

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 13 November 1951

FROM : Chief, Administrative Staff, ORR

SUBJECT: Professional Administrative Officer Program

1. The Office of Research and Reports need for administrative training, as proposed in the attached memorandum, is limited by the following factors:

- a. ORR maintains an Administrative Staff composed of personnel selected for their academic and experience qualifications in the housekeeping and substantive aspects of administration.
- b. Each operating research division within ORR is provided with a T/O position for an administrative assistant, who is charged with the handling of administrative details under the technical directions of the Administrative Staff.
- c. Administration of research is effectively maintained by key persons at branch and division levels, selected for their ability and experience to this end.
- d. To date no survey has been made to determine the amount of supervisory training necessary or useful to ORR operations. While it is realized that administration taken in its broadest sense must begin with the first line supervisor, it is felt that informal on-the-job experience is satisfactorily meeting the needs in this area. The technical type of supervisory training which might accompany such programs as performance evaluations can be met in a more formal manner when the needs arise.

2. In more specific reply to the listed actions, this office finds insufficient need existing to warrant further comment on numerical requirements or T/O expansion for the purposes suggested.

FOR THE CHIEF, ADMINISTRATIVE STAFF, ORR

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