

OTR 79-1096

4 DEC 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence
VIA: Deputy Director for Administration
FROM: Donald E. Smith
Director of Training
SUBJECT: Attendance in Agency Orientation Courses
REFERENCE: A. Memo to DDCI from DTR dated 29 October
1979, Same Subject (OTR 79-1083)
B. Memo to Deputy Directors from DDCI
dated 1 November 1979, Same Subject
(ER 79-2487/1)

1. The revised Headquarters Regulation [redacted] covering attendance at Agency Orientation Courses has been fully coordinated per Reference B and has been sent to the Regulations Control Division for publication. A copy is attached for your reference (Attachment A).

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2. Please sign the Employee Bulletin (Attachment B) which explains the changes and requests support and compliance from Agency managers and supervisors.

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Donald E. Smith
Donald E. Smith

Attachments:
A-Draft Headquarters Regulation [redacted]
B-Draft Employee Bulletin

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Distribution:

Orig - Addressee
1 - DDA
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TRAINING

2. ENTRANCE-ON-DUTY BRIEFINGS AND ORIENTATION TRAINING

- a. GENERAL. The program of entrance-on-duty briefings and orientation training courses is designed to acquaint each new full-time permanent and regularly scheduled part-time employee with the Agency's missions, organization, and benefits and its administrative and security practices. Another purpose of the program is to ensure integration of new employees into the work force of the Agency with on-the-job or other applicable training. Personnel detailed to CIA may also be required to attend any portion or all of this program.
- b. ORIENTATION PROGRAM
- (1) OFFICE OF PERSONNEL BRIEFINGS provide an introduction to the Agency for new employees that covers the organization of the Agency, information on employee benefits and administrative practices, and assistance in the completion of appropriate documents of employment.
 - (2) OFFICE OF SECURITY BRIEFINGS are an essential part of the orientation of new employees and are accomplished in accordance with the provisions of [REDACTED]
 - (3) OFFICE OF TRAINING (OTR) ORIENTATION COURSES provide in-depth instruction on the Agency's missions, organization, and significant foreign intelligence activities. The Introduction to CIA course is given for new professional employees and the Orientation for New Employees course is provided clerical and technical support employees.
 - (4) DIRECTORATE AND COMPONENT BRIEFINGS are conducted to provide new employees with more specific information about the missions of the directorate and component, on-the-job orientation, career development, and the accomplishment of various administrative

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tasks. Deputy Directors, Heads of Independent Offices, and Operating Officials will periodically review existing internal briefing programs for new employees and make modifications as necessary.

c. RESPONSIBILITIES

- (1) THE DIRECTOR OF PERSONNEL will ensure that employees subject to the provisions of this regulation are scheduled for the Office of Personnel and Office of Security briefings and that appropriate administrative documents are completed.
- (2) THE DIRECTOR OF SECURITY will develop, direct, and conduct the security orientation of new employees in accordance with the provisions of [REDACTED]
- (3) THE DIRECTOR OF TRAINING will develop, direct, and conduct the Introduction to CIA course, Orientation for New Employees course, or other orientation courses for new employees, monitor attendance in them, and grant waivers or deferment of attendance.
- (4) DEPUTY DIRECTORS AND HEADS OF INDEPENDENT OFFICES will ensure that new employees receive appropriate on-the-job training and are informed of pertinent component administrative matters. They may conduct component or directorate orientation courses as needed.

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- d. ATTENDANCE. The Office of Personnel and Office of Security portions of the orientation program may not be deferred. The appropriate OTR orientation course should normally be attended by every new employee after one month but no longer than six months following entrance on duty. Details concerning the scheduling of these courses are published twice annually in



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the OTR Schedule of Courses. The Director of Training will monitor attendance in these courses, and any deferment beyond six months following entrance on duty or complete waiver must be requested by the employee's supervisor, endorsed by the component head, and approved by the Director of Training.

e. ENROLLMENT PROCEDURES

- (1) After a new employee reports for duty, the component of assignment will enroll the employee in the appropriate OTR orientation course. Supervisors should submit a Form 73, Request for Internal Training, through their Training Officer to Central Registrations, Office of Training.
- (2) The Office of Personnel will send to the Office of Training on a timely basis lists of all new employees to help monitor attendance by these employees in the appropriate OTR orientation course.

EMPLOYEE BULLETIN

EB No.

AGENCY ORIENTATION FOR NEW EMPLOYEES

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1. The Headquarters Regulation regarding orientation of new employees [REDACTED] has been revised to emphasize attendance in formal orientation courses conducted by the Office of Training, in addition to the entrance-on-duty briefings given by the Offices of Personnel and Security.

2. All new employees are to be enrolled in one of two courses--the Introduction to CIA for professionals or the Orientation for New Employees for clerical and technical support personnel. A new employee should attend the appropriate course after one month but no longer than six months following entrance on duty. Deferment beyond six months or a complete waiver must be requested by the employee's supervisor, endorsed by the component head, and approved by the Director of Training. The Director of Training is charged with monitoring compliance and will report to me on a regular basis.

3. Supervisors are reminded of their responsibility for meeting the orientation and training needs of their new employees.

Frank C. Carlucci

DISTRIBUTION: ALL EMPLOYEES (1-6)

OTR 79-1097

4 DEC 1979

MEMORANDUM FOR: Regulations Control Division, DDA

FROM: Donald E. Smith
Director of Training

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SUBJECT: Revised Headquarters Regulation [REDACTED]

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Attachment A is a revision of Headquarters Regulations [REDACTED] entitled "Entrance on Duty Briefings and Orientation Training." It is intended as a replacement for [REDACTED] in its entirety and not as an addition to the current regulation. At the direction of the DDCI, it has already been coordinated and copies of the coordinating documents are attached (Attachment B). We have received verbal concurrence from the DDA. Please expedite the printing and publication of this regulation.

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/s/ Donald E. Smith

Donald E. Smith

Attachments:

- A. Headquarters Regulation [REDACTED]
- B. Memo from DDCI and responses

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