relieve the paperwork burden.   Here are several specific
recommendations along those lines:

        (a)   Office of Personnel forms 1152 and 1152b could probably
              be combined because they are duplicative. (Form 1152
              is a Request for Personnel Action and Form 1152b is a
              Request for Personnel Action Supplement).

        (b)   Office of Finance forms 540 and 540b also appear to be
              good candidates to be combined; both forms are used for
              domestic travel.

        (c)   Information required by the Office of Training and
              Education for internal and external training on forms
              73 and 136 appears to be identical, except that the
              forms are used by separate components within OTE.
              Perhaps one form could do double duty.

        (d)   The Office of Security probably could automate
              Certification of Clearance and Outside Activity
              Approval forms, or simplify its requirements so that
              certifications and approvals could be arranged by
              phone.

        2.   A copy of the Paperwork Reduction Study is attached.   I
would appreciate any action undertaken to relieve the paperwork
burden.

25X1

/Robert M. Gates

Attachment:
  As stated

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CL BY: SIGNER
DECL   OADR

SECRET

11 October 1985

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

We have reviewed the DI components' responses to our questionnaire on the preparation of forms and reports within the DI. (Many reports are forms, so the terms are interchangeable.) The number of forms is indeed substantial; 138 DI forms and 135 non-DI forms were identified and reviewed. So, DI people have a legitimate complaint.

Most of the paperwork burden is related to DA requirements. After that, and in declining order, are CPAS production requirements, OCR document and publication procurement, and other individual DI component requirements.

We cannot get rid of all forms; they are a major records source and provide a basis for action by personnel or document an action. Reports are also the basis for formulating policy, controlling or improving operations, managing the budget and evaluating performance. But, the number of hours spent completing paperwork is clearly excessive.

To deal with the burden, we found that DI offices have eliminated 56 forms and reports through automation, reorganization, or no longer requiring some kinds of information. Attachment 1 is a list of the forms eliminated or automated, along with an estimate of the time required to prepare each of them. Most elimination of paper has been done by automating the form. Examples of this are DIPMIS and its successor PRO, the Contract Project Request, Applicant Tracking, and Travel Projections. In addition, CPAS, CRES, and OCR have eliminated a number of forms that imposed burdens on the DI as a whole, and you/we eliminated several production tracking reports.

Automation

Current DI forms probably cannot be reduced much further, but automation offers relief from the workload involved. Automation also promises to eliminate the need for a number of non-DI forms, and we have found a number of DA-imposed requirements that we think can be eliminated.

Within the DI: OCR is currently reviewing its forms with consolidation and future automation in mind. OCR currently has the OCRSERV model within AIM which allows one to order books, periodicals, documents, and maps electronically. Some of the other offices suggested that OCR's form 1395 and 2816 be put on AIM -- an indication that OCRSERV is not well-known in the DI as it should be. OCR has begun to publish OCR News to make DI employees aware of the services offered by OCR; you could reinforce OCR by referring to OCR News in your newsletter.

There are other Directorate-wide automation efforts which will impact on the significant number of hours currently devoted to

S E C R E T

paperwork requirements in the personnel and travel area. They include the following:

- A travel data base to be completed by the end of 1985. Each office will participate and reports will be completed on a quarterly basis. Conversations have already taken place with DA to make use of DI automated domestic travel information to fill DA information requirements.

- Applicant data from the Office of Personnel will be received electronically by the end of 1985. This will replace a report currently sent to each office each week.

- Career Board actions will be stored and sent electronically and eliminate volumes of paper currently reproduced and sent to the individual offices, as well as office files.

- We are moving to automate validation of the DI Human Resources Management Information System (DIHRMIS) using NOMAD software and AIM.

Within the DA: the Office of Logistics is developing the Logistics Integrated Management System (LIMS) which will automate procurement, payment, management and control of stock and eliminate a great deal of logistics paperwork requirements. This system was to use GIMS software and was to have been operational in February 1985, but it has run into trouble. We cannot forecast when LIMS will be available; the Office of Logistics is currently looking for alternative software to gain OIT support for this system. It is, however, coming.

