

~~SECRET~~

~~CONFIDENTIAL~~

gaf
Pick
Page 4

REPORT OF OFFICE OF TRAINING ACTIVITIES

5 - 16 April 1965

A. ITEMS OF INTEREST TO THE DD/S

1. Career Training Program

This is the time of year when seniors and graduate students begin to make their employment decisions for June and thereafter. The better ones - the ones we are after - usually have alternatives, and all too often the firm offer that comes first is the one which is accepted. Thus the number of people we will get for our July class will depend to a significant extent upon the speed with which we can complete the clearance process and make firm commitments. We have had excellent support thus far from the Medical and Security Offices and we have no present problem; my raising the subject at this time is a precautionary step and not a complaint. We have enough cases in process to ensure a full class if we can make our offers within the next few weeks. In summary, as of today we have 15 firm EOD commitments for July; 50 to 60 cases are in the latter stages of clearance; and more than 100 cases are in process in which the applicant has indicated an availability date of 1 July or before. With reasonable luck we should be able to get the 75 we want, but our chances will be improved to the extent that the processing offices will give our cases all reasonable priority for expedited handling. We are in close touch with the Personnel, Security and Medical Offices on the situation and I think we will make our goal. However, I wish to point out that the timing is likely to be very close in a number of cases, and we will need all the processing priority we can get during the next six or eight weeks.

For the first time an ex-JOT has achieved supergrade rank. [redacted] Executive Assistant to the AD/CR, was promoted recently to GS-16.

25X1A

2. Training Regulations

On 8 February we received coordination copies of Training [redacted] Since then all Directorates except the [redacted]

25X1A

DOCUMENT NO. _____
NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S @ 2012
AUTH: HR 70-2
DATE: 11/01/92 REVISION: 01899.5

~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

DDP have submitted their comments or concurrences. Three weeks ago PPS requested the Special Assistant to the DD/S to jog the DDP for their comments so we could get these regulations published. As of this date we have had no further information as to the status of the DDP coordination. These regulations have been in process in one stage or another since April 1964!!

3. Pilot Program

25X1A The third section of the Office of Finance Pilot Project was held 1-5 April at [REDACTED]. As a result of several last minute drop outs, there were only twenty-five participants in this class, most of whom were first line supervisors and ranged in grade from GS-7 through 13 with a majority being about Grade 10. Another factor that distinguished this group from any previous Grid sessions to date was the fact that two thirds of the group were women. As compared to the two earlier Finance groups this class did not appear to have as good a comprehension of the Grid concepts nor were they as competent in their understanding of the pre-work. As a result, the first several scored exercises fell below the previous Finance and Agency averages. Interest and commitment were high and the group worked very hard indeed. It was very interesting to note that on the final competitive exercise when scores were established this group went higher than any of the previous Finance or Senior Seminars. There was good indication that this class was particularly successful in the development of the interpersonal relations and other process skills that the program is designed to achieve. An analysis of the Finance project to date will be prepared as soon as we can find sufficient time. [REDACTED] was again our consultant for this group with the Management Faculty participating even more extensively in the full details of analyzing, administering and presenting the program, including still more of the lectures.

25X1A

25X1A

[REDACTED] Deputy Chief, Finance, was with us part of Saturday and Sunday, during which time we developed further plans and understanding for proceeding into Phase II of the Project. We are currently attempting to set up the first step in this Phase around the middle of May. In fact, we are attempting to get Messrs. Fuchs and [REDACTED] and their division and staff chiefs together at [REDACTED] on the weekend of 14 and 15 May just before the beginning of the next Senior Seminar.

25X1A

25X1A

~~CONFIDENTIAL~~
~~SECRET~~

~~SECRET~~

~~CONFIDENTIAL~~

We again used our new "Agency setting" in-basket and are satisfied that it is an effective instrument as now designed. Accordingly, we plan to utilize it in the Senior Seminar next month.

4. Management Training

Immediately following Management #89 [redacted] plans to attend a three-day program at N. Y. State School of Labor Relations, a part of Cornell University, on 26 - 28 April given by Norman Maier and Malcolm Shaw on role-playing as a technique of managerial training.

