

SECRET

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ZBB-1		ZERO-BASE BUDGET REQUEST DECISION UNIT OVERVIEW		DIRECTOR	[REDACTED]
				COMPONENT	
CONSOLIDATED DECISION UNIT	DECISION UNIT	THIS UNIT CONTAINS _____ DECISION PACKAGES			
<p>LONG-RANGE GOAL: (Identify the goal (mission) of the decision unit--direct toward general needs to serve as a basis for determining the major objectives.)</p> <p>To assist in the attraction and retention of high calibre employees by offering a package of fringe benefits. This is achieved by providing to employees a wide program of benefits and services authorized by public law and Agency administrative decision, and to administer these benefits and services in a centralized manner in order to realize the advantages and economies of consistency and expertise in the administration of the program.</p>					
<p>MAJOR OBJECTIVES: (List the objectives to be met in achieving the decision unit goal. The objectives should be stated in a form that will allow for subsequent evaluation of activities. Distinguish new objectives from on-going objectives by means of an asterisk.)</p> <p>To administer a range of statutory insurances and Agency-decreed insurances; two retirement programs; Agency-level activities related to FECA and Suggestion and Achievement Awards; a program of Agency awards; a centralized service for official movement of employees and their HHE; a casualty assistance program; external employment assistance; centralized guidance on all matters pertaining to personal service contracts and maintenance of Agency records of such contracts; and an array of other services such as financial assistance, and educational aid.</p>					

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DECISION UNIT OVERVIEW (Continued)

ALTERNATIVES: (Describe the feasible alternative ways to accomplish the major objectives, and identify which of the alternatives represents the method proposed.)

Only three alternatives to the proposed method (i.e., centralized) are possible:

1. Elimination - this puts the Agency in contravention of public law in regard to these benefits and services authorized by statute.
2. Decentralize - each component in the Agency administer these benefits and services by its own administrative staff. This will eliminate the advantages of expertise and economy that are realized by centralized administration, and will necessitate a multiplicity of contacts with external entities.
3. Some combination of centralized and decentralized administration, undoubtedly resulting in confusion and uneconomical practices.

ACCOMPLISHMENTS: (Describe the progress of the decision unit toward meeting on-going objectives.)

The full program of benefits and services historically available to CIA employees has been administered centrally with fewer employees than would be required were the administration to be decentralized totally or in varying degrees. Besides the economy of manpower realized from the centralized operation, the centralized expertise results in economy of effort and consistency of decision making. The efficacy with which CIA's important package of fringe benefits is administered is an important ingredient in the attraction and retention of high calibre employees.

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