

ILLUSTRATIVE BRANCH STRUCTURE

a. Bureau of Elementary and Secondary Education

Division of State and Local Plans -- A branch for local plans and one for state plans.

Division of Program Operations -- A branch for local operations and one for state operations.

Division of Educational Personnel Training -- A branch for language institutes, one for humanities and social studies institutes and one for special services institutes. (The last branch would include NDEA-VB, library training and handicapped training.)

b. Bureau of Adult and Vocational Education

Division of Vocational and Technical Education -- We have not been able to study this problem in the depth that we would have liked. However, we were troubled by the proposed adjustments in organization which were agreed to between OE staff and AVA on the fourteenth of April.

The assignment of vocational education research to another bureau offers an opportunity to reconsider the internal structure of the division. In doing so, we would suggest that the development of units based on the several occupational specialties in two separate parts of the division be avoided. We would think that structuring one unit along such lines should be adequate and would prefer that it not be the one which would supervise program operations, including those in the field. We believe there may be a need to generalize somewhat the capacities of field staff in this program and this might be inhibited by the structure tentatively agreed to in April.

c. Bureau of Higher Education

Division of Student Financial Aid -- Branches for Student Loans, Work Study and /Scholarships and/ Fellowships.

d. Bureau of Research

Three divisions corresponding to program bureaus -- Branches for Research and Curriculum Development, and for Demonstration.

Division of Laboratories and Research Development -- As noted in the covering memorandum, we would not recommend a separate branch for the laboratories but one might be appropriate for the general research projects to be supported by this division. The project load of this division could be held down by such devices as assigning the maximum number of research projects to one of the other three divisions discussed above, (This could be done even when the project would spill over into another area somewhat.) so that the Division Director

could devote appropriate attention to the laboratories.

e. Office of Program Planning and Evaluation

We have not been able to reach a firm conclusion as to the need for separate divisions for planning and evaluation. We are convinced that these two functions belong in the same office, but the same reasons suggest a question as to the desirability of separating them at the division level. We have prepared draft position descriptions for a division chief in each area. However, you should consider whether the best way to organize and utilize the staff would be to have some or all of them work on both planning and evaluation under appropriate direction from the two division chiefs.