MPS Recommendations

Within the DI: the Offices made the many suggestions about DI forms, and we think many can be implemented. For example,

a) Combine three forms CPAS requires for hardback publications:

- Checklist for DDI Publications
- Request for Dissem List
- Selected Reports of DI

CPAS maintains that they cannot be combined. We think at least one could be eliminated by judicious combinations of requirements. The Checklist is used by the Publications Center in CPAS for input to the MIS database which keeps track of each publication's status. This form could be revised, however, since some information requested is no longer required. The Dissem List comes early in the publication cycle. Information provided in this form goes into the CPAS PARDS

system and determines the publication distribution list. This form has been updated recently. Selected Reports of the Directorate of Intelligence is the input for the weekly publication to alert consumers to the availability of DI hardbacks published during the previous week.

b) Combine OCR's Form 2712/Record subscription
order and Form 2709.

OCR was contacted on this suggestion. Current automation plans within OCR call for the development and installation of a new library automation system within the next 15-18 months. This new system is intended to provide bibliographic, ordering, and receipt information for all publications -- serials, monographs, annuals, and diplomatic lists, thus removing the need for the manual records currently being maintained for serial and annual titles (forms 2709, 2712, and 2708). With the installation of this system OCR will merge forms 2709 and 2712 into one master record for 6-12 months (until reliability of the system is proven). Eventually, all manual records will be destroyed and record keeping will be handled on the system.

Within the DA: based on DI Office comments on DA forms, we would recommend the following:

a) Office of Personnel combine forms 1152 and 1152b
because they are duplicative. Form 1152 is a
Request for Personnel Action and Form 1152b is
a Request for Personnel Action Supplement.

This recommendation was discussed with the Office of Personnel, which plans to do away with Form 1152 and rely on the computer record. In the meantime, the Office of Personnel will look into doing away with the Form 1152b, which is not retained for record purposes.

b) Office of Finance combine forms 540 and 540b;
Both forms are used for domestic travel.

The Office of Finance was asked to comment on this suggestion. They have no problem with this suggestion and would probably combine the forms if asked.

c) Office of Security automate or use phone for
Certification of Clearance and Outside Activity
Approval forms.

The Office of Security was contacted on these suggestions, but it raised practical objections. Automation of these forms is made difficult at this time because of limited availability of computer terminals and the fact that the terminals used within the directorates cannot communicate with each other, i.e., the Wang and Delta Data. The Certification of Clearance form needs coordination between the DI and the Office of Security, and much of it is already done by telephone due to short deadlines. However, in the case of the Outside Activity Approval form, many of these need to be coordinated with the Office of
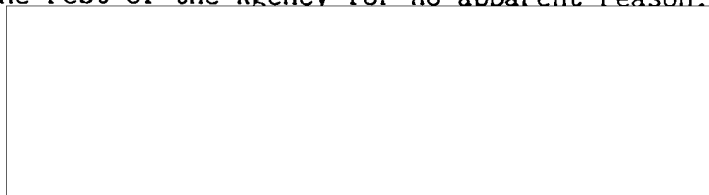
'S E C R E T'

PAGE 4

Security, DO, and other components as well. Moreover, the form provides a record of all approvals which is worthwhile retaining. We think this is worth a formal proposal to Harry Fitzwater.

     d) Office of Training and Education combine
       Forms 73 and 136 used for internal and
       external training.

The Office of Training and Education was asked to comment on this suggestion. It was their position that these two forms could not be consolidated.. The Office of Training and Education is divided functionally between external and internal training. OTE said, however, that Form 73 is currently in the design and test phase of automation. Again, we think you should make a formal proposal to Harry that the forms be combined; OTE is imposing their organizational structure on the rest of the Agency for no apparent reason.

