

Approved For Release 2000/08/21 : CIA-RDP78-06215A000100030011-3

11 July

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2 July 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Agenda for the Meeting of 11 July 1974

1. The Curriculum Committee will meet on Thursday, 11 July 1974 at 0930 hours in the DTR Conference Room.

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2. The Agenda:

- |   |            |          |
|---|------------|----------|
| a. Administrative and Clerical Training                     | ██████████ | 1 hour   |
|   |            | STATINTL |
| b. Continuation of discussion of Instructional Development. | ██████████ | 1/2 hour |
|   |            | STATINTL |
| c. Discussion of attached memorandum on 1976 curriculum.    | ██████████ | 1/2 hour |

STATINTL

████████████████████  
Chairman  
Curriculum Committee

3 September 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of the 11 July 1974 Meeting of the Curriculum Committee

1. On 11 July 1974 the Curriculum Committee met in the DTR Conference Room at 1300 hours. Present were Messrs.

STATINTL

[REDACTED]

2. The minutes of the previous meeting were approved.

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3. The Issue of Academic Credit. [REDACTED] reported that as a result of the June meeting of the Committee at the [REDACTED] Mr. Rodriguez had generally agreed that the Committee recommendation regarding providing information to employees and ex-employees for the purpose of academic credit. [REDACTED] had suggested further discussion and that a policy paper should be written. C/PDS in consultation with [REDACTED] has prepared such a policy paper, and it is being considered by both the DDTR and the General Counsel's office.

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4. [REDACTED] introduced the members of the FTD staff who were to discuss clerical and administrative training. [REDACTED] discussed in some detail the range of non-professional training offered employees with particular emphasis on the new course for office workers which will be conducted by [REDACTED] in September. [REDACTED] briefed the Committee on the Project Officer in the Contract Cycle course, Field Administration, and briefing and writing courses run by [REDACTED] discussed the progress and the development of the Executive Conference, the financial management courses under development, EEO Programs and MBO programs. He also reported that a special counseling program was being prepared for the Office of the DD/A.

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5. Instructional Development. [REDACTED] continued his briefing of the Committee on the subject of instructional development. He pointed out that instructional development specialists do not get involved in course content but rather

assist the instructor in selecting appropriate techniques for maximum impact. He also raised the question of how to use additional instructional development specialists (ID'S) when we employ them. Options offered were that the ID's could be detailed to the Schools, held centrally for ad hoc assistance, or operate as a task force on priority projects. [REDACTED] asked the Committee members to think about how these people could be used in the future.

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6. FY 76 Curriculum. [REDACTED] elaborated on the proposal contained in the attachments to the <sup>agreed</sup> meeting which recommended that the Committee should undertake to provide the Director of Training with a well-staffed evaluated curriculum for FY-76. The plan of approach would be for the Committee to complete its review of current curriculum by the end of September, to have the Unit Chiefs prepare a recommended curriculum for FY-76 and then the Committee will evaluate and discuss the Unit Chief's recommendations in November in a meeting at the [REDACTED]. It was the consensus of the group that we should proceed according to that plan. STATINTL

STATINTL

[REDACTED]  
Chairman, Curriculum Committee

*Ref  
course*

## THE PROJECT OFFICER IN THE CONTRACT CYCLE

### OBJECTIVES:

1. To provide an understanding of the Agency's contracting process, particularly as it applies to research, development, and engineering; and
2. To provide an understanding of the management responsibilities of the Project Officer during the contract cycle.

### METHODOLOGIES:

Lecture, class discussion, reading, case studies, role-playing

### PRINCIPAL USERS:

1. DDS&T - OTS, NPIC, OEL, ODE, ORD
2. DDM&S - OC, OJCS, OL, OF, OS
3. DDO - [REDACTED]
4. O/DCI - DDI - use occasionally.

25X1A

### KINDS OF STUDENTS:

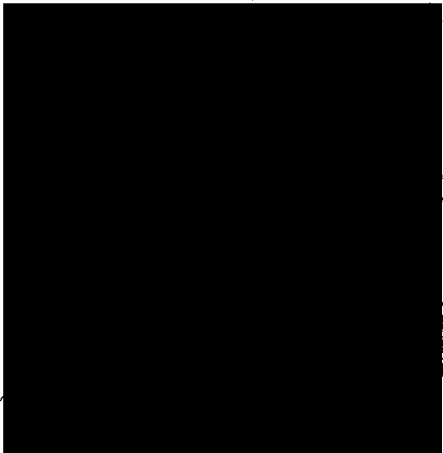
1. Engineers, scientists, technicians, auditors, procurement officers, and administrative personnel connected with R&D activities.
2. Average grade of students : GS-12/13
3. Average age of students : 35 years

### STUDENT LOAD:

Average size of the ten sessions conducted to date: 21

### TRENDS IN ENROLLMENT:

There has been a modest drop in class size over the two and one-half years. The course has been offered. Average size of first seven classes was 22. The average size of the last three classes has been 18 - but one of those classes had only 11 students.



PROSPECTIVE PARTICIPATION:

- 1. Forecast FY 1973 : 145  
Attendance FY 1973 : 87  
Balance : 58
- 2. Forecast FY 1974 : 141  
Attendance FY 1974: 75  
Balance : 66
- 3. Forecast FY 1975: 128  
Attendance FY 1975: 75 (reduce from 4 to 3 classes)

Instructors:

- 1. OTR - Course Administrator
- 2. Other - Nine guest speakers from within the Agency;  
two contract instructors.

