

ORGANIZATION and FUNCTIONS MANUAL

U.S. OPERATIONS MISSION TO KOREA

SEOUL, KOREA, 1962

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PREFACE

July 1, 1962

The purpose of this manual is two-fold: (1) to acquaint the personnel of this mission and other agencies with the present organization and functional responsibilities of the USOM Divisions, Offices, and Branches and their relationships with agencies of the Government of Korea, and (2) reflect the turn-around of United States economic assistance to Korea and the resultant and necessary organizational changes.

The staffing charts for the Mission organizational elements show the authorized position grades. The actual grade of the incumbents will in some cases be at variance.

Also, due to the amount and frequency of organizational changes involving new or reassigned functional responsibilities and changes in authorized personnel staffing, "E'd" positions and functions that are phasing out within the next few months have not been shown.

The assistance of the Office of Management Planning, Assistant Administrator for Administration, AID/Washington, in providing a Management Analyst, Mr. Vincent Puritano, on a TDY basis to survey the USOM and prepare this manual is appreciated.

James S. Killen
Director

INTRODUCTION

INTRODUCTION

USOM/KOREA, A GOAL-ORIENTED MISSION

The recently redefined character and administration of U.S. economic assistance to Korea has required basic adjustments in the organizational structure of USOM/Korea.

In order to concentrate U.S. economic assistance on a limited number of selected priority goals and to give primary attention to the basic economic problems confronting the ROKG, a new organizational structure has been developed and placed into effect.

This structure is designed to strengthen the impact of Mission effort in the priority fields selected and to upgrade the quality of Mission personnel involved. The structure also reflects the USOM intent to emphasize the management function, broadly interpreted, in the use of resources rather than the reliance on discrete technical services operating in narrowly defined fields of activity. Lastly, the structure envisages clearly defined lines of responsibility, particularly in the technical divisions, leading up to the Division Chief who, at an FSR-1 grade, is capable of providing, within over-all Mission policy, real managerial direction in the affairs of the Division. Division Chiefs will be closely associated with their respective counterpart, ROKG Cabinet Ministers and Vice Ministers in the conduct of joint planning and implementation of programs. Each Division Chief should serve as a senior advisor to the ROKG Ministry or Ministries concerned on all matters involving the effective use of AID-provided resources.

Under this concept there is a close relationship between Mission organization and program priorities or goals as shown below:

<u>FY 1963 PRIORITY GOAL</u>	<u>ORGANIZATIONAL UNIT</u>
I. Sound Management of Public Resources	Public Services Division
II. Electric Power Expansion	Public Utilities Division
III. Expansion of Coal and Iron Production	Industry and Mining Division
IV. Rural Development	Rural Development Division
V. Industrial, Transport and Communications Development	Public Utilities Division Industry & Mining Division

In general, activities contributing to a particular development goal will be organizationally responsible to the same unit regardless of the technical specialties and functions involved.

The internal structure of each technical office will be small and fluid. A limited number of full-time advisors and/or technicians may be required to assist the head of the office. But the office's major manpower requirements, wherever possible, will be met by short-term consultants or technicians on a contract basis, or on TDY from AID/W.

SUMMARY OF FUNCTIONS

SUMMARY OF FUNCTIONS

The Director, USOM/Korea, is responsible for the planning and administration of all U. S. Economic Aid to Korea in a manner to insure effective use of U. S. -financed resources, to encourage sound economic policy and action by the ROKG, and to advance basic U. S. policy objectives in that country.

The Deputy Director, USOM/Korea, is responsible to the Director and participates with the latter in the management of the USOM and its activities. He acts for the Director during periods of the Director's absence from the post.

The following officers of the USOM, under the policy guidance and direction of the Director or the Deputy, are responsible for the planning and management of the programs and/or activities in their respective fields. The staff of each Office or Division will be under the direct supervision of the Chief of Office or Division.

Assistant Director for Program (AD/P) is responsible for a) the preparation of U.S. aid requirements based on a comprehensive analysis of the Korean economic scene; b) the coordination of all program proposals or actions originating in or being handled by the Technical Divisions; c) the preparation of documentation necessary for program implementation; and d) the major role in the negotiation of program formulation with the ROKG.

Assistant Director/Controller (AD/C) is responsible for the establishment and/or maintenance of all financial controls and records relating to the utilization of U.S. aid in Korea, whether dollars or local currency.

Assistant Director for Management (AD/M) is responsible for logistical and management support to all Mission activities, especially in the personnel, communications, housing and motor transport areas.

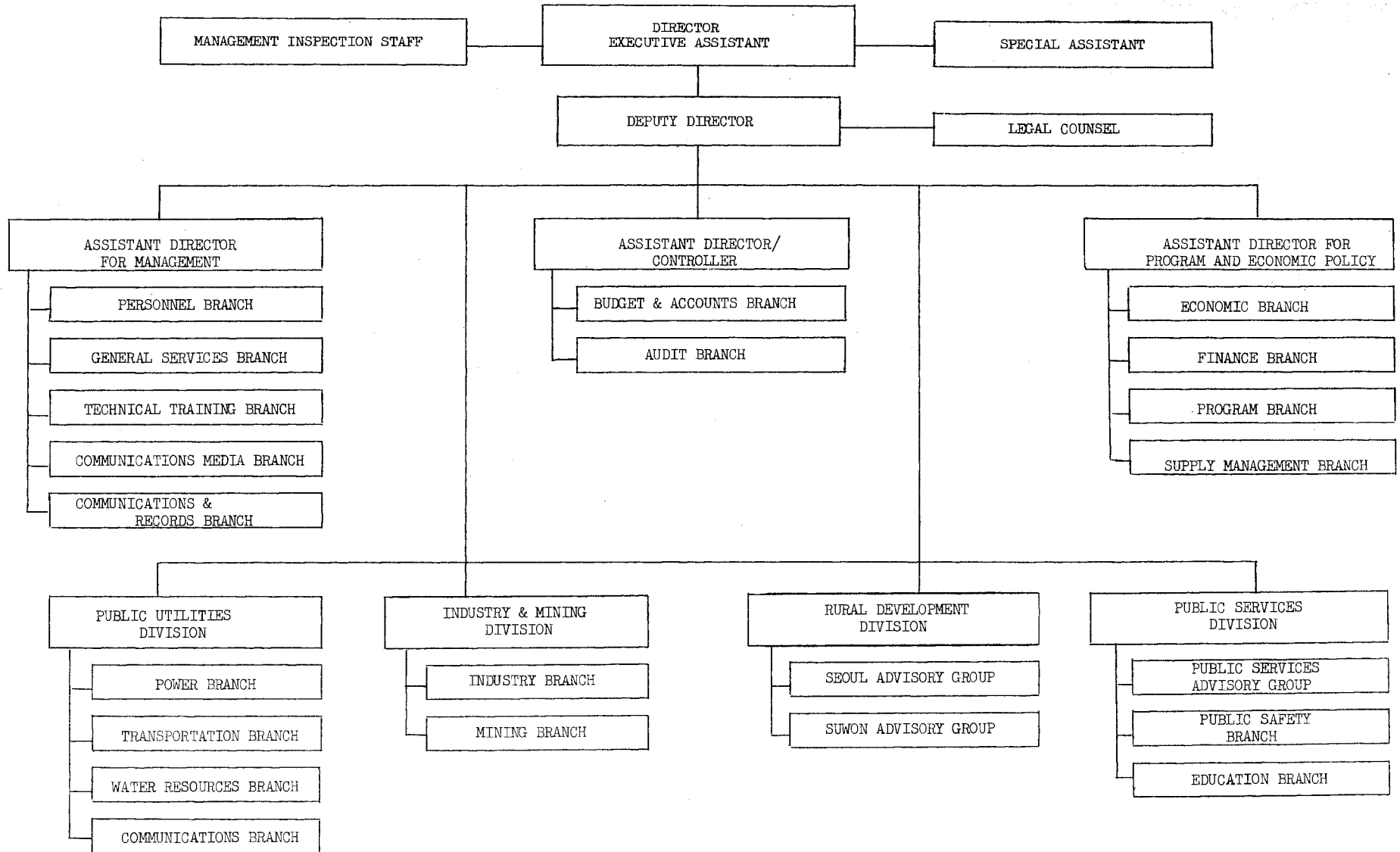
Chief of the Public Utilities Division is responsible for planning and implementing AID-financed activities in the areas of power, transportation, water resources, and communications.

Chief of the Industry and Mining Division is responsible for planning and implementing AID-financed activities in the areas of industry and mining.

