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~~SECURITY INFORMATION~~

MEMORANDUM

RE. : Professional Administrative Officer Program

Reference: Office of Training Memorandum dated 17 October 1951

A training program for administrative officers should include discussion on the following subjects to explain (1) Agency policies and procedures, and (2) Implementing policies and procedures normally followed at the Office and Division level:

Personnel: Recruiting, interviewing, testing, placement, position control, transfer (intra- and inter- office and Agency), job classification, employee relations, military (active and reserve).

Budget and Finance: Preparation of annual budget estimates; use of vouchered and unvouchered funds; control of allotment accounts; time, leave and pay; functions of the Projects Review Committee.

Security: Clearances for new employees; procedures to follow when requesting special clearances for employees on duty (foreign travel, enrollment in schools, marriage to aliens, etc.); implementation of CIA regulations pertaining to physical security.

Management: Work measurement, procedural studies and surveys, statistical reporting, T/O revisions, forms control, utilization of personnel and equipment, intra- and inter- office staff coordination.

Training: Functions and activities of the Office of Training, training requirements at the Office level.

Procurement of Supplies and Equipment: Purchase and stock items, Agency obligations under GAO, GPO, and other government regulations.

General Services: Moves, telephone changes, repairs and alterations, PBA requirements and regulations, space planning.

Miscellaneous Subjects: Domestic and foreign travel, local transportation (shuttle service, motor pool, taxicabs, and other).

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