

Q. As a Head of Post I already spend more time on administrative matters than I would like to. Will the new system create a greater demand on my time?

A. There are many aspects of post administration, such as personnel and security, which are unaffected. As far as financial management is concerned, most of the familiar routines will remain, Program Review, Annual Estimates, the monthly post account. The only completely new feature will be the Budget Report which you will examine at regular intervals to assess what has been done and what should be planned.

In all of this, you will spend no more time than at present but we hope you will spend it somewhat differently. The Estimates may deserve closer supervision because the post will have to live with them in the year ahead. The Budget Report will provide the occasion, quarterly or monthly, for an integrated examination of what is going on and what should be planned for the next period. When it is completed, since headquarters need not be consulted, your administrative officer should be able to proceed to execute the plan. Thus, two hours or so spent on the Budget Report should replace much of the day-to-day involvement and the frequent exchanges with headquarters which characterize your role in the present system.

Q. As an administrative officer at a post, I have a great many things to do besides financial management. Will the new forms, budget reports and procedures leave time for me to do these other necessary things?