Chief of the Public Services Division is responsible for planning and implementing AID-financed activities in the general area of Public Administration, including the provision of consultative or advisory services in all branches of the ROKG not covered by other Divisions of the USOM.

Chief of the Rural Development Division is responsible for planning and implementing AID-financed activities in the areas of agricultural research, extension, production and community development.

UNITED STATES OPERATIONS MISSION TO THE REPUBLIC OF KOREA



OFFICE OF THE DIRECTOR

OFFICE OF THE DIRECTOR

KOR-1 Mission Director L-3
KOR-627 Executive Asst R-6

MNGT INSPECTION STAFF

Regional Investigator R-2
Secretary S-11

KOR-527 Special Assistant R-4
KOR-529 Secretary S-12

KOR-2 Deputy Mission Director R-1
KOR-4 Secretary S-10

OFFICE OF LEGAL ADVISOR

KOR-502 Legal Advisor R-3
KOR-482 Cont Svcs Off R-4 E-63
KOR-11 Secretary S-12

OFFICE OF THE DIRECTOR

The AID Mission Director for USOM/Korea is responsible for all phases of the AID program in Korea. This responsibility includes the primary function of:

1. Policy determination and application, carried out within the framework of the United States legislative authorization and the general AID over-all policies.
2. Management of all United States Economic Aid Resources in Korea, including responsibility for the planning, administration, and evaluation of all United States aid activities and funds in Korea.
3. Advice to the ROKG on economic policies and programs involved in the achievement of basic United States policy objectives in Korea.
4. Coordination of the United States AID program, including liaison with other official United States representatives and programs in Korea, civilian and military, with the applicable agencies, ministries, representatives and programs of the ROKG, and coordination of United States economic aid efforts with those of other foreign governments and international agencies.
5. Representational Responsibility, which entails functions at the highest political and social levels, in Korea and with the United States Embassy, diplomatic corps and other United States Government agencies, as well as with non-governmental bodies and leading citizens in Korea.

EXECUTIVE ASSISTANT

Responsible for becoming thoroughly familiar with USOM Korea program and policies in order to relieve the Director of a volume of the detailed phases of his responsibilities, specifically:

1. Transmitting instructions on behalf of the Director to his staff members.
2. Follow-up on progress of actions and keeps Director informed.
3. As much as possible, will be responsible for completed staff work by the USOM units and staff prior to presentation to the Director for attention or action.
4. Will review correspondence and wire communications prepared for the Director's signature for editorial accuracy, format and conformance with Mission policy and redraft and revise when necessary.
5. Utilizing knowledge of protocol requirements and local practices, assists in representational functions, including preparation of guest lists, and arranges for official functions and related matters.
6. Supervises clerical personnel assigned to the Director's office.

SPECIAL ASSISTANT TO THE DIRECTOR

Serves as a member of the Office of the Director under the general supervision of the Director and/or Deputy Director and in this capacity to:

1. Draft correspondence and conduct interviews which the Director delegates, and performs such other tasks as the Director shall assign from time to time, including acting as control officer for official visitors, serving on various working committees, and acting as a coordinator on special assignments where two or more technical divisions are involved.
2. Represents the Office of the Director and maintains liaison with the various Ministries of the Republic of Korea Government to keep abreast of programs being developed by the Ministries.
3. Serves as advisor to the Director on matters pertaining to the planning, development and implementation of the various programs of the Mission. In this capacity, serves as a member of the Senior Management Team of the Mission.
4. Performs other duties as assigned.

LEGAL ADVISOR

1. Responsible to the USOM Director for advice and service to the USOM on all legal matters including statutory, regulatory, contractual and others, which arise in the Mission, with respect to both U.S. and Korean law.
2. Drafts and negotiates, reviews and approves for legal form and effect, and interprets agreements and contracts in which the Mission is involved.
3. Coordinates activities concerned with the legal aspects of contract administration of AID financed technical services and construction contracts.
4. Interprets and gives professional advice and assistance with respect to bi-lateral agreements and treaties between the U.S. and Korea.

MANAGEMENT INSPECTION STAFF

The Management Inspection Staff (MIS) is charged with the evaluation and inspection responsibilities related to all foreign aid appropriations which emanate from AID, U.S. Department of State. MIS is further concerned with the general conduct of Government personnel employed within AID programs.

STAFF OFFICES

OFFICE OF ASSISTANT DIRECTOR FOR PROGRAM
AND ECONOMIC POLICY

KOR-46	Asst Dir	R-1
KOR-47*	Dep Asst Dir	R-2
KOR-48	Secretary	S-10
KOR-49	Secretary	S-11

ECONOMIC BRANCH

KOR-50	Econ Adv	R-2
KOR-52	Prog Econ	R-3
KOR-54	Intl Tr Adv	R-3
KOR-642	Asst Prog Econ	R-5
KOR-53	Asst Prog Econ	R-6
KOR-67	Secretary	S-12

CONTRACT

Surveys & Research

FINANCE BRANCH

KOR-644	Dev Loan Off	R-2
KOR-653	Dev Loan Off	R-3
KOR-526	Dev Loan Off	R-3
KOR-437	Agr Cdt Adv	R-4

CONTRACT

Nourse

PROGRAM BRANCH

KOR-61	Asst Prog Off	R-3
KOR-63	Asst Prog Off	R-4
KOR-62	Asst Prog Off	R-4
KOR-66	Asst Prog Off	R-4
KOR-303	Asst Prog Off	R-4

PL 480 SECTION

KOR-608	Food Progs Off	R-4
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SUPPLY MANAGEMENT BRANCH

KOR-532	Spl Adv	R-2
KOR-535	Asst Spl Adv	R-5
KOR-544	Asst Spl Adv	R-5
KOR-556	Secretary	S-11

* Deputy Assistant Director, KOR-47, also serves as Chief of Program Branch

ASSISTANT DIRECTOR FOR PROGRAM AND ECONOMIC POLICY

1. Responsible to the USOM Director for recommending economic policies, program goals and activities, guidelines for development of activities within goals, and specific activities for funding with AID dollars and counterparts;
2. Advises the USOM Director and consults with ROKG on the economic and financial status of Korea, the economic impact of aid, and the proper utilization of available resources for maximum growth and stability;
3. Guides and directs the over-all functions and performance of the Office of Program and Economic Policy in the formulation and administration of economic policies and programs designed to achieve U.S. objectives under the foreign aid program;
4. Advises USOM technical divisions, the Mission Director, other members of the country team and consults with ROKG counterparts concerning:
 - a) Economic and financial status of Korea and policies based on analysis thereof;
 - b) Content and economic impact of aid programs, implications affecting host country economic and financial policies and procedures as well as economic development;
 - c) Ways and means to carry out policies (U.S. and host country) calculated to maximize effectiveness of available resources in advancing economic growth and financial stability for the ROKG.
 - d) New or emerging developments (economic, political, and social) affecting the Korean economy or the AID program.

ECONOMIC BRANCH

1. Responsible to the Asst. Director for Program and the USOM Director for preparation of economic forecasts, studying and advising on long-range economic policies and problems designed to advance U.S. objectives in Korea, unemployment and labor conditions and foreign trade developments;
2. Participates in review and preparation of all USOM program submissions, responsible for long-range projections of gross national product, balance of payments, and other elements of economic models for use in Country Team submissions of military and non-military aid level requests;
3. Responsible for technical assistance to ROKG on economic development policy, including, but not limited to, advice on fiscal and financial policies and programs designed to maximize economic growth, international trade policies and programs designed to improve Korea's Balance of Payments position, foreign exchange reserves and rates, investment programs and promotion of private enterprise;
4. Responsible for the continuous evaluation of the content and economic impact of the total U.S. aid effort, both military and economic, in order to devise economic aid policies that will maximize the effectiveness of available resources in advancing economic growth and financial stability for the Republic of Korea;
5. Responsible for supervising and coordinating the activities of the contract advisory groups designed to improve ROKG statistics and standardization.

