SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION HANDBOOK ADM
LEVEL 1, RESTRICTED

Administrative Department Handbook

The Administrative Department runs the Foundation's administration from Site-01: its personnel records, appointments, forms and notices. Its **Civil Administration** governs the protected zones for the Foundation: it keeps the Registry, issues Civil Orders and runs the zones' public services.

DOCUMENT	**FOUNDATION HANDBOOK ADM**	CLASSIFICATION	**LEVEL 1, RESTRICTED**
APPLIES TO	**ALL MEMBERS OF THE ADMINISTRATIVE DEPARTMENT**	KIND	**IN CHARACTER**
REVISION	**2**	ISSUED	████-██-██

1. Ranks

RANK	CLASS	CLEARANCE
Clerk	C	Level 1
Administrative Officer	C	Level 2
Senior Administrative Officer	C	Level 3
Civil Administrator	B	Level 4
Director of Administration	B	Level 4

The Clearance column is the Site Clearance a rank usually holds at the member's posting. It is granted by that site's Director and does not carry to other sites or to Site-01 (Directive 001).

2. Structure

1. The **Director of Administration** heads the department and answers to the O5 Council.
2. **Foundation Administration** is the department's own office at Site-01. It keeps personnel records, prepares appointments and transfers for signature, keeps the Foundation's forms, posts federal notices, and supports the Application Centre.
3. **Civil Administration** governs the protected zones. It is headed by the **Civil Administrator**, who answers to the Director of Administration.
4. Clerks and officers are assigned to one of the two by the Director of Administration.

3. Duties of Foundation Administration

1. Keep the record of every member of personnel: postings, ranks, Site Clearance and transfers.
2. Prepare appointments, transfers and removals for the authority that signs them.
3. Keep Foundation forms current and file every completed form.
4. Post federal notices to #announcements and copy them to the site feeds (Directive 006).
5. Support the Head Recruiter and the Application Centre with records and scheduling.

4. Duties of Civil Administration

1. Register the Unregistered who ask, and keep the Registry accurate (Foundation Directive 005).
2. Draft Civil Orders for the Civil Administrator's signature and publish them in #civil-notices.
3. Run rations, shelter, work assignments and public notices in each zone.
4. Hear Citizens before any penalty under civil law.

5. Registration

1. A Clerk of Civil Administration completes Form CV-01 with the person.
2. The clerk issues a Citizen number and Card CV-02, and gives the Citizen role.
3. A person with an anomalous exposure is registered after Medical clears them.

6. Civil Orders

1. A Civil Order is numbered CIV-ORD-000, signed by the Civil Administrator, and published before it binds anyone.
2. A Civil Order never overrides a containment order.

7. What the department writes

Civil Orders, Registry entries, personnel records, incident reports in the zones, department procedures and posts. Reviews and approvals follow Foundation Directive 003.

8. Joining

Apply on Form A-01. A Senior Administrative Officer reviews the application and runs an induction at Site-01 or a Registry Office. You start as a Clerk.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted], as the [redacted] of [redacted] [redacted] [redacted] ([redacted]).
1	[redacted]	[redacted] [redacted] is [redacted] [redacted] at the [redacted] ([redacted]).
2	[redacted]	[redacted] the [redacted] [redacted] [redacted] ([redacted]): the [redacted] [redacted] the [redacted] [redacted], and [redacted] [redacted] is its [redacted] under the [redacted] [redacted].

Foundation Handbook ADM. Administrative Department Handbook, revision 2. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.