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Working copy

MANAGEMENT OFFICE

Budget Estimate Fiscal Year

1951

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24 June 1949

Budget Officer

Acting Management Officer

Budget Estimates - Fiscal Year 1951

Budget Estimates covering requirements of this office for the fiscal year 1951 are forwarded herewith as directed by Notice No. 17-49, dated 14 June 1949.

SIGNED

James D. Andrews

Incls.
Forms 33-15 1
33-16 1
33-17 (02) 1 (in dup)
33-17 (07) 1
Narr. Presentation

13 July 1949:
Approved for inclusion in budget.

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BUDGET OFFICE

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CENTRAL INTELLIGENCE AGENCY

Office of the Executive — Management Office

FUNCTIONS AND ACTIVITIES: The Management Office, in conjunction with the operating offices of CIA, develops organization and functions to best carry out Agency responsibilities and makes recommendations to effect improved organization and functions and eliminate unnecessary overlaps or duplications. The activities of the office include: (1) continuous review of the organization and functions of CIA, ascertainment of manpower and organizational needs and preparation of final tables of organization for approval; (2) coordinates administrative support with program operations through the interrelating of administrative service and operational program planning; (3) supervision of allocation of personnel and establishment of personnel ceilings for operating offices and staff activities in conjunction with the Budget Officer; (4) provides overall Agency operations analysis and uniform reporting and forms control; (5) conducts overall management surveys and procedural review; (6) consults with Budget Officer in the development and preparation of Agency budget estimates; (7) such other special duties as may be prescribed from time to time by the Office of the Director.

COORDINATION: The Management Office maintains close liaison and coordination with all operational offices and staff sections of CIA on all matters pertaining to organization, functions, staffing patterns, personnel allocations and program planning.

ACCOMPLISHMENTS: The Management Office conducts approximately 24 comprehensive management surveys per year. These surveys are made by assignment of one or more analysts to work with a CIA activity to analyze the organization, procedural methods, utilization of personnel and administrative practices and operation of the activity. Recommendations resulting from those surveys are pointed toward more efficient and economical operations. During the fiscal year 1949 tangible savings to the Agency resulting from surveys and recommendations of this office amounted to over one-half million dollars. In addition, intangible savings have been realized through establishment of improved methods, techniques and procedures. Constant study is made of improvements in and development of machines and other office equipment with a view toward their adoption for use in CIA if found to increase efficiency and reduce costs of operation. A comprehensive analytical report covering all CIA activities is prepared monthly for the Director. Constant review is made of the various portions of the report to the end that the Director will be furnished as complete, concise, and current operational data as possible. Tables of organization and personnel ceiling allotments are reviewed periodically and necessary changes recommended to the Director. The employee suggestion and forms control programs are operated by this office.

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OBJECTIVE: The objective of the Management Office is to provide the service and assistance to operating divisions and staff sections of the CIA as outlined under the statement of Functions and Activities above.

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