FINANCE BRANCH

1. Responsible for advising the USOM Director, and the Assistant Director for Program and Economic Policy, on development assistance loan program; for preparing formal USOM position regarding AID loan matters, and for review of individual loan applications with respect to managerial, technical, economic, and financial feasibility;
2. Responsible for continuing liaison with Investment Bureau of Economic Planning Board which is the official agency of the ROKG for development loan matters. Through appropriate offices of USOM and ROKG, is responsible for coordinating all matters regarding loan implementation, including checking on performance under provisions of loan agreements, and, business or managerial development which affect the ability of individual borrowers to service loans;
3. Responsible for advising the USOM Director, the Assistant Director for Program and Economic Policy, and other USOM and Embassy officials as appropriate, on Korean banking, fiscal, and financial policies and programs, on the impact and relationship of such policies and programs to U.S. economic assistance programs in Korea;
4. Responsible for an overall review of those USOM activities bearing importantly on Korea's fiscal and financial condition, such as agricultural and industrial credit programs, financial stabilization programs, counterpart revenue and expenditure forecasts, advising the Mission on the financial complications of the ROKG budget, central banking operations, foreign exchange developments, price development, money supply trends, credit requirements, etc.;
5. Responsible for maintenance of direct and continuing liaison with the Korean Reconstruction Bank and the Bank of Korea, among other ROKG offices, on the formulation and implementation of annual, quarterly and monthly financial stabilization programs;
6. Initiation of studies, memoranda and other communications bearing upon USOM and ROKG major fiscal and financial programs, budget formulation and implementation, money and credit conditions, counterpart account status, price trends, and other factors related to ROK fiscal and financial considerations.
7. Responsible for coordinating the activities of the Banking Advisor Contract.

PROGRAM BRANCH

1. Responsible for review, coordination and formal preparation of all program documentation in consultation with technical divisions to insure orderly flow of AID resources to priority uses;
2. Negotiate with ROKG on the coordinating level, within policy guidelines, in developing program and project proposals into agreed and firm project agreements;
3. Provide advice and assistance of both substantive and procedural nature to U.S. technicians in the preparation of necessary program documentation;
4. Prepare statistical, analytical, and status reports on project and program operations as required by USOM and AID/W.
5. Maintains official USOM project aid files;
6. Reviews and follows up on a continuing basis the implementation of the project aid program.

PL 480 Section

1. Responsible to the Dep. Asst. Dir. for Program & Economic Policy for recommending USOM PL 480 policies and for planning and negotiating PL 480 programs with the ROKG, including commercial and local government procurement of commodities.
2. Responsible for checking proper utilization of programmed goods, for analyzing PL 480 operations and coordinating this program with the entire USOM AID program.

SUPPLY MANAGEMENT BRANCH

Responsible for the non-project program and for advising Mission and ROKG in procurement, receipt, storage, distribution, and related supply activities concerned with the import of AID-funded commodities, specifically:

1. Advises ROK in the establishment of organizations and procedures involving the purchase, importation, warehousing and distribution of commodities;
2. Responsible for establishing import programs for non-project commodities; also recommends type, lead time, specifications, etc., on project commodities and the preparation of program documents;
3. Responsible for surveillance over all project commodities. This involves preparation of PIO/Cs and other supporting documents and direct purchase or other procurement of the commodities; in-land transportation (traffic routing within the country), warehousing and inventory controls are also involved;
4. Responsible for advising on policies and procedures in connection with port operations and related warehousing and transportation activities;
5. Responsible for warehousing and property records;
6. Responsible for coordinating acquisition and distribution of U.S. military excess personal property.

OFFICE OF ASSISTANT DIRECTOR/CONTROLLER

KOR-81	Controller	R-1
KOR-82	Dep Controller	R-3
KOR-645	Secretary	S-10

BUDGET & ACCOUNTS BRANCH

KOR-85	Chief	R-4
KOR-86	Acct	R-6
KOR-637	Acct	R-6
KOR-643	Acct Clk	S-10

AUDIT BRANCH

KOR-633	Chief Auditor	R-4
(NEW)	Asst Chief Aud	R-4
KOR-605	Secretary	S-11

INTERNAL AND SPECIAL AUDIT SECTION

KOR-634	Auditor	R-5
KOR-552	Auditor	R-5
KOR-550	Auditor	R-5

NON-PROJECT AUDIT SECTION

KOR-551	Auditor	R-5
KOR-98	Auditor	R-5
KOR-598	Auditor	R-5

PROJECT AUDIT SECTION

KOR-96	Auditor	R-5
KOR-636	Auditor	R-5
(NEW)	Auditor	R-5
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6
(NEW)	Auditor	R-6

ASSISTANT DIRECTOR-CONTROLLER

1. Responsible to the USOM Director in discharging his responsibility for all phases of financial management of the Mission program, including accounting, budgeting, auditing, cashing and banking activities.
2. Plans, reviews, coordinates and administers financial policies and procedures in support of all program and operations.
3. Participates in the formulation and/or review, from a financial standpoint, of USOM/Korea proposed programs, administrative budgets and logistical support agreements.
4. Negotiate with the appropriate officials of the ROKG the terms and conditions governing the use of counterpart and/or U.S. owned local currencies.
5. Establishes and maintains accounting records and controls, prepares and submits timely financial reports and establishes and maintains effective banking arrangements.
6. Plans and supervises the audit and certification for payment of vouchers requiring expenditures of AID funds in Korea.

BUDGET AND ACCOUNTS BRANCH

A. Budget Section

1. Reviews proposed programs to determine the adequacy of supporting narrative justifications and evaluates those programs from the viewpoint of financial feasibility and budgetary justification;
2. With AD/M, plans and coordinates the formulation, presentation and execution of USOM administrative budget including Embassy support agreements;
3. Assures that USOM obligations and expenditures are kept within the quarterly and annual allotments issued by AID/W, and that expense and personnel ceiling limitations are complied with;
4. Maintains continuous analysis of program progress from a financial and budgetary standpoint.

B. Accounts Section

Dollar Accounts Unit

1. Maintains allotment, obligation and disbursement accounting for all dollar and trust fund accounts and prepares correspondence relative to dollar and trust fund accounting matters.
2. Certifies availability of funds and establishes obligations based upon proper documentation.
3. Reviews ProAgs and PIO's prior to issuance and maintains control registers thereon.

Counterpart Accounts Unit

1. Maintains accounting records for counterpart funds and for U.S. owned foreign currency received from surplus agriculture commodity sales.
2. Bills the ROKG, on monthly basis for counterpart generated from sales and for U.S. owned local currency generated through sales of surplus agriculture commodities.

Arrival Accounts Unit

1. Maintains control files on arrival documents on all PA's, PIO's and PL 480 Title I commodities imported into Korea.
2. Prepares inventory records for project completion reports.

Payroll Unit

1. Establishes and maintains pay cards and related files for all employees in accordance with personnel actions.
2. Prepares and processes charge slips for promotions, demotions, periodic step increases, overtime, holiday work, night differential, non-pay status, and terminations or separations.
3. Maintains control registers at appropriation levels and ensures that charges are made to proper appropriation, allotment, object classification and to proper funding account.
4. Prepares reports and required documents for payment of withheld Federal Income Tax and for FICA (Employees & Government contribution). Also prepares W-2 Tax Withholding Statements.
5. Prepares necessary reports and documents for maintenance of Civil Service Retirements, FEHBP and FCLI payments; also maintains savings bond control and prepares bond schedules for issuance of savings bonds.

Voucher Examination Unit

1. Examines all invoices and vouchers scheduled for payment to determine entitlement to payment in accordance with terms of contract, purchase order, etc.; to insure that payments are within limits of funds obligated and available; and that necessary back-up documentation is on file.
2. Reviews and processes travel vouchers covering both local and international travel and consolidates all Mission billings against employees. (non-official transportation, cleaning, etc.).

Cashier Unit

1. Collections: Collects monies due for:
 - a. Use of transportation for non-official purposes.
 - b. Charges for personal long-distance telephone calls.
 - c. Charges for damages or loss of government property.
 - d. Receipts from sale of surplus government property.
 - e. Reimbursement for supplies issued on a reimbursable basis to contractors.
 - f. Refunds of travel advances.

2. Disbursement: Administers the Petty Cash fund for purchases not exceeding \$100.00
3. Provides accommodation exchange service for Mission employees which gives check cashing facilities providing military payment certificates and won in exchange for dollar checks.

AUDIT BRANCH

Project Audit Section

1. Conducts comprehensive audits and special examinations of commercial and Government projects, and related personal services and other contracts. These audits normally embrace the procurement, arrival and use of commodities and equipment, dollar and local currency financing, compliance with the underlying agreements, and an evaluation of performance in relation to the stated goals.
2. Prepares audit reports on the foregoing audits and examinations, and follows up on implementation of the recommendations contained therein.
3. Conducts development loan audits to supplement the financial audit work of the independent audit firms employed by the borrower as well as to perform such other audit verifications as may be required to meet A.I.D. objectives.

Non-Project Audit Section

1. Performs comprehensive examinations of commodities comprising the non-project segment of the program, exclusive of surplus commodities imported under P.L. 480. These examinations normally embrace procurement, arrival, and use of the commodities, including sales and processing to the point of use or substantial change in form.
2. Prepares audit reports on the foregoing examinations, and follows up on implementation of the recommendations contained therein.

