

PROGRAM : GENERAL ADMINISTRATION

A. Statutory or administrative authority for the program :

This program covers policy development, central supervision, and coordinating functions necessary for the overall planning and direction of the Department. It includes the immediate Secretarial Offices, Assistant Secretaries, General Counsel, as well as staff assistance and supervision of general management and administration in the Department, and general support services for the Office of the Secretary.

Authority for this program is contained in Public Law 89-670, section 3, and Public Law 90-112, title I.

B. Output :

The output generated by this program is essentially management direction and guidance in the form of policy pronouncements, procedures, instructions, evaluations, financial and personnel actions, and other necessary activities to facilitate the continuing development of the Department and to assure its efficient operation.

The quantification of this output would be difficult and time consuming, and would not necessarily reflect the efficiency of the general administration activity of the Department. However, such output includes many complementary activities relating to policy pronouncements, management studies, financial and budget presentations, personnel actions, audits and investigations, speeches, procurements of furniture, fixtures, and space, handling of congressional and public inquiries, field coordination visits, periodic management meetings, and a wide range of other activities.

C. Official having direct operational responsibility :

The persons having responsibility for this program at the operative levels are :

Assistant Secretary for Policy Development, Cecil Mackey.

Assistant Secretary for Public Affairs, John L. Sweeney.

Assistant Secretary for International Affairs and Special Programs, Donald G. Agger.

Assistant Secretary for Research and Technology, Frank W. Lehan.

Assistant Secretary for Administration, Alan L. Dean.

General Counsel, John E. Robson and Stanford Ross.¹

¹ Mr. Robson assumed the office of Under Secretary of Transportation on May 28, 1968.