

4 June 1974

SUBJECT: Reports Prepared by OL/RECD

The Real Estate and Construction Division is responsible for providing a report to the Office of Finance covering the Agency Real Property Capital Costs. A copy of the report is also forwarded to the Comptroller.

This report was prepared on a semiannual basis until FY 1974, when the Office of Finance agreed that an annual report by 30 June would meet OF requirements. The Office of Finance posts the Capital Costs furnished in this report to the General Ledger Accounts for the Agency.

The information to compile the report is taken from an established Real Property Reporting system which was computerized in 1969. Each Agency component (domestic and overseas) using real property submits a summary of their property for review and updating on an annual basis.

The report to OF consists of two typed pages which are compiled by one Real Property Assistant and one typist. This report is reviewed by the Chief, Real Estate Branch. Ten copies are produced. After receipt of the basic data, it takes approximately forty hours to prepare.

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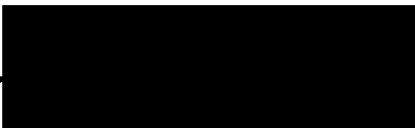
MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT : Reports Prepared for Other Agency Components

Per your request, following are listed the reports prepared by the Personnel and Training Staff for other Agency components; \*

- Annual Personnel Plan - Annual
- Personnel Development Plan - Annual
- Advance Staffing Plan - Annual - OP
- Estimated Military Personnel Requirements - Annual - OP
- Personal Rank Assignments - Annual - OP
- Clerical Requirements - Monthly - OP
- Non-reimbursable Employees - Quarterly (by telephone) - DDM+S

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Chief, Personnel & Training Staff, OL

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\* confirmed [redacted] 6/4/74 that none of the above reports are for recipients outside M+S Directorate.

*JH*

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