Internal and Special Audit Section

1. Conducts audits and reviews of various Mission internal activities, largely but not exclusively in financial and property accountability areas, as well as procedural reviews and examinations of ROK Government activities that are related to procurement and other monetary matters affecting the A.I.D. program.
2. Performs comprehensive examinations relating to the arrival and distribution of surplus commodities under the P.L. 480 program, and with respect to the discharge of other Mission responsibilities thereunder.

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2. Performs comprehensive examinations relating to the arrival and distribution of surplus commodities under the P.L. 480 program, and with respect to the discharge of other Mission responsibilities thereunder.

Internal & Special Audit Section (Cont'd)

3. Performs special examinations and investigations as required.
4. Prepares audit reports on the foregoing audits, reviews, etc., and follows up on implementation of the recommendations contained therein.

OFFICE OF ASSISTANT DIRECTOR FOR MANAGEMENT

KOR-12	Asst Dir for Mgmt	R-2
KOR-13	Dep Asst Dir Mgmt	R-3
KOR-646	Secretary	S-10

PERSONNEL BRANCH

KOR-16	Pers Off	R-4
KOR-21	Pers Asst	R-6
KOR-632	Pers Asst	R-8
KOR-440	Secretary	S-12

GENERAL SERVICES BRANCH

KOR-528	Gen Sv Off	R-3
KOR-31	GSO Prmnt	R-5
KOR-639	Tvl Clk	S-9 E-63
KOR-531	Gen Sv Off	R-5
KOR-45	Asst GSO Eld	R-7
KOR-512	Asst GSO	R-7 E-63
KOR-30	Asst GSO Prop	R-6
KOR-35	Asst GSO Auto Mtn	R-7

COMM & RECS BRANCH

KOR-22	Rec Sup	S-5
KOR-23	Asst Rec Supv	S-9
KOR-558	Rec Clk	S-11
KOR-25	Rec Clk	S-10

COMMUNICATIONS MEDIA BRANCH

KOR-217	Comu Media Off	R-3
KOR-631	Comu Med Adv	R-4
KOR-574	Eltm Eng Rad Com	R-4 E 63
KOR-610	Comu Med Asst	R-6

TECHNICAL TRAINING BRANCH

KOR-213	Trng Off	R-4
KOR-215	Trng Asst	R-7

ASSISTANT DIRECTOR FOR MANAGEMENT

Under the general supervision of the Director, the Assistant Director for Management is responsible for:

1. Formulation and administration of management policies and objectives to assure full administrative and logistic support for all Mission programs and operations;
 2. Providing management services to the Director and all elements of the Mission on organizational structure and staffing, and on management and administrative problems incident to program implementation such as communications media support and participant training coordination;
 3. Providing administrative and logistical support to the Mission in the areas of:
 - a) Personnel activities
 - b) Communications & Records
 - c) Transportation
 - d) Housing
 - e) Property Management
 - f) Procurement of Administrative Supplies
 - g) Travel, and
 - h) Security
 4. Maintaining liaison on management matters with the American Embassy, U.S. Military organizations and Republic of Korea ministries on matters of common interest.
 5. The responsibilities of the Assistant Director for Management are carried out through the Personnel, General Services, Communications and Records, Communications Media, and Technical Training Branches.
- A. Immediate Office of the Assistant Director for Management
1. Directs and supervises the operations of the various branches of the Management Office;
 2. Determines administrative requirements to support all elements of the Mission, including contract personnel, in order to assure accomplishment of agency objectives;

Assistant Director for Management (Cont'd)

3. Provides advisory services to the Director and to all elements of the Mission on questions relating to organization structure and staffing, and management and administrative aspects of Mission programs and operations;
4. Prepares administrative budget estimates and justifications in collaboration with the Office of the Controller;
5. Provides security measures to protect Mission's personnel and property; and maintains liaison with the post (Embassy) Security Officer and with the Military authorities on security matters;
6. Negotiates administrative support agreements with the American Embassy covering services provided to and received from the Embassy;
7. Maintains liaison with the Embassy and with other U.S. Government and International organizations on matters of common concern, including the development and implementation of an emergency evacuation plan and procedures;
8. Prepares and issues administrative operating instructions, and maintains the official USOM issuance system for disseminating policy, procedural, and informational materials.

PERSONNEL BRANCH

1. Assists in the determination of total Mission personnel requirements and takes necessary action to satisfy such requirements, including prompt submission of proper documentation and administration of staff ceilings on both American and Korean employees;
2. Cooperates with operating officials in the proper placement and performance evaluation of personnel; and maintains a system of review and control of Mission staffing, including program and administrative personnel, local and American, to assure maximum effective personnel utilization;
3. Administers a personnel program for local personnel; including placement, training, classification, wage administration, and employee services; also provides processing service (including medical examinations) for personal servants and non-appropriated fund employees;
4. Plans and conducts orientation activities to supplement AID/W programs for new overseas employees, and provides leadership to the various offices in planning and conducting staff development activities;
5. Prepares reports and maintains appropriate records on personnel activities;
6. Provides counselling service to employees and their families, and handles employee relations problems;
7. Administers the incentive awards program;
8. Participates with representatives of the American Embassy and other U.S. organizations in conducting wage surveys and cost of living studies;
9. Collaborates with the Embassy on allowance, differential and per diem reports and problems; and for certain remote posts, prepares retail price schedules as a basis for determining allowances at such posts;
10. Administers the language training program and other training activities for Mission personnel.

GENERAL SERVICES BRANCH

The General Services Branch consists of four (4) sections - the Motor Transport Section, the Purchasing & Travel Section, the Real Property Section and the Personal Property Section, performing the following functions:

1. MOTOR TRANSPORT SECTION

- A. Operates a motor pool on a 24-hour basis to provide transportation to USOM personnel and contract employees for official purposes, including operation of regularly scheduled bus routes, transportation to and from schools, transportation for special functions and activities, operation of service vehicles for delivery of fuel, water, etc., to offices and residences; provides official vehicles for non-official uses by USOM and contract personnel and prepares bills to users for such transportation;
- B. Operates a complete repair and maintenance service for USOM, Embassy, USIS and contractor vehicles, and performs minor repairs and services for various electrical equipment and machinery, generators, etc., for other units of USOM;
- C. Maintains complete cost accounting records on repairs and maintenance on an individual vehicle basis; analyzes operating records and on basis of such analysis makes recommendations for changes in operational practices;
- D. Receives, inspects, catalogs, and stores spare parts utilized for servicing vehicles and equipment, and makes recommendations for disposal of obsolete stock items as necessary;
- E. Maintains the official stock control records on parts and motor pool supplies, and property records on tools, equipment, and vehicles, under the direction of the Mission Accountable Property Officer; performs periodic spot checks of parts and property; prepares stock replenishment requisitions;
- F. Prepares reports as required on vehicles and motor pool operations.

2. PURCHASE & TRAVEL SECTION

A. Purchase Unit

- a. Effects procurement of all administrative type supplies, services, and space, through local suppliers, U.S. vendors, AID/W, GSA, AmEmbassy, Tokyo and various Army sources, each requiring a different type of agreement or contract. Also formulates, reviews and approves PIO/Cs in which USOM/K is designated the authorized agent in accordance with U.S. legal and AID regulatory requirements;

General Services Branch (Cont'd)

- b. Prepares and issues invitations to bid against properly authorized requisitions from requesting offices, makes awards of contracts, and upon request, provides advisory services on questions of performance under such contracts, and amendments or revisions thereto;
- c. Participates in negotiation of terms and prepares leases for premises to be used for official purpose;
- d. Prepares necessary obligation documents in connection with payments under contracts and leases;
- e. Checks invoices against procurement and receiving documents and approves them for payments;
- f. Establishes and maintains controls for receipt of bills of lading, packing lists, receiving notices, invoices and other necessary documents in connection with Mission procurement;
- g. Maintains complete records of procurement transactions including purchase orders, contracts, and leases, and necessary supporting documents;
- h. Effects disposal of USOM excess property;
- i. Prepares such reports as required on Mission procurement functions.

B. Travel Unit

- a. Handles travel arrangements for Mission personnel which may involve a combination of plane, ship, rail and other surface transportation; clearance of personnel through customs, securing of visas, tickets and reservations, transportation, packing and shipment for export of personal and household effects, and the preparation of travel and shipment documents incident thereto;
- b. Maintains day-to-day personal contact with local representatives of all air and surface carriers in connection with availability of space, special cases involving close coordination and general working arrangements incident to the use of carriers facilities and services;
- c. Reviews for accuracy and conformity with applicable regulations, invoices, transportation requests, Government Bills of Lading, local travel orders and related travel documents;
- d. Arranges for military transportation for local and international travel for official or leave purposes as required.