25X1

Helene L. Boatner
Director, Management, Planning and Services

Attachment:
  As Stated

SECRET

OFFICE	FORM/REPORT	HRS/MINS TO PREPARE		COMMENT
CPAS				
	NIC Pubs Dissem - (monthly)	2		automated
	Pubs Dissem Report (monthly)	2		automated
	Form 3619			eliminated
	NIC Branch Activity Report (monthly)	2		eliminated
	Form 2358 Review Record - OER - Sanitization			eliminated
	Form 3931 Analyst Activity and Time Record			eliminated
	Form 3669 Cartomation Processing Request			eliminated
	Form 3620A CIA Ops Center Event Log			eliminated
	Form 3639 Leave Information			eliminated
	Form 3246 Massager Phase 4 Ops on Series			eliminated
	Resources Status (monthly)	1		automated
	Form 3623 NID and NID LDX Receipt			eliminated
	Form 3595B NID Draft Format			eliminated
	NIO Projects (daily)	2		eliminated/replaced
	Publications File Folder		10	eliminated/replaced
	Form 4180 Official contract Form			eliminated
	Form 296 Record of Request			eliminated
	Form 3776 Reproduction Requisition			eliminated
	Form 416 Request for Reproduction Worksheet			eliminated
	Form 3638 TDCSDB Log			eliminated
CRES				
	Group Actions Report (bi-weekly)	4-6		eliminated
	Form 3492 Publications Source Survey (daily)		6	eliminated
EURA				
	PES Quarterly Report	8-10		eliminated
	Applicant Report (monthly)	16		automated
	PPI Report (weekly)	1		automated
	Applicant Tracking (ad hoc)		10	automated
MPS				
PES Research Program (quarterly)				AIM
PES Report (monthly)				AIM
Contract Project Request (quarterly)				automated

SECRET

NESA

Div Prod   10   DIPMIS

OCR

Correspondence Statistics	1		eliminated
FBIS Tape request record (daily)		5	eliminated
MIS Statistics (daily)			eliminated
Publications Count by Office (monthly)	1	30	automated
Publications Count by Type (monthly)	1		eliminated
Purchase Order Formats		15	eliminated/merged
DSL 736 Operations Memorandum (ad hoc)		5	eliminated
Form 4013 FOIA/PA Processing Control Card		3	eliminated
Form 3180 Film Videotape Processing Record		3	eliminated
Form 1332 Daily Shipment Checklist		3	eliminated

OEA

PES Production Report (quarterly)   4   eliminated

OGI

CPAS Prod Form		eliminated/replaced
Old OGI Production Form (ad hoc)		DIPMIS
Form 1395 for Books Periodicals		automated

OIA

Form 2 OIA Research Activities (semi-annual)	99	eliminated
Travel Projections of DI (annual)	24	automated

OSWR

Outline for OSWR Production (ad hoc)	3	eliminated
Study Plans for OSWR Production (ad hoc)	3	eliminated

SOVA

DIPMIS		AIM
Calculation Work Sheet		eliminated
Milestone Report of Old Pa Div Production (monthly)	6	eliminated
DivProd Report of Old CSD Production	2	DIPMIS
Form 2816 Document Request (ad hoc)		AIM
LDX Transmittal (ad hoc)		eliminated
Printing Requisition		eliminated
Visit Request (ad hoc)	10	AIM

ROUTING AND TRANSMITTAL SLIP	Date 14 FEB 1986		
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
		ℰₗₗ	14 Feb
1. EXO/DDA			
2.			
3. DDA/PLANS (FOR A CONSOLIDATED REPORT)			
4.			
5.			

Action		File		Note and Return
Approval		For Clearance		Per Conversation
As Requested		For Correction		Prepare Reply
Circulate		For Your Information		See Me
Comment		Investigate		Signature
Coordination		Justify		

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

⠀U S G P O : 1983 -421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

1 . . . 986

MEMORANDUM FOR: Executive Officer/DDA

STAT

FROM: ┌─────────────────────┐
               └─────────────────────┘
               Executive Officer, Office of Security

SUBJECT: Paperwork Reduction   /0 0 - 19

    1. This memorandum is in response to the DDI's request that the Office of Security (OS) automate the procedures for approving outside activities and certifying clearances or to simplify them to allow for telephonic approvals.

