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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Establishment of a Support School in the Office of Training

1. This memorandum contains a recommendation for your approval; this recommendation is contained in paragraph 8.

2. During the past two or three months I have come to the tentative conclusion that the Office of Training should combine all support training within a new school or faculty. This conclusion seemed to crystallize from the establishment of the Support Services Course as part of the Support Career Training Program, a development which acted as a catalyst for the thought of bringing together in one faculty other training activities such as clerical and management training which appeared to be out of place in the Intelligence School, as well as the Finance and Logistics Course which seemed peripheral to the Operations School. Further investigation of the subject has confirmed my tentative thoughts that an organizational change of this kind is desirable and feasible and can be accomplished with minimum disarrangement of present personnel and responsibilities.

3. All instruction now provided by OTR falls into five major areas: Clandestine Operations, National Intelligence, International Communism, Language, and Support/Administration. There exists in OTR an individual school for each of these areas except for Support/Administration. The responsibility for support training is now divided among three of these schools. The establishment of a separate school and the transfer to it of all support training could be expected to result in more centralized administration and in more effective instruction. It would also serve to emphasize the increasing importance of the support role within the Office of Training as well as within the Agency as a whole. Further, it will bring together under one jurisdiction all the competence and experience in the broad support field within the Office of Training, allowing greater concentration on the support mission and wider utilization of available manpower.

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4. To fulfill the above responsibilities, we propose to incorporate within the Support School the following faculties which are now in existence but which operate within one of the other schools or programs: Finance and Logistics Course Faculty (Operations School); Support Services Course Faculty (Operations School); Midcareer Executive Development Course Faculty (reporting directly to the DTR); Management Training Faculty (Intelligence School); and the Clerical Faculty (Intelligence School).

5. The new Support School will be responsible for such courses as:

- Clerical Induction
- Clerical Orientation
- Clerical Refresher
- Finance and Logistics Course
- Supervision
- Management (GS-11 - GS-14)
- Support Services
- Midcareer Executive Development
- Senior Management Seminar

6. The establishment of a Support School can be accomplished without additional ceiling or staffing positions and will not alter the average grade or average salary of the Office of Training. Furthermore, no additional funds, office space or other logistics/finance support will be required. As noted in the attachments (OTR Organization), faculties in the Operations and Intelligence School and the Midcareer Executive Development Course will be shifted to the Support School.

7. During Fiscal Year 1965, 1,941 employees including clericals were enrolled in internal support courses. We believe, therefore, that this school will become one of the largest schools in attendance, and that the broad spectrum of its responsibilities will demand the same degree of professional competence and stature as do our other schools. The position of the Chief of the Support School should be established at the GS-16 level. To accomplish this I had planned to use the GS-16 position formerly designated as the Chief of the Language Training School. However, this position was eliminated in the recent supergrade review. Therefore, the Director of Personnel will be requested to approve this position at the GS-16 level. If such approval is received I will request the allocation of a supergrade

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ceiling space to accommodate this position. We would then accommodate the Chief of the Language Training School through the transfer of an unfilled GS-15 position presently located in the Plans and Policy Staff. Secretarial help for the Chief of the Support School will be provided by a GS-6 position presently located in the Management Faculty.

8. This proposal is not new. Various recommendations of a similar nature have been made in the past but were never effected primarily because there was less appreciable need or measurable gain at the time. We believe now is an appropriate occasion and recommend, therefore, that the Director of Training be authorized to proceed with the establishment of a Support School in the Office of Training.

JOHN RICHARDSON

John Richardson

Director of Training

Attachments - asa

CONCUR:

R. L. Bannerman
Deputy Director for Support

Date

(Signed) John M. Clarke

John Clarke
Director of Planning, Programming
and Budgeting

19 FEB 1966

Date

/s/ L. K. White

L. K. White
Executive Director-Comptroller

25 FEB 1966

Date

The recommendation contained in paragraph 8 is approved:

/s/ Richard Helms

Richard Helms
Deputy Director of Central Intelligence

25 FEB 1966

Date

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