

STATEMENT

A. The administrative management program was established by the Statutory Board in 1951.

The necessary delegations of authority to take official actions for the Board are made by the Chairman of the Board.

B. The administrative management program requires the services of 25 employees.

The Director and his staff provide the following services for the headquarters and the regional boards:

- (1) Serve as adviser to and assist the Chairman, members of the Board, and the Board staff on all administrative management matters.
- (2) Prepare and administer the Board budget.
- (3) Develop and issue quarterly allotment of funds for specific activities and projects of the headquarters and the regional boards.
- (4) Administer the personnel and physical security programs of the Board in accordance with the provisions of Executive Orders 10450 and 10501, and appropriate regulations of the Civil Service Commission.
- (5) Develop and maintain fiscal and internal accounting procedures and accounts for payroll, travel, leave, and other matters relative to the operation of the Board.
- (6) Prepare regular and special statements reflecting the financial status of the Board's appropriation.
- (7) Formulate, develop, and administer the personnel management program of the Board.
- (8) Establish, maintain, and control the files and records of the Board, including such activities as files and records analysis and scheduling for retirement. The files and records consist of: active and inactive class A and class B case files; the official copies of correspondence, memorandums, and various reports and related documents; contractors assignment files; the Standard Industrial Code files; and other official files and records of the Board.
- (9) Administer the printing program of the Board.
- (10) Provide a variety of office services, such as space management, supplies and equipment, mail and messenger, telephone, and duplicating.
- (11) Provide library services.
- (12) Maintain liaison with other Federal agencies on all administrative management matters.

C. Harold E. Stone, Director of Administration, has direct operational responsibility over the administrative management program.

Mr. HARTWIG. Do you wish amplification of exhibit D?

Mr. BROOKS. Yes. What is the justification?

Mr. HARTWIG. I will ask Mr. Stone to respond.

Mr. STONE. Mr. Chairman, we have 25 employees in the administrative management program. This program includes personnel management, budget and fiscal accounting, personnel and physical security, records management and files, printing, procurement and supply, library services, forms control, and office services.

For budget purposes, we are not broken out into a support program. We have, however, for use by this committee, submitted a statement on our support program showing a total cost of \$220,000. The majority of that, \$192,000, is for personnel costs.

The administrative management program comprises 19 employees in headquarters, and six in our regional boards.

We do have five employees, including the overall figure of 25, who are actively engaged in agency operations. These five employees are in the central files facility that controls and maintains the contractors' case files in the renegotiation program.