

Mandatory Reference: 506
Supplementary Reference: N/A
File: **50651s**

REPORTS ANALYSIS

The following suggestions are provided for the use of requiring offices in establishing reporting requirements and for the management of intraoffice reporting requirements.

1. General Criteria

Each new or revised reporting requiring requirement is analyzed to assure the proposed report:

- a. Provides a basis for measuring performance, making and revising policy, performing the functions of the requiring office, or fulfilling some other valid need of the user office;
- b. Is timely enough to be useful.
- c. Is as effective and efficient as possible in the collection, transmission, processing, and utilization of data;
- d. Does not duplicate other reporting requirements.

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