

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/08/07 : CIA-RDP81-00142R000400050009-7

DD/A 78-2519

5 JUL 1978

MEMORANDUM FOR: Director of Personnel
Director of Logistics
Director of Security

FROM : John F. Blake
Deputy Director for Administration

STATINTL

SUBJECT : [REDACTED]
(Presidential Management Intern)

1. The Presidential Management Intern Program (PMIP) was established by Executive Order 12008 on 25 August 1977. It is designed to attract to the Federal Service men and women of exceptional management potential who have received special training in planning and managing public programs and policies. The program's goals are to match the interests of those individuals desiring public service careers with the high priority needs of Federal departments and agencies.

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2. [REDACTED] has been selected as the Agency's Presidential Management Intern and will be assigned to the Directorate of Administration for the two-year internship period. [REDACTED] comes to the Agency with outstanding credentials as can be noted by his broad-ranging experience, formal education, and his dedication to the public service (see attached PMIP Application and PHS). He took his undergraduate work in political science at the University of Wisconsin where he earned distinction as indicated by his election to Phi Kappa Psi, Pi Sigma Alpha, and Phi Beta Kappa. [REDACTED] has served both in the Peace Corps with assignment to Togo, West Africa, and as an enlisted technician in the United States Army. His military service was once again with distinction. Academically, he has earned Masters Degrees in political science and public policy and administration with high grade point averages. In addition he has completed his course work for the Ph.D. degree.

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STATINTL 3. Based on his background, it is planned that during the first year of [REDACTED] internship he will rotate on a series of interim assignments of approximately four months duration to each of your Offices. He is being hired at the GS-09, Step 1 level. In view of an expected entrance on duty date of 31 July 1978, the following interim schedule has been developed for [REDACTED]:

Office of Personnel - 1 August 1978 - 30 November 1978
Office of Logistics - 1 December 1978 - 31 March 1979
Office of Security - 1 April 1979 - 31 July 1979

STATINTL It is hoped that during the period he is with each of your Offices, he will be briefed, trained, and utilized so that he is challenged in his daily endeavors. This being our initial introduction to the PMIP, I ask that you, personally, monitor [REDACTED] progress in order that an appropriate determination be made as to how he might best be utilized. Ideally, this decision would be made toward the end of his assignment to your Office. Upon completion of the interim assignments and training period, a determination will be made as to [REDACTED] assignment for the final year of the internship. However, as of now it is anticipated that he will spend the second full year of the program on assignment to one specific Office in the Directorate of Administration.

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4. [REDACTED] also will be scheduled for several formal internal OTR training courses which will be worked around or within the detail period. The following courses have been identified as being of particular value to a new employee of the Agency:

Introduction to CIA
Administration Directorate Review: Trends and Highlights
CIA Today and Tomorrow
Fundamentals of Supervision and Management
Leadership Styles and Behavior
Introduction to EDP
Information Science for Managers II
Writing Better Reports
Freedom of Information and Privacy Act Seminar

Since definite dates have not been established during FY-79 for the above courses, the DDA Training Officer will be in contact with your Office as soon as the dates are available in order to coordinate the above training program.

5. If you have any questions, please call the DDA Career Management Officer on extension [REDACTED]

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John F. Blake

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cc: CMO/DDA

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Mr. Blake</i>		
2	<i>(Please see note below.)</i>		
3		<i>lm</i>	
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
DDA 78-2519			
<i>Muda-</i>			
<i>① Pull copy of memo re [redacted] and send back to DDA</i>			
<i>② Set up a meeting for [redacted] w/ DDA and me.</i>			
<i>2</i> 11 JUL 1978			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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FORM NO. 237 Use previous editions 1-67

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Mr. Blake:

Re item 2 above, CMO tells me [redacted] is expected to EOD around the 31st of July and will schedule him to meet with you and Mr. Malanick as soon as he checks in.

DD/A Registry
782579

DD/A Registry
File Personnel

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	7/5	[Signature]
2	[REDACTED]	7/5	[Signature]
3	Mr. Malanick		
4	Mr. Blake	5 JUL 1978	
5			
6	CMO/DDA (Del)		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>4. For your signature.</p> <p>1-4 Jack - I wanted you to see this before it went out. These offices appear to be the best for [REDACTED]</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED], TO/DDA 7D-18 Hdrs. [REDACTED]			6/23/78
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