25X1A

5. Proposed Film on NPIC

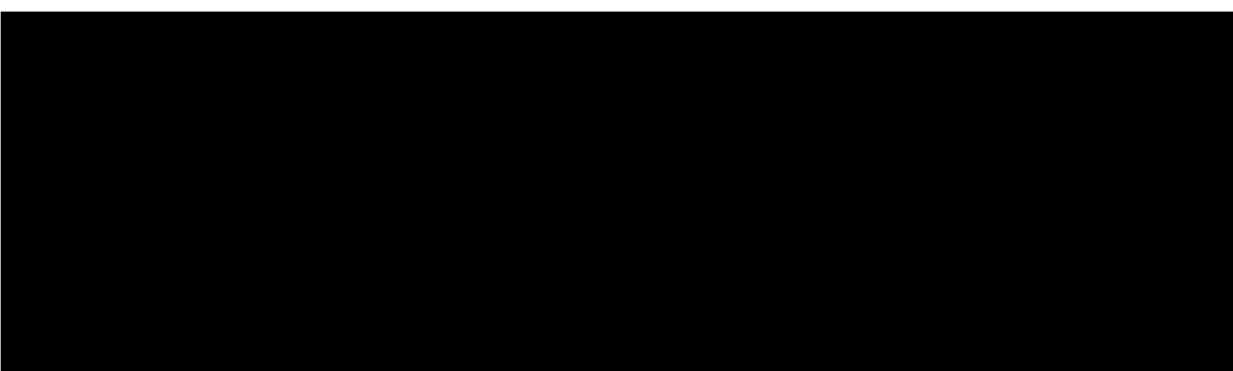
[redacted] Deputy Director of NPIC, to discuss the feasibility of making a movie on NPIC and the new techniques and equipment of photographic interpretation. [redacted] was enthusiastic about the idea and stated that the Director and Executive Officer of NPIC had long ago expressed a desire for such a film. [redacted] exchanged ideas on the content of such a film, and [redacted] stated he would assign one of his illustrators to work with himself and [redacted] in preparing a scenario for the film. After this is completed, NPIC would submit a request to OTR for making the film.

25X1A

25X1A

25X1A
25X1A

25X1A



25X1A
25X1A

7. Support Services Course/JOT Program

On 8 April [redacted] and [redacted] met to discuss the results of the first Support Services/JOT Course. One of the conclusions of this meeting was that another meeting should be held sometime in May to discuss the second Support Services Course, to be run in the fall. Invitations to attend the latter meeting will be sent out to representatives of the various CS and DDS components.

25X1A
25X1A

~~CONFIDENTIAL~~

~~SECRET~~

[Handwritten scribble]

8. National Interdepartmental Seminar

Enrollments for the 18th Session, NIS, which started on 5 April were as follows:

State	-	14,	quota	16
USIA	-	18,	"	12
AID	-	17,	"	15
DoD	-	37,	"	13
CIA	-	9,	"	8

The 18th Session of the Seminar will visit Headquarters on 22 April. All arrangements for the visit have been completed except for details of entry to the building, possible luncheon group for the Executive Director and final discussions with all the Agency lectures. The last [redacted] will do once the uniqueness of the collective Seminar attitude is determined. Yet to be worked out also is the visit of the 37 military members to the paramilitary items exhibit.

25X1A

9. Rapid Reading Course

FBI plans to reinstate its Rapid Reading Course this Fall. It will be open to other agencies, and the cost per student will be approximately \$45.

10. Briefings of U.S. Government Groups

State: On 31 March, we conducted the Agency's full-day program for the Foreign Affairs Program Management Seminar. The program was run very much as it has been in the past, with a morning briefing and answers to various questions from the audience on my part and in the afternoon, a briefing by [redacted] of the FI Staff and [redacted] Staff on their various fields. There were 24 students in the class. The audience this time was more senior than it has been in the past and it was obvious that the State Department people were more experienced and more skeptical. Their questions were very sophisticated and often quite detailed. [redacted] says, however, that the program was met with enthusiastic response, and several of the gentlemen came up to him afterwards and said this had been the best day they had spent in their course so far. He believes that the program was a success.

