

15 September 1953

MEMORANDUM FOR: The Management Officer

SUBJECT: Report to the Director, Bureau of the Budget, on Management Improvement Accomplishments, FY 1953 and Objectives, FY 1954

REFERENCES: a. Your memorandum dtd 14 September 1953, Requesting Concurrence or Comment.
b. Report to the Director, Bureau of the Budget, undated.

1. I would like to suggest that the material in the introductory paragraphs and in the Summary of Accomplishments be reorganized.

2. Paragraph 2 purports to set forth the techniques used in reviewing Agency activities in furtherance of the Management Improvement Program. The last sentence in this paragraph concerning the Agency training program seems out of context and should probably be described in the summary of accomplishments and possibly in Exhibit A.

3. The third introductory paragraph establishes the three major areas within which the improvement program was carried out. Yet the paragraphs concerning the "Operating field" seems to largely concern themselves with administrative progress.

4. The paragraph on the Career Development program seems very weak in that it says nothing beyond the fact that it should increase "efficiency" and "production". It would seem far more effective to state that we have implemented a Career Development Program which will:

- a. Result in higher standards of employee selection.
- b. Foster the development of an effective training program.
- c. Assure greater exploitation of employee experience and qualifications.
- d. Improve morale and reduce attrition.

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NO CHANGE in Class.

DECLASSIFIED

DATE: 28 MAR 1978 By: 029

Enclosures - 2

References a. and b.

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Special Assistant to the Deputy Director (Admin.)