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Approved For Release 2000/05/12 : CIA-RDP79-01590A000100100001-4

30 December 1977

MEMORANDUM FOR: Director of Training

FROM: [REDACTED]
Course Chairman

SUBJECT: Semiannual Course Report for Introduction
to CIA (U)

1. (U) Introduction

This is the first semiannual course report for the Introduction to CIA (ITCIA) course. It covers three runnings of the course--Nos. 9, 10, and 11--which were offered 12-23 September, 31 October - 11 November, and 5-16 December 1977, respectively. The undersigned was course chairman for all three runnings.

2. (U) Curriculum

A copy of the schedule of ITCIA No. 11, which is similar to Nos. 9 and 10, is attached. Slight modifications were made in each offering to accommodate guest speakers, but, in general, the course format developed with the revision of the Intelligence and World Affairs course has been retained. Course participants, on the whole, were satisfied with the way the material was presented and felt that the course objectives were met. However, an area of concern has been noted in some of the student evaluations that the first one or two days of the course is duplicative of the general EOD briefings. This was particularly evident in the general class discussion held in ITCIA No. 11, where a number of students had been on board less than six months.

In addition, several participants in ITCIA No. 10 from the Office of Security (OS) felt that some portions of the course duplicated parts of the OS training cycle which they were taking. In both cases, I would suggest that a future course chairman might monitor an EOD briefing to see if the redundancy is as much as claimed. Also, more coordination with OS training personnel might clarify the situation with regard to duplication, particularly when a large group of security trainees is expected in ITCIA.

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CIA (U)

3. (C) General Observations

As expected, each class exhibited a cohesiveness and chemistry of its own, depending on the general makeup of the group. Those groups in which the National Foreign Assessment Center (NFAC) and Directorate of Science and Technology (DDS&T) predominated were more interested in things analytical. The group which had the large number of OS participants seemed to focus on people-oriented problems. All groups found the Office of Imagery Analysis and Office of Central Reference briefings and tours interesting and useful, as well as the presentation by [REDACTED] on the activities of the Office of Technical Service. The presentation by [REDACTED] Office of Strategic Research, on the nature of analytical work in CIA was also well received. All groups felt that those speakers who relied heavily on visual aids to carry their presentations were less effective than those who used graphics as a tool to present a specific case study. Surprisingly, a large number of participants singled out the Equal Employment Opportunity (EEO) presentation as least useful. Despite the fact that ITCIA is designed to be a general orientation course on the Agency for new professionals, several participants suggested that there should be at least cursory coverage of other agencies in the Intelligence Community, such as the Defense Intelligence Agency and the National Security Agency. A few suggested that the presentation on the Intelligence Community Staff should be at the beginning of the course rather than at the end when we try and tie things together to show how the Agency fits into the entire Intelligence Community. ③

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The three runnings of ITCIA offered in this reporting period provided an enrollment capacity of 114 positions. Beginning enrollment for the courses was 90 participants or a utilization rate of 79 percent. The DDS&T and NFAC provided 40 and 27 percent respectively of the participants, and the Directorate of Administration (DDA) sent 23 percent, of which 71 percent of that number came from the Office of Security. The Directorate of Operations (DDO) and the DCI's area each had 4 percent of the beginning enrollment. It is highly unlikely, with the current climate in the DDO, that participation from that Directorate will be much higher in the future. With these figures in mind, it might be worth considering the possibility of reducing the

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number of runnings of ITCIA to five per year to achieve a better utilization rate and to reduce the number of times that we have to call on speakers to participate in our courses. Cooperation and support from the participating offices and directorates have been excellent, but even the elimination of one running would reduce the demands we make and perhaps continue to ensure high quality participation and fewer speaker substitutions.

5. (U) Conclusion

The three runnings of ITCIA covered by this report were highly satisfactory in the undersigned's estimation. The participants were enthusiastic and vocal, engaging in dialogue with the speakers and each other. They were critical in a positive manner, making suggestions which were to the point. They were particularly appreciative of the effort provided on their behalf and complimentary to the staff for its support. All considered the time in the course well spent.

