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Notes on Points to be Covered by the Director of Training
in General Cabell's Briefing

I. The Director of Training has five main responsibilities:

1. To act as principal Staff Officer for the DCI and DDCI on Agency training;
2. To formulate both long-range and short-range training programs to meet Agency needs;
3. To advise the offices of CIA on their training requirements;
4. To establish training standards for all Agency offices;
5. To work with other Departments and Agencies and with outside organizations in utilizing their facilities and in complying with their requests for training assistance.

(SUPPORT EACH WITH EXAMPLE)

II. The authority of the Director of Training comes from:

1. Basic law (Public Law 110) and
2. Agency Regulation [REDACTED]

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III. The Place of Training in CIA (This subject must be presented with conviction)

General Smith and others have felt that training is essential if strength is to develop and continue in this Agency. Because the CIA is young and because intelligence has short experience in the United States, we are compelled to take good minds and mold them to our needs and take novice minds and train them for a career in intelligence. Thus, training is the essential underpinning for developing cover service in intelligence.

The pressure of operations blinds many to the aid they can and should get from training. Thus, in response to specific requests and on our own initiative, we formulate and conduct all our training programs.

(Examples: 1. Advanced clandestine training courses; 2. Junior Officers Training; 3. Training for all entering CIA.)

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IV. The Format of the Present Organization

The training organization, developed to meet functional needs, is broken down into two segments--Overt and Clandestine. What we now have is not perfect--it is good. We have a healthy flexibility to meet the impact of changing problems. (Invite the assistance of Gen. Cabell) Emphasize that size of the training organization is not considered a barometer of success. The best results we can achieve with the least cost, the more satisfied you are.

V. Dealing with Agency Offices

The Director of Training, the Deputy Directors and the Division Chiefs deal with key officials in operating and substantive offices of the Agency. To facilitate administrative matters in working with the offices, we are assisted by Training Liaison Officers. The TLO, in each instance, is part of the operating or substantive staff.

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Introduce Mr. [redacted] the Deputy Director, Training (General), who will describe briefly the tasks of each office under his specific jurisdiction.

Matt: my suggestion is to aim at discussion. This can best be done by limiting formal presentations to the Div. chiefs, present at the briefing are available for the discussion.

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