

4. Functions of the Executive Officer
5. Management tools
 - a. Staff meetings
 - b. Weekly reports
 - c. Monitoring of courses
 - d. Evaluative conferences
 - e. Fitness reports and career conferences
6. Studies in Intelligence
7. The Reading Improvement Program
- D. The Orientation and Briefing Officer
 1. Background
 - a. TRD and TR(General) responsibilities
 - b. Orientation and Briefing Division
 2. Staff and facilities
 3. Scheduled functions
 4. Special services
 - a. For the Executive Director
 - b. For the clandestine services
 - c. For the OCR Liaison Staff
 5. Elimination of the position

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6. Absorption of functions

E. The Intelligence Orientation Faculty

1. Background

2. Staff and grade structure

3. Functions and responsibilities

4. Courses and programs - Background of VOC. - doc. 13 Feb. 54

5. Publications

6. Special ^{programs} projects

✓ a. The "County Fair"

b. Projects Useful and JCS-DIA

c. Projects for NPIC

d. Support of non-Agency training

✓ e. The Midcareer course

✓ f. The Intelligence Review course

F. The Intelligence Production Faculty

1. Background

2. Staff and grade structure

3. Functions and responsibilities

4. Courses and programs

a. Scheduled

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- b. Special
- c. Programs for NPIC
- 5. Liaison with the DDI
- 6. Training aids and manuals
- G. The Management Training Faculty
 - 1. Background and antecedents
 - 2. Staff and grade structure
 - 3. Courses and programs
 - a. Supervision courses
 - b. Management courses
 - (1) In-house instruction
 - (2) Contract instruction

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The Grid

- 4. External management training
 - a. Universities -- Harvard, Michigan, et. al.
 - b. American Management Association
 - c. Civil Service Commission

H. The Clerical Training Faculty

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1. Background and antecedents
2. Staff and grade structure
3. Facilities
4. Courses and programs
5. Standards and norms
6. Civil Service liaison
7. Relations with Office of Personnel
 - a. Testing
 - b. The "Pool"

I. The Operations Support Faculty

1. Background
2. Staff and grade structure
3. Courses and programs
4. Liaison with the clandestine services
5. Transfer to the Operations School

J. Summary

1. Enrollment trends
 - a. Peaks and valleys
 - b. Statistical samples
2. Staffing problems

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- a. Standards of instructor qualification
- b. Rotational assignments
3. Normal slice of annual OTR budget
4. Major achievements
5. Conclusion
 - a. Evaluation
 - b. Experiential lessons

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