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Attachments:

- 1 - Course Schedule (C)
- 2 - Course Rosters (C)
- 3 - End-of-Course Data (U)

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INTRODUCTION TO CIA

COURSE NUMBER 11

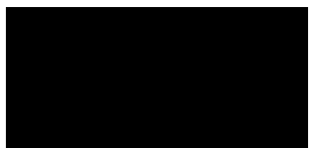
5-16 December 1977

Room 902
Chamber of Commerce Building
Extension 2452

INTELLIGENCE SCHOOL
OFFICE OF TRAINING

STAFF

25X1A



CHAIRMAN

TRAINING ASSISTANT

CONFIDENTIAL

INTRODUCTION TO CIA

Course Objectives

A member of the Introduction to CIA Course is expected to:

1. Gain a basic understanding of CIA, its organization and functions, as well as its relationship to the Intelligence Community; and
2. Acquire an understanding of the fundamentals of the intelligence process.

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Monday, 5 December 1977

0900-0945 Introduction to the Course

[REDACTED]
Intelligence School
Office of Training

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The course objectives and procedures will be discussed.

0945-1000 Class Introductions

An important element of this course is the opportunity for all participants to share past experiences. We hope that many of you will call on the friends and contacts made over the next two weeks in carrying out your future responsibilities.

1000-1015 Security Clearance Briefing

[REDACTED]
Security Officer,
Office of Training

25X1A

The representative of the Office of Security currently detailed to the Office of Training will briefly explain the special clearances that participants have received for the duration of the course.

1030-1200 The Missions and Functions of the Central Intelligence Agency

[REDACTED]
Briefing Officer,
Office of Training

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The course begins with a broad overview of the intelligence process. [REDACTED] will survey the overt and covert means of collection, and the collation and analysis of this raw data. He will then describe the various types of production, including political, biographic, economic, military, scientific, and technical. Later in the course, these elements will be discussed in greater detail.

1200-1300 Lunch and Optional Videotape

"Admiral Stansfield Turner's Swearing in Ceremony," 9 March 1977

1300-1400 Discussion Groups

The class will meet in small groups to share the images of the CIA that they brought into the Agency, and the questions they would like to have addressed in this course about the structure, missions, and administration of the Agency.

Monday, 5 December 1977 (continued)

1415-1500

Reporting Session

Class and Staff

The class will exchange information surfaced during the preceding small group meetings. The Staff will record your questions and special concerns and alert guest speakers to your particular interests.

THE AGENCY AND ITS EMPLOYEES

In this section of the course, we will focus on you as employees and discuss your responsibilities to the Agency. We will also discuss assistance and services available to you as employees. The role of training will be explored as well as personnel, equal employment opportunity, medical services, and security matters.

1515-1615

Training Agency Personnel

25X1A

██████████
Deputy Director for
Functional Training,
Office of Training

One of the major concerns of new employees is to learn what kinds of training are available to Agency officers. ██████████ will describe new training requirements and what is being done to meet them. He encourages your personal questions about specific courses.

25X1A

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Tuesday, 6 December 1977

0830-0930 Reading Period

This is the first of four scheduled periods for individual reading--not enough time for you to digest every article in your notebook. We have listed in the schedule the readings that would be most beneficial to you and hope that you will take the time to at least scan the remaining literature. If you need extra time, please feel free to come in early in the morning, stay after the afternoon presentations, or even to drop in during the weekend.

1. Study Guide - "Selected Terms and Abbreviations," a working paper of the Intelligence Institute, Office of Training, January 1977 (CONFIDENTIAL) (TAB A)
2. Study Guide - "The Organization of CIA," a working paper of the Intelligence Institute, Office of Training, January 1977 (SECRET) (TAB A)
3. Organizational Chart of the Central Intelligence Agency, March 1977 (SECRET) (TAB A)
4. National Security Act of 1947 (TAB A)
5. CIA Act of 1949 (TAB A)

0930-1030 Personnel Management

Management and
Communication
Skills School,
Office of Training

25X1A

Personnel people serve your career needs from the time you enter on duty until your retirement. A representative of the Office of Personnel on rotation to OTR will comment on current trends in the Agency's approach to personnel management, including recent changes in the career service structure and the impact of "management by objectives" on personnel administration.

25X1A

1045-1145 Equal Employment Opportunity

Training and
Information Officer,
Office of Equal
Employment Opportunity

During this session, our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

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Tuesday, 6 December 1977 (continued)

1145-1300 Lunch and Optional Videotape

"The DCI Interviewed on Face the Nation,
20 March 1977"

25X1A

1300-1430 Office of Medical Services

[REDACTED]
Psychiatric Division

[REDACTED]
Chief, Assessment
Branch, Psychological Services Staff 25X1A

25X1A

[REDACTED]
Deputy Chief, Clinical
Activities Division,
Office of Medical
Services, Administration
Directorate

In an organization such as ours, the physical and mental health of its employees is of paramount importance. Our panel will describe how the Agency's Office of Medical Services provides world-wide support to its human resources.