STAT

    2. Under current regulations, [   ] requires the employee to complete form 879, Outside Activity Approval Request, and submit this form to the External Activities Branch/OS for final approval. More importantly, the activities reported thereon often require review by offices other than OS, therefore, telephonic approvals would not suffice. Secondly, the only documentation to support the approval is the completed form retained in the employee's OS file and the retention of this form has proven invaluable in the past. There have been several cases in the Office of General Counsel where the form actually became part of the testimony of security officers when the Agency was involved in litigation with former employees in a court of law. We recommend that the current procedures for reporting outside activities not change.

    3. The Office of Security supports the recommendation that clearance certification be automated Agency-wide. Many requests are currently received by phone, in the case of a short deadline, or on Form 2955 (Request for Certification). We began accepting certification requests on AIM some time ago but have not made this a mandatory procedure nor actively encouraged it as AIM is not available to everyone. The utilization of AIM would save substantial administrative time if applied on a mandatory basis for all requesting offices. When needed, a hard copy needed for verification of long term certifications could be printed from the AIM system. We will make this procedure mandatory wherever possible.

STAT

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│   │
│   │
│   │
└────────────────────────────┘

OS 6-2038

SUBJECT: Paperwork Reduction
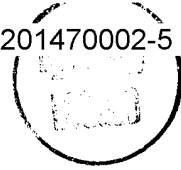
STAT   OS/EO/PPS ☐ (14 Feb 86)

Distribution:
    Orig - Adse
       1 - EO/OS Chrono
       1 - PPG Chrono
       1 - OS Registry

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

STAT

FROM:		EXTENSION	NO.
D/OTE 1026 CofC			OTE 86-1003
			DATE 10 February 1986

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/DDA 7D24, Hqs.	13 Feb		*gal*	SUSPENSE: 10 February 1986
2. *DDA Olaws*				
3. ADDA				FILE: 100-19
4.				
5. DDA				CONFIDENTIAL
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

CONFIDENTIAL

OTE 86-1003

10 February 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [   ]

Director of Training and Education

SUBJECT: Paperwork Reduction

REFERENCE: Memo fm DDI to DDA (DDI 00252/86), dtd 16 Jan 86, Same Subject

25X1

1. In late September 1985, our Chief/Training Support Division was contacted by [   ] of the DI's Administrative Staff in connection with the DI's "Task Force on Paperwork Reduction" to discuss Form 136 (Request for Training at Non-Agency Facility) and Form 73 (Request for Internal Training). He was briefed on the unique purposes of the two forms, apparently to his satisfaction.

2. In that conversation, the following points were noted:

    a. The Form 136 doubles as a contract to purchase training. (95% of external training carries some cost or expenditure of funds, either in tuition and/or registration fees, or travel and per diem, and special allowances.) This form was designed by OTE and OIS, in coordination with OIT, CCS, OS, OF, Audit, OP and O/EEO. One fanfold copy is retained by CCS as the record copy for external trainees in a cover status; one copy is the input document to the computerized training records system; and one serves for the obligation of funds (most external training funding is decentralized, per O/COMPT). Also, per earlier agreement with the Office of Security's External Activities Branch, the Form 136 substitutes for submission of Form 879, Request for Approval of Outside Activity. Each block on
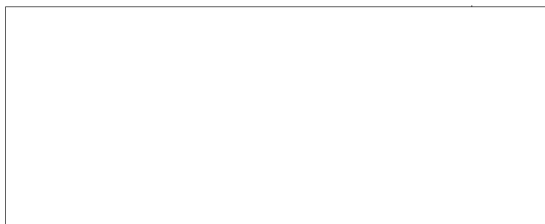
25X1

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Paperwork Reduction

the Form 136 has been carefully analyzed as to its
objective. The information asked for in each block
satisfies a specific requirement so although the form
requires a lot of information, it is all needed. Redesign
of the form would not be productive in our view.
Automation, may be in order, but we need to see the results
of automating Form 73 first.

      b. Form 73 is a Request for Internal Training which
incorporates substantially different information on the
student. It requires none of the detailed financial or
other regulatory information necessary for the Form 136.
The Form 73 is currently being automated. This automation,
which should become functional in late FY 1986, effectively
resolves the concern expressed in the DDI's memorandum.
Interestingly, this automation effort was accomplished with
the support of DI's Analytical Support Group (ASG).

