

24 December 1974

MEMORANDUM FOR: Director of Training

SUBJECT : OTR Curriculum for FY '76

1. The Curriculum Committee met [REDACTED] on 18, 19, and 20 November to review the proposed OTR curriculum for FY 76. Present were Messrs. [REDACTED]

25X1A

25X1A

25X1A

2. OTR unit chiefs supplied information (attachment 1) on proposed courses based on guidelines developed in the Committee. They also provided detailed cost information based on the cost model OTR adopted earlier this year.

25X1A

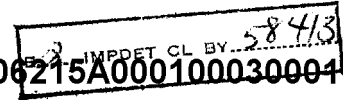
3. [REDACTED] the proposed courses were divided into four groups and each group of courses was reviewed jointly by two of the officers. This process took all day and evening of the first day. In each case the reviewing officers evaluated courses other than from their own unit. Beginning Tuesday morning, the reviewing officers asked for clarification of unclear points, and then made recommendations to the group regarding each course. The Committee as a whole discussed each course and reached conclusions about each course which became the basis for the recommendations below.

4. On 19 December, the Curriculum Committee met in the DTR Conference Room, reviewed and approved the draft of this report.

5. FY 76 Curriculum

The Curriculum Committee recommended that the following courses constitute the OTR curriculum of courses for FY 76.

EX-2 IMPDET
CL BY 058413



<u>Course Name</u>	<u>Length</u>	<u>Offerings</u>	<u>MAX/MIN</u>
Accounting Control	6 days FT	4x	16/12
Administration Directorate Review: Trends and Highlights	4 days FT	4x	55/25
Administrative Procedures	4 days FT	8x	20/10
Advanced Intelligence Seminar	2 1/2 weeks FT	3x	28/20
Advanced Operations Course	6 weeks	3x	15/10
Anti-Narcotics Operations	1 week FT	2x	35/12
Applied Financial Management	3 days FT	2x	30/15
Chiefs of Station Seminar	2 weeks PT	3x	20/10
China Familiarization	1 week FT	2x	25/8
CIA Senior Seminar	9 weeks FT	2x	20/15
CIA Today and Tomorrow	3 days FT	3x	300/-
Clandestine Operations Orientation for DD/S&T	5 days FT	2x	17/10
Career Counseling	3 days FT	4x	15/12
Effective Briefing	10 weeks PT 25 hours	3x	16/11
Effective Writing	2 weeks PT- 24 hours	10x	12/8
Employee Development Course for Office Workers	4 days FT	10x	20/16
EEO for Supervisors	2 days FT	9-12x	30/20
Field Administration	3 weeks FT	6x	15/6
Files Procedures Seminar	1 day FT	4x	30/15
Forms Analysis and Design	6 days FT	3x	15/9
Forms Management Seminar	2 days FT	4x	25/15

*Proposed name change or new course

Fundamentals of Budgeting	6 days FT	4x	16/12
Fundamentals of Supervision and Management	5 days FT	6-8 per year	40/20
Information Science for Financial Management	4 weeks FT	2x	20/12
Information Science for Imagery Analysis	2 weeks FT	2x	25/12
Information Science for Intelligence Functions	4 weeks FT	3x	35/15
Information Science for Managers I	1 week FT	2x	30/12
Information Science for Managers II	2 weeks FT	2x	30/12
Instructor Training Workshop	2 weeks FT	as required	10/6
Intelligence in World Affairs	3 weeks FT	5-7x	40/20
Intelligence Information Reports Familiarization	1 week FT	6x	10/6
Intelligence Information Reports and Requirements	2 1/2 weeks FT	5x	10/6
Intelligence Process Course*	5 weeks FT	4x	20/8
Language courses (see attachment #2)			
Managerial Grid	1 week FT	6x	40/30
Management by Objectives	3 days FT	6-8x	35/20
Management Seminar	3 weeks FT	5x	16/12
Midcareer Course	5 weeks FT	5x	30
Office Management Seminar	4 days FT	2x	14/10
Operational Records I	2 days FT	7x	30/-

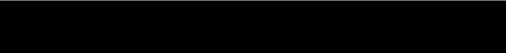
*Proposed name change or new course

Operational Records II	1 week FT	7x	25/-
Operational Records III	1 day FT	4x	-/-
Operational Records for CT's	3-5 days FT	4x	30/-
Operations Course*	7-9 weeks	2-3x	30/20
Operations Familiarization Course*	4-5 weeks	4-6x	40/30
Preparing for Overseas Assignment	3 1/2 days FT	6x	30/8
The Project Officer in the Contract Cycle	1 week FT	3x	26/15
Records Disposition Seminar	1 day FT	4x	30/15
Records Management Survey Seminar	1/2 day	4x	25/5
25X1A [REDACTED]	1 day FT	26x	40/10
Survey of Financial Management	3 days FT	2x	50/15
Survey of Intelligence Information Systems	3 weeks FT	2x	35/15
Systems Dynamics: Principles and Applications	3 weeks FT	3x	25/12
USSR Country Survey	2 weeks FT	2x	25/8
Weapons and Defensive Driving*	1 week FT	6x	20/10
Writing Better Reports	T-Th 0900- 1200, 4 weeks	5x	10/6

*Proposed name change or new course

6. Changes in Current Curriculum

The Curriculum Committee recommends the following changes in the current curriculum.

