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24 June 1952

MEMORANDUM FOR: ADDA (P)

ATTENTION : [REDACTED] 25X1A

SUBJECT : Report on FE, [REDACTED] Organizational Activities 25X1A

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1. Objective: To reorganize the Administration and Logistics Staff of FE, [REDACTED] Washington Headquarters, on the basis of an approved Table of Organization which will permit administrative and logistical support of FE, [REDACTED] operational requirements, both current and planned, in the most efficient and economical fashion.

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2. Necessity:

a. The original concept of operations in the Agency contemplated that each case officer for a project would be responsible for planning and coordinating the operational, logistical, and administrative details for that project. In June 1950, with the outbreak of the Korean conflict, the Far East Division began a rapid expansion of operational activities which has not yet terminated. As a result, additional requirements placed upon the individual case officer by both the field and higher headquarters reached a point where he could not cope with every facet of his project. Rather than create a complete staff for each case officer or country desk, an FE, [REDACTED] Administration and Logistics Staff was organized, in the interest of efficiency and economy of personnel, to assist and advise case officers and country desks on administration and logistics matters.

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b. As the need has become apparent, the Administration and Logistics Staff has been expanded by adding new offices and/or new functions to existing offices. The criteria for each such accretion have been three-fold, namely:

(1) Furnishing timely and efficient administration and logistics support to FE, [REDACTED] operations. 25X1A

(2) Meeting the planning, operational, and control requirements placed on the FE Division by higher echelons.

(3) The dictum of experience.

c. At the present time, FE, [REDACTED] is responsible for some eighty projects, which to date have been allotted approximately [REDACTED] for Fiscal Year 1952. This entire sum will be processed through the Administration and Logistics Staff in one form or another. In many cases, numerous administration and logistical functions are involved in the consummation and recapitulation of each individual expenditure therefrom. The requirements of this [REDACTED] workload has been one of the major architects of the proposed Table of Organization. See Tabs 1 through 6.

d. The FE, [REDACTED] Staff has been required and/or utilized rather extensively by higher headquarters to prepare special substantiations or briefings concerning the manifold aspects of the Far East operation. Considering that, concomitantly, the Far East Division is:

(1) Expanding its operation and organization,

(2) Engaging in large scale current operations,

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(3) Accelerating its planning cycle in an attempt to conform to that of the Department of Defense (a two-year forecast), and

(4) Stabilizing the methodology of a comparatively new organization with meager precedent or experience into a firm standard operating procedure,

the present and potential staff burden is prodigious. Recent examples of these special requirements are the [REDACTED] Survey of the Far East; the [REDACTED] Report; the comprehensive briefing on the Far East situation prepared for FRC recently; and various other special briefings prepared for FRC, Department of State, Department of Defense, Bureau of Budget, and similar agencies.

3. Current Status:

25X1A a. The presently approved Tables of Organization for the FE [REDACTED] Administration and Logistics Staff provides for 39 people. In reality, 63 persons are currently being utilized by this staff. See Tabs 1 through 6.

b. The fundamental changes proposed in functions and organization have reached varying stages of realization. A majority of the major offices are in existence at the present time and have, at least, initiated most of the functions visualized as their responsibility under the proposed Table of Organization. This degree of attainment however, has usually been at the expense of one staff member doing the job of almost two, as it amply borne out by a recent survey on overtime in the FE [REDACTED] Administration and Logistics

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Staff, which revealed the following:

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(1) Taking into consideration all employees on the FE/█ Administration and Logistics Staff, an average of 4.3 hours overtime per employee was incurred each pay period.

(2) When only the key staff employees were considered, the average advanced to approximately 35 hours overtime per person for each pay period.

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c. The Document Control Branch is the only portion of the Administration and Logistics Staff wherein FE/█ and FE/█ activities have been merged as of this date.

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d. A standard operating procedure and manual, based on the present organization and functional pattern of the FE/█ Administration and Logistics Staff, is in the final stage of preparation at this date.

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e. In the near future, the Far East Division will enter into a period of transition during which many of the staff and command activities presently conducted from FE/█ Washington Headquarters, will be transferred to certain intermediate field headquarters yet to be activated. During most phases of this period of adjustment, it will be necessary to have available in Washington Headquarters an FE/█ Administration and Logistics Staff of sufficient size and competence to furnish the key personnel for the Administration and Logistics Staff of the new field headquarters while simultaneously maintaining operational effectiveness at Washington Headquarters.

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Upon completion of all phases of this adjustment, the FE/█ 25X1A
Administration and Logistics Staff, Washington Headquarters, will
be reduced to the absolute minimum consistent with the altered
situation.

4. As shown in Tab 7, the total personnel on duty in the Office
of the CAL not authorized by present Tables of Organization are 23, made
up of Para-military people awaiting overseas shipment, people with the
appropriate MOS slot on loan from Branches and performing Branch and
Division support functions, and other personnel who do not have the
appropriate MOS slot on loan from various offices of FE/█ to carry the 25X1A
Present work load.

5. A proposed complete reorganization structure of FE/█ 25X1A
has been prepared, which totals 98 people. This is tentatively being
held up until such time as █ overseas support organization
is clarified, at which time it is proposed to modify the T/O in accord-
ance with the field structure.

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Attach:

- Tab 1 - Office of Deputy for Administration and Logistics Organizational Annex
- Tab 2 - Personnel Branch Organizational Annex
- Tab 3 - Document Control Branch Organizational Annex
- Tab 4 - Administrative Services Branch Organizational Annex
- Tab 5 - Budget & Fiscal Branch Organizational Annex
- Tab 6 - Logistics Branch Organizational Annex
- Tab 7 - Status of FE/█ Personnel 25X1A

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