

10 May 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Outline of OTR Presentation for DDS Briefing of
DDI, 13 May 1966

Following is an outline of the Office of Training presentation to be made during the DDS briefing of the DDI on 13 May 1966.

OUTLINE

1. Career Training Program

A. Already briefed DDI and other components

(1) Remain interested in internal nominees for CTP

(2) Continue to need help in recruiting external candidates

B. DDI requirement for 55 CTs established FY 64; OTR met requirement as follows:

(1) FY 65 -- Transferred 18 and put 23 more in pipeline for attachment.

(2) FY 66 -- 31 transferred, 45 more in training, expect to achieve 55.

C. Prognosis -- CTP will grow to in-put of 325 in 1972. DDP additions of 50 extra CTs FY 67 and 68. DDP Two-Year Training Cycle

2. Support School

A. Established and effective as of 11 April 1966

B. Management emphasis increasing -- DDI record of Management Training

(1) Management Grid for all CTs.

(2) Management Grid for all Midcareerists

(3) New Management Grid Course for GS-14s.

(4) New Management Courses:

a. Planning, Programming and Budgeting -- 2-day orientation for managers/producers, 100-200 students per class, 4 courses annually, to begin late summer '66.

Two - three week course, 40 per class, two times annually, to begin October '66.

b. Electronic Data Processing -- general orientation
Length and substance to be determined in consultation with customers, to start in two or three months.

3. Language Policy and Program

A. Reasons for new approach and comments on past history.

B. Goals:

(1) Effective immediately -- courtesy proficiency before assignment or to be acquired within six months overseas (encourage courtesy level for wives and non-professionals).

(2) Career Trainees have elementary knowledge before transfer to Career Services, intermediate within three years.

(3) By 31 December 1970, those assigned overseas in foreign service career fields expected to possess intermediate proficiency in at least one foreign language.

(4) After 31 December 1970, personnel assigned to positions for which specific language requirements have been established, will be expected to possess the requisite language competence.

C. Headquarters Testing.

(1) New staff employees at EOD

(2) All staff employees by 31 December 1966

(3) Overseas returnees -- within two weeks

(4) Proficiency re-testing -- every three years

D. Responsibilities

- (1) Deputy Directors establish language skill requirements by 1 July 1966
- (2) Establish language training requirements by 15 August 1966
- (3) DTR direct the Language Training Program and Chair the Language Development Committee

4. Programmed Instruction

- A. Matt Baird heading up Agency survey for DDS -- utilizing participation and assistance of OTR and ORD to evaluate Programmed Instruction.
- B. CIA has 16 Programs (OTR, OCR, OSI, OC and NPIC). 15 of 16 Programs still valid.
- C. Foreign language training will receive first priority during survey which Baird hopes to complete by 30 September 1966.
- D. Prognosis: If Agency goes forward with Programmed Instruction, should be able to begin in-house programming in two to two and one-half years, full operation in three to five years.

John Richardson
Director of Training