General Services Branch (Cont'd)

3. REAL PROPERTY SECTION

- A. Estimates present and future requirements for office space and living quarters for USOM personnel and contract employees;
- B. Locates suitable space and participates with the Purchasing Section in the negotiation of lease terms;
- C. Prepares plans and specifications for repairs, alterations, maintenance, and construction services for office and living quarters, and supervises performance under contracts therefor;
- D. Allocates office space and assigns living quarters for all personnel, including transients; responsible for application of space; utilization standards;
- E. Provides repair, utility, and maintenance services for all USOM space, office and residential, including grounds;
- F. Maintains complete cost records on operations of USOM office and residential facilities;
- G. Provides telephone service in offices and residences, including operation of switchboards, preparation of directories, installation and maintenance of equipment; preparation of bills for all official and non-official telephone charges;
- H. Maintains liaison with the United Nations Command, Army and Embassy on common problems in the real property area;
- I. Prepares reports as required on space and maintenance functions;
- J. Coordinates and administers the Security Guard contract.

4. PERSONAL PROPERTY SECTION

- A. Under the supervision of the Chief, General Services Branch, acts as the Mission Accountable Property Officer for Personal Property Management and Control. In this capacity is responsible to assure efficient warehousing, distribution and utilization of all administrative supplies and equipment that come under control of the United States Operations Mission to Korea.
- B. Responsible for establishing procedures for the the maintenance of complete and accurate property records, including cost data, on all non-expendable and expendable property which comes into the custody of the Mission in accordance with AID/W regulations.

General Services Branch (Cont'd)

- C. Sets up and supervises the maintenance of rigid stock control records and periodically reviews and adjusts these stock levels and reorder points, and prepares requisitions for stock replenishment procurement periodically.
- D. Establishes procedures with respect to the disposal of excess administrative property. Determines the mission's requirements, and recommends the disposal by grant-in-aid, sale, salvage, or donation.
- E. Responsible for providing furniture and furnishings to all offices, houses, and apartments both in Seoul and other locations within the country and responsible for all internal moves of furniture in the office building, between buildings, both USOM and ROK, and moving of employees personal effects between houses, apartments, etc.
- F. Responsible for the maintenance of a constant inspection service of USOM non-expendable property and equipment, and arranges for timely servicing and repairs to maintain in serviceable condition or, when property is no longer economically repairable, recommends disposition.
- G. Handles arrangements for customs clearance, import permits, letters of guarantee for off-shore procurement items. Checks and approves invoices covering costs incident to delivery of commodities procured locally or off-shore.

COMMUNICATIONS & RECORDS BRANCH

1. Maintains the official Mission subject and project files and processes; classifies, indexes, files, services and controls materials, with provision for segregating and safekeeping classified materials;
2. Supervises and trains U.S. and local personnel throughout the Mission engaged in records activities and controls and holds periodic inspections of decentralized files. Provides advisory service to the Director and all elements of the Mission on files, records, mail and communications;
3. Administers the AID records disposition program, including scheduling of Mission records for transfer to AID/W or for destruction, as appropriate; maintains a records storage area; and is responsible for emergency records disposal;
4. Operates the teletype room which processes incoming and outgoing cables, and maintains daily contact with the Embassy on questions relating to servicing of messages;
5. Maintains liaison with Embassy on joint communications procedures and problems;
6. Operates the USOM Restricted Area and serves as the central overnight depository for all classified cables, airgrams, etc.;
7. Controls, maintains records, and distributes and processes classified and unclassified incoming and outgoing cables, airgrams, letters and documents including official materials received and dispatched by pouch;
8. Maintains central control and follow-up on cables, airgrams, and other official communications;
9. Operates the Mission messenger service;
10. Receives and distributes APO mail and maintains necessary records on insured and registered mail;
11. Coordinates and processes all USOM translation requests with private translator contractor both Korean to English and English to Korean.

TECHNICAL TRAINING BRANCH

1. Supervises and has over-all responsibility for the participant training program;
2. Prepares recommendations to USOM Director for policy, planning and programming in the participant training field;
3. Advises other USOM and ROKG officials on over-all AID participant training policies, regulations and procedures;
4. Assists and monitors the selection of participants and the preparation of Mission training documents (PIO/P's, etc.);
5. Performs or oversees the pre-departure preparation and orientation of participants, in collaboration with ROK agencies;
6. Performs administrative backstopping on participants training matters;
7. Works with Mission technical division and ROK agencies in performing evaluation studies and in following up returned participants to assure effective utilization;
8. Works closely with returned participants and Korean Government officials to encourage establishment of indigenous training and manpower development institutions to achieve better planning and coordination of all training activities.

COMMUNICATIONS MEDIA BRANCH

1. Plans and develops technical assistance programs in communications media field;
2. Acts as advisor-consultant to ROKG on public information activities such as local broadcasting and other media;
3. Supervises implementation of communications media projects;
4. Plans, organizes and supervises graphics, reproduction, photographic and motion picture service as technical support for USOM operations.

TECHNICAL OFFICES

PUBLIC UTILITIES DIVISION

KOR-464 Utility Rates Adv R-3

KOR-647 Chief, Pub Util Div R-1
KOR-117 Dep Chief, Pub Util R-2
KOR-126 Secretary S-12

POWER BRANCH

(NEW) Chief, Power Branch R-2
KOR-619 Mech Eng (Pusan) R-3
KOR-415 Mech Eng (Kunsan) R-4
KOR-493 Elec Engr Power R-4
KOR-119 Elec Engr R-4
KOR-121 Mech Eng (Yongwol) R-4
KOR-620 Civ Eng (Chung Pyung) R-3
KOR-124 The-Pow Plant Adv R-4
KOR-141 Secretary S-12

CONTRACTS

1. Pacific Bechtel (Yongwol)
2. Burns & Roe (Kunsan)
3. Stone & Webster (Chung-pyung)
4. IGE (Pusan)

TRANSPORTATION BRANCH

KOR-445 Chief, Trans Branch R-2
KOR-191 Chief, CAA Group R-4
KOR-192 Air Oprn Spec R-4 E 63
KOR-587 Meteorologist R-4 E-63
KOR-162 Secretary S-12

CONTRACT

Bourne Associates

WATER RESOURCES BRANCH

KOR-517 Water Res Adv R-3
KOR-451 Civ Engr R-5
KOR-580 Civ Eng Dams R-5 E 63
KOR-582 Hyd Eng Design R-4 E 63

COMMUNICATIONS BRANCH

KOR-242 Chief, Comu Branch R-3
(NEW) Comu Adv R-4
(NEW) Comu Adv R-4

PUBLIC UTILITIES DIVISION

1. Program Planning

Plans and administers the AID program in Korea in the fields of electric power, transportation, water resources, communications and construction.

2. Consultation with ROKG

On a continuing basis, consults and works with the appropriate ROKG officials in the planning and implementation of sound economic development activities in the above fields.

3. Services to USOM

Provides technical advice to the USOM Director and to other USOM officers on all matters pertaining to the public utilities sector of the U.S. economic aid program in Korea.

4. Contracts

Supervises and coordinates the activities of such contract groups as are financed with AID funds to assist the ROKG in the public utility sector.

5. Liaison

Maintains liaison with foreign governments and international agencies which carry on aid activities in Korea, in order to provide coordination and to avoid duplication of effort.

6. Training

Advises and assists the ROKG with regard to the conduct of training programs within the fields of responsibility of the Division.

7. Information

Keeps currently informed regarding the status of public utilities development within the Republic of Korea.

PUBLIC UTILITIES DIVISION (Cont'd)

8. Development Loans

To the extent required and within the capabilities of the division, collaborates with ROKG and the office of AD/P in the review of development loans applications for the public utilities sector and renders technical services when necessary during the implementation stages.

9. Utility Rates Advisor

Acts as senior advisor to the ROKG on development and application of equitable utility rate structures.

