



ARA/LA Instruction

DEPARTMENT OF STATE
BUREAU OF INTER-AMERICAN AFFAIRS
AGENCY FOR INTERNATIONAL DEVELOPMENT
BUREAU FOR LATIN AMERICA

DATE: January 12, 1966

FIELD NO: 14

DEPARTMENT NO: 48

SUBJECT: Reorganization of the Office of Management, ARA/LA

The Office of Management, ARA/LA, has been reorganized. The major segments and their primary responsibility are as follow:

Deputy Assistant Secretary for Management

Responsible for providing policy guidance and direction on all management matters within the purview of the Bureau and its overseas establishments. The Deputy's immediate Office comprises an Executive Assistant, and a Planning Staff which assists the Deputy in establishing and monitoring overall management objectives.

Executive Director

Responsible for providing executive direction to the management operations of the Bureau and its field establishments. Supervises all the functional areas in the Office of Management.

The Executive Director's immediate Office comprises a Coordinator of Personnel Programs, and a Management Staff, which provides direct management assistance.

Contract Division

Responsible for the negotiation and execution of all grant funded contract actions necessary to implement the Bureau's Technical Assistance Program.

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Financial Management Division

Responsible for directing the overall Budget and Manpower Programs for the Bureau, including determination and allocation of manpower resources. Also responsible for monitoring actions taken to comply with audit and inspection reports.

Field Support Division

Responsible for providing management support services to the field. These services include: diplomatic privileges, personal and real property management, transportation, local employee personnel programs, overseas schools, emergency and evacuation, security, joint administrative operations, communications and records, consular affairs and military support.

Administrative Office

Responsible for administrative services to the Headquarters Offices of the Bureau, including space management, travel, supplies and equipment.

Headquarters Personnel Office

Responsible for the recruitment, requisitioning or placement, reassignment, separation and provision of employee services for Bureau Headquarter's personnel.

ARA Overseas Personnel Office

Responsible for the placement, reassignment, separation and provision of employee services for State overseas personnel.

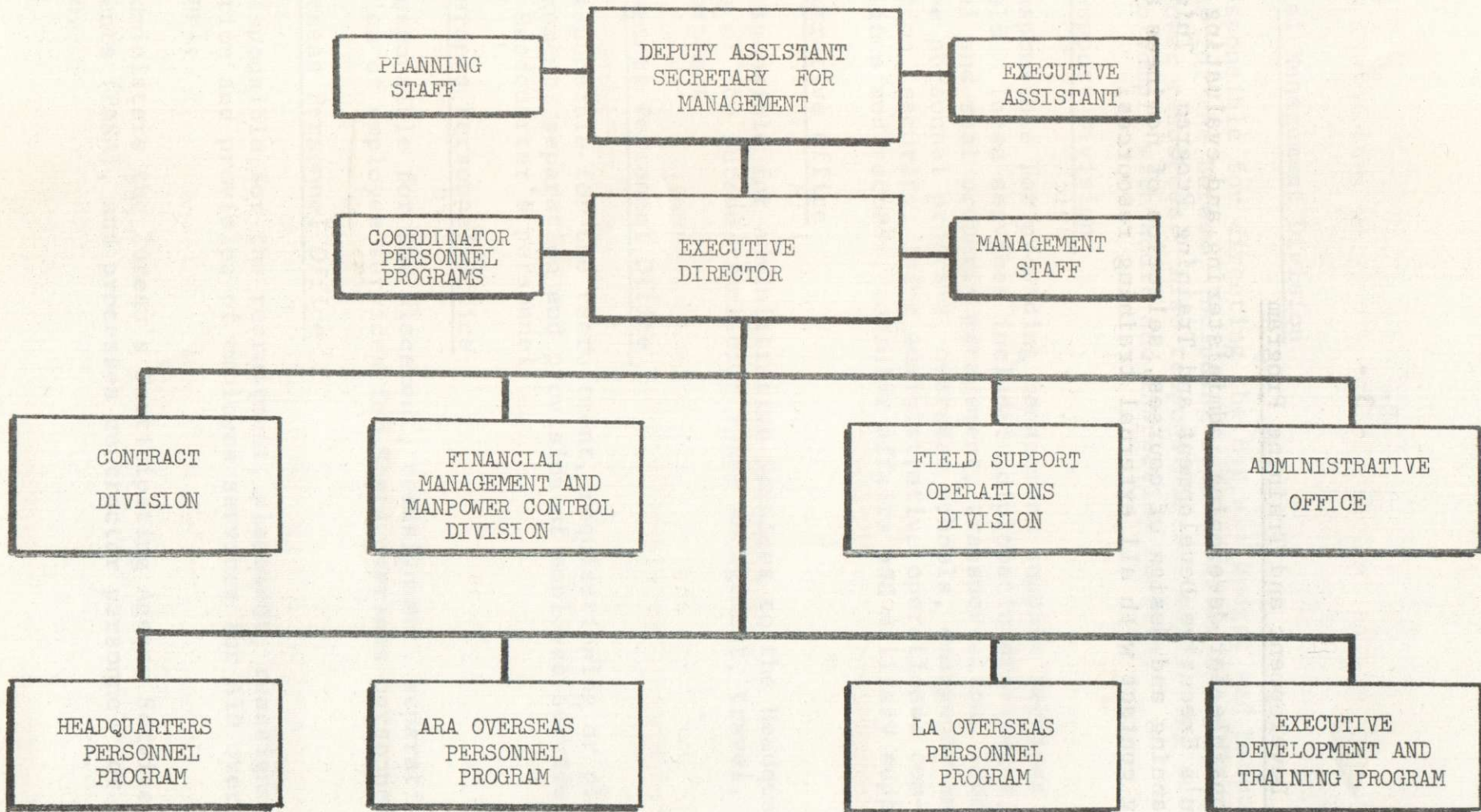
LA Overseas Personnel Office

Responsible for the recruitment, placement, reassignment, separation and provision of employee services for AID overseas personnel.

Administers the Bureau's Participating Agency Service Agreements (PASA), and processes contractor personnel for overseas service.

Executive Development and Training Program

Responsible for developing, administering and evaluating the Bureau's Executive Development and Training Program. This includes planning and design of courses, selection of nominees and continuing contact with all external training resources.



The personnel assignments to implement the above organization are as follow:

<u>OFFICE</u>	<u>NAME</u>	<u>ROOM</u>	<u>EXT.</u>
Deputy Assistant Secretary for Management	Rodger C. Abraham	3906	6317
- Executive Assisant	Ida B. Mudd	3906	6319
- Policy and Planning Staff	Robert E. Granick John M. Eustace	3906 3906	7035 4057
Executive Director	Leon E. Woods	3906	6317
- Coordinator, Personnel Programs	James T. Walden	3906	8468
- Management Staff	Russell McMullin	5916	6331
Contract Division	Joseph C. Watkins	3253	2215
Financial Management and Manpower Control Division	Richard W. Murray	3260	7031
- ARA Budget Branch	John W. Thornton	3260	5787
- LA Budget Branch	Howard E. Brown	3260	2733
Field Support Operations Division	Earl O. Finnie John E. Crawford	3256 3256	7067 7067
Administrative Office	Eleanor Corey	4914	6456
Headquarters Personnel Office	LaVerne Cheek	3250	4349
ARA Overseas Personnel Program	William W. Lehfeldt	3249	6181
LA Overseas Personnel Program	Earl Livingstone	3243	4083
Executive Development and Training Program	Nathaniel Stewart	2242	5081

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