

ADMINISTRATIVE INTERNAL USE ONLY

DDI 814-83

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31 JAN 1983

MEMORANDUM FOR:

[Redacted]

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VIA:

D/CPAS

FROM:

Robert M. Gates
Deputy Director for Intelligence

SUBJECT:

Training for [Redacted]

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1. In a number of sessions I have had with analysts recently, a disturbing issue keeps coming up--the training required for [Redacted] From what I have been told, each analyst who is going to have [Redacted] facilities will have to take a five-day course from OTE before receiving a password to access the system. Branch coordinators will have to complete 7 days of training.

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2. I don't understand why the OTE course is so long. I have been told that analysts learned how to use [Redacted] in about two to four hours and that the training occurred in the branch. My own experience as an up-and-coming computer expert also makes me extremely dubious that such extensive training is called for.

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3. I want you to look into this for me. Is all this training really necessary? Aren't there ways to substantially streamline it? Would it help, for example, to have smaller classes so that every student has a terminal to work with? Does everyone really have to take the course? Why can't the branch coordinators take the OTE course and in turn train the people in their branches? Please let me know what you find out as soon as possible. If we want people to use [Redacted] we should keep it as simple as possible.

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[Redacted Signature]

Robert M. Gates

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