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10 APR 1957

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: Chief of Station, [REDACTED]

: Chief, [REDACTED]

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Administrative
Reduction of Administrative workload

REF: [REDACTED]

1. I appreciate your prompt reply to Book Dispatch [REDACTED] and the suggestions you offered.

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2. The reporting required by [REDACTED] on language training authorized at the Station has been amended by [REDACTED]. In the latter Regulation, we merely required a semi-annual report listing the names of employees and the language each employee is studying. We no longer require the report to contain type and level of proficiency achieved or training objective sought. Because of the personal interest expressed by the Chief, [REDACTED] in compliance with the Language Development Program to the maximum extent practical, and the need of my Office and that of the Chief, [REDACTED] for the effective administration of the program, minimum reporting requirements are essential. Reports from the Field on a semi-annual basis are deemed necessary to ensure that a proper balance is maintained by our personnel in acquiring language proficiency in the whole range of languages which meet [REDACTED] total requirements. For example, if in the first six months too many individuals study French and not enough study German, Turkish or Greek, [REDACTED] can then redirect the overseas training effort and adjust it in accordance with its needs. A report is also needed in order to compare the overseas training effort with the headquarters training effort in order to achieve the overall balance.

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3. We have adapted for our organization the overseas allowances prescribed by [REDACTED]. It is not a matter of choice, but is directed in our enactment legislation and promulgated by Executive Order. In discussions with [REDACTED] officials, we have learned that accounting for certain allowances not only is required by law, but makes sense for sound and just administration for a massive organization where delegations

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of authority extend to literally thousands of people. Accordingly, equity through standardization is enforced. All allowances, including per diem, would probably be accountable if it were possible to do so. Those allowances which can be related to specific items of cost will probably always be accountable. I do not think it should be our role to lead the way in attempting to change GUYANE policy to provide all allowances as fixed and non-accountable.

4. I am advised that the delegation of authority to this Station for local procurement and disposal of vehicles has been granted. A dispatch on this subject from the WE Division should be in the Field very soon.

5. I am very much in favor of periodic meetings of Station Administrative Officers. I would, however, include the Administrative Officers or the Administrative Assistants of the nearby Class B Stations whose problems, though possibly on a smaller scale, may be sufficiently similar in nature that they too could derive considerable benefit. I will discuss this with other interested Headquarters Officials and try to arrange a pilot meeting.

L. K. WHITE

16 April 1957

SA-DD/S:WEB:ecb

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Signed

L. K. WHITE
(Releasing Officer)

WE DIVISION
(Coordinating Officer)

SIGNED

[redacted]
(Authenticating Officer)

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