

~~CONFIDENTIAL~~

51-7

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a

TO : Director of Training
 Attn: [Redacted]

FROM : Deputy Assistant Director for Operations

SUBJECT: Professional Administrative Officer Program

REF. : Your statement of the Problem, same subject, dated 17 October 1951.

DATE: 1 1 1951

1. Following the Training Meeting 17 October 1951 the TIO, OO, made notes on the highlights of the meeting and sent them in the form of a Memorandum for the Record dated 19 October 1951 to Chiefs of the Divisions of this Office. Its Tab. A was your referenced statement of the Problem. Comments on the subject program were requested; copies of the answers from Division Chiefs are enclosures 1, 2, and 3 hereto.

2. Administrative slots in the present T/O's of the Divisions of this Office are all filled at present and increases are not contemplated. Thus, the present direct interest of this Office is in elementary grounding in such subjects as Personnel, Travel, Finance and Budget, such grounding to be made available for refresher purposes to present personnel, both departmental and field.

3. More generally, it is believed that an elementary course, well organized and well presented, would be worthwhile and well received for Agency needs as a whole, especially for such Offices as have unfilled slots in their administrative T/O's. It is suggested that such a course should include treatment of Personnel, Travel, Fiscal and Budget, Procurement, Property and Supply, and other administrative services.

[Redacted Signature]

FOIAb3b

L. K. WHITE

Enclosures (3)

NO

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 18 NO CHANGE
 IN CLASS. RECLASSIFIED CLASS CHANGED TO: TS S C RET. JUST. 22
 NEXT REV DATE 28 REV DATE 24 REVIEWERS 2 9 3 TYPE DOC. 02
 NO. PGS. 5 CREATION DATE _____ COMPTON 10 OPIL ORG CLASS R
 REV CLASS 14 REV COORD. _____ AUTH. 70-3
 DOC. NO. _____ 018
 NO CHANGE IN CLASS. IS _____
 CLASSIFIED _____
 CHANGED TO: TS S C _____ 0199
 DATE _____
 DATE _____
 28 MAY 1980 REVIEWER: 006810

~~RESTRICTED CONFIDENTIAL~~

51-7