October 26, 1953.

Memorandum

To: Commissioner, Bureau of Reclamation

From: Assistant Secretary Aandahl

Subject: Reorganization -- Bureau of Reclamation

On September 30, the Survey Team submitted a report for the reorganization of the Bureau of Reclamation. This report is hereby approved with the following modifications:

(1) Regions 6 and 7 will remain as presently constituted as far as geographic boundaries are concerned. It is believed that a change of these boundaries at this time would unnecessarily disrupt the extensive programs being carried on in these regions and consequently create a hardship to the Bureau and its personnel. Because of the close relationship of the Upper Arkansas Basin to Colorado, it is felt that any change would create too much confusion at this time.

(2) Part V "External Factors Influencing the Bureau of Reclamation Mission" represents an expression of opinion of the Survey Team and the Department has no comment on it at this time except to observe that it will be the policy of the Department to remove any cause for lack of confidence in its reports or actions which may have existed in the past.

(3) The matter of transfer of contract responsibility from the Chief Engineer to the Regional Directors shall be accomplished over a period of time, but as expeditiously as reasonably possible, with delegations to specific directors only when the Commissioner of Reclamation feels that the regional staffs are qualified to handle such delegation.

(4) As recommended in the report, the District Offices, as such, are to be abolished. It is recognized, however, that these District Offices are now located at focal points and that in general it probably will be necessary to establish Project or Consolidated Projects Offices in the same locations.
The Commissioner of Reclamation is directed to proceed with the reorganization within the limits outlined above, completing the various steps in accord with phase development. Phase one includes those items which can be done immediately and the Commissioner should accomplish this portion of the mission within 30 days. Phase two, which requires the cooperative action of the Commissioner, Regional Directors, and others, should be accomplished within not less than 90 days. The Commissioner shall present to the Assistant Secretary an estimate of the time required for the completion of the complete reorganization plan within 90 days from the date of this memorandum. This is necessary since the final completion is dependent upon the prior completion of phases one and two.

In the effectuating of this reorganization the Commissioner shall submit all major changes in the recommendations to the Assistant Secretary for prior approval before action. Minor modifications shall be accomplished by the Commissioner where in his opinion the change will have no effect upon the reorganization plan.

The Commissioner is directed to provide the necessary scheduling of reorganization so that present required routine activities will not be unnecessarily disrupted prior to the issuance of the necessary orders effecting reassignment of functions, duties and responsibilities.

Reports on the progress in accomplishing the reorganization shall be submitted to the Assistant Secretary at two-week intervals, beginning with the date of approval of this report. Carbon copies of these progress reports shall be submitted to Mr. Raymond Davis, Coordinator of Surveys, Room 5150.

The Commissioner shall make and distribute copies of the Survey Team's report, to which shall be attached a copy of this memorandum.

The Commissioner is directed to have prepared the necessary revisions of the Official Organization Handbook, including submission to the Administrative Assistant Secretary for approval and reproduction.

The matters of the initial press release relative to this reorganization and reports on progress shall be the joint responsibility of the Assistant Secretary, the Commissioner of Reclamation, and the Director of Information.

The Commissioner shall prepare a memorandum to the Secretariat outlining the external and inter-departmental problems where action by the Secretary is necessary to assist in effecting this reorganization.

It was with considerable pleasure that I noted the cooperation provided the Survey Team by the personnel of the Bureau of Reclamation and the comments of the Survey Team on the character of personnel
encountered. The Under Secretary and the Secretary hope that this reorganization can be accomplished in the same spirit and feel sure that the result will be a more efficient and effective Reclamation Service.

Fred T. Randall
Assistant Secretary

Approved:

Ralph H. Fisher
Acting Secretary