

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Reports and Estimates

DATE: 3 October 1949

FROM : Management Officer

SUBJECT: Proposed Reorganization of the Office of Reports and Estimates.

1. In compliance with instructions from the Executive, the Management Office has reviewed the attached proposals for the reorganization of the Office of Reports and Estimates.

2. The plan as submitted by your office is basically sound; however, there are certain refinements which are recommended by this Office. They are:

a. The Estimates Production Board is considered the top level production coordination component of the office and should be so shown on the chart. The Publications Group is not considered an integral part of the Board, but rather an operational support element, and should be shown on the division level.

b. The requirements element is of a substantive nature rather than administrative and is of such importance that it should be given separate staff status.

c. The administrative activities consisting of Personnel and Services, Information Control and the Presentation and Graphics should be grouped under one head for control purposes. This will also have the effect of reducing the number of staff chiefs reporting directly to the Assistant Director.

d. The Global Survey and International Organization Groups should be combined into one division. This will provide centralized control for two substantially analogous activities of the office.

e. The chain of command should be established as indicated in General Order No. 24. All division and staff chiefs should report to the Assistant Director through the Deputy Assistant Director.

f. The research functions of the regional divisions should be shown chart-wise as serving the various production elements of the division.

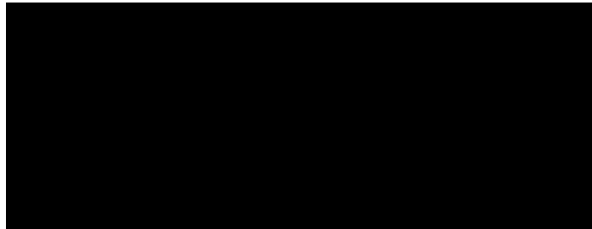
g. The Secretariat for the Estimates Production Board should be provided by the Publications Division (or by the Administrative Staff).

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3. The changes recommended by the Management Office in the Office of Reports and Estimates overall organizational and regional division charts are incorporated in attached Tabs C and D.

4. We feel that the organizational structure provides an excessive number of staff chiefs reporting directly to the Office of the Assistant Director. This point has been carefully considered. Because of the nature of the Office of Reports and Estimates operations and the necessity for the Assistant Director to discuss substantive and operational matters with the authority on the subject, it is believed necessary to eliminate intermediate channels.

5. Upon approval of the proposed organizational structure by your office and the Executive, it is recommended that you proceed with the preparation of revised functional statements and recommended tables of organization to reflect the approved changes.



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Attachments: (2)
Tabs C and D

Concur:

_____ Date