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17 October 1951

PROFESSIONAL ADMINISTRATIVE OFFICER PROGRAM

I. PROBLEM

A. To develop a plan and program for providing additional adequately trained professional level administrative officer personnel to meet increasing operational requirements of the Agency.

B. Resolution of this problem requires the following listed action:

1. Establishing the requirements numerically and by operational skills for the additional personnel needed.
2. Determining the appropriate grade levels for the required new job positions.
3. Determining which T/O's should be expanded to accomodate the additional job positions and obtaining approval for T/O expansion.
4. Initiating recruitment action to procure the additional personnel required.
5. Developing and obtaining approval for a training program designed to provide training for newly recruited personnel for this project and to provide specialized training for administrative officers presently on duty in order to increase their capacity to perform under the accelerated operational program.

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