



**NOMINATION FOR INTERAGENCY TRAINING**

<b>COURSE</b>	1. Course title <b>Approved For Release 2001/08/28 : CIA-RDP78-04202A000100130028-0</b> <b>Seminar for Advancing Managers</b>	2. Cost <b>\$ 750</b>
	4. Dates of course <b>27 July - 8 August 1975</b>	3. Agency offering course <b>Civil Service Commission</b> 5. Location of course (city, State) <b>Wilmington, Delaware</b>

<b>NOMINEE</b>	6. Name (First)(Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title <b>Auditor</b>
	8. Home address 	9. Pay plan and grade <b>GS-15</b>
	10. Office telephone (including Area Code) <b>202 - 351-1100</b>	11. Enter here special information required by the course announcement  <b>Moved to present managerial position: 1 January 1975</b>

<b>AGENCY</b>	12. Billing address (including ZIP Code) <b>Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505</b>	13. Approving official (signature and title) <b>Registrar, Office of Training</b>
		14. Date <b>30 June 1975</b> 15. Telephone (including Area Code) <b>202 - 351-2193</b>

Registrar, Office of Training  
 Central Intelligence Agency  
 Washington, D.C. 20505

16. Return address of nominating agency (including ZIP Code)  
←

<b>FOR USE BY AGENCY OFFERING TRAINING - DO NOT FILL IN THIS PART</b>	
<b>ACTION</b>	17. Nominee is: <input type="checkbox"/> Selected as nominated <input type="checkbox"/> Selected for alternative dates (See Remarks) <input type="checkbox"/> Not selected (See Remarks)
	18. Remarks
	19. First session of class meets

**INSTRUCTIONS TO NOMINATING AGENCY**

1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

**Approved For Release 2001/08/28 : CIA-RDP78-04202A000100130028-0**

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CoFC Bldg

EXTENSION

2193

NO.

DATE

16 June 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman  
Training Selection Board

6/11/75 30/6

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Attached for your consideration are two nominations for the "Seminar for Advancing Managers", 27 July - 8 August 1975 at the new Executive Seminar Center located (temporarily) at the University of Delaware at Wilmington:

, GS-15, AS S-14, OL

While the Agency has not yet received its allocation of spaces for FY 76 we have been assured that we can count on one space (as requested) for this seminar.


Please return these papers to me indicating your ranking of the candidates.



1.  
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11. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

12. 25X1A

13.  - 1 - 2 - 2 - 1 - 1 - 7  
- 2 - 1 - 1 - 2 - 2 - 8

25X1A

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

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Training Selection Board 1036 CofC Bldg**

EXTENSION

2193

NO.

DATE

16 June 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mr. Fred W. M. Janney 17 JUN 1975  
5 E 56 HQS

*JHbc*

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11. **Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce**

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Executive Secretary Training Selection Board 1036 CofC Bldg	2193	DATE 16 June 1975	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Dr. Karl H. Weber 6 F 20 HQS	6/16	KHW	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)  Attached for your consideration are two nominations for the "Seminar for Advancing Managers", 27 July - 8 August 1975 at the new Executive Seminar Center located (temporarily) at the University of Delaware at Wilmington:  <div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> GS-15, AS <div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> -14, OL  While the Agency has not yet received its allocation of spaces for FY 76 we have been assured that we can count on one space (as requested) for this seminar.  Please return these papers to me indicating your ranking of the candidates.  <div style="background-color: black; width: 300px; height: 150px; display: inline-block;"></div>  1. 2.  <div style="background-color: black; width: 300px; height: 150px; display: inline-block;"></div>  25X1A
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11. Executive Secretary Training Selection Board 1036 Chamber of Commerce			
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			DATE	
			16 June 1975	
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25X1A	RECEIVED	FORWARDED		
1. [Redacted]	16 JUN 1975		<i>ju</i>	
3 C 43 HQS				
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11. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
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Training Selection Board 1036 CofC Bldg

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OFFICER'S INITIALS

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Z F Z6 HQS

*16 June 75 OK*

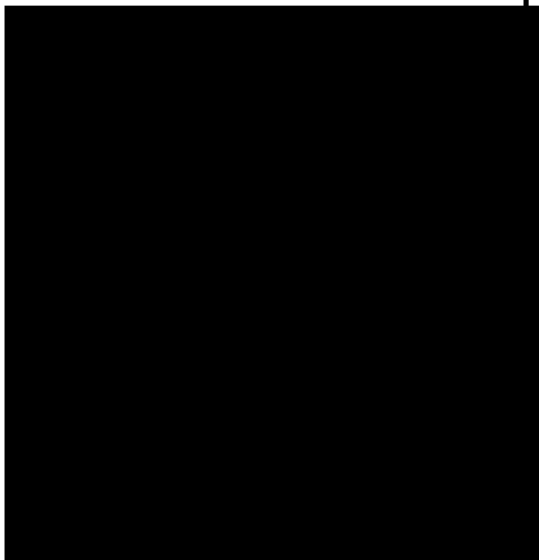
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11. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

1.  
2.

25X1A

23 June 1975

MEMORANDUM FOR: Senior Training Officers  
O/DCI, DDA, DDI, DDO, DDS&T


SUBJECT : Space Reservations - Executive Seminar Centers for  
Fiscal Year 1976

1. Attached is a copy of the schedule of Executive Seminars showing the spaces reserved for the Agency at Kings Point, Oak Ridge and the University of Delaware for 1975-76.

