

DD/M&S 74-2792

26 JUL 1974

MEMORANDUM FOR: Comptroller
Director of Finance
Director of Training

Jack, Tom, Rod:

The attached is my endeavor to describe the need that exists to make senior Agency managers aware of our difficult financial position. If you would be good enough to feed back your comments to me, I will meld them together and then send them all to Al Rodriguez who can start to get the show on the road.

B1 Jack B.
John F. Blake
Associate Deputy Director
for
Management and Services

Att
Statement

ADD/M&S:JFB/ms (26 July 74)

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There exists a need to make senior Agency managers particularly aware of the serious budgetary problems upon the Agency today, the erosive effect double digit inflation is having on Agency operating funds, and, because of these matters, the most difficult decisions that are facing the Director.

What appears to be needed is a dynamic and relatively short, perhaps two to three hours, presentation to the senior Agency managers on these matters. The Director should be the lead-off speaker. Perhaps next a presentation such as is found in the 1975/76 budget book just put out by the Comptroller of the budgetary (to include dollars and positions) history, comparing 1967 and 1974. This would have to be done, perhaps, on percentages and not give absolute figures. Next in order could be a short presentation giving live current examples of what inflation is doing to the operating funds of the Agency. It would then appear in order to have a closing speaker give a hard-hitting summation that the Agency problem is no less than everyone's family problem in this day of inflation. Every decision to ask for a resource, and every decision to use a resource, has to be conscious one. The appropriate questions scream:

1. Is this request for TDY really necessary?
2. Do I have to replace this vehicle?
3. Do I need 30 copies of this document or will 10 be sufficient?
4. Do I really need to place a long distance phone call or can I drop him a letter?
5. Do I need new furniture for the office?
6. Do I really need this new computer program or is it merely a nicety?
7. Am I asking for this particular thing only because I know its cost will come from another component's budget?

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