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CENTRAL INTELLIGENCE AGENCY

Executive for Administration
and Management

Management Branch

B+F
OK
12 July

AUTHORIZATION: The Management Branch was established by General Order No. 2 dated 18 June 1947, and is now governed by the CIA organization and functional chart dated 15 October 1947.

FUNCTIONS AND ACTIVITIES: The Management Branch, A & M, was established for the purpose of providing overall supervision of CIA management, organizational determination, operational analysis, and such other matters as directed by the Executive for Administration and Management. The activities include determination of organizational structures; approval of tables of organization; establishment of personnel ceilings in conjunction with Budget and Finance Branch, A & M; coordination and issuance of policies, directives and procedures; and evaluation of CIA programs with a view of determining their administrative effectiveness, and the operational values of CIA Support Programs. The Management Branch recommends the final allocation of functions among offices and staff sections in the light of Agency objectives; provides assistance in the development and format of all forms used in CIA; and provides constant consultative assistance to all offices and staff sections in the resolution of administrative and operational problems. In addition, surveys are made by this Branch to determine staffing and operating methods with a view to eliminating unnecessary and cumbersome procedures; and prepares for the Director and the executive staff chiefs, an Operations Analysis Handbook to provide these officials with a monthly analysis of operational and administrative accomplishments.

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

ACCOMPLISHMENTS: The Management Branch conducted several comprehensive management surveys that precipitated organizational and procedural changes which produced more efficient and economic operations. The Operations Analysis Handbook is being prepared monthly for the Director thus eliminating monthly reports by various Assistant Directors. Functions and organizational charts were prepared for all activities of CIA. Personnel requirements were continuously reviewed and personnel ceilings amended as need required. The Management Branch participated in internal budget hearings and final budget review of all activities of CIA. Procedural and format assistance of all forms used in the Agency was given all offices. A correspondence manual was prepared and published for the benefit of all clerical personnel in CIA. A superior accomplishment program was established and a suggestion system program was put into effect and is being operated by the Management Branch.

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Management Branch, A&M

Personal Services

To establish and provide overall policy and supervision for the Management Branch, A&M, there is a Chief, an Assistant Chief, and an Administrative Assistant. To perform the functions of the Management Branch, A&M, as set forth in the Statement of Functions and Activities, there are also under the general supervision of the Chief, two Statistical Officers, five Organization and Methods Examiners, and necessary clerical help.

It is not anticipated that there will be a need for WAE consultants in the Management Branch.

Overtime requirements are not foreseeable.

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