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18 September 1970

TO :

FROM :

SUBJECT: OTR Reports Inventory

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1. President Nixon on 5 August 1970 directed all federal departments and agencies to reduce paperwork specifically by reducing the number of reports required.

2. The first step we took this week was to get from you a preliminary listing of all reports which you produce. Attached is a consolidated preliminary listing of reports produced in OTR. There may be other reports which should be added; however, note "Exempted Reports" on page 1 of "General Guidelines." In addition to those listed, we should also exclude the following types of reports: Training Reports (training reports on students who have completed a course), Career Preference Outlines, Rotational Preference Forms, and regular reports given verbally (such as the annual briefing of the DD/S by the DTR, and School and Staff Chiefs).

3. The second step is for each school and staff to now fill in a form 142 on each report it has produced or will produce during the period 1 January 1970 to 30 July 1971. The DUE DATE for these forms is 9 October 1970. Please send the completed forms to  OTR/SIWA, Room 711, 1000 Glebe.

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4. Following are a few additional comments on the filling in of Form 142.

- (a) The Control Number on the form should read as follows: DDS/OTR/SIWA-1. Each school and staff should substitute its own initials for SIWA in the control number.
- (b) When each faculty or branch produces a report which is then consolidated by the school or staff to be sent forward to DTR, I suggest that Form 142 be filled in by the school or staff, and that this form reflect the man-hours utilized both at the school or faculty, or

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staff and branch level. The fact that the form represents a consolidation is shown in Item 11 on the form.

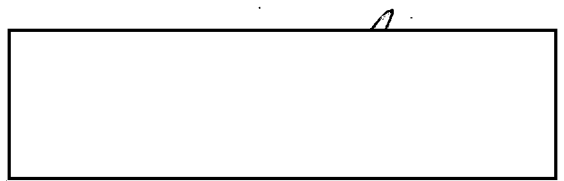
- (c) In Section 12 of the form, use the following hourly rate for each GS grade. These hourly rates are for the average grade and step at each grade level, and are rounded to simplify calculations.

For GS	Use Hourly Rate of
18	\$ 17.00
17	16.70
16	14.50
15	12.80
14	11.00
13	9.10
12	8.00
11	6.50
10	5.80
9	5.70
8	4.90
7	4.50
6	4.00
5	3.60
4	3.20
3	2.70

The number of "Hours per Report" spent by employees in each grade will, of course, have to be estimated.

5. If you have any questions about additional report titles to be included in the inventory, or how to fill in blanks on specific reports, please call me on

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<b>TRANSMITTAL SLIP</b>		DATE 18 Sept 1970
ROOM NO. 702	BUILDING Magazine	
REMARKS: Attached are the memo and list of reports produced for the OTR part of the Reports Inventory survey.  I've filled in about half of the forms for our own school, and find it isn't as grim a job as I thot it would be.		
<i>2:00 WBS conf. 25<sup>th</sup> of Sept. Form in detail house - ? of detail time</i>		
FRO		
ROOM NO. 711	BUILDING Glebe	

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FORM NO. 241  
1 FEB 55

REPLACES FORM 35-8  
WHICH MAY BE USED.

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