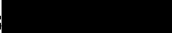
2. The Civil Service Commission has requested that in placing our nominations we include the following information: (a) "Seminar for New Managers" - the date that the nominee was first assigned to a managerial position since July 1, 1974, or (b) "Seminar for Advancing Managers" - the date the nominee moved from one managerial position to another since July 1, 1974. A managerial position is defined in FPM Letter 412-2, Executive and Management Development, dated January 29, 1974. Please include this information in your supporting documentation submitted with your nominations.

3. Agency nominees for these seminars are approved by the Training Selection Board. Please remember that our participants must attend on a completely overt basis and must be identified as Agency to all concerned.

STATINTL

  
Executive Secretary  
Training Selection Board

Att STATINTL

ES-TSB  :maq

Distribution:

- Orig - Adses - O/DCI, DDA, DDI, DDO, DDS&T w/att
- 1 - RG/TSS/TR w/cpy att
- 2 - ES-TSB w/att

18 March 1975

MEMORANDUM FOR: Senior Training Officers  
O/DCI, DDA, DDI, DDO, DDS&T

SUBJECT : Reservations for Spaces at Executive Seminar Centers  
for Fiscal Year 1976

1. The Civil Service Commission has invited us to submit our request for spaces at the Executive Seminar Centers for Fiscal Year 1976. Copies of the space reservation forms and a brochure providing guidelines for selecting participants, brief descriptions of the seminars, and other information concerning the Centers are attached for distribution to your training officers.

2. In requesting your spaces, may I ask you to keep in mind the following points:

a. Our participants must attend on a completely overt basis and must be identified as Agency to all concerned.

b. The seminars are designed for selected employees at the GS-14 and GS-15 levels; a limited number at the GS-13 level are eligible to be nominated. (See page 12 of the brochure for criteria for nominees for the three-week "Seminar for New Managers" and the "Seminar for Advancing Managers".)

c. If a space request for your Directorate is confirmed you have an obligation to nominate a candidate at the proper time. Therefore, please have an individual identified and on record for each space you request. The Agency pays in advance at the beginning of the fiscal year for all the spaces reserved for that year. The fee for the two-week seminars this year will be \$750; the fee for the three-week seminars will be \$1125.

d. We do not use the Center at Berkeley, California. In that connection, the CSC is now working with the General Services Administration to locate space for expanded capability. For your



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planning purposes, you may assume the additional location will be within a 100 mile arc running north to northeast of Washington, D.C. I recommend, in keeping with the Government-wide effort to exercise prudence in the use of funds, that to the extent practicable you consider use of this location, which we understand is to be available for the 1976 runnings of the seminars.

3. Please return one copy of the reservation form to me by Friday, 18 April 1975 indicating the number of spaces you would like to have for each seminar.

STATINTL

  
Executive Secretary  
Training Selection Board

Atts

STATINTL

cc: D/EEO (Attn: 

STATINTL

ES-TSB: :maq

Distribution:

- 1 - Ea STO - O/DCI, DDA, DDI, DDO, DDS&T
- 1 - RG/SRS/TR
- 2 - ES-TSB



Approved For Release 2001/08/28 : CIA-RDP78-04202A000100130028-0

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

MAR 11 1975

F. W. M. Janney  
Director of Personnel  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Janney:

Information is enclosed which will enable you to request spaces in the Commission's FY 1976 Executive Seminar Program. Schedules for Oak Ridge, Kings Point and Berkeley, as well as a fourth location, is enclosed.

We are now working with the General Services Administration to locate space for expanded capability. For your planning purposes, you may assume the additional location will be within a 100 mile arc running north to northeast of Washington, D.C.

We have scheduled additional "Seminar for New Managers" and "Seminar for Advancing Managers" sessions in the FY 1976 Program to assist agencies in responding to the managerial and executive development requirements of FPM Letter 412-2. We again stand ready to respond to additional requests for spaces in either of these seminars beyond those spaces contained in the FY 1976 schedule.

In keeping with the governmentwide effort to hold or reduce expenditures, we plan no increase in tuition. The \$750 per two week and \$1,125 per three week seminar charge will be retained for the FY 1976 Program because of efficiencies introduced, productivity increases planned, and economies occurring in present operations. This fee covers the full cost of the seminar, meals, and lodging. Typically, agencies provide \$2.50 per day to their participants for incidental expenses.

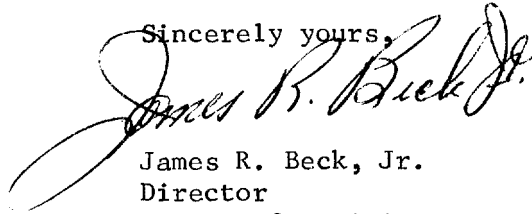
Please submit your requests for spaces for next year's program to the Bureau of Training, U.S. Civil Service Commission, Room 7412, Washington, D.C. 20415, so that they may be received by May 1, 1975. (Sooner, if you can do so conveniently.) After requests are received for the four locations, we will negotiate the best match between agency plans and schedule flexibilities

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in the centers. Next, a calendar of confirmed space will be sent to you and your agency will be asked to sign an agreement underwriting the number of spaces confirmed. Please provide the name, title, and mailing address of the official to whom the agreement should be sent for signature.

If you have questions, please telephone Tom Loftis, Area Code 202-632-7626 or IDS Code 101-27626.

Sincerely yours,

A handwritten signature in cursive script that reads "James R. Beck, Jr." The signature is written in black ink and is positioned above the typed name and title.

James R. Beck, Jr.  
Director  
Bureau of Training

Enclosures

Additional copies of the brochure are being sent to you by separate mail.