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COMMENTS FROM OFFICES UNDER THE DD/A RE:

PROPOSED PROFESSIONAL ADMINISTRATIVE OFFICERS PROGRAM

ADMINISTRATIVE SERVICES

1. Administrative personnel required by Administrative Services can be trained on-the-job. This training, along with the general orientation programs, adequately services the training needs of Administrative Services.
2. Could provide on-the-job training for machine records, reproduction and printing, for personnel of other operating and administrative activities. Instructor personnel could be provided on real estate acquisition or records management, depending on time element, etc.

INSPECTION AND SECURITY

1. Present administrative support is adequate.
2. Not in a position to offer any instructors or background material.
3. Would like to take advantage of whatever specialized training conceived for Administrative Officers now on duty.

PERSONNEL

1. Present administrative support is adequate.
2. Does not agree with practice of bringing Administrative officer personnel from outside—few categories which lend themselves so well to process of in-service promotion as in this class.
3. Agree with plan to establish an estimate of requirements.
4. No general need to expand T/O's, as future administrative officers should be named through intra-agency assignments. Personnel Office will cooperate with Training, including the detailing of members of staff to lectures, and will furnish pertinent background material.

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 17 NO CHANGE
 IN CLASS _____ CS S C PER. JUST. 22
 NEXT REV. DATE 89 REV. NO. 13929 TYPE DOC. 30
 NO. PGS. 3 _____ CLASS C

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MANAGEMENT

1. Present administrative support is adequate.
2. Management's day-to-day contacts with all components of the Agency have resulted in these observations regarding Administrative Officers:
 - a. Unquestionably there is a lack of depth both Agency-wide and office-wide, of properly trained and qualified administrative personnel.
 - b. In the past, they have found several cases where key Agency officials apparently were reluctant to delegate actual administrative authorities and functions to their administrative staffs.
 - c. A critical deficiency in the overall program might be defined as the lack of understanding on the part of most administrative personnel in how to utilize the services of administrative programs of the Agency. (Office administration vs. central administration.) Most office administrative staffs would be considerably more successful in the accomplishment of their own mission if they had a better understanding of the missions and functions problems and limitations of the administrative offices of CIA.

COMPTROLLER

1. Present administrative support is adequate.
2. Is in a position to provide information and background material on the financial phases of administration, but not in position to furnish instructors except on a temporary, part-time basis.

PROCUREMENT

1. Strongly in favor of an "administrative officer training" program. Cannot supply instructors or prepare instructional material at this time, however, recommends the following as a present substitute and long-range plan:
 - a. Immediate and presently operating on-the-job training plan.
 - b. When possible, the preparation of an instructional manual concerning supply procedures and operations.
 - c. When possible, the part-time regular services of qualified Procurement Office employees to render pertinent supply lectures.

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2. Recommends that some type of rate of progress scoring be devised, with the establishment of requirements and grading in proficiency and certification to indicate an individual's acceptable completion of the course.

GENERAL COUNSEL, AUDIT, MEDICAL

The General Counsel, Audit, and Medical Offices advised that their present administrative support was adequate. They had no other comments or recommendations to make regarding this program.

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