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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Staffing of the Proprietary Accounts Branch,
Finance Division, Office of the Comptroller.

1. This Staff conducted a study of the functions, staffing pattern, and procedures of the Subject Branch during the month of February 1955. A review of this study was made in July 1955. The following situation existed in February and was substantially the same in July.

a. The subject Branch has an approved T/O of 5. Only 4 people had actually been working in the Branch for the past 6 months. The 5th incumbent reported for work during the last week in June 1955.

b. As of 22 February, the Branch had 38 unprocessed financial statements on hand. Most were awaiting additional information from the various projects.

c. An average of only 25 hours overtime per month was being expended by personnel of the Branch.

d. The backlog of unprocessed project financial statements was not increasing.

2. From the conclusions reached in the Inspector General's report on the Office of the Comptroller, it appears that some confusion exists as to the functions and responsibilities of the Proprietary Accounts Branch, Finance Division and those of the Commercial Division.



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4. The primary functions of Proprietary Accounts Branch is to determine that the financial statements rendered by the project are in conformance with the Administrative plan, to record the

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financial transactions in the Agency's accounts, and to assure that the protective documents required by the administrative plan are provided to the appropriate custodian. (See Functions of Proprietary Accounts Branch, Tab B).

5. This Staff concludes that:

a. A staff of 6 people should be adequate to perform the presently assigned functions of the Proprietary Accounts Branch. (See Tab C.) Since some confusion seems to exist as to the specific functions of the components enumerated in the following paragraph, it is further recommended that:


b. A comprehensive study be made of the respective functions of the Area Divisions DD/P, Commercial Division DD/S, Projects Administrative Planning Staff DD/S, and the Proprietary Accounts Branch, Finance Division as they pertain to the planning, implementation and operation of proprietary projects.

SIGNED


Chief, Management Staff

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Tab A - 
Tab B - Functions of Proprietary Accounts
Branch, Finance Division
Tab C - Staffing for the Proprietary
Accounts Branch

The Comptroller tentatively concurs to the proposed staffing contingent upon the study proposed in Paragraph 5b of this memorandum.

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ORIGINAL DOCUMENT MISSING PAGE(S):

TAB A MISSING