25X1A

1445-1600 The Security Challenge Today

[REDACTED]
Deputy Director for
Policy and Management,
Office of Security,
Administration
Directorate

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security--personnel, technical, and physical. He will examine the challenges and changing nature of the security threat that faces the Agency today.

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Wednesday, 7 December 1977

0830-0930 Film: "An Interview with the DCI, July 1977"

This morning we will have an opportunity to see a film shot specifically for OTR orientation courses in which Admiral Turner shares his views of the Agency, its role in the Intelligence Community, and the future.

AGENCY MANAGEMENT CONCERNS

The problems confronting the Agency's senior management have changed dramatically during the last few years. Today we will focus on selected issues that have had a major impact on the CIA's methods of operation. The topics include legal problems, public image, and relations with the news media and Congressional relations.

25X1A

0945-1045 CIA in Court

[REDACTED]
Office of General Counsel

The speaker will discuss the issues and problems created by the recent investigations of the Agency and changing political attitudes about intelligence and foreign affairs. The changing legal climate as well as new legislation impacting on the Agency will also be discussed.

25X1A

1100-1200 The Inspector General

[REDACTED]
Inspector, Office of Inspector General

The Inspector General is charged with overseeing Agency activities as directed by the DCI, investigating employee grievances and supervising audits of expended funds. The speaker will discuss the function of his expanding office in reviewing these activities in response to the recommendations of the Rockefeller Commission and investigating employee grievances. He will describe some types of problems and situations which arise and require remedial actions by top management.

1200-1315 Lunch and Optional Videotape

"Intelligence - The Need to Know"

CONFIDENTIAL

Wednesday, 8 December 1977 (continued)

1315-1415

CIA and Congress

[REDACTED]
Deputy Legislative
Counsel

25X1A

What is the current status of our Congressional relations? What are our responsibilities to the special committees that oversee the Agency? How has Congress' view of the Agency and use of the CIA changed over the past several years? What will this relationship look like in the future? Our speaker will discuss these questions and others pertinent to this timely topic.

1430-1545

The Freedom of Information and
Privacy Acts

[REDACTED]
Chief, Information
and Privacy Staff,
Administration
Directorate

25X1A

The Freedom of Information Act and the Privacy Act have already had considerable impact on the working methods and procedures of all Federal Agencies, including the CIA. Our speaker will explain the Acts' requirements and applicability to the Agency, and explore the problems they raise for management and personnel in a secret intelligence organization.

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Thursday, 8 December 1977

THE INTELLIGENCE CYCLE
COLLECTION OF INTELLIGENCE

The intelligence cycle begins with the collection of raw data. We will first explore the Operations Directorate's assigned mission of overt and covert human collection, covert action, and other special operations. We will then discuss the basic techniques and types of data derived from technical collection.

0830-1100

Introduction to Operations

██████████
Office of Training

25X1A

Our discussion of the work conducted by the Operations Directorate begins with a slide presentation that traces the importance of clandestinely collected information from Biblical times to the twentieth century. It brings us to World War II where a need for a centralized intelligence effort in America was finally recognized. ██████████ will then explain how that need was translated into a federal agency, and provide a brief history of the Operations Directorate. Next, he will explain what human collection basically involves and describe the typical ██████████ station abroad. Finally, he will discuss the method by which "raw data" is collected and transmitted by the field station to Headquarters. ██████████ welcomes your questions or concerns about the Operations Directorate.

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1115-1215

Domestic Collection Division

██████████
Group, Domestic
Collection Division,
Operations Directorate

25X1A

25X1A

██████████ will discuss the responsibilities of the Domestic Collection Division (DCD) in the collection of foreign intelligence from United States citizens. She will also share with the class some of the unique problems DCD faces as an important link between the Agency and the American public.