    3. Because of the unique nature of the two forms, plus the
fact that the Form 73 is being automated, OTE does not think
combining these two forms is appropriate.

25X1

2

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Paperwork Reduction

| FROM: Robert W. Magee
Director of Personnel | EXTENSION | NO. |
| | DATE FEB 7 1986 |

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/DDA 7D18 HQS	7 FEB 1986			
2.				
3. DA PLANS				FOR Consolidation.
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

FORM 610 USE PREVIOUS EDITIONS
1-79

S E C R E T 86-0226

FEB 6 1986

MEMORANDUM FOR: Executive Officer, DDA

FROM: Robert W. Magee
                  Director of Personnel

SUBJECT: Paperwork Reduction

REFERENCE: Memo from DDI to DDA dtd 16 Jan 86; same subject

100-19

1. The DDI in reference memorandum suggests that since the Form 1152 and 1152b are duplicative, one be eliminated. We agree.

2. The reason we have two forms is that the first, Form 1152 (Request for Personnel Action) is retained in the Official Personnel Folder (OPF) while the second, (Form 1152b) Supplement is not. The 1152b is used by OP to record and report race and handicap information which we are prohibited from retaining in hard copy in the OPF and so we felt we should not combine the forms.

3. In the future, the Deputy Director for Employment will furnish all information required in Form 1152b,relieving the operating component from the responsibility for completing this form and, indeed, ending its use. This new procedure should be in effect within a few weeks.

25X1

for Robert W. Magee

25X1

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)					
Paperwork Reduction					

FROM:
Allen R. Elkins
D/OF
1212 Key Bldg

EXTENSION	NO.	
	DATE	6 February 1986

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/DDA 7 D 18 Hqs.	10 Feb		80h	
2. ~~DA/PLANS~~ ~~ADDA~~				2. FOR CONSOLIDATION.
3. ~~DDA~~				
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FORM 610 USE PREVIOUS EDITIONS
1-79

ROUTING AND TRANSMITTAL SLIP

	Date 17 JANUARY 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2. DIRECTOR OF FINANCE		
3. DIRECTOR OF TRAINING AND EDUCATION		
4. DIRECTOR OF SECURITY		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

ACTION: #s 1 - 4

PLEASE PROVIDE YOUR RESPONSE TO THE

EXO/DDA SO THAT A CONSOLIDATED RESPONSE CAN

BE PREPARED.

SUSPENSE: 7 FEBRUARY 1986

cc: DDA/IRO

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

F	Room No.—Bldg.
	Phone No.
	RM 41 (Rev. 7-76)

STAT

* U.S.G.P.O.: 1983 -421-529/320   FPMR (41 CFR) 101-11.206

S E C R E T

ADPP 21-86

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
                   Director of Finance

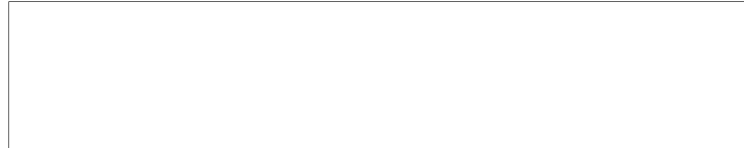SUBJECT: Paperwork Reduction

REFERENCE: Memorandum from DDI for DDA, dtd 16 January 1986, Same
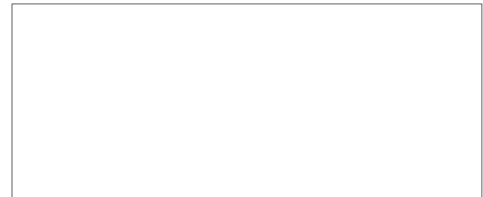   Subject

    Ref suggestion that Forms 540 and 540b be combined will be taken under consideration to determine whether the proposal would be feasible and beneficial to the Organization at large. It is too early, at this point, to determine whether this recommendation has merit as the forms in question have some significant differences both in format and in usage. Form 540b is basically used for domestic TDY and PCS travel whereas Form 540 is generally used for foreign PCS and TDY travel. If it is determined that these forms can be reconfigured to provide all the data necessary for the processing of foreign and domestic travel, a revised form will be prepared and circulated to the various offices that currently utilize these forms to obtain their concurrence.

