

WASHINGTON 25, D. C.

The Honorable Joseph M. Dodge
The Director
Bureau of the Budget
Washington 25, D. C.

Dear Mr. Dodge:

In accordance with the provision of Circular A-8, Revised, dated June 29, 1951, there is transmitted herewith a report of this Agency's management improvement accomplishments for FY 1953 and objectives for FY 1954.

In carrying out the Management Improvement Program, we use, in some degree, all of the generally accepted techniques for reviewing operations to determine the effectiveness and economy of performance. These review techniques include reports, normal supervisory processes, staff conferences, budget estimates and justifications, surveys and special studies. In addition, the Agency training program has continued to expand and appropriate basic training courses are now required to be taken by each new employee.

As stated in our management improvement report submitted last year, the Agency continues to operate under three major fields of responsibility. These are (1) Intelligence, (2) Operations, and (3) Administration. Each of these major fields is supervised by a Deputy Director.

seems to belong under Summary of accomplishments in Exhibit A

Summary of Accomplishment - FY 1953

In the Intelligence field there has been continued improvement in the collaboration among the intelligence elements of this and other agencies. The coordination of intelligence programming has minimized duplication of effort and as a result intelligence production has been increased, delays reduced and simplified operating procedures are being established. Improved techniques have been developed to aid in intelligence research and have resulted in marked improvement in the collection and analysis of information. The use of these improved techniques have also effected economies in manpower while raising the quality of intelligence production.

As reported last year, a reorganization was started in the Operations field. This was completed during this year and, as expected, has clarified supervisory lines, resulted in improved channels of communication between headquarters and the field, and provided more efficient and effective

and better coordination between Operations and Administration. This, in turn, has

~~CONFIDENTIAL~~
Security Information

administrative support of operations. Written issuances covering basic procedures in all fields of administration have been promulgated and have aided greatly in increasing efficiency and effectiveness of administrative support. Some organizational studies have been conducted for the purpose of implementing and refining the over-all reorganization in the Operations field and these studies have resulted in more effective manpower utilization and more effective operations.



In the Administrative field significant gains have been made in personnel management, logistical support and in financial and budgetary areas.

*Reduced attrition
higher qualifications
standards
better training
better morale
& higher utilization*

The Career Development Program mentioned in last year's report has been implemented by the establishment of Career Service Boards throughout the Agency. The initial phases of the Career Program have been completed for a majority of the Agency personnel. The Program promises to give highly beneficial results in the field of personnel management and as the program progresses its value in terms of increased efficiency and production is expected to increase greatly.

*Properly control
+ access to facilities*

The logistical support elements of the Agency have been reorganized in order that an integrated support program may be established to adequately serve all of the Agency programs. This is expected to result in improved logistical planning and performance with significant savings in terms of effective utilization of supplies and material.

Improved financial controls with respect to Agency assets have been established and further use made of electric accounting machines methods.

Major Objectives - FY 1954

During fiscal year 1954, it is intended to continue efforts to effect improvement in the coordination of intelligence programming. More specifically, in the intelligence field studies will be undertaken to establish a system for the continuing audit of intelligence prognostications to the extent practicable, to prepare instructions on intelligence research and production practices, to improve administrative and operational procedures, to adopt new or improved techniques, processes and machine methods, and to establish, to the extent possible, production standards to permit more effective work measurement and production control. Continuing reviews will be made of the organizational structure of the elements engaged in intelligence work and revisions made wherever such action will effect economies or increase the effectiveness of these elements of the Agency.

In the Operations field it is planned to continue the issuance of written procedural material, to constantly review and improve such material as is already issued and in effect, and to continue the study of organizational elements, manpower utilization and work simplification techniques as a means of improving the over-all efficiency and effectiveness of operations.

~~CONFIDENTIAL~~
Security Information

~~CONFIDENTIAL~~
Security Information

Approved For Release : CIA-RDP60-00213A000100010033-8

In the Administrative field continued efforts will be made for improvement in personnel management by continuing the development of the Career Service Program and by carrying out a program of work simplification. Work measurement and production standards will be developed and installed where practicable to aid in budget preparation and administration. Efforts will be continued to improve logistical support by long range planning for supply and material requirements.

Attached as Exhibit A, is a list of specific management improvement accomplishments completed during the fiscal year 1953.

Sincerely yours,

I. K. WHITE
Acting Deputy Director

1 Attachment
Exhibit A

~~CONFIDENTIAL~~

Approved For Release : CIA-RDP60-00213A000100010033-8