

28 May 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Automated Communication Terminal (ACT-1)

A meeting has been arranged for 2 June with representatives of the Office of Communications and the Cable Secretariat to discuss possible training requirements connected with the activation later in the year of ACT-1. Although, as reported last week, it does not appear that there is a need for OTR to design a special course or become actively engaged in preparing an instructional manual, we believe that a discussion in depth with the ACT-1 principals is in order before a memorandum stating OTR's position is forwarded to the Director of Communications.

2. Training Course for Technical Officers (Contract Overseas)

a. Final coordination of the Course Outline with R, D, & E elements and Office of Logistics representatives was effected on 26 May at a meeting attended by:

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Telephone concurrence had been obtained earlier from [redacted] OSP and [redacted] OC, both members of the R, D, & E Board.

b. The minor revisions resulting from suggestions made at the meeting will be incorporated in the outline, which will be issued to contractors at the Pre-proposal Conference on 2 June. Overall, the group endorsed the outline as written.

c. A majority of the coordinating officials reacted favorably to the possibility of holding this Course [redacted] if a full and challenging schedule could be arranged.

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3. Administrative Procedures

On Friday, 21 May [redacted] [redacted] for the purpose of familiarizing herself with the newly completed mechanized shelving of the CS file system. The new computer terminal display (IBM 2260), which at this time is limited to name grouping of selected personalities from the CS 201 index, was also visited.

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4. Effective Briefing

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[redacted] reported that two of the participants in his Effective Briefing Course told him that they have recently been called upon to talk in front of groups and that in each case the presentation was more effective because they put to use some points learned in the Effective Briefing Course.

5. Miscellaneous

a. A six-hour presentation on Financial Accountings and Responsibilities was given to the Vietnam Orientation Course on 25 May.

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b. A four-day special course on Class B accounting procedures and financial responsibilities at small stations was given this week to an employee who will depart PCS [redacted] [redacted] on 25 June.

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c. The Deputy Chief, Clerical Training, met with the Agency's clerical recruiters who are in town for a three-day meeting, to answer questions concerning testing formats, methods, results, etc.

B. MANAGEMENT TRAINING

1. Managerial Grid

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The Managerial Grid #4-71 commenced on Sunday, 23 May 1971, [redacted] with 42 students, including two females, in attendance. This is the first running of a Managerial Grid with no grade restrictions on enrollment. Grades ranged from GS-07 to GS-16. The students have been intent on their work throughout the week and have collectively agreed that the single enrollment criterion of "supervisor or supervisor-to-be" made for an excellent mix of personnel in the course.

2. Management Science

a. Computer Terminal

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We are continuing investigations of GE time sharing computer terminals. We have also taken advantage of our "good customer" standing with Agency-cleared contacts in IBM for additional fact-finding concerning [redacted] conferencing from remote locations.

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b. [redacted]

The final-formulation-stage is underway for the Office of Training with "ROUND I" expected to start very soon.

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"ROUND I" queries have been completed for the Clandestine Service's [] and the construction of a multi-round, multi-response exercise is in progress.

3. MEDC

a. The 29th Midcareer Course will be opened on Wednesday, 9 June 1971 in the Director's Conference Room. We have invited Col. White to make the opening remarks since General Cushman, who usually does the honors, will be out of the country.

b. The Directorates have submitted their nominations for the 29th Midcareer Class. The average age of the 34 students enrolled is 39. Listed by Directorate, the statistics on the upcoming class are as follows:

	<u>Number of Students</u>	<u>Average Age</u>
DCI	1	39
DDI	8	35.8
DDP	12	43.8
DDS	9	36.1
DDS&T	4	37.3
TOTAL	<u>34</u>	<u>39.0</u>

c. The CS nominated only 12 students - three less than usual - for the current class. The three vacancies were offered to and accepted by the other Directorates.

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d. Informal arrangements have been made with SAC Headquarters and NORAD Headquarters for the 29th Midcareer Field Trip which is scheduled for the period 18 - 22 July 1971 . The following installations will be visited: SAC Headquarters, Offutt AFB, Nebraska; 341st Strategic Missile Wing, Malmstrom AFB, Montana; Headquarters NORAD, Colorado Springs, Colorado.

4. Advanced Management (Planning)

The DDI has estimated its FY '72 enrollment at 25 officers, This brings the total estimated enrollment for FY '72 to somewhere in the neighborhood to 150 - 170. We will schedule five courses during the fiscal year to take care of this number.


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Chief, Support School, OTR

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