

S-E-C-R-E-T

INSTRUCTION NO.
LI 30-2

LI 30-2
FINANCIAL ADMINISTRATION
Revised 22 September 1969

SUBJECT: Planning, Programming, and Budgeting System

1. GENERAL

This instruction establishes responsibilities for the:

- a. Development, preparation, review, and analysis of the Office of Logistics (OL) operating plan, programs, and budget estimates.
- b. Reprogramming of OL resources, as required, and establishment of internal controls for the management of financial resources.
- c. Administration of the Property Procurement Allotment based on planning data and actual allotments furnished to OL by the Office of Planning, Programming, and Budgeting (O/PPB).

2. PLAN, PROGRAM, AND BUDGET RESPONSIBILITIES

- a. The Executive Officer will have primary responsibility for preparation of the OL operating plan and programs, coordination of such plan and programs, and monitoring the execution of the OL budget. To discharge this responsibility, the Executive Officer will:
 - (1) Maintain liaison with the Offices of the Deputy Director for Support (DD/S) and O/PPB in connection with policy, planning, and program matters.

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GROUP 1 Excluded from automatic downgrading and declassification

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- (2) Upon receipt of the Combined Program Call from O/PPB, prepare instructions for the development and preparation of the operating plan, programs, and proposals based on the guidelines furnished by O/PPB.
- (3) Participate with the operating divisions in the development of plans, programs, and funds requirements to be reflected in the Program Call. Develop logistical data and provide assistance to OL components in the preparation of the narrative portion of the Program Call to appropriately describe the operating plans and programs.
- (4) Compile data for the Personal Services funds requirements for inclusion in budgetary submissions.
- (5) Review, analyze, and evaluate the OL operating plan and programs in order to relate funds, manpower, and other source requirements to Agency programs and objectives and prepare the required Program Call.
- (6) Receive the Call for Office Estimates from O/PPB. Review the fiscal year operating plan previously submitted and compare it with fund limitations imposed by the DD/S. Make recommendations to the D/L with respect to adjustments required to stay within fund limitations and prepare the required Office Estimates.
- (7) Advise the Director of Logistics (D/L) regarding the reprogramming of OL resources, men, and money necessary to meet priorities in support of overall Agency missions.
- (8) Review the internal controls utilized by OL operating divisions and ascertain that they are adequate for the management of financial resources.

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- (9) Review and analyze financial information and provide timely reports for management purposes concerning budgetary matters including, but not limited to, monthly reports as follows:

(a) To D/L:

- 1 Analysis of Obligations - OL
- 2 Overtime Report by OL components.

(b) To OL Operating Divisions:

Status of Funds (Form 1058), including costs of personal services.

b. Chiefs of OL staffs and operating divisions will:

- (1) Receive the Combined Program Call.
- (2) Request components within their respective organizations to submit estimates in response to guidelines for the Program Call and other budgetary submissions as necessary.
- (3) Consolidate estimates for plans and programs requirements. Review and analyze such estimates. In coordination with the Executive Officer, revise estimates as appropriate and submit such data to the Executive Officer for consolidation.
- (4) Receive approved budget or revised budget amounts from the Executive Officer.
- (5) Establish control devices, as necessary, for the management of financial resources.

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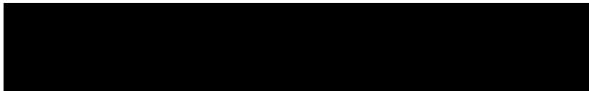
3. PROPERTY PROCUREMENT ALLOTMENT RESPONSIBILITIES

The Executive Officer will:

- a. Receive from O/PPB information regarding the planning level for the Property Procurement Allotment. The information received indicates the planned Property Requisitioning Authority (PRA) available to Agency components. A further breakdown is provided to indicate the planned distribution of Property Procurement funds to OL and to the operating components of the Agency.
- b. Prepare monthly financial reports reflecting management information such as but not limited to:
 - (1) Status of Property Requisitioning Authority (PRA) by Agency Component.
 - (2) Status of Local Procurement Allotments by Agency Component.
 - (3) Status of OL Property Procurement Funds, by materiel category.

4. EFFECTIVE DATE

This instruction is effective upon publication.


GEORGE E. MELOON
Director of Logistics

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Note:

*LN 10-6 - Classification of Official
Information & Material*

Rescind - per



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