

REPORT BY THE U.S.

# General Accounting Office

## Information On ACDA's Personnel And Budget Levels And Related Matters



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B-205714

The Honorable Clement J. Zablocki  
Chairman  
The Honorable William S. Broomfield  
Ranking Minority Member  
Subcommittee on International  
Security and Scientific Affairs  
Foreign Affairs Committee  
House of Representatives

Subject: Information on ACDA's Personnel and Budget  
Levels and Related Matters (GAO/NSIAD-83-63)

This report responds to questions recently asked about the Arms Control and Disarmament Agency (ACDA). Most of the information used to respond to the questions was developed under the work being done for you.

Our work focused principally on departmental activity since the current Director's confirmation earlier this year. It highlights the results of past actions eliminating ACDA's Office of Operations Analysis and the recent executive branch decisions providing ACDA with increased budget and personnel levels.

Information was compiled through a review of ACDA documents and related, readily available sources. We also discussed each matter with ACDA officials.

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As arranged with your office, unless you publicly announce its contents earlier, we plan no further distribution of this report until 30 days from the date of the report. At that time we will send copies to interested parties and make copies available to others upon request.

A handwritten signature in cursive script that reads "Frank C. Conahan".

Frank C. Conahan  
Director

QUESTIONS CONCERNING  
ARMS CONTROL AND DISARMAMENT AGENCY (ACDA)

- Q. What is the Agency personnel level as of September 1, 1983, and anticipated for fiscal years 1984 and 1985? How do those levels compare with periods of intense arms control activity, like 1968-1969, 1972-1975, 1977-1979?
- A. As of September 1, 1983, ACDA had 146 full-time permanent employees and 35 employees in various other categories. The table below shows personnel information for the years requested.

<u>Fiscal year</u>	<u>Permanent</u>		<u>Other</u>	
	<u>Authorized</u>	<u>On board at year end</u>	<u>Authorized full time equivalent</u>	<u>Reimbursable<sup>1</sup></u>
1968	184	170	7	79
1969	189	156	7	79
1972	180	168	5	69
1973	174	141	5	70
1974	156	156	5	35
1975	162	161	7	42
1977	179	169	13	50
1978	185	185	27	51
1979	199	199	27	52
1983	159	-	24	32
1984 (anticipated)	169	-	24	37
1985 (anticipated)	174	-	24	37

<sup>1</sup>Includes military and foreign service officers on detail to ACDA. The number shown is derived from the budgetary allocation.

- Q. What is the status of the Presidential appointments positions of the Agency as of September 1, to include those filled and in the process of being filled?
- A. Agency officials told us that ACDA has seven statutory positions subject to Presidential appointment and Senate confirmation. Five are filled--Director, Deputy Director, Assistant Director for Verification and Intelligence, Assistant Director for Multilateral Affairs, and Special Representative for Arms Control and Disarmament Negotiations. Two other Assistant Director positions are authorized by legislation. ACDA's current organization provides for the following positions:
- (1) Assistant Director for Nuclear and Weapons Control, and
  - (2) Assistant Director for Strategic Programs.

As of September 1, 1983, both are unfilled and no candidates have been formally nominated. ACDA officials told us that background investigations on two potential candidates are nearly completed and formal nominations are expected shortly.

Q. Have any career ACDA officials been discharged during the tenure of the current Director?

A. Personnel in the following positions have left the Agency since the current Director was confirmed. The following table lists, by position, all personnel separations from April to September 1, 1983. The General Counsel--the highest ranking person to leave--decided to retire, and the Physical Scientist accepted a position elsewhere. All reimbursable detailees left as part of a normal rotation cycle.

<u>Position</u>	<u>Separation date</u>
ACDA EMPLOYEES:	
Secretary	8/13/83
*Clerk-Typist	8/25/83
Staff Assistant	6/24/83
Physical Scientist	6/24/83
*Clerk-Typist	8/05/83
Student Assistant	5/23/83
General Counsel	8/31/83
*Clerk	8/17/83
*Summer Students	
REIMBURSABLE--MILITARY OFFICERS:	
Major/USA	7/18/83
Colonel/USAF	8/12/83
Commander/USN	6/30/83
REIMBURSABLE--FOREIGN SERVICE OFFICERS:	
Foreign Affairs Officer	4/29/83
Foreign Affairs Officer	4/29/83
Foreign Affairs Officer	6/28/83
Foreign Affairs Officer	6/28/83
Foreign Affairs Officer	9/01/83

- Q. Are the new library facilities more or less accessible to ACDA personnel than the previous space in Rosslyn? What cost savings resulted from moving the library facilities and eliminating the Office of Operations Analysis?
- A. At the end of fiscal year 1982, ACDA loaned most of its library to George Washington University (GWU) and moved its reference and periodical collections to two separate locations in its offices at the State Department. At the same time, ACDA relocated the librarian to the State Department building, and reassigned her assistant to duties as a secretary in the Public Affairs Unit. The librarian maintains the collections in the State Department building and the card catalog for the collection at GWU. The librarian also does much of the reshelving at GWU and serves as liaison between the ACDA and GWU staff.