25X1

Allen R. Elkins

25X1

S E C R E T

S E C R E T

SUBJECT: Paperwork Reduction

25X1   D/OF/AElkins:ml   (6 Feb 86)

Distribution:
    Orig & 1 - Addressee
            1 - D/OF
            1 - ADPP/OF

S E C R E T

SECRET

CEI- OCdS2186

16 Jan 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert M. Gates
                  Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

1. You will recall that a study concerning paperwork reduction was recently completed within the DI. It indicated that much of the paperwork within the DI relates to forms required for support from your Directorate. I suspect that steps can be taken by your Offices to simplify required forms and thus relieve the paperwork burden. Here are several specific recommendations along those lines:

(a) Office of Personnel forms 1152 and 1152b could probably be combined because they are duplicative. (Form 1152 is a Request for Personnel Action and Form 1152b is a Request for Personnel Action Supplement).

(b) Office of Finance forms 540 and 540b also appear to be good candidates to be combined; both forms are used for domestic travel.

(c) Information required by the Office of Training and Education for internal and external training on forms 73 and 136 appears to be identical, except that the forms are used by separate components within OTE. Perhaps one form could do double duty.

(d) The Office of Security probably could automate Certification of Clearance and Outside Activity Approval forms, or simplify its requirements so that certifications and approvals could be arranged by phone.

2. A copy of the Paperwork Reduction Study is attached. I would appreciate any action undertaken to relieve the paperwork burden.

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Robert M. Gates

Attachment:
   As stated

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11 October 1985

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

We have reviewed the DI components' responses to our questionnaire on the preparation of forms and reports within the DI. (Many reports are forms, so the terms are interchangeable.) The number of forms is indeed substantial; 138 DI forms and 135 non-DI forms were identified and reviewed. So, DI people have a legitimate complaint.

Most of the paperwork burden is related to DA requirements. After that, and in declining order, are CPAS production requirements, OCR document and publication procurement, and other individual DI component requirements.

We cannot get rid of all forms; they are a major records source and provide a basis for action by personnel or document an action. Reports are also the basis for formulating policy, controlling or improving operations, managing the budget and evaluating performance. But, the number of hours spent completing paperwork is clearly excessive.

To deal with the burden, we found that DI offices have eliminated 56 forms and reports through automation, reorganization, or no longer requiring some kinds of information. Attachment 1 is a list of the forms eliminated or automated, along with an estimate of the time required to prepare each of them. Most elimination of paper has been done by automating the form. Examples of this are DIPMIS and its successor PRO, the Contract Project Request, Applicant Tracking, and Travel Projections. In addition, CPAS, CRES, and OCR have eliminated a number of forms that imposed burdens on the DI as a whole, and you/we eliminated several production tracking reports.

Automation

Current DI forms probably cannot be reduced much further, but automation offers relief from the workload involved. Automation also promises to eliminate the need for a number of non-DI forms, and we have found a number of DA-imposed requirements that we think can be eliminated.

Within the DI: OCR is currently reviewing its forms with consolidation and future automation in mind. OCR currently has the OCRSERV model within AIM which allows one to order books, periodicals, documents, and maps electronically. Some of the other offices suggested that OCR's form 1395 and 2816 be put on AIM -- an indication that OCRSERV is not well-known in the DI as it should be. OCR has begun to publish OCR News to make DI employees aware of the services offered by OCR; you could reinforce OCR by referring to OCR News in your newsletter.