POWER BRANCH

1. Is responsible for the technical, and within established guidelines, the economic aspects of planning the power program and for exercising USOM's role in the implementation of the approved program.
2. Acts as the primary technical advisor to the ROKG and power company officials in the maintenance and operation of facilities, in the development of estimates of future requirements; in planning to meet future requirements, in the evaluation of proposed new capacity construction plans, and in management, fiscal and rate problems.
3. Provides technical advice on power matters to the Mission Director, the Division Chief and other USOM officials and works closely with other USOM offices and other agencies as appropriate, to determine future requirements for power, to obtain the optimum results in the use of power, and to ensure that power's future requirements for fuel, transportation, etc., are anticipated.
4. Assists in the negotiation and supervises and directs the activities of such power contract groups as are financed with AID funds and who are employed to assist the ROKG in this field of responsibility of the Division.
5. Maintains liaison with foreign governments and international agencies which carry on aid activities in Korea in order to provide coordination and to avoid duplication of effort in the power area.
6. Assists in the planning and programming of participant training activity and assists in selection of participants in the power area.
7. Reviews, analyzes and prepares reports on development loan applications in the power field of activity for the use of the Director and other interested USOM offices in developing USOM recommendations concerning such applications.
8. Works closely with the Program Office in planning and carrying out USOM programming requirements in their sector including preparation of the necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

TRANSPORTATION BRANCH

1. Is responsible for the technical, and within established guidelines, the economic aspects of planning the transportation program and for exercising USOM's role in the implementation of the approved program.
2. Acts as primary technical advisor to the ROKG in the operations, management and financing of transportation activities.
3. Provides advisory assistance to the USOM Director and subdivisions of the USOM on operations, management and financing of transportation activities which includes rail, marine, air, and highway.
4. Assists in the negotiation and supervises and directs the activities of such transportation contract groups as are financed with AID funds and who are employed to assist the ROKG in this field of responsibility of the Division.
5. Assists in the planning and programming of participant training activity and assists in selection of participants in the transportation area.
6. Reviews, analyzes and prepares reports on development loans applications in the transportation field of activity for the use of the Director and other interested USOM offices in developing USOM recommendations concerning such applications.
7. Works closely with the Program Office in planning and carrying out USOM programming requirements in their sector including preparation of the necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

WATER RESOURCES BRANCH

1. Is responsible for the technical, and within established guidelines, the economic aspects of planning the water resources program and for exercising USOM's role in the implementation of the approved program.
2. Acts as primary technical advisor to the ROKG in the design, construction and maintenance of water resources facilities, in the development of estimates of future requirements and in planning to meet future requirements.
3. Provides technical advice in the areas of hydrology and design and construction techniques in the major fields of municipal water supply and sewage, flood control, and irrigation and studies of land reclamation potentials to the Mission Director, the Division Chief and other USOM officials.
4. Promotes jointly with ROK Government the establishment of and unification of adequate programs and facilities for the collection and evaluation of rainfall, stream flow, geologic and other basic engineering data for use in the study of potential hydroelectric and other related water resources developments. This is to include an evaluation of the reliability of available data and recommendations looking to the improvement of the accuracy and reliability of such data.
5. Assists in the negotiation and supervises and directs the activities of such water resources contract groups as are financed with AID funds and who are employed to assist the ROKG in this field of responsibility of the Division.
6. Assists in the planning and programming of participant training activity and assists in selection of participants in the water resources area.
7. Reviews, analyzes and prepares reports on development loans applications in the water resources field of activity for the use of the Director and other interested USOM offices in developing USOM recommendations concerning such applications.
8. Works closely with the Program Office in planning and carrying out USOM programming requirements in their sector including preparation of the necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

COMMUNICATIONS BRANCH

1. Responsible for the technical and, within established guidelines, the economic aspects of planning the telecommunications program.
2. Assists and advises the ROK Ministry of Communications, and all other ROK and United States civil and military telecommunications authorities, as required, on civil and military radio and wire telecommunications planning, engineering, administration and operations.
3. Provides technical advice on telecommunications systems to the Mission Director, the Division Chief and other USOM officials.
4. Assists in the negotiation and supervises and directs the activities of such contract groups as are financed with AID funds and who are employed to assist the ROKG in the telecommunications field.
5. Reviews, analyzes and prepares reports on development loans applications in the communications field of activity for the use of the Director and other interested USOM offices in developing USOM recommendations concerning such applications.
6. Assists in the planning and programming of participant training activity and assists in selection of participants in the communications area.
7. Maintains liaison with foreign governments and international agencies which carry on aid activities in Korea in order to provide coordination and compatibility of effort in the telecommunications field.

INDUSTRY AND MINING DIVISION

KOR-650	Chief, IMD	R-1
KOR-649	Dep Chief, IMD	R-2
KOR-570	Secretary	S-12

INDUSTRY BRANCH

KOR-363	Chief, Ind Br	R-2
KOR-145	Ind Adv Mtl Prod	R-4
KOR-523	Ind Adv Mtl Prod	R-4
KOR-518	Ind Adv	R-4
KOR-590	Ind Adv	R-4
KOR-151	Ind Dev Adv Prod	R-4
KOR-418	Ind Mgt Adv	R-4
KOR-427	Secretary	S-12
KOR-154	Secretary	S-12

CONTRACT

Allied Chemical Company

MINING BRANCH

KOR-515	Chief, Mining Br	R-3
KOR-442	Ming Engr Coal	R-5
KOR-466	Metallurgist	R-4
KOR-158	Secretary	S-12

CONTRACTS

1. Minerals Industries Eng.
2. Pierce Management Corp.
3. James S. Earle - Smelter

INDUSTRY AND MINING DIVISION

1. Program Planning

Plans and administers the AID program in Korea in the fields of Industry and Mining.

2. Consultation with ROKG

On a continuing basis consults and works with the appropriate ROKG officials in the planning and implementation of sound economic development activities in the industry and mining sector.

3. Services to USOM

Provides technical advice to the USOM Director and to other USOM officers on all matters pertaining to the industrial and mining portion of the U.S. economic aid program in Korea.

4. Contracts

Supervises and coordinates the activities of such contract groups as are financed with AID funds to assist the ROKG in the fields of industry and mining.

5. Liaison

Maintains liaison with foreign governments and international agencies which carry on aid activities in Korea, in order to provide coordination and to avoid duplication of effort.

6. Training

Advises and assists the ROKG with regard to the conduct of training programs within the fields of responsibility of the Division.

7. Information

Keeps currently informed regarding the status of industrial and mining development within the Republic of Korea.

8. Development Loans

To the extent required and within the capabilities of the division, collaborates with ROKG and the office of AD/P in the review of development loan applications for the industrial and mining sectors and renders technical services when necessary during the implementation stages.

INDUSTRY BRANCH

1. Is responsible for the technical and, within established guidelines, the economic aspects of planning the industrial program and for exercising the USOM's role in the implementation of the approved program.
2. Acts as primary industry technical advisor to the ROKG counterpart personnel and to Korean industry as required to properly plan and implement the industry program.
3. On a current and long-range basis, reviews, studies and analyzes the overall problems of Korean industry and renders advice and assistance in the industrial area to the Mission Director, the Division Chief, and other USOM officials.
4. Analyzes specific problems within an industry and renders technical advice and assistance to help eliminate such problems and thereby improve Korean industrial products.
5. Initiates action and coordinates plans, in conjunction with the appropriate ROKG officials, required to implement a program of industrial training to up-grade the skills of Korean labor by the establishment of in-shop training, also, to establish training programs in the fields of top and middle management, and cost control.
6. Makes statistical analyses of all projects under Industry Branch responsibility as to present and forecasted production, sales and employment and compares against all other similar Korean industries.
7. Is responsible for review and study of applications by ROKG for procurement of industrial machinery, under the non-project funds program.
8. Advises and assists the ROKG with studies, plans and reviews required for the selection of sound industrial projects for submission as applicants for development loans.
9. Works closely with the Program Office in planning and carrying out USOM programming requirements in their industry sector including preparation of the necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

MINING BRANCH

Under the direction of the Chief, Industry and Mining Division, the principal functions of the Mining Branch are:

1. Pursuant to USOM/ROKG agreements, prepares and carries out technical assistance activities designed to improve Korean mining and processing techniques and to up-grade the quality of management and technical personnel, including, as agreed, studies to determine the relationships between supply and demand for coal and other minerals within Korea and the export possibilities of such minerals.
2. Provides advice and assistance to the ROKG in the preparation and implementation of plans for the exploration and exploitation of coal and mineral resources in Korea.
3. Works closely with the ROKG concerning the supervision of technical contracts financed by AID particularly in the matter of the performance of the contractors and the evaluation of their work.
4. On a current and long-range basis, reviews, studies and analyzes the overall problems of Korean mining sector and renders advice and assistance in the mining area to the Mission Director, the Division Chief, and other USOM officials.
5. Analyzes specific problems within the mining sector and renders technical advice and assistance to help eliminate such problems and thereby improve Korean mineral production.
6. Makes statistical analyses of all projects under Mining Branch responsibility as to present and forecasted production, sales and employment.
7. Advises and assists the ROKG with studies, plans and reviews required for the selection of sound mining projects for submission as applicants for development loans.
8. Works closely with the Program Office in planning and carrying out USOM programming requirements in the mining sector including preparation of necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