1215-1315

Lunch

CONFIDENTIAL

Thursday, 8 December 1977 (continued)

1315-1445

The Soviet Target:
Operational Priority

25X1A

[REDACTED]
Soviet and East
European Division,
Operations Directorate

The Soviet Union, of critical importance to U.S. foreign policy makers, is a priority intelligence collection target. Our speaker will describe the work and life of the typical Soviet official abroad and explain the operational methodology employed by CIA officers in their efforts to recruit and exploit the Soviets.

1500-1615

Technical Support of Operations

25X1A

[REDACTED]
Chief, Training
Branch, Office of
Technical Service,
Science and
Technology Directorate

The Office of Technical Service primarily provides support to activities of the Operations Directorate. You will have an overview of these activities and learn about the kinds of equipment and assistance the office supplies. Several examples of software will be exhibited.

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Friday, 9 December 1977

Room 713, Chamber of Commerce Building (All Day)

0830-0930

Reading Period

1. Key Intelligence Questions for Fiscal Year 1977, October 1976, NFIB-D-22.1/56 (SECRET, NOFORN DISSEM) (TAB C)
2. Goals and Objectives of the Director of Central Intelligence for Fiscal Year 1977 (TAB D)
3. U.S. Foreign Intelligence Priorities for 1976-1980 (SECRET) (TAB D)
4. Perspectives for Planning and Programming Fiscal Years 1979-1983, 3 January 1977, NFIB-D-22.1/58, (SECRET, NOFORN DISSEM) (TAB C)
5. Is Espionage Necessary for our Security? Herbert Scoville, Jr., Foreign Affairs, April 1976. (TAB E)
6. "Intelligence Secrecy and Security in a Free Society," William E. Colby, International Security, Fall 1976, Vol. 1, No. 2 (TAB E)

25X1A

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Friday, 9 December 1977 (continued)

1215-1330

Lunch

1330-1430

The Role of Counterintelligence


Counterintelligence
Staff, Operations
Directorate

25X1A

The job of the Directorate of Operations involves not only collecting information for ourselves, but also denying information to our enemies. Our speaker will discuss the role of the Counterintelligence Staff and how recent Presidential directives will affect that role.

1445-1545

Film: "A Point in Time"

This CIA-produced film traces the development of today's overhead reconnaissance systems.

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Monday, 12 December 1977

0830-0900 Film: "A New Imagery Collection System"

This is an animated film depicting a new, near-real-time electro-optical collection system.

25X1A

0900-1000 SIGINT Operations

Office of SIGINT
Operations, Science
and Technology
Directorate

The Office of SIGINT Operations was established within the Directorate of Science and Technology in February 1977. Our speaker will discuss its program objectives, collection operations, and contributions to the collection and processing of intercepted foreign electromagnetic signals.

STATSPEC

1130-1145 Film: "The Blackbirds are Flying"

This 15-minute movie is a historical review of the development of the SR-71 by Lockheed's California Company at Beale Air Force Base.

1145-1230 Lunch

1230 Bus leaves for [REDACTED] Meet at rear of the Chamber of Commerce Building.

25X1A

CONFIDENTIAL

Monday, 12 December 1977 (continued)

1300-1545

The Office of Imagery Analysis

25X1A

██████████
Chief, Economic
Resources Division,
Office of Imagery
Analysis, National
Foreign Assessment
Center

The contribution to intelligence of aerial photography and other imagery will be the subject of this lecture. The speaker will explain the way in which the tasks of imagery exploitation have been allocated within the Intelligence Community and the distinct functions of the Office of Imagery Analysis (OIA) and the National Photographic Interpretation Center (NPIC). Vu-graphs will be used to demonstrate the arts of the photo interpreter and his contribution to analysis and to collection.

During the second hour of our visit, participants will divide into small groups and observe how photo interpreters analyze photographs.

1545

Bus leaves for the Chamber of Commerce Building

Tuesday, 13 December 1977

0830-0900 Reading Period

1. The CIA Operations Center (CONFIDENTIAL) (TAB D)
2. Guidelines for National Intelligence Production, 4 June 1976 (CONFIDENTIAL, NOFORN DISSEM) (TAB D)
3. [REDACTED] Text of Lecture on Evaluating the Intelligence Successes and Failures, 16 April 1976 (SECRET) (TAB D)
4. CIA Intelligence Support for Foreign and National Security Policy Making, Center for the Study of Intelligence, Intelligence Institute, Office of Training, January 1976 (SECRET) (TAB D)

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0900-0930

Mid-Course Review and Evaluation

Class and Staff

The staff is interested in your views regarding the first six days. What segments were most useful to you, and what are your recommendations for improvement?