OTR's COST PER SESSION:

*per session*

*\$126.00 per study  
no salary*

- 1. \$2,372 (Contract) + \$11.50 (administrator's travel) + *salary*

FEEDBACK MECHANISM:

- 1. Student critiques at end of each session
- 2. A follow-up questionnaire is sent to each student six months to a year after his completion of the course. *50% response*  
*confidence for the us*  
*community*
- 3. Liaison with personnel in the Procurement and the R&D community

CUSTOMER EVALUATION OF EFFECTIVENESS:

- 1. Students generally give the course "high" marks in effectiveness. No feedback mechanism from management.
- 2. At least one contracting officer has noted "an improvement" in the technical personnel in a large office.
- 3. Senior officials speak highly of the course and apparently continue to endorse it.

*for concentration*  
*Zener*

IMPACT ON AGENCY'S MISSION

To the extent that the Agency's Project Officers are instrumental in obtaining better performance from The Agency's contractors so that better products or services result, a positive contribution to the Agency's performance of its mission will be made.

- a. ORIENTATION & OFFICE SKILLS
- b. Objectives are broken down into those for each segment as reflected in the book prepared for the Curriculum Committee in the past.
- c. Various including:
  - (1) demonstration
  - (2) reading
  - (3) student practice
  - (4) lecture
  - (5) visual-movies, slides
  - (6) team exercise
- d. Office of Personnel/Clerical Staffing Branch assigns new EOD's
- e. All new clerical (GS-06 & below, occasionally GS-07) employees of CIA - includes secretary steno, clerk steno, clerk typist, clerk, messenger, courier and various assorted clerical job titles.
- f. CY 1973 - 564
- g. Seemingly downward somewhat overall although appears to have stablized
  - CY 1972 - 630                      CY 1969 - 846
  - CY 1971 - 573                      CY 1968 - 659
  - CY 1970 - 843                      CY 1967 - 1125
- h. Same as present
- i. two are needed
- j. Unknown
- k. Student questionnaires on effectiveness of course in relating to on the job performance
- l. OP - don't know students - vast majority feel that it is helpful and pertinent
- m. Measurable? Demonstrated? Only experience with this area is comments of students who were sent to offices to work for some time and then came back to class - they say "wish I'd had this before I went to the office." We believe it lessens the OJT time for new employees.



## FIELD ADMINISTRATION

### OBJECTIVES:

1. Interpret regulations and apply techniques and procedures pertaining to finance, logistics, foreign travel, personnel, physical security, emergency destruction and civil disturbances at a field station.
2. Maintain the financial accounting system used at a Class B or Class C Station.
3. Maintain Type II property accounts.
4. Compute and prepare foreign travel vouchers.

### METHODOLOGIES:

Programmed - Assisted instruction, Lectures, Work Problems, and quizzes using slides and Student Responder Units.

### USERS:

Mostly DDO and some DDM&S (Finance and Logistics)

### STUDENTS:

Average Grade : 07.5  
Average Service: 7 1/2 years  
Average Age : 31  
EEO : About 40% women

### STUDENT LOAD:

About 12 per class (as low as 6/as high as 18)

### PROSPECTIVE STUDENT AUDIENCE:

Mostly those with assignments to small field stations where they will be the custodian of station funds and be responsible for preparing and maintaining all financial and logistics records as well as other functions. Some finance and logistics personnel who might maintain local imprest funds or audit incoming financial reports.

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Instructors:

STATINTL

Two - [REDACTED] (2 weeks) and [REDACTED] (1 week)

Feedback:

During Instruction - Slide Quizzes with Use of SRU's and tests-in-depth for the Type II and Class B accounting procedures.  
About Reports - From Audit Staff  
B&F Offices - Exceptions Taken...

Customer Evaluation:

A much needed Training Course without which many employees and Stations would have severe problems.

Impact on Mission:

Errors, Loss of Assets - and Personnel drastically reduced thereby making life easier for the COS and other operations personnel.

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a. Administrative Procedures - 7 times a year

b. Objectives -

Student will be able to:

1. Describe organizational relationships of each Agency Directorate with emphasis on the DDO.
2. Learn methods used to protect security in correspondence to and from the Field.
3. Prepare and route correspondence and projects in Headquarters and to the Field.
4. Prepare claims for domestic TDY travel and miscellaneous expenditures.
5. Be familiar with procedures in Information Services Group with emphasis on the DDO filing system, responsibilities of the originator and receiver of operational correspondence, and procedures used in indexing and name tracing.

c. Methodologies -

1. Slides
2. Practical Problems
3. PAI
4. Movies (2)
5. Lectures (guests and chief instructor)
6. Hand Outs

d. DDO

e. Clerks, clerk typists and stenographers (GS-3 - GS-5)

f. 20 per running, 7 times a year = 140

g. Approximately same number as in latter half of FY '74

h. Mostly DDO, some DDM&S, DDI & DDS&T

i. One

j. ?

k. Course Evaluation

1. At last check ~~book~~ (about 8 months ago) with various training officers, it was expressed that the course was excellent and should be taught only after the individual has been on-the-job approximately six weeks as is the case presently.

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m. Course is necessary for an over-all study of DDO procedures.

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