

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

3 March 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
3 March 1966

1. ADP Training Course

See reference OTR Weekly Report of 3 February 1966. Messrs. Ben

25X1A

Brandon on 18 February to review his proposed five-day course in ADP Management and Control. Except for certain changes recommended by

25X1A

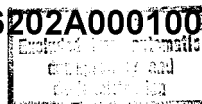
██████████, the substance of the proposed course was generally acceptable.

25X1A

The course is tailored to Agency needs and more specifically to those of DDP/RID and the ██████████ Program. The cost for developing the course and its first presentation will be approximately \$4300. Subsequent sessions will cost approximately \$2700. Dick Brandon agreed to handle as many as 50 students in each course. The per capita cost represents a considerable savings over what the same training would cost at an external facility. At the same time, it will be directly responsive to specific Agency needs and interests, a factor which is not possible to achieve with external training. Dependent upon the necessary security clearances, the negotiation of the contract, and the availability of classroom space at Langley, it is hoped

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

SECRET



SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

that the first class will begin the latter part of May.

2. ADP Training for the Intelligence Community

25X1A [REDACTED] Computer Services, and [REDACTED] ORD, met with 25X1A
25X1A [REDACTED] on 24 February. [REDACTED] is chairman of 25X1A
the working group on ADP training in the intelligence community under the
USIB Committee for Documentation (CODIB). The group, studying the
problem of training in ADP, Systems Analysis and Design, and Operations
Research, has concluded that the intelligence community needs a training
program in these areas but because of the classified nature of the material
involved has ruled out university centers or private contractors to conduct
the program. Believing that the program should be handled within the
community, the group is now exploring USIB components for possible assets
or capabilities to manage or operate such a program and have narrowed the
field to DIS and OTR. The group visited DIS and has requested OTR to pro-
vide a similar briefing. [REDACTED] will provide a 25X1A
briefing at the group's regular meeting on 3 March. The group is not look-
ing for us to sell them on the idea that OTR should be selected to do the job
but rather to acquaint it with OTR's capabilities and the dimensions of the
problems involved in the management of such a course.

3. Planning, Programming and Budgeting -- CSC Seminar

25X1A [REDACTED] who is to head the new planning group in the DDP, and
25X1A [REDACTED], OTR, were accepted by the Civil Service Commission as

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

SECRET
2

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

our candidates for the Seminar on Planning, Programming and Budgeting Systems being given at the University of Maryland during the period, 28 February -- 18 March.

The Agency was allotted 15 slots for the February running of the two-day Executive Orientation in Planning, Programming and Budgeting given by the Civil Service Commission. The bulk of our candidates were those nominations in excess of the number accepted for the first program in January. Because of many cancellations it was necessary to run through all available requests in order to fill the allocation. Eventually, 13 Agency officers attended. Of the 20 who cancelled, 12 wished to be considered for the March or a subsequent running.

25X1A

courses which began on 21 February, a realistic and workable system is being developed in conjunction with the DDP/TRO.

5. OTR Attendance

Internal training attendance for the week of 21 -- 25 February 1966 was 536; external attendance was 332.

6. Briefing for the Colgate University Washington Seminar

25X1A

On 21 February [REDACTED] assisted by [REDACTED]/OP, briefed

25X1A

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000400070040-1

13 students from Colgate University on the Intelligence Community and CIA. The session was held in an unclassified area at 1016 - 16th Street. The students were all majors in international relations and related fields and most of them are considering government careers.

7. JCS-DIA Orientation #5

The schedule for the two-day orientation for 50 senior members of the JCS and DIA is set. Invitations have gone to the DCI and the DDCI to participate in the opening and closing of the session. All other speakers scheduled have agreed to give their presentations at the proposed times.

8. Managerial Grid -- Pilot Project

The formal part of the Pilot Project on the Managerial Grid for the Office of Finance is now completed. [REDACTED] and his staff will evaluate the results of the Project in May, after the participants have had a period of time to put their training into practice. 25X1A

9. Inter-Directorate Briefing Program

25X1A On 24 February, [REDACTED] met with representatives of each of the four Directorates to discuss implementation of the Inter-Directorate Briefing Program. The group agreed on a plan of procedure which will be submitted for approval by Mr. Bannerman.

10. CT Program

Twelve provisional clearance requests were initiated during the past quarter. Of these,

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

- a. Three individuals withdrew their applications and took other jobs before clearance action could be completed;
- b. One requested a postponement of his entry on duty;
- c. Two came in for polygraph but approval has not yet been granted;
- d. Two were denied provisional clearance, but may be approved subsequently after full investigation, which is continuing;
- e. Two cases, initiated in February, are still in process;
- f. Two entered on duty in early January and on 24 February were fully cleared for staff employment.

11. Two-year Training Program for DDP CTs

On 28 February, the DD/F decided that commencing with the January 1966 class those CTs destined for the Clandestine Services would have their training extended up to two years. The formal portion of their training would encompass 66 weeks. In addition to the courses given previous classes which totaled 45 weeks, the new program adds 21 weeks after they return from [REDACTED] and will include Soviet and [REDACTED] orientation, TSD subjects, Headquarters Desk procedures, and 12 weeks on a Desk. If necessary the balance of the two years will be devoted to the acquisition of an intermediate level of a foreign language. We expect to receive formal instructions from Mr. FitzGerald within the next week.

25X1A

25X1A

SECRET

SECRET

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

12. Ambassador George Venable Allen -- New Director of FSI

The Director of Training attended the swearing in at State on 1 March of Ambassador George Venable Allen as the new Director of the Foreign Service Institute. Secretary Rusk spoke at the ceremony to the large group of Allen's friends and colleagues who had assembled. Given Allen's stature, his appointment to this ambassadorial rank position marks a step up for the training community in general -- Ambassador at five posts including Iran, Yugoslavia, India-Nepal, and Greece; Assistant Secretary for the Near East; head of USIA.

13. National Interdepartmental Seminar

The following individuals will attend the next NIS which begins on

25X1A

14 March: [REDACTED]

25X1A

[REDACTED]

are from the DDP, provides an exceptionally fine representation. Four are going out shortly as Chiefs or Deputy Chiefs of Station, and one, [REDACTED], is being brought back from TDY in [REDACTED] in order to attend. This excellent participation by the Clandestine Services stems from [REDACTED] earnest effort to assure that all COSs and senior personnel going to the field will attend the Seminar.

25X1A

25X1A

25X1A

COPIED

John Richardson

Director of Training

Approved For Release 2000/08/04 : CIA-RDP78-06202A000100070040-1

SECRET