

~~CONFIDENTIAL~~

SENIOR CAREER MANAGEMENT OFFICER

1. The Deputy Director (Support) will establish in his immediate office the position of Senior Career Management Officer.

2. A description of the responsibilities to be assigned to the incumbent of this position is as follows:

a. As Senior Career Management Officer for the Deputy Director (Support) organization and the several administrative Career Services:

(1) Recommends to the Deputy Director (Support) policies, procedures and improvements in career development programs for both general and specialized administrative personnel in the DD/S and DD/P organizations, particularly with respect to planning the long-range career development of individuals.

(2) Provides staff guidance on career service matters to the heads of the specialized administrative Career Services (e.g., Budget and Finance) through their Career Boards and through the Career Management Officers, Personnel Officers or Administrative Officers who directly support these Boards.

(3) Serves as a member of the joint Administrative Career Services Panel established by the Deputy Director (Support).

b. As Career Management Officer for the Administration Career Service:

(1) Advises and assists the Deputy Director (Support) and the Administration Career Board in discharging the responsibilities stated in paragraph 4.e. of Regulation No. [REDACTED]

(2) Provides direct staff guidance on career service matters to the Administration Support Career Board.

(3) Prepares and recommends long-range career development plans for individual employees with the general administrative service designation "SD-SA", and provides staff guidance to the specialized administrative Career Services in the performance of this function.

25X1A

~~SECRET~~

~~CONFIDENTIAL~~

~~SECRET~~
~~CONFIDENTIAL~~

(4) Assists the Executive Secretary, Administration Career Board (Special Assistant to the Deputy Director (Support)), and performs the Executive Secretary's duties in his absence.

c. Performs related duties as directed by the Deputy Director (Support) and as requested by the Administration Career Board.

3. With respect to the duties of the Career Management Officer, initial emphasis will be placed upon the activities cited in paragraph 2.b.(3) above. Experience with these activities will permit the development of policies, procedures and practices which may then be followed by the specialized administrative Career Services.

~~SECRET~~

~~CONFIDENTIAL~~