

5010-104

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 18 June 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 15
14 - 18 June 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

W

A. There has been a recent surge of interest in usage of the Kings Point Executive Seminar Center during FY 1966. In late May [redacted] had some 25X1 difficulty in persuading Senior Training Officers to agree to a total Agency estimate of 14 spaces in the Seminars (including four at a new Center which was to be activated either on the West Coast or in the Midwest). The situation at the moment reveals that the DDI desires to nominate 17 persons for the Kings Point offerings and informal reports from the DDS&T and DDS indicate that these Directorates will come through soon with estimates of six candidates and ten candidates respectively. We have reason to believe that CSC may be able to reserve more spaces for the Agency than we requested in our preliminary estimate but, even so, it is evident that the Training Selection Board will be called upon to do some selecting among the candidates put forward for the seminars at Kings Point next year.

B. [redacted] has raised with us a question of what he conceives to be an example of excessive reporting. In the case in point he, as Senior Training Officer, received three copies of a certificate of attendance showing that [redacted] was present for the Senior Management Seminar conducted at [redacted] 16-21 May 1965. We expressed agreement with [redacted] level this depth in reporting is less warranted than for personnel in lower echelons but that our dissemination SOP was based on the generally expressed

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GROUP 1
Excluded from automatic
downgrading and
declassification

SUBJECT: Weekly Activities Report No. 15 (cont.)

25X1 interest in receiving such reports by the component Training Officer, the employee's supervisor, and the individual student concerned. We are looking into our reporting procedures in an attempt to streamline them. Of course, it will be no problem to insure that [] does not receive superfluous copies of certificates of attendance in OTR courses on senior personnel. However, we feel that we should not move too hastily in curtailing our dissemination pattern for Training Reports; we certainly do not desire to perpetuate unnecessary paper handling but we wish to make certain that reporting on training accomplishment satisfies the needs expressed by responsible administrative and career service officials with respect to the great body of their personnel, namely those in middle and junior ranks.

25X1 C. [], joining the Career Training Staff from [] was briefed last Wednesday by [] 25X1 [] on the present organization and major activities of the Office of Training. Ed has been around a long time, has had much valuable experience, and should be able to make a real contribution to OTR.

25X1 D. This past week saw the formal issuance of 25X1 three Headquarters regulations in the Training [] series. The appearance of these regulations is gratifying in that it represents the culmination of a writing and coordination effort which was begun considerably better than a year ago. Two of the regulations are brand new: [] Midcareer Training Program, and HR [] Training Selection Board. In newly revised form is HR [] Training at Non-CIA Facilities Under the Government Employees Training Act. 25X1