0945-1045

Requirements and Evaluation:
From Collection to Production

[REDACTED]
Executive Officer,
Requirements and
Evaluation Staff,
Office of Comptroller

25X1A

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[REDACTED] will review the three major categories of intelligence collection, pointing out the merits and disadvantages of each. He will then explain the process of levying collection requirements and of evaluating the usefulness of what is collected.

PROCESSING AND PRODUCTION OF INTELLIGENCE

The final step in the intelligence cycle is the production of finished intelligence. We will also discuss the processing of information throughout the Agency. During this portion of the course, we consider five types of finished intelligence: current, research, biographic, economic, and strategic weapons.

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Tuesday, 13 December 1977 (continued)

1100-1200 Economic Research

[REDACTED]
Special Assistant,
Office of Economic
Research, National
Foreign Assessment
Center

25X1A

Our speaker will describe how the policy makers' interest in economic intelligence has shifted and how the Office of Economic Research has met the new and increasing demands for analysis of economic developments abroad. He will describe his Office's direct support to senior Government officials, as well as changes in the requirements for the collection of economic data.

1200-1330 Lunch and Optional Videotape
"The Weather Machine, Part I"

This 1974 production by the Public Broadcasting Service examines weather phenomena such as hurricanes, thunderstorms, cloud formations, tornados, and the impact of ocean currents and tides on climate. It also reviews ongoing research programs, including a Greenland laboratory study of ice as an indicator of historical weather changes.

1330-1445 The Nature of Intelligence
Research

[REDACTED]
Office of Strategic
Research, National
Foreign Assessment
Center

25X1A

[REDACTED] will discuss the important need for careful and continuous research in intelligence analysis. He will describe the process involved in resolving various intelligence problems through research; examples will be drawn from case studies. Of particular importance are the different research tools and techniques--spin-offs from advanced technology--that are used by CIA researchers.

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Wednesday, 14 December 1977

HEADQUARTERS, Room 1E74 (All Day)

0900-1100

The Office of Central Reference

[REDACTED]
Deputy Director,
Office of Central
Reference, National
Foreign Assessment
Center

25X1A

The Office of Central Reference (OCR) has a dual function; it is a principal source of support to collectors and analysts, and it also produces finished biographic intelligence. In outlining the Office's interesting and varied functions, [REDACTED] explains ways that OCR can be of service to you. In addition, we will divide into two groups and tour the CIA Library, the Document Library, and the Terminal Access Point (TAP) Room.

25X1A

1115-1215

Weapons Intelligence

[REDACTED]
Office of Weapons
Intelligence,
National Foreign
Assessment Center

25X1A

The importance of scientific and technical analysis will be illustrated by a close look at the work performed in the Office of Weapons Intelligence (OWI). Our speaker will focus on how weapons systems of the USSR and the PRC are interpreted and analyzed. As a producer of finished intelligence, OWI's relationships with other producing components in CIA and in the Intelligence Community be described.

1215-1315

Lunch

25X1A

1315-1415

Office of Regional and
Political Analysis


[REDACTED]
Europe Division,
Office of Regional
and Political
Analysis, National
Foreign Assessment
Center

Recently, the Office of Regional and Political Research (ORPA) was formed out of the former Offices of Current Intelligence (OCI) and of Political Research (OPR). The new organization continues to make structural adjustments and to look for more efficient and effective means of communicating intelligence analysis to consumers. Our speaker will outline ORPA's lines of command, and describe the Office's publications. From his perspective as an intelligence analyst, [REDACTED] will offer his views regarding ORPA's future role in current, mid-term and long-range political analysis.

25X1A

Wednesday, 9 November 1977 (continued)

1430-1600 CIA Operations Center

 25X1A
Senior Duty Officer,
CIA Operations Center,
National Foreign
Assessment Center

The Agency's 24-hour control center alerts Agency Officials to critical events and is CIA's after-hours contact point to the Intelligence Community and the White House. After a discussion of the Center's functions and operations, the class will divide into small groups for a tour of the Center.

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Thursday, 15 December 1977

SUPPORT TO INTELLIGENCE

Intelligence collection, processing, and production requires a variety of support mechanisms. The most important of the many different types of direct and indirect support will be discussed today.

