



4. The development and administration of a formal training program should await a determination of future requirements, and an appraisal of the need to improve the proficiency of currently assigned administrative officers. If a special training effort is initiated, the Personnel Office will cooperate with the Office of Training in any way that may be desired, including the detailing of members of the staff to lecture upon subject matter related to their responsibilities, and the preparation of pertinent instructional or informational materials. In addition, it is believed that temporary rotating assignments throughout the Personnel Office, as well as throughout other staff and service offices, would comprise an effective element of the over-all program.

5. The second part of the survey conducted by the Office of Training requests information regarding training activities conducted outside that organization. The outline accompanying this memorandum summarizes such training programs handled by the Personnel Office.



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Attachment