25X1A

25X1A

*Job like
To monitor
Thom*
25X1A
25X1A

~~SECRET~~
SECRET

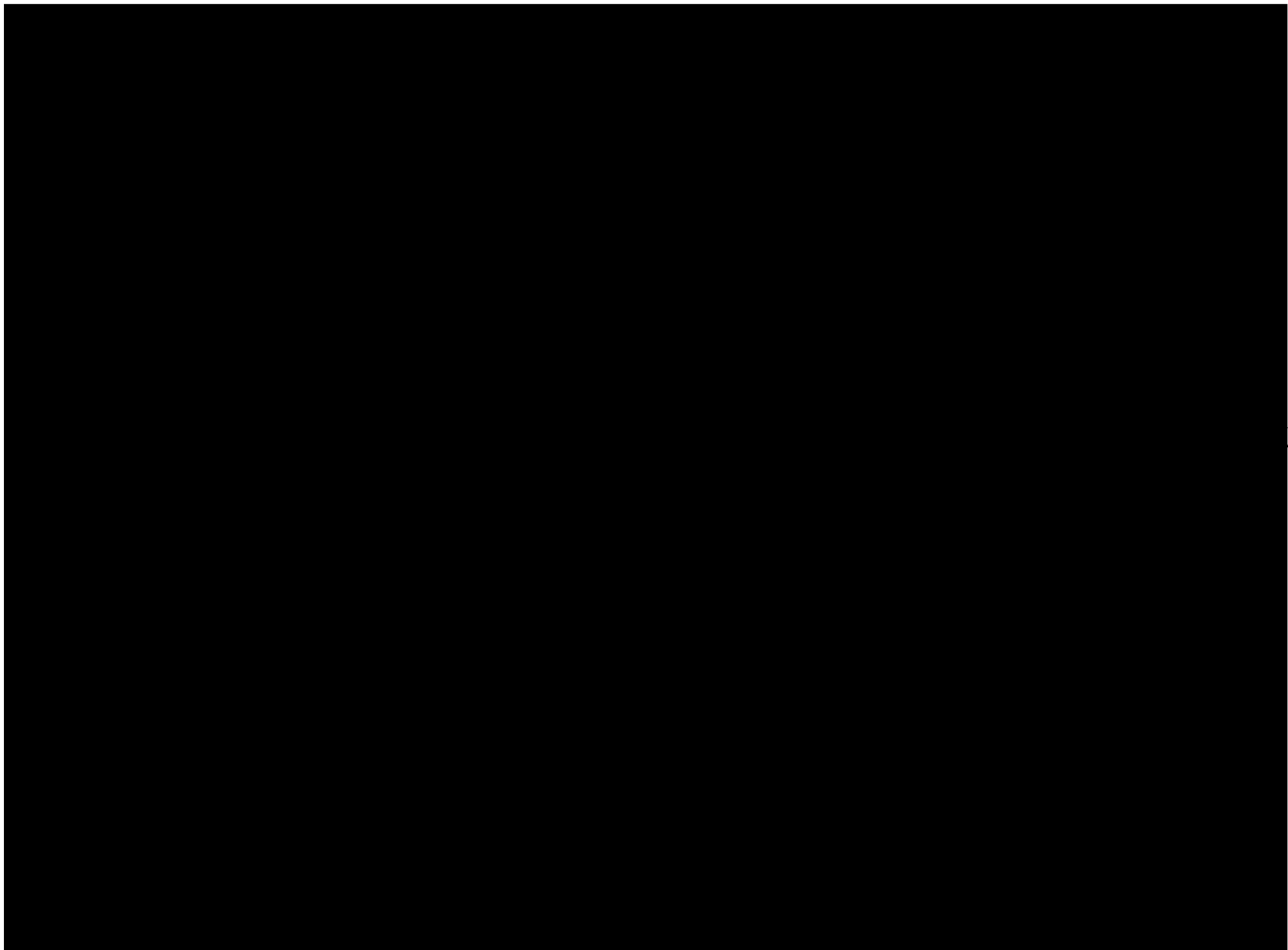
Approved For Release 2000/08/04 : CIA-RDP78-06096A000400020044-8

SECRET

II. Russian Language Training

We have received from DC/SR Support a memorandum requesting special proficiency testing of five more SR employees. This memorandum contains the following reaction to our 12 February report on the first group undergoing special testing from that Division:

"Chief, SR is pleased with this information and has asked me to advise you of his feelings on this matter and to express our sincere appreciation for all the effort and care you took in preparing and giving these tests. Chief, SR has requested that other SR Division employees be tested and evaluated under this new system."



25X1A

25X1C

X1C

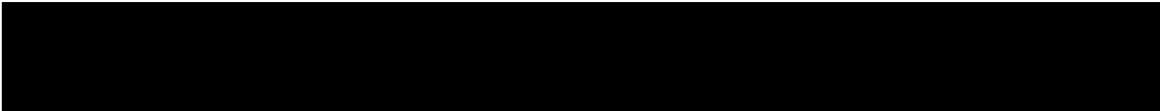
~~SECRET~~
SECRET

~~SECRET~~

CONFIDENTIAL

Operations Course #19 and Operations Familiarization Course #30 completed the fourth week of instruction. Both courses are running smoothly with high student interest and participation. OFC participated in its first off-Station exercise on 31 March and OC had its initial town exercise on 7 April. No security incidents occurred during these problems.