PUBLIC SERVICES DIVISION

KOR-651 Chief, PSD R-1
KOR-211 Secretary S-10

PUBLIC SERVICES ADVISORY GROUP

KOR-229 Pub Adm Adv R-3
KOR-624 Pub Ad Adv Tax R-3
KOR-364 Pub Adm Adv O & M R-4
KOR-490 Pub Adm Adv O & M R-6
KOR-293 Hsng Adv R-3
KOR-371 Hlth Edu Adv R-5 E 63
KOR-228 Secretary S-12

CONTRACT

Washington University Contract
in Business Administration

PUBLIC SAFETY BRANCH

KOR-239 Chf Pub Sfty Adv R-3 E 63
KOR-593 Pub Sfty Adv Log Spd R-5 E 63
KOR-594 Pub Sfty Adv Fire R-5 E 63

EDUCATION BRANCH

KOR-247 Chf Edu Adv R-2
KOR-252 Tr Ind Edu Adv R-3
KOR-253 Voc Agr Ed Adv R-4
KOR-256 Tr Ind Edu Adv R-5
KOR-575 Edu Adv Bldg R-3 E 63
(NEW) Tr Ind Edu Adv R-4
(Metal Tr)

CONTRACTS:

1. English Language Services
2. George Peabody College for Teachers
3. ROK Mer. Marine Academy

PUBLIC SERVICES DIVISION

1. Program Planning

Plans and administers the AID program in Korea in the Public Services field including Public Administration, Public Safety, Health, Education & Housing.

2. Consultation with ROKG

On a continuing basis consults and works with the appropriate ROKG officials in the planning and implementation of sound economic development activities in the field of Public Services.

3. Services to USOM

Provides technical advice to the USOM Director and to other USOM officers on all matters pertaining to the public services portion of the U.S. economic aid program in Korea.

4. Contracts

Supervises and coordinates the activities of such contract groups as are financed with AID funds to assist the ROKG in developing firm foundations for social and administrative advancement.

5. Liaison

Maintains liaison with foreign governments and international agencies which carry on aid activities in Korea, in order to provide coordination and to avoid duplication of effort in the Public Services field.

6. Training

Advises and assists the ROKG with regard to the conduct of training programs within the fields of responsibility of the Division and assists other USOM officers in planning their training programs.

7. Information

Keeps currently informed regarding the status of Public Services development within the Republic of Korea.

PUBLIC SERVICES ADVISORY GROUP

Contributing a vital element in Korea's social and economic development, and providing a service essential to the success of virtually all foreign aid programs embodying this objective, each advisor of the Public Services Advisory Group is responsible for the performance of his functions as listed below in accordance with the authority delegated by the Chief of the mission.

1. Public Administration Advisors

- a. Developing and administering the Mission's programs and activities of technical assistance in administration both to the Korean Government and selected private organizations;
- b. Providing management consultive services to the Korean Government, its agencies and officials and to key Korean enterprises in order to enable them to execute their policy and administrative responsibilities more effectively by:
 - (1) proposing plans and policies for strengthening government managerial activities,
 - (2) reviewing, analyzing and evaluating proposed plans and policies suggested by Korean officials in furtherance of administrative integration, coordination and management improvement,
 - (3) assisting in the creation, improvement, and utilization of institutional and in-service training for the development of administrative personnel for government and private enterprise; and
 - (4) advising if desired and feasible, in the establishment of labor standards and the development of programs for industrial safety, employment services, labor education and training in labor relations.
- c. Advises, as requested, top Mission officials and other USOM sub-units on problems of administration which are impeding the successful accomplishment of Korean national development.
- d. Advises specifically in the area of:
 - (1) personnel management, including employee working conditions, employee safety, classification and compensations and supervisor-employee relations,
 - (2) financial administration, including budgeting, tax administration, customs controls, and procurement methods,

- (3) Organization and management, including problems of structure, work flow, and document simplification, and
 - (4) Other administrative areas identified through formal requests and demonstrated need.
- e. Maintains liaison and cooperation with other foreign government and international agencies which carry on aid activities in Korea in order to avoid duplication and to coordinate the AID program with all others in the public administration area.
 - f. Assists in the planning and programming of participant training activity and assists in the selection of participants in the Public Administration area.
 - g. Works closely with the Program Office in planning and carrying out USOM programming requirements in their sector including preparation of the necessary documentation and statistical information for the project aid and other sections of the annual CPB, for project agreements and for PIO's.

2. The Housing Advisor

- a. Advising and assisting the Korean Government and the Korean housing industry in developing improved housing policies, legislation, institutions, and methods of housing finance and construction.
- b. Assists, as requested, top Mission officials and other USOM sub-units in problems of planning and developing housing programs to more effectively execute economic development in their technical area.
- c. Advises and assists ROKG and Korean housing industry in essentials of an aided self-help housing program; provides technical advice on self-help housing manuals and plans; assists and advises in developing demonstration projects at the village level.
- d. To the extent deemed necessary and/or feasible, inspects ROK housing programs during building season to ensure compliance with project agreements and to ensure AID funds are properly utilized; conducts housing surveys of various types.
- e. Maintains liaison with other foreign government and international agencies which carry on aid activities in Korea in order to avoid duplication and to coordinate the AID program with all others in the housing area.

Public Services Division (Cont'd)

- f. Assists in the planning and programming of participants training activity and assists in the selection of participants in the housing area of activity.

3. The Public Health Advisor

- a. Advising and assisting the Ministry of Health and Social Affairs in developing and administering a national public health program, including the planning of programs, selection and training of staff, and technical matters relating to the field of preventive medicine and public health.
- b. Planning, developing and coordinating any AID technical assistance programs in the field of public health which the USOM may undertake.
- c. Cooperating and maintaining liaison with officials of the World Health Organization and other international agencies operating in the field of health, whenever appropriate.
- d. Advises top Mission officials and other USOM sub-units on problems of health and sanitation which are impeding the successful accomplishment of Korean national development.
- e. Responsible for checking on utilization of commodities purchased under Pro-Ags and the use of counterpart funds in the public health area of activity.
- f. Assists in the planning and programming of participant training activity and assists in the selection of participants in the public health area.

EDUCATION BRANCH

1. Advises and assists the Ministry of Education and provincial officials in developing a long-range plan for improvement of all aspects of national education, including school administration and school instruction, textbook development, curriculum planning and course organization.
2. Furnishes technical assistance to ROKG on the organization and administration of higher education, teacher training, vocational training, and elementary and secondary education.
3. Advises, as requested, top Mission officials and other USOM sub-units on problems of planning and developing education programs to more effectively execute economic development in their technical area.
4. Acts as primary advisor to ROKG in furnishing architectural and engineering advisory service in connection with AID financed school building programs and other construction activities as requested.
5. Keeps aware of and maintains liaison with other foreign government and international agencies aid activities in Korea in order to avoid duplication of effort and to coordinate the AID program with all others in the education area.
6. Assists in the planning and programming of participant training activity and assists in the selection of participants in the education area of activity.

PUBLIC SAFETY BRANCH

1. Responsible for the overall planning and implementation of the AID program for the Korean National Police.
2. Furnishes technical advice and assistance to the Minister of Home Affairs and the Director of National Police on the management and operations of the police and fire forces of the Nation and their relationship with the public.
3. In cooperation with the Minister of Home Affairs and Director of National Police, determines equipment to be procured and advises on the distribution, utilization, and maintenance and inspects for proper maintenance and utilization of AID procured equipment.
4. Makes periodic inspections of the various police and fire facilities throughout the Republic of Korea to observe the progress, effectiveness, and efficiency of the organization.
5. Participates in the selection of police candidates for training in the United States and other countries.
6. Maintains liaison with other agencies having a mutual interest in the enforcement of civil law, maintenance of internal security and fire prevention.
7. Keeps aware of and maintains liaison and coordination with other foreign government and international agencies aid activities in Korea in order to avoid duplication of effort and to coordinate the AID program with all others in the Public Safety area.

