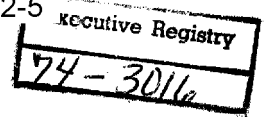




DEPARTMENT OF STATE

FOREIGN SERVICE INSTITUTE  
WASHINGTON, D.C.  
20520



DIP-9809

February 1, 1974

The Honorable William E. Colby  
Director of Central Intelligence  
Washington, D. C. 20505

Dear Mr. Colby:

We are now planning the 1974-75 session of the Senior Seminar in Foreign Policy, the Foreign Service Institute, of the Department of State, which will begin August 12, 1974 and end June 6, 1975. This letter is to invite your Agency once again to nominate two qualified officers for the spaces reserved for CIA.

The two officers who are with us this year are outstanding, are contributing enormously to the Seminar, and are profiting from it as well. I hope you can nominate two equally qualified officers for the next session.

The Department of State considers membership in the Seminar to be an honor to be reserved only for the ablest and most promising officers. While nomination should be based on demonstrated excellence in leadership and past performance, our main requirement is that it be given to those who have the highest potential for future senior responsibilities, such as Chief or Deputy Chief of Mission. The Central Intelligence Agency Members should therefore:

- have a recognized potential for promotion to positions of the highest responsibility;
- be grade GS-16 or 17;
- be between age forty and fifty, preferably in the first half of the forties.

State Dept. declassification & release instructions on file

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I enclose a description of the Seminar course, a brochure containing photographs and brief biographic sketches of the 1973-74 Members, and a statement on costs and required security clearances.

I look forward to your letter, which I hope to receive before April 15, nominating two CIA officers to the Seventeenth Seminar, or if the names are not as yet determined, your indication that the reserved spaces will be filled by your Agency.

With warm regards,

Sincerely,



Samuel D. Berger  
Coordinator

Enclosures:

- 1) Description
- 2) Brochure
- 3) Statement

*Foreign Service Institute*

**SENIOR SEMINAR IN FOREIGN POLICY**



*Department of State*

SIXTEENTH SESSION

August 13, 1973 - June 7, 1974

DESCRIPTION OF COURSE

OBJECTIVES AND MEMBERSHIP

The Senior Seminar in Foreign Policy is the United States Government's foremost executive development program in foreign affairs. It assists in preparing select, senior career officers for positions of Ambassadorial and comparable responsibility.

The Seminar encourages free and vigorous inquiry into complexities of foreign policy and U.S. domestic problems and their interrelationship. It aims to help Members become better managers, stimulate their creative powers, enhance their capacity for thoughtful judgment, and develop their leadership.

Senior Seminar Members are drawn from the principal Federal Agencies concerned with U.S. foreign relations. The Sixteenth Session has twenty-six Members, nineteen of whom are officers of the Foreign Service serving in the Department of State, the United States Information Agency and the Agency for International Development. The other seven include one officer from each of the Armed Services, and civil servants from the Departments of Agriculture and Defense and the Central Intelligence Agency.

The Seminar lasts ten months and requires the full time of its Members.

COURSE CONTENT

Because Members are mature and generally have more than twenty years of Government service, the Seminar can range fast and far in its studies. It assumes that Members already possess considerable experience and knowledge, particularly of foreign, government, and military affairs.

After an initial week for orientation, the Seminar spends twelve weeks on domestic affairs. A two-week series on the United States economy, including a study of the Federal budget, leads off this segment. Eight weeks are devoted to reviewing contemporary issues, scientific and technological development, cultural life and social attitudes.

Six weeks during the Seminar year are spent in group travel to all major regions of the United States. Members thus obtain first-hand exposure to state and municipal governments, universities, industrial centers, labor unions, farms, and local citizens' organizations, etc. In Washington, Members meet with Senators and Representatives, with senior officers of Federal departments and domestic agencies and with the Mayor and other officials of the District of Columbia.

Six weeks are given to enhancement of professional skills. During this segment Members study methods of executive leadership, contemporary theory and practice in economics and political science, and techniques of policy formulation. Consultations with senior officers of the Executive Departments, agencies and services involved in the direction of national security policy are a central feature of this part of the course.

Problems of U.S. foreign relations form the third major segment of the Seminar curriculum. In these sessions, the Seminar undertakes analyses of issues involved in our relations with major countries and regions. Two weeks are spent visiting military installations.

For six weeks, Seminar Members conduct individual case studies designed to expand their knowledge and expertness. Members submit written reports on their projects and are required to summarize and defend them orally before the Seminar.

Time is set aside for in-house discussions and exercises. The Seminar also exploits the great and varied professional experience represented among its carefully selected Members.

#### METHOD OF STUDY

As its name implies, the Senior Seminar method relies upon colloquy. For a decade and a half, distinguished citizens and officials, scholars and professionals, statesmen and soldiers, entrepreneurs and artists, workers and farmers have shared their wisdom with the Seminar. They spark and guide the dialogue that animates this ten-month program. It is to them that the Seminar owes its reputation as a unique and rewarding experience.

By the time the Seminar ends, its Members -- both as a group and as individuals -- have composed a mosaic of America, based on what they saw and heard during the months they spent together. While each Member sees that final image in a particular light, all enthusiastically acclaim the excitement and stimulation of this broadening experience. To some extent the viewer is transformed as his viewpoint expands, and the colloquy of the Seminar brings each Member into a new phase of his or her professional life.

THE SENIOR SEMINAR IN FOREIGN POLICY

SEVENTEENTH SESSION

August 12, 1974 - June 6, 1975

ESTIMATED PER CAPITA COST FOR CIVILIAN AGENCIES

Tuition

Sponsoring agencies will pay to the Department of State, for each Member, approximately \$6,800 tuition.

Domestic Travel

In addition to tuition, there will be an assessment estimated at approximately \$3,100 per Member, payable to the Department of State, to cover transportation and per diem costs for group travel to various cities and military installations within the United States.

Foreign Field Studies

As part of the Seminar's program, Members perform one trip (usually overseas) to conduct investigations connected with each Member's case study. Individual travel orders and obligation of funds for this travel are issued by, and charged against, the sponsoring agency or department. These costs can run as high as \$2,500 per Member, depending on the itinerary.

SECURITY CLEARANCES

All Members of the Senior Seminar must possess TOP SECRET, COSMIC and 'Q' security clearances valid for the duration of the Seminar, these to be obtained by the sponsoring agency or department.

Certification for each nominee should be forwarded before August 1, 1974, to:

Coordinator  
Senior Seminar in Foreign Policy  
Foreign Service Institute  
Room 1209, SA-3  
Department of State  
Washington, D. C. 20520

*Trng*

**EXECUTIVE SECRETARIAT**  
**Routing Slip**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR	✓			
17	Asst/DCI				
18	AO/DCI				
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22					
SUSPENSE		<i>8 April</i> Date			

Remarks:  
*Pls prepare response for DCI signature & submit same via DDM&S*

*[Signature]*  
 Executive Secretary  
*5 April*  
 Date