

DD / S REGISTRY

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Personnel 3

11 FEB 1966

**Mr. Julius E. Bitington
Chairman, Training Officers Conference
c/o Leadership Resources, Incorporated
1750 Pennsylvania Avenue, N. W.
Washington, D. C. 20036**

Dear Mr. Bitington:

This is in response to the letters dated January 18th from you and Mr. Walsh to me and to the Director inviting CIA to nominate officers for the Training Officers Conference and the American Society for Training and Development Joint Awards Program.

While we are not submitting nominations for this year's program, we do wish to say that we are interested in it. The purposes of your program are commendable and the awards should aid in gaining additional recognition for the vital role which training plays in organizational development and effectiveness.

We appreciate the invitation and we hope that your program will be highly successful.

Sincerely,

/s/

**Bennett D. Echols
Director of Personnel**

OTR/PPS [redacted] hej (8 Feb 66)
Rewritten: EO-DD/S:VRT/ms (11 Feb 66)
Distribution:

- Orig & 1 - Adse
- 2 - D/Pers, w/basic (DD/S 66-0420, DD/S 66-0396)
- 2 - DTR, w/Xerox of basic
- 1 - DD/S Subject, w/Xerox of basic ✓
- 1 - Ex. Dir. -Compt. (Attn: Mr. Knoche)

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00/S. 66 - 042
66-264

January 18, 1966

Admiral William F. Raborn, Jr.
Director, Central Intelligence
Central Intelligence Agency
Washington, D. C. 20505

Dear Admiral Raborn:

President Johnson calls education "the first work of our times and the first work of our society." The solution to many of the nation's most pressing problems--unemployment and poverty--new technologies--the "explosion of knowledge"--the pressure of human rights--lies largely in a stepped-up education and training effort.

Within Government, personnel and training people working with operating people are constantly striving to find better ways of accomplishing this challenging work.

To augment your recognition of the outstanding education and training efforts within your agency, the Training Officers Conference (TOC) and the Washington, D. C., Chapter, American Society for Training and Development (ASTD) invite you to submit nominations for their Joint Awards Program. These Awards are designed to recognize excellence in the field of employee training and development, both in Government and private industry in the Washington, D. C. area. The Awards will be presented at a TOC/ASTD luncheon, to be held in May 1966.

We are sending your Director of Personnel additional information. The closing date for nominations is February 15, 1966.

Sincerely,

Frank P. Walsh
FRANK P. WALSH
President, Washington, D. C.,
Chapter, ASTD

Julius E. Eittington
JULIUS E. EITTINGTON
Chairman, TOC

Encl.

DA/S 66-039
DTR 5102

January 18, 1966

Mr. Emmett D. Echols
Director of Personnel
Central Intelligence Agency
Washington, D. C.

Dear Mr. Echols:

The Training Officers Conference (TOC) and the Washington, D. C. Chapter, American Society for Training and Development (ASTD) are inviting nominations for the Joint TOC/ASTD Awards Program. The purpose of these Awards is to recognize excellence both in Government and in private industry in the Washington, D. C. area.


This is the first year that TOC and ASTD have joined together for a single awards program. Three Awards will be made:

- An Individual Award to a trainer
- An Organizational Award to either a training or line organization
- A "Young Trainer of the Year" Award to a person not over 30 years of age.

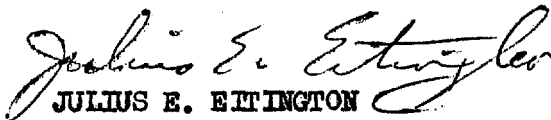
Hopefully, the joint program and the limited number of awards will greatly increase their meaningfulness and prestige. The enclosed announcement gives you details about the Awards and the nominating procedure. The closing date for nominations is February 15, 1966. For additional announcements or information call DU 9-3311 (Code 148, ext. 3311).

We look forward to your participation in this program.

Sincerely,



FRANK P. WALSH
President, Washington, D. C.,
Chapter, ASTD



JULIUS E. ETTINGTON
Chairman, TOC

Encl. :

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

Chairman, TOC/ASTD Awards Committee
c/o Leadership Resources, Incorporated
1750 Pennsylvania Avenue, N. W.
Washington, D. C. 20036

Dear Sir:

We thank you for your invitation to nominate CIA officers for the joint TOC/ASTD awards. The purposes of your program are commendable and the awards should aid in gaining additional recognition for the vital role which training plays in organizational development and effectiveness.

After a review of the personnel of our training staff, it is our feeling that none fully meets the criteria for the awards. Even though we have no nomination, we do sincerely appreciate your interest and trust that your program will be highly successful.

Sincerely,

W. F. Raborn
Director

9 February 1966

Called OTR to request rewrite.

Signature line incorrect. Should be "W. F. Raborn",
not "William Raborn".

Also suggested that letter be addressed by name rather
than title.

OTR questioned "which" individual the letter should
be addressed to.

Suggested letter be addressed to the President w/cc
to Chairman, TOC.

OTR questioned this suggestion and then double-checked
with [redacted] who advised that he had contacted
the office referred to in the 18 Jan letter, after
receipt of both letters, and had been advised that
Mr. Walsh and Mr. Eittington, along with another
individual, were all on the "same level" - that a
Chairman for the over-all awards program had not
yet been designated - therefore, we "would be stepping
on someone's toes" if we specifically addressed the
letter to one of the three. The individual [redacted]
talked to suggested that the letter be addressed to the
Chairman with a salutation of "Dear Sir".

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

Chairman, TOC/ASTD Awards Committee
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Sincerely,

William Raborn
Director