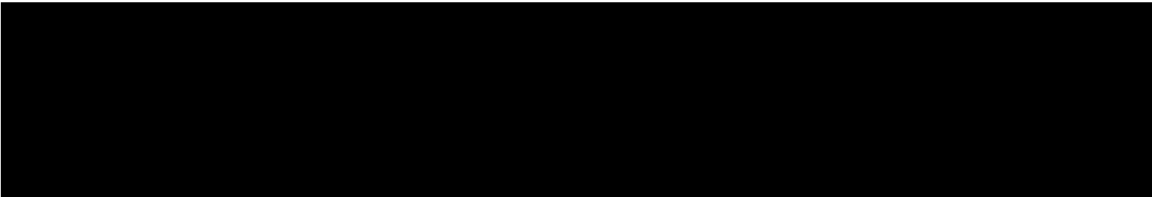
25X1A



date of the building is 15 May; however, a certified foundation drawing of the building should be available by 1 May in order that the foundation work may be started. The power line and water line work should be accomplished by 1 May. The expected completion date for the entire project is 31 July 1965.

The demolition contract is 91% complete. The completion date is 15 April, but it is not anticipated that the contractor will finish the work before 23 April.

25X1A



25X1A

visited this Station on 5 - 7 April and [redacted] Course content with DCOS and Acting Chief/PMT. As a result of this latest visit, AC/[redacted] is preparing a comparative analysis of [redacted] proposals and the actual content of [redacted] Course #9 plus additional material contemplated for [redacted] Class #10. Hopefully, this will resolve many of our problems with [redacted] on this matter. A draft of the analysis will be discussed with [redacted] when he is expected to return the week of 12 April. If a stalemate develops on these negotiations, we will report to the DTR at once. Copies of this analysis will be forwarded with completed as well as revised Program of Instruction reflecting changes in course content contemplated through [redacted] Class #10.

25X1A
25X1A
25X1A
25X1A

25X1A

25X1A

25X1A

25X1C



~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

~~CONFIDENTIAL~~

arrived at 0900 hours, were processed in, and commenced training on schedule at 1300 hours. The training is progressing very smoothly.

14. Clerical Training

During the period 4 January - 3 April 1965 the Clerical Training Faculty tested 445 applicants in typewriting and 132 in shorthand. Fifty-three (12%) qualified in typing; fourteen (11%) qualified in shorthand. Included in these figures are the 224 local high school seniors tested on six special Saturdays. Twenty-three qualified as typists and five out of 83 in shorthand. A special report on Entrance-on-Duty clerical personnel by their job category and their initial testing versus testing after training follows:

<u>EOD Test Results</u>		<u>Results after Training</u>	
<u>Clerks</u>		<u>Clerks</u>	
Tested in Typing	44		44
Qualified	1 (2%)		3 (7%)
Not Qualified	43 (98%)		35 (80%)
Still in class			6 (13%)
Tested in Shorthand	1		1
Qualified	0		0
Not Qualified	1 (100%)		1 (100%)
<u>Typists</u>			
Tested in typing	96		96
Qualified	22 (23%)		74 (77%)
Not Qualified	74 (77%)		16 (17%)
Still in class			6 (6%)
Tested in shorthand	36		36
Qualified	0		9 (25%)
Not Qualified	36 (100%)		25 (69%)
Still in Class			2 (6%)

~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

<u>EOD Test Results</u>		<u>Results after Training</u>	
<u>Stenographers</u>		<u>Stenographers</u>	
Tested in typing	55		55
Qualified	28 (50%)		52 (95%)
Not Qualified	27 (50%)		0
Still in class			3 (5%)
Tested in shorthand	55		55
Qualified	21 (38%)		39 (71%)
Not Qualified	34 (63%)		11 (20%)
Still in Class			5 (9%)
<u>Totals</u>		<u>Totals</u>	
Tested in typing	195		195
Qualified	51 (26%)		129 (66%)
Not Qualified	144 (74%)		51 (26%)
Still in class			15 (8%)
Tested in shorthand	92		92
Qualified	21 (23%)		48 (52%)
Not qualified	71 (77%)		37 (40%)
Still in class			7 (8%)

15. Attendance

OTR (Internal Attendance for Week of:

Category	29 Mar-2 Apr				5-9 April			
	FT	PT	Tut	Total	FT	PT	Tut	Total
Operations	169	47	---	216	181	---	---	181
Intelligence	32	---	---	32	87	---	---	87
Communication	---	10	---	10	---	10	---	10
Management	---	---	---	---	---	---	---	---
Clerical	8	31	---	39	11	36	---	47
Communism	5	---	---	5	5	---	---	5
Lang Directed	74	162	---	236	78	159	---	237
VLTP	---	128	---	128	---	123	---	123
Tutorial	---	---	---	---	---	---	---	---
TOTAL	288	378	---	666	362	328	---	690

~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

OTR (External training)

Week of 29 Mar - 2 April -- 448 Agency employees in 289 external courses or programs.

Week of 5 - 9 April -- 443 Agency employees in 289 external courses or programs.

SIGNED

**MATTHEW BAIRD
Director of Training**

CONFIDENTIAL

~~SECRET~~