There are other Directorate-wide automation efforts which will impact on the significant number of hours currently devoted to

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paperwork requirements in the personnel and travel area. They include the following:

- A travel data base to be completed by the end of 1985. Each office will participate and reports will be completed on a quarterly basis. Conversations have already taken place with DA to make use of DI automated domestic travel information to fill DA information requirements.

- Applicant data from the Office of Personnel will be received electronically by the end of 1985. This will replace a report currently sent to each office each week.

- Career Board actions will be stored and sent electronically and eliminate volumes of paper currently reproduced and sent to the individual offices, as well as office files.

- We are moving to automate validation of the DI Human Resources Management Information System (DIHRMIS) using NOMAD software and AIM.

Within the DA: the Office of Logistics is developing the Logistics Integrated Management System (LIMS) which will automate procurement, payment, management and control of stock and eliminate a great deal of logistics paperwork requirements. This system was to use GIMS software and was to have been operational in February 1985, but it has run into trouble. We cannot forecast when LIMS will be available; the Office of Logistics is currently looking for alternative software to gain OIT support for this system. It is, however, coming.

NOTE- FYI

MPS Recommendations

Within the DI: the Offices made the many suggestions about DI forms, and we think many can be implemented. For example,

a) Combine three forms CPAS requires for hardback publications:

- Checklist for DDI Publications
- Request for Dissem List
- Selected Reports of DI

CPAS maintains that they cannot be combined. We think at least one could be eliminated by judicious combinations of requirements. The Checklist is used by the Publications Center in CPAS for input to the MIS database which keeps track of each publication's status. This form could be revised, however, since some information requested is no longer required. The Dissem List comes early in the publication cycle. Information provided in this form goes into the CPAS PARDS

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system and determines the publication distribution list. This form has been updated recently. Selected Reports of the Directorate of Intelligence is the input for the weekly publication to alert consumers to the availability of DI hardbacks published during the previous week.

  b) Combine OCR's Form 2712/Record subscription
   order and Form 2709.

OCR was contacted on this suggestion. Current automation plans within OCR call for the development and installation of a new library automation system within the next 15-18 months. This new system is intended to provide bibliographic, ordering, and receipt information for all publications -- serials, monographs, annuals, and diplomatic lists, thus removing the need for the manual records currently being maintained for serial and annual titles (forms 2709, 2712, and 2708). With the installation of this system OCR will merge forms 2709 and 2712 into one master record for 6-12 months (until reliability of the system is proven). Eventually, all manual records will be destroyed and record keeping will be handled on the system.

 Within the DA: based on DI Office comments on DA forms, we would recommend the following:

  a) Office of Personnel combine forms 1152 and 1152b
   because they are duplicative. Form 1152 is a
   Request for Personnel Action and Form 1152b is
   a Request for Personnel Action Supplement.

This recommendation was discussed with the Office of Personnel, which plans to do away with Form 1152 and rely on the computer record. In the meantime, the Office of Personnel will look into doing away with the Form 1152b, which is not retained for record purposes.

  b) Office of Finance combine forms 540 and 540b;
   Both forms are used for domestic travel.

The Office of Finance was asked to comment on this suggestion. They have no problem with this suggestion and would probably combine the forms if asked.

  c) Office of Security automate or use phone for
   Certification of Clearance and Outside Activity
   Approval forms.

The Office of Security was contacted on these suggestions, but it raised practical objections. Automation of these forms is made difficult at this time because of limited availability of computer terminals and the fact that the terminals used within the directorates cannot communicate with each other, i.e., the Wang and Delta Data. The Certification of Clearance form needs coordination between the DI and the Office of Security, and much of it is already done by telephone due to short deadlines. However, in the case of the Outside Activity Approval form, many of these need to be coordinated with the Office of
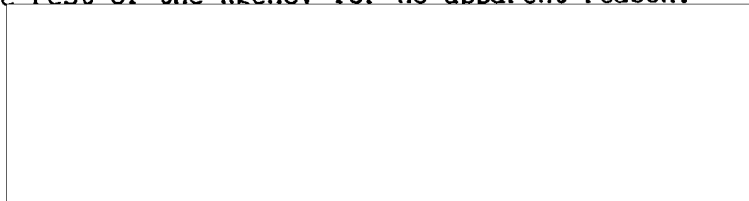
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Security, DO, and other components as well. Moreover, the form provides a record of all approvals which is worthwhile retaining. We think this is worth a formal proposal to Harry Fitzwater.

        d) Office of Training and Education combine
           Forms 73 and 136 used for internal and
           external training.

