

acts as the primary manager of Commission administrative operations, including activities affecting other Government agencies and congressional liaison functions.

The Executive Director is directly responsible to the Commission and works under the supervision of the Chairman, assisting him in carrying out the Commission's organizational and administrative responsibilities. His principal role is to coordinate the activities of staff units of the Commission, with the objective of prompt disposition of the matters with which they are charged. He is directly responsible for personnel management, budgetary planning, and administrative services operations, and supervises implementation of the Public Information Act of 1966.

The Office of General Counsel is responsible for advising the Commission on legal matters involved in setting and implementing policy. The General Counsel also represents the Commission in litigation in the courts, coordinates the preparation of the Commission's legislative program, and acts in international communications matters.

The Office of the Secretary has the responsibility for signing and processing certain Commission correspondence and documents. He is the custodian of the Commission's seal and records and maintains minutes and records of Commission actions and docket proceedings. The Secretary supervises the library and assures that library procedures and volumes procured are responsive to the increasing Commission requirements for information.

The Office of Information is responsible for informing the public of Commission actions, provides internal information services for the Commission, and acts as liaison with representatives of the press.

B. Budget processes

7. Has your program breakdown been approved by the Bureau of the Budget?

The program categories in the Commission's presentation to the Government Activities Subcommittee are those presently used by the agency for the preparation of its annual budget. The FCC has also developed a new program structure in accordance with guidelines promulgated by the Bureau of the Budget. This new structure has been adopted by the Commission and approved by the Bureau of the Budget. It will form the basis for implementation of a planning, programming, budgeting system within the FCC, specifically for the preparation of a program and financial plan and program memorandums. At this time, no changes are planned in the format of the conventional budget.

8. Does your program structure flow generally along functional lines of the agency?

The present program structure used in the FCC budget flows partly along organizational lines and partly along functional lines, with certain support activities allocated to the basic programs which they support. For example, all of the activities of the Broadcast Bureau are included in the broadcast program. In addition, certain staff and support activities such as data processing and examiners conducting broadcast hearings are also charged to this program. Categories in the new FCC program structure are more directly related to agency missions and objectives rather than to organizational elements or functions and, wherever feasible, staff and support activities will be allocated to the substantive program categories which they support. For example, with this new structure, field enforcement activities of the Field Engineering Bureau will be charged to the several substantive program elements rather than appear as a separate program category.

9. Has the program budgeting concept been fully implemented within your agency as yet in operational terms?

The program budgeting concept has not been fully implemented within the FCC. However, several significant steps have been taken thus far. (a) A Planning Advisory Committee has been established. Composed of the Executive Director as chairman, bureau chiefs, Chief Engineer and General Counsel, this group is responsible for advising the Commission on program and budgeting matters. (b) As mentioned above, the Commission has adopted a new program structure to be used in implementing the program-budgeting system. (c) The FCC is currently preparing its first program and financial plan covering the operations of the entire agency and one program memorandum.

10. To what extent do you believe that your new budget concept will improve the efficiency of agency operations?