<u>Course</u>	<u>Recommendation</u>
<u>Intelligence Institute</u>	
COS Seminar	1. Re-write objectives. 2. SA/OT: examine idea of additional module on new techniques and technical developments.
Advanced Intelligence Seminar	Re-write objectives to clarify purpose of the course.
CIA Senior Seminar	Increase student involvement.
Midcareer Course	Reduce offerings from 6 to 5 per year.
China Familiarization	Reduce offerings from 4 to 2 per year.
Administration Directorate Survey (CTs)	<u>Drop</u> and cover subject matter in the initial CT course.
Intelligence in World Affairs	<u>Drop</u> the <u>2 CT</u> offerings
Spouses Orientation	Offer only if trial courses in FY 75 are worthwhile. Do not list in FY 76 catalog.
25X1A 	
Alter operations training (BOC & OSC)	By dropping the OSC, creating a new OFC (4-5 wks) and a shortened Operations Course (7-9 wks) designed exclusively for field case officers.

Advanced Operations
Course

Unless qualified students (i.e., experienced case officers) attend, drop the course. [redacted]: prepare memo on subject to DD/O 25X1A

[redacted]

1. Change name to "Weapons and Defensive Driving." 25X1A
2. Re-write objectives to assure that only people who need weapons training or defensive driving will get.
3. Reduce the offerings to 6x per year.

FTD/OTB

Clandestine Operations
Orientation for DD/S&T

Review objectives.

Operations
Indoctrination for OTS

Drop-send students to OFC.

[redacted]

Try to turn over to Office of Security and combine with Residential Security Course of OS. [redacted] and SA/OT review regulations and try to effect transfer. 25X1A

FTD/ITB

Intelligence Production
Course

Re-name "Intelligence Process Course."

Intelligence Information
Reports and
Requirements

Study question of giving D/O reports training at [redacted] (SA/OT): discuss 25X1A

Intelligence Information
Reports Familiarization

See above.

Intelligence Writing
for CTs

Drop

FTD/MATB
Managerial Grid

1. Vote: 4 to retain, 4 to drop.
2. If possible, use in a tailored context, i.e., with other programs requiring group interaction.

Practical Supervision for OC Careerists	Train OC officer to run. [redacted] investigate with OC.)	25X1A
Executive Seminar	Do not list in catalog until course developed.	
Field Administration	See if course can be offered fewer times ([redacted]).	25X1A
Administrative Procedures	[redacted] will review for relevance of content and technique.	25X1A
Orientation and Office Skills Program (Clerical Orientation)	Drop. OP already covers in their Orientation. OTR should provide quality orientation to Agency on videotape for OP.	
Office Management Seminar	Sharpen objectives.	
Employee Development Course for Office Workers	Sharpen objectives.	
Effective Writing (USDA: Graduate School)	See if [redacted] can handle, or procure good self-study package.	25X1A
Effective Briefing [redacted]	See if it can be handled. internally: FTD	25X1A
All of the Financial Management Courses	Re-State objectives.	25X1A
Records Courses [redacted]	See if Records Management Survey Seminar can be reduced to a written instruction.	

FTD/ISTB

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|--------------------------------|--|
| Information Science
Courses | <ol style="list-style-type: none"> 1. Explore changing names to
provide individual identity 2. Explore standardizing instruction
to do away with the specialized
programs (e.g., Finance, IA). 3. Explore possibility of fewer
offerings of the Systems
Dynamics Course (planned 3x). |
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7. Present Catalog Offerings not included in FY76
Recommended List

Latin American Seminar
Intelligence Writing Techniques for Career Trainees
Operational Indoctrination for OTS
Parachute Jump Training
Performance Appraisal Workshop
Scientific and Technical Collection for DDO Officers
Special Operations Training
Basic Operations Course
Operations Support Course

8. Recommended Courses for FY76 not included in the
present catalog

Accounting Control
Applied Financial Management
Counseling
EEO for Supervisors
Employee Development Course for Office Workers
File Procedures Seminar
Forms Analysis and Design
Forms Management Seminar
Records Disposition Seminar
Survey of Financial Management
Operations Familiarization Course
Operations Course

9. Curriculum Committee members will gladly discuss these recommendations with you in detail at your convenience.


Chairman, Curriculum Committee

25X1A

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OTR Curriculum for FY '76

FROM: [REDACTED] 25X1A *JM/TK* EXTENSION NO. 3185 DATE 24 December 1974
C/PDS

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DTR	12/26			2 to 1: Although I haven't had time to study it thoroughly, this looks like an excellent paper with sound suggestions. I'll spend some time on it after 6 Jan '75. <i>J</i> 2 to 5: Sam: Let's discuss. <i>J</i>
2. <i>DDTR</i>	12/26	12/27	<i>J</i>	
3. <i>DDTR</i>	12/27	<i>sgm/j</i>	<i>J</i>	
4.				
5. <i>C/PDS</i>		1/17	<i>J</i>	
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