The Office of Training and Education was asked to comment on this suggestion. It was their position that these two forms could not be consolidated. The Office of Training and Education is divided functionally between external and internal training. OTE said, however, that Form 73 is currently in the design and test phase of automation. Again, we think you should make a formal proposal to Harry that the forms be combined; OTE is imposing their organizational structure on the rest of the Agency for no apparent reason.

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Helene L. Boatner
Director, Management, Planning and Services

Attachment:
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OFFICE FORM/REPORT	HRS/MINS TO PREPARE		COMMENT
CPAS			
NIC Pubs Dissem - (monthly)	2		automated
Pubs Dissem Report (monthly)	2		automated
Form 3619			eliminated
NIC Branch Activity Report (monthly)	2		eliminated
Form 2358 Review Record - OER - Sanitization			eliminated
Form 3931 Analyst Activity and Time Record			eliminated
Form 3669 Cartomation Processing Request			eliminated
Form 3620A CIA Ops Center Event Log			eliminated
Form 3639 Leave Information			eliminated
Form 3246 Massager Phase 4 Ops on Series			eliminated
Resources Status (monthly)	1		automated
Form 3623 NID and NID LDX Receipt			eliminated
Form 3595B NID Draft Format			eliminated
NIO Projects (daily)	2		eliminated/replaced
Publications File Folder		10	eliminated/replaced
Form 4180 Official contract Form			eliminated
Form 296 Record of Request			eliminated
Form 3776 Reproduction Requisition			eliminated
Form 416 Request for Reproduction Worksheet			eliminated
Form 3638 TDCSDB Log			eliminated
CRES			
Group Actions Report (bi-weekly)	4-6		eliminated
Form 3492 Publications Source Survey (daily)		6	eliminated
EURA			
PES Quarterly Report	8-10		eliminated
Applicant Report (monthly)	16		automated
PPI Report (weekly)	1		automated
Applicant Tracking (ad hoc)		10	automated
MPS			
PES Research Program (quarterly)			AIM
PES Report (monthly)			AIM
Contract Project Request (quarterly)			automated

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NESA

Div Prod	10	DIPMIS

OCR

Correspondence Statistics	1		eliminated
FBIS Tape request record (daily)		5	eliminated
MIS Statistics (daily)			eliminated
Publications Count by Office (monthly)	1	30	automated
Publications Count by Type (monthly)	1		eliminated
Purchase Order Formats		15	eliminated/merged
DSL 736 Operations Memorandum (ad hoc)		5	eliminated
Form 4013 FOIA/PA Processing Control Card		3	eliminated
Form 3180 Film Videotape Processing Record		3	eliminated
Form 1332 Daily Shipment Checklist		3	eliminated

OEA

PES Production Report (quarterly)	4	eliminated

OGI

CPAS Prod Form	eliminated/replaced
Old OGI Production Form (ad hoc)	DIPMIS
Form 1395 for Books Periodicals	automated

OIA

Form 2 OIA Research Activities (semi-annual)	99	eliminated
Travel Projections of DI (annual)	24	automated

OSWR

Outline for OSWR Production (ad hoc)	3	eliminated
Study Plans for OSWR Production (ad hoc)	3	eliminated

SOVA

DIPMIS		AIM
Calculation Work Sheet		eliminated
Milestone Report of Old Pa Div Production (monthly)	6	eliminated
DivProd Report of Old CSD Production	2	DIPMIS
Form 2816 Document Request (ad hoc)		AIM
LDX Transmittal (ad hoc)		eliminated
Printing Requisition		eliminated
Visit Request (ad hoc)	10	AIM