

CHAPTER I

INTRODUCTION

1.1 Background of the Study

The activity of writing is about the events in field of government and commerce, or activities within the community, has grown and developed in the center of the kingdom and the cultural center as an early form of administrative management and has lasted thousands of years BC. Countries or companies in view of the corner of an organization administration expected to provide welfare for its citizens, and is able to meet the needs or interests of the objectives of its citizens. Within this context, country or company needs a place or a center for activities and relationships among all the leadership to its members, as well as other parties that there is importance to the activities of the state or the company. Generally the place was called "office". Offices where running Administration of the Republic of Indonesia among the people in the know called government offices, but the offices of state were rarely called that. Administration of the Republic consists of the administration that is both of functional or departmental, and administration that are local, regional and territorial. The administration of State that is both functional has run through agencies and non-departmental departments, both in the center and in the regions. The office where running the company by the general public known as corporate offices, such as Office Indah Karya (Persero). While commerce activities run through the administration both within and outside the company called Business Administration. Administration office is an administrative activities performed in the organization's office by using tools or facilities that exist in the office concerned. Administration office is a sub-system within the organization office that serves as

the main support achieving the objectives of the organization as a whole in the form of service inside and outside the organization. In this case the Management Office can we know the functions of the office in the governmental bureaucracy, in the firm, understanding office, aspects of office management, office management tasks as well as a control. In this case the head office must be the person who has the management expertise supported by Human Resource background is both in terms of education, personality, experience, integrity or talent someone as a manager or as the official office in a lead.

Administrative offices have strong relationships with mutual ministry. Order and smoothness in office administration activities affect the order and smooth service with the effect of satisfaction for the service. In the implementation of the activities of the office need to be the role of office work in order to expedite the development of Office Work Organization as a whole because of its function as a memory center. Center activities and the development office work increasingly extensive and complicated, and can determine the most appropriate principles in order to achieve effectiveness and efficiency of office work to cover the planning up to mastery in accomplishing office activities that require the operative part of the activities office to become more efficient. Administration office is an administrative activities performed in the organization's office by using tools or facilities that exist in the office concerned. Administration office is a sub-system within the organization office that serves as the main support achieving the objectives of the organization as a whole in the form of service inside and outside the organization. The administration Office is different from the governance of business offices. The distinguishing factor is the type of activity and the broad scope of the work unit as a place of activity. Thus the writer conducted research in the division deputy regional and international cooperation in this BNN. So the

writer see how the services for the implementation of the operative or the principal task of the organization in general, and management services in particular, collection, provision and presentation of particulars (data and information) for management in order to take a decision, in Office Administration of Division Deputy Law and Cooperation regional and international BNN.

1.2 Background of Selection Place Internship

The writer chose the National Narcotics Agency as a Field Work Practice for BNN is a non-ministerial government institution domiciled under and responsible to the President through the coordination of the State police chief Indonesia and is part of the administration of non-ministerial office. As well as the author chose BNN as a street vendor because of its strategic location and easy to reach, BNN is located at Jl. M.T Haryono No. 11 Cawang, East Jakarta.

1.3 Aim of the Study

The aim writer of drawing reports Field Work Practice is:

1. In fulfillment of graduation requirements of English Study Program three D-3, Faculty of Letters, Christian University of Indonesia.
2. Knowing everything related to the administration of the office.
3. Inform the scope of the overall employment office
4. Provide records and reports about the activities of the office
5. Delivering a variety of ways which include organizing office

6. Finding and exploit the availability of any information concerning the purpose of employment or office activities.
7. Help facilitate the objectives, activities of the office
8. Investigate sources closely associated with office activities
9. As a source of knowledge about the administrative offices in the working world, especially in Sub-Regional and International Cooperation BNN.

1.4 The Time and Place of Internship

Field practical work carried out at the National Narcotics Agency office, located on Deputy Law and Cooperation, Sub-Directorate of International Cooperation and Regional is located in Building BNN Jl. M.T Haryono 11 Cawang, East Jakarta. Praticce Work Courses conducted for approximately 110 hours of which took place on January 26, 2015- February 11, 2015.

1.5 Techniques of Data Collection

CHAPTER I: INTRODUCTION

In this chapter the writer will describe of the background of title selection, scope and background, along with the time and apprenticeship places of interest.

CHAPTER II: RESULTS OF FIELD WORK PRACTICE

In this chapter the writer will describe the results of the internship activities that have been implemented previously.

CHAPTER III: AN OVERVIEW OF THE NATIONAL NARCOTICS AGENCY (BNN) AND DEPUTY LAW AND COOPERATION.

In this chapter, the writer will discuss about the profile and history about the implementation of PKL.

CHAPTER IV: CONCLUSION AND SUGESSTION

In this chapter the writer will give conclusions and suggestions concerned with research on the topic over the final task or project paper has been prepared.