RURAL DEVELOPMENT DIVISION

KOR-652 Chief, Rural Dev Div R-1
KOR-307 Secretary S-12

SUWON ADVISORY GROUP

KOR-638 Agr Adv R-3
KOR-344 Agr Research Adv R-4
KOR-310 Agr Engr Adv R-4
KOR-381 Plant Path Adv R-4
KOR-334 Agr Extn Adv R-4
KOR-561 Home Econ Adv R-5
KOR-287 Comnty Dev Adv R-4 E 63

CONTRACT

Near East Foundation

SEOUL ADVISORY GROUP

KOR-353 Agr Adv R-3
KOR-509 Fertzr Adv R-3
KOR-578 Forestry Adv R-4
KOR-492 Agr Coop Adv R-4
KOR-284 Secretary S-12

RURAL DEVELOPMENT DIVISION

1. Program Planning

Plans and administers the AID program in Korea in the field of Rural Development.

2. Consultation with ROKG

Advises and assists the ROK Ministry of Agriculture and Forestry, the Office of Rural Development, the National Agricultural Cooperatives Federation, and the National Association of Fisheries Cooperatives in the development and implementation of sound economic policies governing the operation of these and other agencies of Government dealing with agricultural, forestry and fishing industry problems.

The Chief of the Rural Development Division is responsible for the administrative functions of the Division and for insuring proper working relations with other USOM Divisions. He should concern himself with the basic policies of the rural development effort in Korea, including problems of agricultural pricing and price supports, subsidies, marketing systems, agricultural investment programs, and credit programs. He should work closely with his counterpart, the Minister of Agriculture and Forestry, and other senior officials of the ROKG on these and related issues. The Division will also work closely with the ROKG in all other aspects of the total rural development effort.

3. Services to USOM

Provides technical advice to the USOM Director and to other USOM officers on all matters pertaining to the AID Rural Development program.

4. Contracts

Supervises and coordinates the activities of such contract groups as are financed with AID funds to assist the ROKG in rural development.

5. Liaison

Maintains liaison with foreign governments, voluntary agencies and international agencies which carry on aid activities in Korea, in order to provide coordination and to avoid duplication of effort.

Rural Development Division (Cont'd)

6. Information

Keeps currently informed regarding the status of rural development within the Republic of Korea.

SUWON ADVISORY GROUP

Serves as advisors to USOM and ROKG on the development of policies and procedures concerned with the implementation of agricultural research, agricultural extension and the training of rural leaders.

a. Agricultural Advisor

1. Serves as Team Leader to the Suwon Advisory Group. As such is the principal advisor to USOM and the Office of Rural Development in the development of policies, procedures, and in the implementation of programs which come under the purview of ORD;
2. Coordinates the activities of USOM and ORD, and represents the Chief of the Rural Development Division at Suwon. Maintains liaison with appropriate agencies of the cooperating government in order to advise in the planning and implementation of research and extension projects; involves frequent contacts to develop written plans and agreements, fiscal budgets, work-plans, training activities, and other activities to meet the project objectives;
3. Works closely with the Program Office in planning and carrying out USOM programming requirements as they pertain to the Office of Rural Development. Is responsible for preparation of necessary documentation and statistical information for the project aid and other sections of the annual counterpart budget, for project agreements and for PIO's.

b. Agricultural Research Advisor

1. Serves as advisor to the Research Bureau, Office of Rural Development, on all phases of agricultural research including administration;
2. Promotes proper planning, programming and coordination of agricultural research responsibilities among the administrators and research technicians at all the Provincial Institutes of Rural Development;
3. Coordinates the research activities of agricultural projects under the direct supervision of the various technicians of the Rural Development Division, USOM;
4. Provides direct advice and training in the specific field of soil testing and in the chemical analysis of crop materials.

Suwon Advisory Group (Cont'd)

c. Agricultural Engineering Advisor

1. Advises Korean counterparts of MAF at various government levels on problems related to agricultural engineering concepts and developments;
2. Advises, assists and trains technicians at the Institute of Agricultural Engineering and Utilization, ORD, in research and extension methods and techniques associated with the functional field;
3. Develops joint research programs requiring mechanization and engineering improvement of farm operations with Korean counterparts and with other USOM technicians;
4. Advises counterpart technicians in long range planning of agricultural and rural engineering development work in its broadest aspects.

d. Agricultural Pest Control Advisor (Plant Pathologist)

1. Advises ROK officials at all levels on the general improvement of agricultural crops through the control of plant diseases and insect pests;
2. Advises and assists technicians of the Institute of Plant Environment on the planning and conducting of practical field experiments for the control of insects and plant diseases;
3. Guides Korean entomologists in the study of the life and seasonal cycles of the major insect pests of important farm crops to determine the best methods for their control;
4. Advises and assists Korean experiment station technicians on plant virus disease control for white potatoes and other vegetable crops;
5. Advises in the Coordination of agricultural pest control research being carried out by the various branches of the Office of Rural Development, the experiment stations and the provincial institutes of agriculture.

e. Agricultural Extension Advisor

1. Serves as advisor to the Rural Improvement Bureau of the Office of Rural Development. Works closely with rural development officials at the National, Provincial, and Gun levels in the establishment and operation of efficient programs designed to improve the rural economy of Korea;

Suwon Advisory Group (Cont'd)

2. Using an overall knowledge of proved, modern agriculture extension methods and practices, assists national and administrative level officials of ORD in developing extension-type programs adapted to local conditions;
3. By means of teaching and demonstration, assists ORD and affiliated ROKG agencies in the training of provincial and gun rural development workers and in obtaining and disseminating information and data on research and experimental work of interest and benefit to Korea;
4. Aids in maintaining an effective liaison between ORD and Provincial, Gun and Myon offices of ORD.

f. Training Center Advisor (Community Development Advisor)

1. Serves as training advisor to the Director and staff members of the Training Center, Office of Rural Development, Suwon. Emphasis is given to the coordination of training activities, curriculum planning, improved teaching methods, selection, care and use of teaching equipment, and to evaluation of instruction methods;
2. Conducts classes, workshops, and seminars for Training Center instructors as a basis for insuring that proper teaching, demonstration and program planning methods are used in the training of rural leaders.

g. Home Economics Advisor

1. Advises and gives technical training to the Home Economics staff of the Rural Improvement Bureau, Office of Rural Development. This includes the organization and evolution of a practical program to meet the needs of rural home makers;
2. Coordinates the Home Economics program at ORD with that at other institutions to encourage the support of these organizations in the development of a unified womens' program for Korea.

SEOUL ADVISORY GROUP

This group serves as principal advisors to the USOM and ROKG in the field of Rural Development. They are responsible specifically for providing guidance and advice in the fields of Agricultural Economics, and Statistics, Forestry, Fisheries, Fertilizer, and Agricultural Cooperatives.

a. Agricultural Advisor

1. Acts as agricultural economics and agricultural statistics advisor to Chief, Rural Development Division;
2. Serves as economic advisor to the Planning Coordinator, Bureau Chiefs, and other concerned officials in the Ministry of Agriculture and Forestry, as such is responsible for advising the Ministry in the fields of (1) agricultural development policy, (2) agricultural planning, (3) implementation of agricultural development policy and development plans, (4) coordination of work of various agencies and bureaus within the Ministry of Agriculture and between the Ministry of Agriculture and other ROKG ministries, (5) conduct of economic studies needed for the formulation and implementation of agricultural development policy;
3. Performs related duties as assigned, including difficult assignments on important committees, conduct of agricultural economic surveys, and analysis and evaluation of agricultural economic data.

b. Fertilizer Advisor

1. Advises USOM Program Office on total fertilizer needs of Korea and scheduling of procurement and delivery to fill cropping pattern needs;
2. Advises USOM Controller on status of imports, deposits and payments made on fertilizer and continuously checks utilization of funds;
3. Advises ROK Ministry of Agriculture in determining what kinds and amounts of fertilizer should be brought into the Korea program;
4. Advises Co-ops on fertilizer distribution, handling, sales and establishing mixing plants, bagging, and warehousing;
5. Advises ROK Economic Planning Board in setting realistic conditions and terms in PAAs.

Seoul Advisory Group (Cont'd)

c. Forestry Advisor

1. Advises ROK Ministry of Agriculture on the proper development of long-range plans for forestry utilization including exploitation within limits of potential of current crops and the future management of forest reserves through replanting, reforestation, and conservation;
2. Advises on proper methods of planting and forest management in order to give the greatest possible yield with indigenous and imported trees under varying conditions of natural and improved soil habitation.

d. Agricultural Cooperatives Advisor

1. Provides guidance and advice to the President and other senior officials of the National Agricultural Cooperatives Federation in the field of cooperative development. Works closely with officials of the Ministry of Agriculture and Forestry, and assists in coordination of programs as between NACF and MAF;
2. Aids NACF and MAF in formulating and implementing action programs in procurement, processing and marketing of agricultural products. Advises NACF in administrative matters, including modern bookkeeping and accounting methods;
3. Provides guidance and assistance to NACF in co-op education programs.