While ACDA staffers have essentially the same access to library materials as they did before the move, ACDA officials stated that some library services are no longer provided since the librarian has no assistant. For example, the librarian used to prepare a weekly bibliography of arms control publications. This is no longer done on a regular basis. One ACDA official told us that he found the weekly bibliography useful, but no longer relies on it since it is done so infrequently. Also, staff can no longer order photocopies of library materials from the librarian.

According to ACDA officials, the Agency saved \$69,655 in fiscal year 1983 by moving its library facilities, excluding the one-time cost of moving the collection. Of this amount \$22,407 represents the cost of office space the library formerly occupied. The remainder represents the personnel costs for library staff who were relocated or reassigned within the Agency, and remained on ACDA's payroll. ACDA could only justify counting these costs as savings on the basis that transferring the library staff enabled the Agency to forego outside hires. We question these claimed savings, since there were no outstanding vacancy announcements at the time of the transfers.

When OA was abolished, ACDA took a series of actions related to OA and other computer activities that may have saved about \$683,000 in fiscal year 1983. These actions principally involved abolishing four military detailee positions, cancelling the contract for the Digital Equipment Corporation DEC-20 computer, turning the office space formerly occupied by OA over to the Department of State, and making other reductions in computer support.

Q. Have there been any increases in the Agency's budget or personnel ceilings, or any other measures to strengthen the Agency, during the tenure of the current Director?

A. Since the current Director's confirmation, ACDA's budget and personnel resources have been increased for fiscal year 1983 and are projected to increase in future years. In addition, legislation is being requested to increase the rank of seven key ACDA officials. ACDA's fiscal year 1983 budget request of \$15,443,000 (including a \$301,000 pay supplement) was increased by \$563,000, or 3.6 percent, to \$16,006,000. ACDA's fiscal year 1984 budget request of \$21,385,000 has been increased, by \$2,095,000 or 9.8 percent, to \$23,480,000.<sup>2</sup> The administration has also approved an increase of 25 positions (including 5 detailees from other agencies) to ACDA by fiscal year 1985.

Increased positions

1983	5
1984	15
1985	5

The additional money and people are to be used primarily to (1) strengthen ACDA's support of negotiations, (2) support its verification activities, and (3) provide it with additional ADP capability.

Finally, the administration is requesting legislation to increase the rank of seven ACDA executives in order to put them on the same level as their counterparts in other agencies. The legislation would increase the rank of ACDA's Deputy Director, Strategic Arms Reduction Talks Negotiator, and Intermediate Nuclear Forces Negotiator to Executive Level III; and increase the rank of ACDA's four Assistant Directors to Executive Level IV.

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<sup>2</sup>Both ACDA's original budget request and its revised request include \$4,980,000 for the proposed transfer of the "Reduced Enrichment for Research and Test Reactors" program from the Department of Energy. The Congress rejected a previous attempt to transfer this program to ACDA.



- Q. Has ACDA retained computer capabilities after the elimination of the Office of Operations Analysis, and were the analytical personnel discharged or integrated into the Agency? Are there any plans for enhancing ACDA's computer capabilities?
- A. Before ACDA abolished OA, it had a small WANG computer; a larger Digital Equipment Corporation DEC-20 computer on a lease-purchase arrangement; and access to a Control Data Corporation CYBER computer and a Department of State IBM computer. When OA was abolished, ACDA gave up its leased DEC computer and its ready access to the Control Data CYBER. ACDA retained the small WANG and access to the Department of State IBM computer. ACDA also signed a reimbursable agreement with the U.S. Railway Association for the use of DEC computer similar to the one ACDA had given up.

When ACDA abolished OA, it gave OA's former analysts new titles and transferred them to positions in the line bureaus. None of ACDA's OA personnel left the Agency at that time; but four military reimbursable detailee positions were eliminated.

ACDA plans to strengthen its computer capabilities by purchasing a mini-computer which will be able to operate all the programs now run on the U.S. Railway Association computer, and possibly some of the programs which were shelved when ACDA eliminated OA. In addition, ACDA's Computer Services Group wants to increase its staff from 3 to 5, but no decision has been made on this request.

- Q. Does the Director have contact with the President, the Secretary of State, and the Assistant to the President for National Security Affairs?
- A. Officials in the Director's office believe the current ACDA Director has greater access to the President and his major advisors than the more recent former ACDA Directors. We were told that Director Adelman participates in all National Security Council meetings with the President when arms control issues are on the agenda. From confirmation to September 10, this has included six meetings covering major arms control issues. He has also met privately with the President along with Ambassador Rowny prior to the START round and has had private conversations with the President on other occasions. The Director has met privately with Vice President Bush when the Vice President was preparing for his trip to Europe in June and on other occasions.

In addition to the daily staff meetings with the Secretary of State, Director Adelman has met with Secretary Shultz six times privately since late May. These meetings now occur most weeks that the Secretary is in Washington. This is an average of one meeting at least every other week. The Director also participates with the Secretary in other meetings and briefings when arms control issues are involved. The Director has met privately more than a dozen times with the Deputy Secretary of State.

Director Adelman participates in the newly established Senior Arms Control Review Group chaired by the Assistant to the President for National Security Affairs. In addition, he has met privately with Mr. Clark almost every week that he has been in Washington.

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