0845-0915 Film: "Printing for Intelligence"

This CIA-produced film gives a good behind-the-scenes view of the technical process involved in printing the Agency's intelligence publications.

25X1A

0930-1030 Computer Support to Agency Activities

██████████
Executive Officer,
Office of Data
Processing,
Administration
Directorate

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. You will be acquainted with current and projected uses of computer systems in the Agency and with the role of the Office of Data Processing.

1045-1200 Logistical Support to CIA Activities

██████████
Executive Officer,
Office of Logistics,
Administration
Directorate

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The speaker will address the Office of Logistics' role in support of Agency operational activities with emphasis on specific recent projects. Additionally, the changing image of Logistics will be discussed with respect to current trends such as the decline of overseas positions, increased automation, and the increasing impact of other Federal regulatory agencies.

1200-1330 Lunch and Optional Videotape

"The Weather Machine - Part II"

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Thursday, 15 December 1977 (continued)

1330-1445 Managing Agency Records

██████████
Management and
Communication
Skills School,
Office of Training

25X1A

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██████████ will begin this session with an examination of the federal laws applicable to government records management and relate them to Agency procedures. We will then look at a few selected methods of coping with the growing paper problem such as word processing and copying machines, micrographics, and computer output microfilm.

1500-1600 The Agency's Communications

██████████
Chief, Programs and
Budget Staff, Office
of Communications,
Administration
Directorate

25X1A

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

Friday, 16 December 1977

THE INTELLIGENCE COMMUNITY

Now that you have an appreciation for the issues and problems which face CIA today, and an understanding of the Agency's missions and functions, we will explore CIA's role in the Intelligence Community.

0830-0930 Reading Period

1. Guiding Principles of the Intelligence Community, 13 May 1976 (TAB A)
2. National Intelligence Officer Listings (SECRET) (TAB D)
3. Study Guide - "The United States Intelligence Community," a working paper of the Intelligence Institute, Office of Training, August 1976 (CONFIDENTIAL, NOFORN) (TAB A)
4. List and Summary of National Security Council Intelligence Directives (SECRET) (TAB A)
5. United States Foreign Intelligence Activities, Executive Order 11905, 19 February 1976 (TAB A)
6. List of the Members of the National Security Council (TAB B)
7. Presidential Directive/NSC-2, 20 January 1977 (CONFIDENTIAL) (TAB B)
8. The National Security Council System, effective 20 January 1977 (CONFIDENTIAL) (TAB B)

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0930-1030 The National Intelligence Officers

Special Assistant-
NIO Support, National
Foreign Assessment
Center

The National Intelligence Officers (NIOs), charged with responsibility for specific geographic or functional areas, are one of the tools used by the Director to coordinate the work of the Intelligence Community. Our speaker will explain how an NIO works as a personal representative of the DCI to establish informal contacts across Agency and departmental lines and to provide coordinated responses to the requirements of policy makers. He will also speculate on the future of the NIO system.

Friday, 16 December 1977 (continued)

1045-1215 The Intelligence Community


~~Executive Officer,~~
Intelligence
Community Staff

25X1A

This presentation of the Intelligence Community will focus on the different members of the Community and their interaction and cooperation. Our speaker will also discuss how the Intelligence Community is managed and the responsibilities of the Director of Central Intelligence.

1215-1330 Lunch

1330-1430 Written Evaluations and Final
Administrative Matters

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END-OF-COURSE DATA

DATE OF REPORT 19 December 1977

COURSE: Introduction to CIA No. 11
(TITLE & NUMBER)

RUNNINGS PER YEAR: 7

STUDENT ENROLLMENT

ENROLLMENT CAPACITY	BEGINNING ENROLLMENT	UTILIZATION* (PER CENT)	NO. COMPLETING COURSE
38	28	74%	28

CLASS COMPOSTION

ORGANIZATION	DD/A	DD/I	DD/O	DD/S & T	DCI	OTHER					TOTAL
NO. OF STUDENTS	1	9	--	18	--	--	--	--	--	--	28

	GRADE	YRS IN AGC'Y	TIME IN JOB	AGE
RANGE	GS-06--14	1 month- 2 yrs. 3mos	Unknown	22-47 yrs.
AVERAGE	GS-9.5	6 months	Unknown	31 yrs.

*BEGINNING ENROLLMENT
 $\frac{\text{---}}{\text{---}} = \text{UTILIZATION}$
 ENROLLMENT CAPACITY

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