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ADMINISTRATIVE ELEMENTS CHECK LIST

(For each work element in which the employee has had experience, there will be attached a brief description of the circumstances--time, place, scope of the work, role of subject, etc.)



WORK ELEMENT	EXPERIENCE		INTEREST		
	Yes	No	Little	Moderate	Great

25X1A

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| 1. Preparation of statistical charts and reports.                               |  |  |  |  |  |
| 2. Preparation of requests for supplies and equipment.                          |  |  |  |  |  |
| 3. Preparation of annual budget estimates.                                      |  |  |  |  |  |
| 4. Reviewing and certifying to expenditures of project funds.                   |  |  |  |  |  |
| [REDACTED]  |  |  |  |  |  |
| 6. Preparation of Tables of Organization.                                       |  |  |  |  |  |
| 7. Enforcement of security procedures.  |  |  |  |  |  |
| 8. Accomplishing organization and management studies, procedural analyses, etc. |  |  |  |  |  |
| 9. Supervising secretariat and registry service for communications.             |  |  |  |  |  |
| 10. Arranging transportation and travel.  |  |  |  |  |  |
| 11. Large-scale space allocation and travel.                                    |  |  |  |  |  |
| 12. Preparation of personnel requisitions and personnel actions.                |  |  |  |  |  |
| 13. Directing printing and reproduction activity.                               |  |  |  |  |  |
| 14. Preparation of administrative plans for projects.                           |  |  |  |  |  |
| 15. Conducting records management studies.                                      |  |  |  |  |  |
| 16. Etc., Etc.  |  |  |  |  |  |

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